Securites and Exchange Commission

CITIZEN'S CHARTER

FY 2026, 1st Edition



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Generated from ARTEMIS

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I. Mandate:

The Securities and Exchange Commission (SEC) or the Commission is the national government regulatory agency charged with supervision over the corporate sector, the capital market participants, and the securities and investment instruments market, and the protection of the investing public. Created on October 26, 1936 by Commonwealth Act (CA) 83 also known as The Securities Act, the Commission was tasked to regulate the sale and registration of securities, exchanges, brokers, dealers and salesmen. Subsequent laws were enacted to encourage investments and more active public participation in the affairs of private corporations and enterprises, and to broaden the Commission's mandates. Recently enacted laws gave greater focus on the Commission's role to develop and regulate the corporate and capital market toward good corporate governance, protection of investors, widest participation of ownership and democratization of wealth.

SEC is the registrar and overseer of the Philippine corporate sector; it supervises more than 600,000 active corporations and evaluates the financial statements (FS) filed by all corporations registered with it. SEC also develops and regulates the capital market, a crucial component of the Philippine financial system and economy. As it carries out its mandate, SEC contributes significantly to government revenues.

With the growing number of corporations and other forms of associations that SEC supervises and monitors, and given the evolving nature of transactions where the corporate vehicle is being used to defraud the investing public, as well as the ever dynamic character of the capital market, SEC must progressively perform its critical role as the prudent registrar and supervisor of the corporate sector and the independent guardian of the capital market.

Subsequent laws enacted to broaden the Commission's mandates, powers, and functions were:

- The SEC Reorganization Act or Presidential Decree (PD) 902-A in 1976, as subsequently amended by PDs 1653, 1758 and 1799 reorganized the Commission to give it ample powers to protect the public and their investments. Under the Act, the Commission was reorganized into a collegial body; and was given additional powers and functions, including quasi-judicial powers over intra-corporate disputes as well as absolute jurisdiction, supervision and control over all corporations, partnerships or associations that are the grantees of primary franchise and/or a license or permit issued by the government to operate in the Philippines.

- The Corporation Code of the Philippines (CCP) or the Batas Pambansa (BP) 68 in 1980 gave SEC the mandate to register corporations, collect fees from registering corporations, and prescribe reportorial requirements. Along with the granting of authority to register corporations, it empowered SEC to reject articles of incorporation or disapprove any amendment thereto if the same is not in compliance with the requirements of BP 68. The Code also required all registered corporations to submit to SEC an annual report of its operations, together with a financial statement of assets and liabilities, certified by an independent certified public accountant (CPA) in appropriate cases, and such other

requirements as SEC may require within the prescribed period. Likewise, it authorized SEC to promulgate rules and regulations reasonably necessary to enable it to perform its duties particularly in the prevention of fraud and abuses on the part of the controlling stockholders, members, directors, and trustees or officers of corporations.

- The Revised Corporation Code (RCC) or RA 11232, signed into law by President Rodrigo R. Duterte on 20 February 2019 and took effect on 23 February 2019, amended the almost four-decade-old BP 68 and forms part of the present administration's legislative priorities. It aligns with the 10-point socio-economic agenda of the President, specifically in increasing the Philippine economy's competitiveness and improving the ease of doing business in the country.

- The RCC aims for a more competitive corporate sector, as it adopts international best practices and standards tailored to address the needs and realities of the Philippine corporate setting, and introduces new concepts and mechanisms to help the Philippines keep up with the changing times.

- Among the notable amendments to the Corporation Code is the grant of a perpetual corporation term for existing and future corporations unless provided in their articles of incorporation. The RCC also allows the formation of one-person corporation, a corporation with a single stockholder and without a minimum authorized capital stock required. Another salient feature of the RCC is the provision for an emergency board when a vacancy in a corporation's board of directors prevents the remaining directors from constituting a quorum and consequently from making emergency actions required to prevent grave, substantial and irreplaceable loss or damage.

- The RCC also allows corporations to adopt alternative dispute resolution mechanisms for intra-corporate issues except those involving criminal offenses and interests of third parties. As part of efforts to improve ease of doing business in the country, the RCC mandated the Commission to develop and implement an electronic filing and monitoring system. The SEC is mandated to promulgate rules to facilitate and expedite, among others, corporate name reservation and registration, incorporation, submission of reports, notices, documents required under the Code, and sharing of pertinent information with other government agencies. To ensure optimal stockholder participation, meanwhile, the RCC will allow the use of remote communication such as videoconferencing and teleconferencing during stockholder meetings. Stockholders may also participate and vote in absentia.

- The Revised Securities Act or BP 178 in 1982 repealed CA 83 in its entirety to give way to a new statute that would enable the SEC to keep pace with new and more complex securities instruments, trading vehicles and strategies. BP 178 provided, among others, for a more sophisticated disclosure mechanism of securities to be offered to investors.

- The Securities Regulation Code (SRC) or Republic Act (RA) 8799 in 2000 provided for the SEC reorganization to give greater focus on the Commission's role in capital market development, fostering good corporate governance (CG) and enhancing investor protection. The SRC also provided for the transfer of the Commission's jurisdiction over all cases enumerated under Section 5 of PD 902-A to the Courts of general jurisdiction or the appropriate Regional Trial Court. The SRC also defined in clear terms fraud and criminal offenses related to securities transactions, and strengthened SEC regulatory functions over all entities dealing in securities such as Self-Regulatory Organizations (SROs) or the Philippine Stock Exchange (PSE), Philippine Dealing and Exchange Corporation (PDEx) and Capital Market Integrity Corporation; as well as market professionals such as brokers and dealers, among others.

- The SRC restated the requirements for the submission of an annual report by companies of their operations, together with FS, certified by an independent CPA, and such other requirements as SEC may deem necessary. It also included provisions on internal record keeping and accounting controls to be complied with by companies. The SRC Implementing Rules and Regulations (IRR), the latest amendment of which is known as the 2015 SRC Rules, took effect on November 9, 2015.

- Section 68 of the SRC on special accounting rules reinforced the power of SEC to make, amend and rescind such accounting rules and regulations as may be necessary to carry out the provisions of the SRC and those of the CCP relative to financial reporting. It also includes rules and regulations governing registration statements and prospectuses for various classes of securities and issuers, and defining accounting, technical and trade terms used; the power to prescribe the form or details to be shown in the FS, and the methods to be followed in the preparation of accounts, appraisal or valuation of assets and liabilities, and other financial statement items, among others.

- In line with this, Rule 68, the Special Accounting Rules was issued in 2001 as part of the SRC IRR. Rule 68 specifically provides for the general guides to FS preparation, responsibility to FS, qualifications and reports of independent auditors, additional requirements for independent auditors of SEC-regulated entities and other entities, independence of auditors, engagement of independent auditors, audit reports, including the accreditation of independent auditors as well as review of their quality assurance processes. Rule 68 has undergone several amendments, the latest of which was in 2011; and is presently in the process of amendments to ensure reliability of the FS and the protection of investors. Financial Reporting Bulletins (FRBs) are also issued by the Commission as needed to cover additional Financial Reporting Requirements.

- Credit Information System Act (CISA) or RA 9510 in 2008 mandated the SEC to be the lead government agency to implement and enforce the said Act. It designated the Chairman of the SEC to be the Chairman of the Board of Directors of the Credit Information Corporation (CIC), whose primary purpose is to receive and consolidate basic credit data; to act as a central registry or central repository of credit information; and, to provide access to reliable, standardized information on credit history and financial condition of borrowers.

- Microfinance Nongovernment Organizations (NGOs) Act or RA 10693 in 2015 mandated SEC to establish an accrediting body to be known as the Microfinance NGO Regulatory Council which shall, among others, institute and operationalize a system of accreditation for Microfinance NGOs; issue certificate of accreditation as a Microfinance NGO upon determination that the criteria set for this purpose have been fully satisfied; and, monitor the performance of Microfinance NGOs to ensure continuing compliance with the provisions of the Act and its IRR. The Chairman of SEC or designated representative shall serve as the Chairperson of the Council; and the Council shall be assisted by a secretariat to be lodged in the SEC, which shall coordinate the activities involved in the accreditation process.

Today, SEC is tasked with "serious responsibility of enforcing all laws affecting corporations and other forms of associations not otherwise vested in some other government offices." In addition to the aforementioned laws, the Commission also implements and acts either as lead or support agency in administering and enforcing special laws, the more significant of which are:

- Anti-Money Laundering Act of 2001 (RA 10365), as amended
- Lending Company Regulation Act (LCRA) of 2007 (RA 9474)
- Financing Company Act (FCA) (RA 8556), as amended
- Investment Company Act (RA 2629), as amended, and its IRR
- Investment Houses Law (PD 129)
- Retail Trade Liberalization Act of 2000 (RA 8762)
- Foreign Investments Act of 1991 (RA 7402), as amended
- Omnibus Investments Code of 1987 (E.O. 226, Book III)
- Anti-Dummy Law (Commonwealth Act 108), as amended
- Civil Code of the Philippines (RA 386, Title IX – Partnership)
- Securitization Act of 2004 (RA 9267)
- Real Estate Investment Trust Act of 2009 (RA 9856)
- Personal Equity and Retirement Account Act of 2008 (RA 9505)
- Ease of Doing Business and Efficient Government Service Delivery Act of 2018 (RA 11032)
- Financial Products and Services Consumer Protection Act of 2022 (RA 11765)

II. Vision:

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

III. Mission:

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

IV. Service Pledge:

We, the Securities and Exchange Commission, the prudent registrar and supervisor of the corporate sector, and the independent guardian of the capital market, commit to:

Serve our stakeholders with utmost integrity and professionalism in compliance with customer, legal, regulatory, and other applicable requirements;

Excel in performing our mandate through continuing institutional capability enhancement and effective resource management; and,

Continually improve our quality management system in pursuit of service, excellence and commitment.

LIST OF SERVICES

Office of the General Accountant (OGA)

External Services

- Accreditation of Asset Valuer
- Accreditation of Credit Rating Agency
- Complex Request for Opinion and/or Clarification on Accounting Related Matters
- Highly Technical Request for Opinion and/or Clarification on Accounting Related Matters
- Request for Exemptive Relief
- Simple Request for Opinion and/or Clarification on Accounting Related Matters

Accreditation Division

External Services

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

Office of the General Counsel (OGC)

External Services

- Request for Certified True Copy or Plain Copy of OGC Opinion or Documents related to a Case
- Simple Legal Queries

Adjudication Division

External Services

- Filing of Appeal Memorandum
- Request for a Certificate of Finality
- Request for a Certificate of No Pending Case
- Request for a Certified True Copy for the Entry of Judgment

Opinions and External Affairs Division

External Services

- Request for Legal Opinion

Commission Secretariat Division (CSD)

External Services

- Request for Certification on Commission En Banc Resolutions and Other Acts of the Commission
- Request for Certified True Copy (CTC) of Memorandum Circulars

Markets and Securities Regulation Department (MSRD)

External Services

- Accreditation/Renewal or Payment of Annual Fee of Surety Companies
- Application for Real Estate Investment Trust (REIT) Fund Manager and its Compliance Officer
- Receipt of Complaints Against Covered Entities of the Markets and Securities Regulation Department

- Request for Approval to Use Electronic Format Order Ticket, Confirmation of Customer Order, Customer Account Statement, eKYC and Online Trading Platform/Payment Channel Platform
- Request for MSRD Comments/Recommendations Relative to Applications filed with CRMD/FAAD and Other Departments
- Request for SEC-MSRD Certification (With or Without Secondary License)

Securities Registration Division (SRD)

External Services

- Application for Confirmation of Exempt Transaction
- Application for Exemption from Registration of Securities under SRC Rule 10.2 Stock Option Plan
- Petition for Voluntary Revocation of Registration of Securities
- Processing of Application for Registration of Securities and/or Permit to Offer Securities for Sale and Distribution to the Public
- Request for Clearance before Distribution of Information Statement
- Request for Confidential Treatment of Information filed with the Commission
- Request for Exemptive Relief under Section 72.1 of the Code

Investment Products and Services Division (IPSD)

External Services

- Allocation of International Securities Identification Number (ISIN), Classification of Financial Instruments (CFI), and Financial Instrument Short Name (FISN) Codes to Financial Instruments
- Application for Central Trade Reporting System
- Application for Association of Securities Brokers and Dealers
- Application for Over-the-Counter Market/ Central Trade Reporting System/ Association of Securities Brokers and Dealers
- Application for Registration as an Exchange/SRO/Clearing Agency/ Clearing Agency-SRO and Depository
- Application for Registration as Crowdfunding Intermediary and Funding Portal
- Application for Registration as Operator of Alternative Trading System
- Application of Registration as Registrar of Qualified Buyer

Enforcement and Investor Protection Department (EIPD)

External Services

- Receipt and Filing of Complaint by Walk-In Clients with the EIPD
- Request of Certified True Copy of Documents by Walk-In Clients

Licensing Division (LD)

External Services

- Amendment of Registration Statement
- Petition for Voluntary Revocation
- Processing of Information Statement (SEC Form 20-IS)
- Registration of Securities and Licensing of Investment Company
- Request for Certification on the Registration of Securities

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

Request for Exemptive Relief / Confidential Treatment / Other Filing Made Requiring Action by the Department

Request for Monitoring of Investment Company, Public Company, and Issuer of Proprietary and Non-proprietary Shares or Certificates

Request for Payment Assessment Form (for Annual Fees of Unitized Mutual Funds and Assessed Penalties)

Corporate Governance Division (CGD)

External Services

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

Application for Accreditation as Corporate Governance Institutional Training Provider (CG-ITP)

Application for Renewal of Accreditation as Corporate Governance Institutional Training Provider (CG-ITP)

Request for Approval of Corporate Governance Training/Seminar (for SEC-accredited CG-ITPs)

Request for Clearance of Publicly-Listed Company (PLC)

Request for Exemptive Relief

Request for Payment Assessment Form (for Filing Fees and Assessed Penalties)

Monitoring Compliance and Audit Division (MCAD)

External Services

Accreditation of Microfinance Non-Government Organizations (MF-NGOs) under Republic Act (R.A.) No. 10693 (Microfinance NGOs Act)

Receiving of Complaints Filed Against Accredited Microfinance NGOs

Request for Clearance for Foundations/Accredited Microfinance NGOs

Request for Payment Assessment Form (for Payment of Penalties)

Financing and Lending Companies Department (FinLenD)

External Services

Request for Confidential Treatment / Other Filing Made Requiring Action by the Department

Application for Amendment of Business Plan

Processing of Formal Complaints Filed Against Financing and Lending Companies

Request for Certification of Status on Certificate of Authority (CA)Monitoring of Financing and Lending Companies and other Government Offices

Request for Clearance for Financing and Lending Companies

Request for Payment Assessment Form for Payment of Annual Fees

Corporate and Partnership Registration Division (CPRD)

External Services

Amendment to shorten the corporate term (Voluntary Dissolution under Section 136 of the RCC) where the proposed expiration of the corporate term [must contemplate a

future date] is less than one year, from approval of the application for amendment under Regular Processing

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

Application for Amendment of By-Laws concerning five or more provisions and filing of New By-Laws of Domestic Corporations (eAMEND Regular Processing)

Application for amendment of corporate term where the proposed expiration is one (1) year or more than one (1) year under Section 136 of the RCC (under eAMEND Regular Processing)

Application for Amendment of Partnerships under eAMEND Regular Processing

Application for Change of Head or Appointment of the Head of the Corporation Sole (eAMEND Regular Processing)

Application for Conversion from Stock Corporation to Non-stock Corporation through eAMEND portal

Application for Conversion of Corporation Sole to Ordinary Non-Stock Corporations of Domestic Corporations (eAMEND Regular Processing)

Application for Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC) under eAMEND Regular Processing

Application for Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC) under eAMEND Regular Processing

Application for Enabling Resolution (through iMESSAGE)

Post-Audit of eAMEND Applications approved under Simple Processing

Post-Evaluation of Regular eSPARC Applications

Post-Evaluation OneSEC eSPARC applications

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

Registration of Corporations through One-day Submission and E-registration of Companies (OneSEC) with ZERO Processing for DOMESTIC STOCK CORPORATIONS

Registration of Corporations through the Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular with ZERO Processing

Registration of Corporations through the Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular ZERO where payment for subscription is other than Cash

Registration of Non-Stock Corporations through the Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular Only (with Digital Certificate and Post-Audit Evaluation)

Voting Trust Agreement (through iMESSAGE)

Corporate Filing and Records Division (CFRD)

External Services

Request for Affirmative Certification - For General Public

Request for Affirmative Certification - For Non-Profit Making Government Agencies

Request for Affirmative Certification - For Profit Making Government Agencies

Request for Certificate of No Derogatory Information

Request for Certification as Broker Dealer in Securities Investment, etc., - For General Public

Request for Certification as Broker Dealer in Securities Investment, etc., - For Non-Profit Making Government Agencies

Request for Certification as Broker Dealer in Securities Investment, etc., - For Profit Making Government Agencies

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

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

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

Request for Name Verification for Amendment

Request for Negative Certification - For General Public

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

Request for Negative Certification - For Profit Making Government Agencies

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

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

Compliance Monitoring Division (CMD)

External Services

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

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

Application for Monitoring Clearance for All Types of Corporations

Application for Monitoring Clearance for All Types of Corporations

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

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

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

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

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

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

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

Petition to Lift Order of Revocation/Suspension

Posting of Bond for One Person Corporation (OPC)

Posting of Surety Bond for One Person Corporation (OPC)

Request for Payment of Fines in Installment Basis

Request for Payment of Fines in Installment Basis

Request for Reduction of Fines

Request for Reduction of Fines

Foreign Investment Registration Station Division (FIRST-D)

External Services

Application for Amendment of Articles of Incorporation and/or By-Laws of non-Philippine National Domestic Stock and Non-stock Corporations registered under FIA or before IPAs (Simple Processing)

Application for Amendment of Articles of Incorporation and/or By-Laws of of non-Philippine National Domestic Stock and Non-stock Corporations registered under FIA or before IPAs (Regular Processing)

Application for Amendment of License of Foreign and Multinational Corporations

Application for Amendment of non-Philippine national Partnerships registered under FIA or before IPAs (Regular Processing)

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

Application for Consolidation of non-Philippine National Domestic Stock and Non-stockCorporations registered under FIA or before IPAs

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

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

Application for Decrease of Capital Stock of non-Philippine national Stock Domestic Corporations registered under FIA (“Foreign Investment Act”) or before Investment Promotion Agencies (IPAs)

Application for Dissolution (For amendment to shorten the corporate term under Section 136 of the RCC where the proposed expiration of the corporate term [must contemplate a future date] is less than one year, from approval of the application for amendment)

Application for Dissolution of non-Philippine National Partnerships registered under FIA or before IPAs

Application for Enabling Resolution of non-Philippine National Domestic Stock Corporations registered under FIA or before IPAs

Application for Increase of Capital Stock for non-Philippine National One Person Corporation registered under FIA or before IPAs via Cash

Application for Increase of Capital Stock of non-Philippine national Stock Domestic Corporations registered under FIA (“Foreign Investment Act”) or before Investment Promotion Agencies (IPAs) by way of Cash

Application for Increase of Capital Stock of non-Philippine national Stock Domestic Corporations registered under FIA (“Foreign Investment Act”) or before Investment Promotion Agencies (IPAs) through payment other than cash

Application for Withdrawal of License of Foreign or Multinational Corporations

Application to do business under the Foreign Investments Act (FIA) of an existing corporation

Cash or Stock Dividend Declaration (For shares that are not listed)

Certification of Paid-up Capital / Capital Structure / Percentage of Ownership of non-Philippine National Domestic Corporations

Confirmation of Valuation of non-Philippine National Domestic Corporations

- Conversion of License of Foreign Corporations and Multinational Corporations (Branch Office to Representative Office and vice versa)
- Conversion of License of Foreign Corporations and Multinational Corporations (Regional Headquarter to Regional Operating Headquarter and vice versa)
- Creation of Additional Paid-in Capital (APIC) of non-Philippine National Domestic Corporations
- Creation of Bonded Indebtedness of non-Philippine National Domestic Corporations
- Equity Restructuring of non-Philippine National Domestic Corporations
- Joint Certification for Applications of Increase of Capital Stock by way of Cash Infusion
- Licensing of Foreign Corporations through the ESPARC (Electronic Simplified Processing of Application for Registration of Company)
- Post-Evaluation of Simple Amendment of Articles of Incorporation and/or By-Laws of non-Philippine National Domestic Stock and Non-stock Corporations registered under FIA or before IPAs
- Property Dividend Declaration of non-Philippine National Domestic Corporations
- Quasi-Reorganization of non-Philippine National Domestic Corporations
- Reclassification / Declassification / Conversion of Shares / Change in par value
- Registration of Corporations, with more than 40% foreign equity, through the ESPARC (Electronic Simplified Processing of Application for Registration of Company) where payment for subscription is Cash except Licensing of Foreign Corporations, Registration of Partnerships, and Licensing of Lending and Financing Companies
- Registration of Corporations, with more than 40% foreign equity, through the ESPARC (Electronic Simplified Processing of Application for Registration of Company) where payment for subscription is other than Cash except Licensing of Foreign Corporations, Registration of Partnerships, and Licensing of Lending and Financing Companies
- Registration of Partnerships, with 0.01% foreign equity or more, through the ESPARC (Electronic Simplified Processing of Application for Registration of Company)
- Voting Trust Agreement

Corporate Adjudication Division (CAD)

External Services

- Request for Case Status Update (via email) - for one-party petitions
- Request for Case Status Update (via email) - for two-party complaints
- Request for Case Status Update (Walk-in Inquiry)
- Request for Requirements for Petitions/Complaints under CLAD (via email)
- Request for Requirements for Petitions/Complaints under CLAD (Walk-in Inquiry)

Licensing Unit (LU)

External Services

- Application for Amendment of Articles of Incorporation and/or By-laws of Lending/Financing Companies
- Application for Amendment of Lending/Financing Branch Offices
- Application for Branch Offices of Lending/Financing Companies
- Application for Conversion of Ordinary Corporation to Lending/Financing Companies and Lending to Financing Corporation and vice versa.

- Application for Payment of Annual Fees of Capital Market Participants through Electronic Registry of Application for Market Participants (eRAMP)
- Application for Registration of Capital Market Institutions
- Application for Registration of Capital Market Participants through Electronic Registry of Application for Market Participants (eRAMP)
- Application for Renewal of License for Transfer Agents
- Cancellation Certificate of Authority of Lending/Financing Branch Offices
- Primary Registration and Secondary License for Lending and Financing Company through the ESPARC (Electronic Simplified Processing of Application for Registration of Company)

Systems Operations Division (SOD)

External Services

- REVIEW AND VERIFICATION OF ENROLLED ACCOUNT IN ELECTRONIC FILING AND SUBMISSION TOOL (eFAST)

Electronic Records Management Division (ERMD)

External Services

- Receiving walk-in of correspondence and other documents
- Request by Enrolled Government Agencies for Digital Plain copy/copies of Corporate Documents via SCORE
- Request for Digital Plain Copies of Corporate Documents via eSEARCH
- Request for Plain and/or Authenticated Copies of Documents via Call Center Agent or SEC Online Request Portal
- Request via iMessage online ticketing system at imessage.sec.gov.ph
- Submission and Acceptance of Corporate Reportorial Requirements, and Issuance of Quick Response (QR) Code via eFAST
- Submission and Acceptance of Reports Not Available in eFAST, and Issuance of Quick Response (QR) code via iMessage online ticketing system at imessage.sec.gov.ph

Information Systems Development and Management Division (ISDMD)

External Services

- Complex assistance to the various Securities and Exchange Commission (SEC) Online Systems
- Complex Request for Listing
- Highly Technical Assistance to the various Securities and Exchange Commission (SEC) Online Systems
- Highly Technical Request for Listing
- Simple assistance to the various Securities and Exchange Commission (SEC) Online Systems
- Simple request for Listing

Company Analytics and Statistics Division (CASD)

External Services

- Certification of Rank in the Philippines Top 1000 Corporations
- Complex Request for SEC Statistics, Reports, and Data (SRD)

- Highly Technical Request for SEC Statistics, Reports, and Data (SRD)
- Provision of Copy of the Philippines Top 1000 Corporations
- Simple Request for SEC Statistics, Reports, and Data (SRD)

Market Professionals Development Division (MPDD)

External Services

- Application for the Phase 1 or Phase 2 (Phase 1 Passers from 01 July 2025 onward via SEC ACES) SEC Certification Examination for Prospective Capital Market Professionals at the SEC Headquarters
- Application for the Phase 1 or Phase 2 SEC Certification Examination (Paper-and-Pen) at the SEC Extension Offices
- Application for the Phase 2 SEC Certification Examination for Prospective Capital Market Professionals (Phase 1 Passers at SEC HQ between May 11, 2017 to June 30, 2025 or Phase 1 Passers in Provinces from May 11, 2017 to present) at the SEC Headquarters
- Registration for the SEC Certification Webinars for Prospective Capital Market Professionals

Human Resources Management Division (HRMD)

External Services

- Request for Issuance of Certificates for Former SEC Officials and Employees
- Request for Employment Verification
- Request for Issuance of Certificates for Former SEC Officials and Employees
- Request for Issuance of Service Record of Former SEC Employees
- Request for Issuance of Service Record of Former SEC Employees

Organizational Development Division (ODD)

External Services

- Library Services - Complex Reference Queries in SEC Library
- Library Services - Simple Reference Queries in SEC Library
- Request for Issuance of Certificate of Performance Rating with Certified True Copy (CTC) of Division or Individual Performance Evaluation and Competency Assessment Rating (DPECAR or IPECAR Ratings) generated in the Human Resource Management Information System (HRMIS)

Health and Wellness Division (HWD)

External Services

- Request for Medical Consultation and Treatment
- Request for Dental Consultation and Treatment

Accounting Division (AD)

External Services

- Request for the Issuance of BIR Form 2307

Treasury Division (TD)

External Services

- Collection of Fees Through ESPAYSEC and LandBank OnColl Facility
- Issuance and Release of Payment Through Fund Transfer

Request for Certified True Copy (CTC) of Official Receipt (Complex)

Request for Certified True Copy (CTC) of Official Receipt (Simple)

Supply Chain Division (SCD)

External Services

Issuance of Bidding Documents

Posting of Performance Security

Strategic Partnership and Advocacy Division (SPAD)

External Services

Request for a Resource Person for External Activities

Request to Conduct Orientation on SEC's Functions, Mandates, and other related topics

Corporate Communication Division (CCD)

External Services

Media Request for Interviews, Information, and Updates

Financial Analysis and Audit Department (FAAD)

External Services

a) Certification of Paid-up Capital / Capital Structure / Percentage of Ownership for Domestic Stock Corporations Classified as Philippine National, and b) Certification of Capital / Contribution of Domestic Partnerships Classified as Philippine National

Cash or Stock Dividend Declaration (For Shares That Are Not Listed) – Domestic Stock Corporations Classified as Philippine National

Confirmation of Valuation for Domestic Stock Corporations Classified as Philippine National

Creation of Additional Paid-in Capital (APIC) for Domestic Stock Corporations Classified as Philippine National

Creation of Bonded Indebtedness for Domestic Stock Corporations Classified as Philippine National

Decrease of Capital Stock for Domestic Stock Corporations Classified as Philippine National

Equity Restructuring for Domestic Stock Corporations Classified as Philippine National

Increase of Capital Stock by way of Cash through electronic mail submission for Domestic Stock Corporations Classified as Philippine National (Other than OPC)

Increase of Capital Stock by way of Cash through the eAMEND Portal - Simple Processing for One Person Corporations (OPC) Classified as Philippine National

Increase of Capital Stock by way of Cash through the eAMEND Portal for Domestic Stock Corporations Classified as Philippine National (Other than OPC)

Increase of Capital Stock of One Person Corporation (OPC) through electronic mail submission for Domestic Stock Corporations Classified as Philippine National

Increase of Capital Stock through payment other than cash of One Person Corporation (OPC through the eAMEND Portal (Regular Amendment) for Domestic Stock Corporations Classified as Philippine National

Increase of Capital Stock through payment other than cash through electronic mail submission for Domestic Stock Corporations Classified as Philippine National (other than OPC)

Increase of Capital Stock through payment other than cash through the eAMEND Portal for Domestic Stock Corporations Classified as Philippine National (other than OPC)

Merger / Consolidation

Merger / Consolidation (For Banks)

Property Dividend Declaration for Domestic Stock Corporations Classified as Philippine National

Quasi-Reorganization for Domestic Stock Corporations Classified as Philippine National

Reclassification / Declassification / Conversion of Shares / Change in par value for Domestic Stock Corporations Classified as Philippine National

Requests for Monitoring Clearance of Corporations with applications filed before the Financial Analysis and Audit Department (FAAD)

Baguio Extension Office

External Services

a) Certification of Paid-up Capital / Capital Structure / Percentage of Ownership for Domestic Stock Corporations Classified as Philippine National, and b) Certification of Capital / Contribution of Domestic Partnerships Classified as Philippine National

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

Amendment to shorten the corporate term (Voluntary Dissolution under Section 136 of the RCC) where the proposed expiration of the corporate term [must contemplate a future date] is less than one year, from approval of the application for amendment under Regular Processing

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

Application for Amendment of Articles of Incorporation and/or By-laws of Lending/Financing Companies

Application for Amendment of By-Laws concerning five or more provisions and filing of New By-Laws of Domestic Corporations (eAMEND Regular Processing)

Application for amendment of corporate term where the proposed expiration is one (1) year or more than one (1) year under Section 136 of the RCC (under eAMEND Regular Processing)

Application for Amendment of Lending/Financing Branch Offices

Application for Amendment of Partnerships under eAMEND Regular Processing

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

Application for Branch Offices of Lending/Financing Companies

Application for Change of Head or Appointment of the Head of the Corporation Sole (eAMEND Regular Processing)

Application for Conversion from Stock Corporation to Non-stock Corporation through eAMEND portal

Application for Conversion of Corporation Sole to Ordinary Non-Stock Corporations of Domestic Corporations (eAMEND Regular Processing)

Application for Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC) under eAMEND Regular Processing

Application for Conversion of Ordinary Corporation to Lending/Financing Companies and Lending to Financing Corporation and vice versa.

Application for Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC) under eAMEND Regular Processing

Application for Monitoring Clearance for All Types of Corporations

Application for Withdrawal of License of Foreign or Multinational Corporations

Cancellation Certificate of Authority of Lending/Financing Branch Offices

Cash or Stock Dividend Declaration (For shares that are not listed)

Cash or Stock Dividend Declaration (For Shares That Are Not Listed) – Domestic Stock Corporations Classified as Philippine National

Certification of Paid-up Capital / Capital Structure / Percentage of Ownership

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

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

Decrease of Capital Stock for Domestic Stock Corporations Classified as Philippine National

Increase of Capital Stock by way of Cash through electronic mail submission for Domestic Stock Corporations Classified as Philippine National (Other than OPC)

Increase of Capital Stock by way of Cash through the eAMEND Portal - Simple Processing for One Person Corporations (OPC) Classified as Philippine National

Increase of Capital Stock by way of Cash through the eAMEND Portal for Domestic Stock Corporations Classified as Philippine National (Other than OPC)

Increase of Capital Stock of One Person Corporation (OPC) through electronic mail submission for Domestic Stock Corporations Classified as Philippine National

Increase of Capital Stock through payment other than cash of One Person Corporation (OPC through the eAMEND Portal (Regular Amendment) for Domestic Stock Corporations Classified as Philippine National

Increase of Capital Stock through payment other than cash through electronic mail submission for Domestic Stock Corporations Classified as Philippine National (other than OPC)

Increase of Capital Stock through payment other than cash through the eAMEND Portal for Domestic Stock Corporations Classified as Philippine National (other than OPC)

Licensing of Foreign Corporations through the ESPARC (Electronic Simplified Processing of Application for Registration of Company)

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

Post-Audit of eAMEND Applications approved under Simple Processing

Post-Evaluation of Regular eSPARC Applications

Post-Evaluation OneSEC eSPARC applications

Posting of Bond for One Person Corporation (OPC)

Primary Registration and Secondary License for Lending and Financing Company through the ESPARC (Electronic Simplified Processing of Application for Registration of Company)

Reclassification / Declassification / Conversion of Shares / Change in par value for Domestic Stock Corporations Classified as Philippine National

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

Registration of Corporations through One-day Submission and E-registration of Companies (OneSEC) with ZERO Processing for DOMESTIC STOCK CORPORATIONS

Registration of Corporations through the Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular with ZERO Processing

Registration of Corporations through the Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular ZERO where payment for subscription is other than Cash

Registration of Corporations, with more than 40% foreign equity, through the ESPARC (Electronic Simplified Processing of Application for Registration of Company) where payment for subscription is Cash except Licensing of Foreign Corporations, Registration of Partnerships, and Licensing of Lending and Financing Companies

Registration of Corporations, with more than 40% foreign equity, through the ESPARC (Electronic Simplified Processing of Application for Registration of Company) where payment for subscription is other than Cash except Licensing of Foreign Corporations, Registration of Partnerships, and Licensing of Lending and Financing Companies

Registration of Non-Stock Corporations through the Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular Only (with Digital Certificate and Post-Audit Evaluation)

Registration of Partnerships, with 0.01% foreign equity or more, through the ESPARC (Electronic Simplified Processing of Application for Registration of Company) 1

Request for Case Status Update (via email) - for One-Party Petitions

Request for Case Status Update (via email) - for Two-Party complaints

Request for Case Status Update (Walk-in Inquiry)

Request for Certificate of No Derogatory Information

Request for Certification as Broker Dealer in Securities Investment, etc., - For General Public

Request for Certification as Broker Dealer in Securities Investment, etc., - For Government Agencies

Request for Certification from General Public

Request for Certification from Government Agencies

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

Request for Certification with or without Secondary License - For Government Agencies

Request for Name Verification for Amendment

Request for Payment of Fines in Installment Basis

Request for Plain/Authenticated Copies of Documents.

Request for Reduction of Fines

Request for Requirements for Petitions/Complaints

Request for Requirements for Petitions/Complaints (Walk-in Inquiry)

Tarlac Extension Office

External Services

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

Amendment to shorten the corporate term (Voluntary Dissolution under Section 136 of the RCC) where the proposed expiration of the corporate term [must contemplate a future date] is less than one year, from approval of the application for amendment under Regular Processing

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

Application for Amendment of Articles of Incorporation and/or By-laws of Lending/Financing Companies

Application for Amendment of By-Laws concerning five or more provisions and filing of New By-Laws of Domestic Corporations (eAMEND Regular Processing)

Application for amendment of corporate term where the proposed expiration is one (1) year or more than one (1) year under Section 136 of the RCC (under eAMEND Regular Processing)

Application for Amendment of Lending/Financing Branch Offices

Application for Amendment of Partnerships under eAMEND Regular Processing

Application for Branch Offices of Lending/Financing Companies

Application for Change of Head or Appointment of the Head of the Corporation Sole (eAMEND Regular Processing)

Application for Conversion from Stock Corporation to Non-stock Corporation through eAMEND portal

Application for Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC) under eAMEND Regular Processing

Application for Conversion of Ordinary Corporation to Lending/Financing Companies and Lending to Financing Corporation and vice versa.

Application for Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC) under eAMEND Regular Processing

Application for Monitoring Clearance for All Types of Corporations

Cancellation Certificate of Authority of Lending/Financing Branch Offices

Cash or Stock Dividend Declaration (For Shares That Are Not Listed) – Domestic Stock Corporations Classified as Philippine National

Certification of Paid-up Capital

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

Confirmation of Valuation for Domestic Stock Corporations Classified as Philippine National

Increase of Capital Stock by way of Cash through the eAMEND Portal - Simple Processing for One Person Corporations (OPC) Classified as Philippine National

Increase of Capital Stock by way of Cash through the eAMEND Portal for Domestic Stock Corporations Classified as Philippine National (Other than OPC)

Increase of Capital Stock through payment other than cash of One Person Corporation (OPC) through the eAMEND Portal (Regular Processing) for Domestic Stock Corporations Classified as Philippine National

Increase of Capital Stock through payment other than cash through the eAMEND Portal for Domestic Stock Corporations Classified as Philippine National (other than OPC)

Issuance of Plain/ Authenticated Copies of Documents

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

Petition for Correction of Entries of Company Registration Documents

Petition to Set Aside Orders of Revocation or Suspension

Post-Audit of eAMEND Applications approved under Simple Processing

Post-Evaluation of Regular eSPARC Applications

Post-Evaluation OneSEC eSPARC applications

Posting of Bond for One Person Corporation (OPC)

Primary Registration and Secondary License for Lending and Financing Company through the ESPARC (Electronic Simplified Processing of Application for Registration of Company)

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

Registration of Corporations through One-day Submission and E-registration of Companies (OneSEC) with ZERO Processing for DOMESTIC STOCK CORPORATIONS

Registration of Corporations through the Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular with ZERO Processing

Registration of Corporations through the Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular ZERO where payment for subscription is other than Cash

Registration of Non-Stock Corporations through the Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular Only (with Digital Certificate and Post-Audit Evaluation)

Request for Affirmative Certification - For General Public

Request for Certificate of No Derogatory Information

Request for Name Verification for Amendment

Request for Negative Certification - For General Public

Request for Payment of Fines in Installment Basis

Request for Reduction of Fines

Request for Resource Speaker

Submission of Reports through the Electronic Filing and Submission Tool (eFAST)

Legazpi Extension Office

External Services

a) Certification of Paid-up Capital / Capital Structure / Percentage of Ownership for Domestic Stock Corporations Classified as Philippine National, and b) Certification of Capital / Contribution of Domestic Partnerships Classified as Philippine National

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

Amendment to shorten the corporate term (Voluntary Dissolution under Section 136 of the RCC) where the proposed expiration of the corporate term [must contemplate a future date] is less than one year, from approval of the application for amendment under Regular Processing

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

Application for Amendment of Articles of Incorporation and/or By-laws of Lending/Financing Companies

Application for Amendment of Business Plan

Application for Amendment of Lending/Financing Branch Offices

Application for Amendment of Partnerships under eAMEND Regular Processing

Application for Branch Offices of Lending/Financing Companies

Application for Conversion from Stock Corporation to Non-stock Corporation through eAMEND portal

Application for Conversion of Corporation Sole to Ordinary Non-Stock Corporations of Domestic Corporations (eAMEND Regular Processing)

Application for Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC) under eAMEND Regular Processing

Application for Monitoring Clearance for All Types of Corporations

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

Decrease of Capital Stock for Domestic Stock Corporations Classified as Philippine National

Increase of Capital Stock by way of Cash through electronic mail submission for Domestic Stock Corporations Classified as Philippine National (Other than OPC)

Increase of Capital Stock by way of Cash through the eAMEND Portal - Simple Processing for One Person Corporations (OPC) Classified as Philippine National

Increase of Capital Stock by way of Cash through the eAMEND Portal for Domestic Stock Corporations Classified as Philippine National (Other than OPC)

Petition to Set Aside Orders of Revocation or Suspension

Post-Audit of eAMEND Applications approved under Simple Processing

Post-Evaluation of Regular eSPARC Applications

Primary Registration and Secondary License for Lending and Financing Company through the ESPARC (Electronic Simplified Processing of Application for Registration of Company)

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

Registration of Corporations through One-day Submission and E-registration of Companies (OneSEC) with ZERO Processing for DOMESTIC STOCK CORPORATIONS

Registration of Non-Stock Corporations through the Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular Only (with Digital Certificate and Post-Audit Evaluation)

Request for Affirmative Certification - For General Public

Request for Certificate of No Derogatory Information

Request for Clearance for Financing and Lending Companies

Request for Name Verification for Amendment

Request for Negative Certification - For General Public

Request for Payment Assessment Form for Payment of Annual Fees

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

Iloilo Extension Office

External Services

Amendment of SEC Memorandum Circular No. 28 Series of 2020

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

Amendment to shorten the corporate term (Voluntary Dissolution under Section 136 of the RCC) where the proposed expiration of the corporate term [must contemplate a

future date] is less than one year, from approval of the application for amendment under Regular Processing
Amendment to shorten the corporate term (Voluntary Dissolution under Section 136 of the RCC) where the proposed expiration of the corporate term [must contemplate a future date] is one year or more than one year, from approval of the application for amendment under Regular Processing
Application for Amendment of Articles of Incorporation and/or By-laws of Domestic Corporations
Application for Amendment of Articles of Incorporation and/or By-laws of Domestic Corporations (eAMEND Simple Processing)
Application for Amendment of Articles of Incorporation and/or By-laws of Lending/Financing Companies
Application for Amendment of Articles of Incorporation and/or By-laws of Lending/Financing Companies
Application for Amendment of Business Plan
Application for Amendment of By-Laws concerning five or more provisions and filing of New By-Laws of Domestic Corporations (eAMEND Regular Processing)
Application for Amendment of Lending/Financing Branch Offices
Application for Amendment of Lending/Financing Branch Offices
Application for Amendment of Partnerships
Application for Amendment of Partnerships under eAMEND Regular Processing
Application for Branch Offices of Lending/Financing Companies
Application for Branch Offices of Lending/Financing Companies
Application for Conversion of Corporation Sole to Ordinary Non-Stock Corporations of Domestic Corporations (eAMEND Regular Processing)
Application for Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC) under eAMEND Regular Processing
Application for Conversion of Ordinary Corporation to Lending/Financing Companies and Lending to Financing Corporation and vice versa.
Application for Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC)
Application for Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC) under eAMEND Regular Processing
Application for Dissolution of Partnerships
Application for Increase of Capital Stock for One Person Corporation via Cash
Application for Monitoring Clearance for All Types of Corporations
Cancellation Certificate of Authority of Lending/Financing Branch Offices
Cancellation Certificate of Authority of Lending/Financing Branch Offices
Compliance with SEC Memorandum Circular No. 28 series of 2020 (Requirement for Corporations, Partnerships, Associations, and Individuals to Create and/or Designate Email Account Address and Cellphone Number for Transactions with the Commission)
Compliance with SEC Memorandum Circular No.28 series of 2020 (Requirement for Corporations, Partnerships, Associations, and Individuals to Create and/or Designate E-mail Account Address and Cellphone Number for Transactions with the Commission)
Confirmation of Valuation for Domestic Stock Corporations Classified as Philippine National

Decrease of Capital Stock
Decrease of Capital Stock for Domestic Stock Corporations Classified as Philippine National
Dissolution (For amendment to shorten the corporate term under Section 136 of the RCC where the proposed expiration of the corporate term is less than one year, from approval of the application for amendment)
Increase of Capital Stock by way of Cash
Increase of Capital Stock by way of Cash through the eAMEND Portal for Domestic Stock Corporations Classified as Philippine National (Other than OPC)
Increase of Capital Stock through payment other than cash
Increase of Capital Stock through payment other than cash of One Person Corporation (OPC through the eAMEND Portal (Regular Amendment) for Domestic Stock Corporations Classified as Philippine National
Licensing of Foreign Corporations through the ESPARC (Electronic Simplified Processing of Application for Registration of Company)
Petition for Correction of Entries in the Articles of Incorporation and/or By-laws and subsequent amendments thereof of Domestic Corporations
Petition for Correction of Entries of Company Registration Documents
Petition for Revival of Corporate Existence
Petition to Lift Order of Revocation/Suspension
Petition to Lift Order of Revocation/Suspension
Post-Audit of eAMEND Applications approved under Simple Processing
Post-Evaluation of Regular eSPARC Applications
Primary Registration and Secondary License for Lending and Financing Company through the ESPARC (Electronic Simplified Processing of Application for Registration of Company)
Primary Registration and Secondary License for Lending and Financing Company through the ESPARC (Electronic Simplified Processing of Application for Registration of Company)
Processing of Formal Complaints Filed Against Financing and Lending Companies
Reclassification / Declassification / Conversion of Shares / Change in par value
Reclassification / Declassification / Conversion of Shares / Change in par value for Domestic Stock Corporations Classified as Philippine National
Recording of the Articles of Partnerships through the ESPARC (Electronic Simplified Processing of Application for Registration of Company) Regular Only
Registration of Corporations through One-day Submission and E-registration of Companies (OneSEC) with ZERO Processing for DOMESTIC STOCK CORPORATIONS
Registration of Corporations through OneSEC (One day Submission and E-registration of Companies) (FOR STOCK CORPORATIONS ONLY)
Registration of Corporations through the Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular with ZERO Processing
Registration of Corporations through the Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular ZERO where payment for subscription is other than Cash
Registration of Corporations through the ESPARC (Electronic Simplified Processing of Application for Registration of Company) except Licensing of Foreign Corporations,

- Registration of Partnerships, and Licensing of Lending and Financing Companies
- Registration of Non-Stock Corporations through the Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular Only (with Digital Certificate and Post-Audit Evaluation)
- Registration of Partnerships through the ESPARC (Electronic Simplified Processing of Application for Registration of Company)
- Releasing of Original Certificate of Incorporation
- Request for Affirmative Certification - For General Public
- Request for Certificate of No Derogatory Information
- Request for Certificate of No Derogatory Information
- Request for Certified True Copy/ Plain Copy of Documents by Walk-In Clients
- Request for Clearance for Foundations/Accredited Microfinance NGOs
- Request for Name Verification for Amendment
- Request for Name Verification for Amendment
- Request for Negative Certification - For General Public
- Request for Payment Assessment Form (for Payment of Penalties)
- Request for Payment Assessment Form for Payment of Annual Fees
- Request for Plain/Authenticated Copies of Documents for Government Agencies
- Request for Reduction of Fines
- Request for Regular Monitoring of Domestic Corporations (Lending and Financing Companies)
- Request for Regular Monitoring of Domestic Corporations (Ordinary Stock and Non-Stock) through electronic mail
- Request for Voluntary Dissolution, Where No Creditors are Affected under Section 134 of the Revised Corporation Code
- Violation of Right for Inspection and/ or Reproduction of Corporate Books and Records

Bacolod Extension Office

External Services

- Amendment of SEC Memorandum Circular No. 28, Series of 2020
- Amendment to shorten the corporate term (Voluntary Dissolution under Section 136 of the RCC) where the proposed expiration of the corporate term [must contemplate a future date] is less than one year, from approval of the application for amendment under Regular Processing
- Application for Amendment of Articles of Incorporation and/or By-laws of Domestic Corporations (eAMEND Simple Processing)
- Application for Amendment of By-Laws concerning five or more provisions and filing of New By-Laws of Domestic Corporations (eAMEND Regular Processing)
- Application for amendment of corporate term where the proposed expiration is one (1) year or more than one (1) year under Section 136 of the RCC (under eAMEND Regular Processing)
- Application for Amendment of Lending/Financing Branch Offices
- Application for Amendment of Partnerships under eAMEND Regular Processing
- Application for Branch Offices of Lending/Financing Companies

Application for Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC) under eAMEND Regular Processing

Application for Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC) under eAMEND Regular Processing

Application for Monitoring Clearance for All Types of Corporations

Cancellation Certificate of Authority of Lending/Financing Branch Offices

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

Increase of Capital Stock by way of Cash through the eAMEND Portal - Simple Processing for One Person Corporations (OPC) Classified as Philippine National

Increase of Capital Stock by way of Cash through the eAMEND Portal for Domestic Stock Corporations Classified as Philippine National (Other than OPC)

Increase of Capital Stock through payment other than cash through the eAMEND Portal for Domestic Stock Corporations Classified as Philippine National (other than OPC)

Petition for Correction of Entries in the Articles of Incorporation and/or By-laws and subsequent amendments thereof of Domestic Corporations

Petition for Revival of Corporate Existence

Petition to Lift Order of Revocation/Suspension

Post-Audit of eAMEND Applications approved under Simple Processing

Post-Evaluation OneSEC eSPARC applications

Processing of Formal Complaints Filed Against Financing and Lending Companies

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

Registration of Corporations through One-day Submission and E-registration of Companies (OneSEC) with ZERO Processing for DOMESTIC STOCK CORPORATIONS

Registration of Corporations through the Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular with ZERO Processing

Registration of Corporations through the Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular ZERO where payment for subscription is other than Cash

Registration of Non-Stock Corporations through the Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular Only (with Digital Certificate and Post-Audit Evaluation)

Request for Affirmative Certification - For General Public

Request for Certificate of No Derogatory Information

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

Request for Name Verification for Amendment

Request for Negative Certification - For General Public

Request for Payment Assessment Form for Payment of Annual Fees

Request for Payment of Fines in Installment Basis

Request for Reduction of Fines

Cebu Extension Office

External Services

a) Certification of Paid-up Capital / Capital Structure / Percentage of Ownership for Domestic Stock Corporations Classified as Philippine National, and b) Certification of Capital / Contribution of Domestic Partnerships Classified as Philippine National

Amendment to shorten the corporate term (Voluntary Dissolution under Section 136 of the RCC) where the proposed expiration of the corporate term [must contemplate a future date] is less than one year, from approval of the application for amendment under Regular Processing

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

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

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

Application for Amendment of Articles of Incorporation and/or By-laws of Lending/Financing Companies

Application for Amendment of Articles of Incorporation and/or By-Laws of non-Philippine National Domestic Stock and Non-stock Corporations registered under FIA or before IPAs (Regular Processing)

Application for Amendment of Articles of Incorporation and/or By-Laws of non-Philippine National Domestic Stock and Non-stock Corporations registered under FIA or before IPAs (Simple Processing)

Application for Amendment of By-Laws concerning five or more provisions and filing of New By-Laws of Domestic Corporations (eAMEND Regular Processing)

Application for amendment of corporate term where the proposed expiration is one (1) year or more than one (1) year under Section 136 of the RCC (under eAMEND Regular Processing)

Application for Amendment of Lending/Financing Branch Offices

Application for Amendment of License of Foreign and Multinational Corporations

Application for Amendment of Partnerships

Application for Amendment of Partnerships under eAMEND Regular Processing

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

Application for Branch Offices of Lending/Financing Companies

Application for Change of Head or Appointment of the Head of the Corporation Sole (eAMEND Regular Processing)

Application for Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC) under eAMEND Regular Processing

Application for Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC) under eAMEND Regular Processing

Application for Dissolution (For amendment to shorten the corporate term under Section 136 of the RCC where the proposed expiration of the corporate term [must contemplate a future date] is less than one year, from approval of the application for amendment)

Application for Increase of Capital Stock for non-Philippine National One Person Corporation registered under FIA or before IPAs via Cash

Application for Increase of Capital Stock of non-Philippine national Stock Domestic Corporations registered under FIA (“Foreign Investment Act”) or before Investment Promotion Agencies (IPAs) by way of Cash

Application for Increase of Capital Stock of non-Philippine national Stock Domestic Corporations registered under FIA (“Foreign Investment Act”) or before Investment Promotion Agencies (IPAs) through payment other than cash

Application for Monitoring Clearance for All Types of Corporations

Application for Withdrawal of License of Foreign or Multinational Corporations

Application to do business under the Foreign Investments Act (FIA) of an existing corporation

Cancellation Certificate of Authority of Lending/Financing Branch Offices

Cash or Stock Dividend Declaration (For shares that are not listed) - FOREIGN

Cash or Stock Dividend Declaration (For Shares That Are Not Listed) – Domestic Stock Corporations Classified as Philippine National

Cash or Stock Dividends

Certification of Paid-up Capital / Capital Structure / Percentage of Ownership

Certification of Paid-up Capital / Capital Structure / Percentage of Ownership - FOREIGN

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

Confirmation of Valuation

Confirmation of Valuation - FOREIGN

Confirmation of Valuation for Domestic Stock Corporations Classified as Philippine National

Creation of Additional Paid-in Capital (APIC)

Creation of Additional Paid-in Capital (APIC) - FOREIGN

Creation of Additional Paid-in Capital (APIC) for Domestic Stock Corporations Classified as Philippine National

Decrease of Capital Stock

Decrease of Capital Stock for Domestic Stock Corporations Classified as Philippine National

Dissolution under Section 136 of the Revised Corporation Code where proposed expiration of corporate term is less than one year from approval of application

Equity Restructuring

Equity Restructuring - FOREIGN

Equity Restructuring for Domestic Stock Corporations Classified as Philippine National

Increase of Capital Stock by way of Cash

Increase of Capital Stock by way of Cash through electronic mail submission for Domestic Stock Corporations Classified as Philippine National (Other than OPC)

Increase of Capital Stock by way of Cash through the eAMEND Portal - Simple Processing for One Person Corporations (OPC) Classified as Philippine National

Increase of Capital Stock by way of Cash through the eAMEND Portal for Domestic Stock Corporations Classified as Philippine National (Other than OPC)

Increase of Capital Stock of One Person Corporation (OPC) through electronic mail submission for Domestic Stock Corporations Classified as Philippine National

Increase of Capital Stock through payment other than cash

Increase of Capital Stock through payment other than cash of One Person Corporation (OPC through the eAMEND Portal (Regular Amendment) for Domestic Stock Corporations Classified as Philippine National

Increase of Capital Stock through payment other than cash through electronic mail submission for Domestic Stock Corporations Classified as Philippine National (other than OPC)

Increase of Capital Stock through payment other than cash through the eAMEND Portal for Domestic Stock Corporations Classified as Philippine National (other than OPC)

Issuance of Plain/Authenticated Copies of Registration Documents Not Available in the Commission's Database

Licensing of Foreign Corporations through the ESPARC (Electronic Simplified Processing of Application for Registration of Company)

Petition for Correction of Entries in the Articles of Incorporation and/or By-laws and subsequent amendments thereof of Domestic Corporations

Petition to Lift Order of Revocation/Suspension

Post-Audit of eAMEND Applications approved under Simple Processing

Post-Evaluation of Regular eSPARC Applications

Post-Evaluation of Simple Amendment of Articles of Incorporation and/or By-Laws of non-Philippine National Domestic Stock and Non-stock Corporations registered under FIA or before IPAs

Post-Evaluation OneSEC eSPARC applications

Primary Registration and Secondary License for Lending and Financing Company through the ESPARC (Electronic Simplified Processing of Application for Registration of Company)

Processing of Formal Complaints Filed Against Financing and Lending Companies

Property Dividend Declaration

Property Dividend Declaration - FOREIGN

Property Dividend Declaration for Domestic Stock Corporations Classified as Philippine National

Quasi-Reorganization - FOREIGN

Quasi-Reorganization for Domestic Stock Corporations Classified as Philippine National

Reclassification / Declassification / Conversion of Shares

Reclassification / Declassification / Conversion of Shares / Change in par value - FOREIGN

Reclassification / Declassification / Conversion of Shares / Change in par value for Domestic Stock Corporations Classified as Philippine National

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

Registration of Corporations through One-day Submission and E-registration of Companies (OneSEC) with ZERO Processing for DOMESTIC STOCK CORPORATIONS

Registration of Corporations through the Electronic Simplified Processing of Application for Registration of Company (eSPARC)

Registration of Corporations through the Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular with ZERO Processing

Registration of Corporations through the Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular ZERO where payment for subscription is other than Cash

Registration of Corporations, with more than 40% foreign equity, through the ESPARC (Electronic Simplified Processing of Application for Registration of Company) where

payment for subscription is Cash except Licensing of Foreign Corporations, Registration of Partnerships, and Licensing of Lending and Financing Companies

Registration of Corporations, with more than 40% foreign equity, through the ESPARC (Electronic Simplified Processing of Application for Registration of Company) where payment for subscription is other than Cash except Licensing of Foreign Corporations, Registration of Partnerships, and Licensing of Lending and Financing Companies

Registration of Non-Stock Corporations through the Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular Only (with Digital Certificate and Post-Audit Evaluation)

Registration of Partnerships, with 0.01% foreign equity or more, through the ESPARC (Electronic Simplified Processing of Application for Registration of Company)

Request for Affirmative Certification - For General Public

Request for Affirmative Certification - For Non-Profit Making Government Agencies

Request for Affirmative Certification - For Profit Making Government Agencies

Request for Case Status Update (via email) - for one-party petitions

Request for Case Status Update (via email) - for two-party complaints

Request for Case Status Update (Walk-in Inquiry)

Request for Certificate of No Derogatory Information

Request for Clearance for Financing and Lending Companies

Request for Name Verification for Amendment

Request for Negative Certification - For General Public

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

Request for Negative Certification - For Profit Making Government Agencies

Request for Payment Assessment Form for Payment of Annual Fees

Request for Payment of Fines in Installment Basis

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

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

Request for Reduction of Fines

Request for Requirements for Petitions/Complaints under CEBEO (via email)

Request for Requirements for Petitions/Complaints under CEBEO (Walk-in Inquiry)

Request for Resource Person

Tacloban Extension Office

External Services

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

Amendment to shorten the corporate term (Voluntary Dissolution under Section 136 of the RCC) where the proposed expiration of the corporate term [must contemplate a future date] is less than one year, from approval of the application for amendment under Regular Processing

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

Application for Amendment of Business Plan

Application for Amendment of By-Laws concerning five or more provisions and filing of New By-Laws of Domestic Corporations (eAMEND Regular Processing)

Application for Amendment of Lending/Financing Branch Offices

Application for Amendment of Partnerships under eAMEND Regular Processing

Application for Branch Offices of Lending/Financing Companies

Application for Conversion from Stock Corporation to Non-stock Corporation through eAMEND portal

Application for Conversion of Corporation Sole to Ordinary Non-Stock Corporations of Domestic Corporations (eAMEND Regular Processing)

Application for Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC) under eAMEND Regular Processing

Application for Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC) under eAMEND Regular Processing

Application for Monitoring Clearance for All Types of Corporations

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

Decrease of Capital Stock for Domestic Stock Corporations Classified as Philippine National

Dissolution of Corporations under Section 134 of the Revised Corporation Code

Increase of Capital Stock by way of Cash through the eAMEND Portal - Simple Processing for One Person Corporations (OPC) Classified as Philippine National

Increase of Capital Stock by way of Cash through the eAMEND Portal for Domestic Stock Corporations Classified as Philippine National (Other than OPC)

Increase of Capital Stock through payment other than cash of One Person Corporation (OPC through the eAMEND Portal (Regular Amendment) for Domestic Stock Corporations Classified as Philippine National

Increase of Capital Stock through payment other than cash through the eAMEND Portal for Domestic Stock Corporations Classified as Philippine National (other than OPC)

Petition for Correction of Entries in the Articles of Incorporation and/or By-laws and subsequent amendments thereof of Domestic Corporations

Petition to Lift Order of Revocation/Suspension

Posting of Bond for One Person Corporation (OPC)

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

Registration of Corporations through the Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular ZERO where payment for subscription is other than Cash

Request for Certificate of No Derogatory Information

Request for Name Verification for Amendment

Request for Payment Assessment Form for Payment of Annual Fees

Request for Payment of Fines in Installment Basis

Request for Resource Speaker

Stock Dividend Declaration (For Shares That Are Not Listed) – Domestic Stock Corporations Classified as Philippine National

Zamboanga Extension Office

External Services

- Issuance of Plain/Authenticated Copies of Documents to Corporations duly registered at Securities and Exchange Commission and the Public
- a) Certification of Paid-up Capital / Capital Structure / Percentage of Ownership for Domestic Stock Corporations Classified as Philippine National, and b) Certification of Capital / Contribution of Domestic Partnerships Classified as Philippine National
- Amendment of SEC Memorandum Circular No. 28, Series of 2020
- Application for Amendment of Articles of Incorporation and/or By-laws of Domestic Corporations (eAMEND Simple Processing)
- Application for Amendment of Articles of Incorporation and/or By-laws of Domestic Corporations through Electronic Application for Modification of Entity Data (eAMEND)-Regular Application
- Application for Amendment of Articles of Incorporation and/or By-laws of Domestic Corporations through Electronic Application for Modification of Entity Data (eAMEND)-Simple Application
- Application for Amendment of Articles of Incorporation and/or By-laws of Lending/Financing Companies
- Application for Amendment of Articles of Incorporation and/or By-Laws of non-Philippine National Domestic Stock and Non-stock Corporations registered under FIA or before IPAs (Regular Processing)
- Application for Amendment of Articles of Incorporation and/or By-Laws of non-Philippine National Domestic Stock and Non-stock Corporations registered under FIA or before IPAs (Simple Processing)
- Application for Amendment of By-Laws concerning five or more provisions and filing of New By-Laws of Domestic Corporations (eAMEND Regular Processing)
- Application for amendment of corporate term where the proposed expiration is one (1) year or more than one (1) year under Section 136 of the RCC (under eAMEND Regular Processing)
- Application for Amendment of Lending/Financing Branch Offices
- Application for Amendment of non-Philippine national Partnerships registered under FIA or before IPAs (Regular Processing)
- Application for Amendment of Partnerships under eAMEND Regular Processing
- Application for Branch Offices of Lending/Financing Companies
- Application for Change of Head or Appointment of the Head of the Corporation Sole (eAMEND Regular Processing)
- Application for Conversion from Stock Corporation to Non-stock Corporation through eAMEND portal
- Application for Conversion of Corporation Sole to Ordinary Non-Stock Corporations of Domestic Corporations (eAMEND Regular Processing)
- Application for Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC) under eAMEND Regular Processing
- Application for Conversion of Ordinary Corporation to Lending/Financing Companies and Lending to Financing Corporation and vice versa.
- Application for Decrease of Capital Stock of non-Philippine national Stock Domestic Corporations registered under FIA (“Foreign Investment Act”) or before Investment Promotion Agencies (IPAs)

Application for Dissolution (For amendment to shorten the corporate term under Section 136 of the RCC where the proposed expiration of the corporate term [must contemplate a future date] is less than one year, from approval of the application for amendment)

Application for Increase of Capital Stock for non-Philippine National One Person Corporation registered under FIA or before IPAs via Cash

Application for Increase of Capital Stock of non-Philippine national Stock Domestic Corporations registered under FIA (“Foreign Investment Act”) or before Investment Promotion Agencies (IPAs) by way of Cash

Application for Increase of Capital Stock of non-Philippine national Stock Domestic Corporations registered under FIA (“Foreign Investment Act”) or before Investment Promotion Agencies (IPAs) through payment other than cash

Application for Monitoring Clearance for All Types of Corporations

Cancellation Certificate of Authority of Lending/Financing Branch Offices

Cash or Stock Dividend Declaration (For shares that are not listed)

Certification as to Status of a Registered Corporation

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

Creation of Additional Paid-in Capital (APIC) for Domestic Stock Corporations Classified as Philippine National

Creation of Bonded Indebtedness for Domestic Stock Corporations Classified as Philippine National

Decrease of Capital Stock for Domestic Stock Corporations Classified as Philippine National

Dissolution by Shortening of Corporate Term under Section 136 of the Revised Corporation Code where the proposed expiration of the term is less than one year from the date of filing through Electronic Application for Modification of Entity Data (eAMEND)

Dissolution where no creditors are affected under Section 134 of the Revised Corporation Code

Equity Restructuring for Domestic Stock Corporations Classified as Philippine National

Increase of Capital Stock by way of Cash through Electronic Application for Modification of Entity Data (eAMEND) - Regular Application

Increase of Capital Stock by way of Cash through the eAMEND Portal - Simple Processing for One Person Corporations (OPC) Classified as Philippine National

Increase of Capital Stock by way of Cash through the eAMEND Portal for Domestic Stock Corporations Classified as Philippine National (Other than OPC)

Increase of Capital Stock through payment other than cash through the eAMEND Portal for Domestic Stock Corporations Classified as Philippine National (other than OPC)

Issuance of Certificate of No Derogatory Information

Issuance of Plain/Authenticated Copies of Documents to other Government Agencies

Petition for Correction of Entries in the Articles of Incorporation

Petition to Lift Order of Revocation/Suspension

Post-Audit of eAMEND Applications approved under Simple Processing

Post-Evaluation of Regular eSPARC Applications

Post-Evaluation of Simple Amendment of Articles of Incorporation and/or By-Laws of non-Philippine National Domestic Stock and Non-stock Corporations registered under

FIA or before IPAs

Post-Evaluation OneSEC eSPARC applications

Posting of Bond for One Person Corporation (OPC)

Primary Registration and Secondary License for Lending and Financing Company through the ESPARC (Electronic Simplified Processing of Application for Registration of Company)

Property Dividend Declaration for Domestic Stock Corporations Classified as Philippine National

Reclassification / Declassification / Conversion of Shares / Change in par value for Domestic Stock Corporations Classified as Philippine National

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

Registration of Corporations through One-day Submission and E-registration of Companies (OneSEC) with ZERO Processing for DOMESTIC STOCK CORPORATIONS

Registration of Corporations through the Electronic Simplified Processing of Application for Registration of Companies (eSPARC)

Registration of Corporations through the Electronic Simplified Processing of Application for Registration of Companies (eSPARC) - ZERO Processing

Registration of Corporations through the Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular with ZERO Processing

Registration of Corporations through the Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular ZERO where payment for subscription is other than Cash

Registration of Corporations, with more than 40% foreign equity, through the ESPARC (Electronic Simplified Processing of Application for Registration of Company) where payment for subscription is Cash except Licensing of Foreign Corporations, Registration of Partnerships, and Licensing of Lending and Financing Companies

Registration of Corporations, with more than 40% foreign equity, through the ESPARC (Electronic Simplified Processing of Application for Registration of Company) where payment for subscription is other than Cash except Licensing of Foreign Corporations, Registration of Partnerships, and Licensing of Lending and Financing Companies

Registration of Non-Stock Corporations through the Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular Only (with Digital Certificate and Post-Audit Evaluation)

Registration of Partnerships, with 0.01% foreign equity or more, through the ESPARC (Electronic Simplified Processing of Application for Registration of Company)

Request for Payment of Fines in Installment Basis

Request for Reduction of Fines

Submission of Registration Documents of Partnerships and Corporations Registered through the Electronic Simplified Processing of Application for Registration of Companies (eSPARC) - Regular Processing and One day Submission and E-Registration of Companies (OneSEC)

Cagayan De Oro Extension Office

External Services

a) Certification of Paid-up Capital / Capital Structure / Percentage of Ownership for Domestic Stock Corporations Classified as Philippine National, and b) Certification of Capital / Contribution of Domestic Partnerships Classified as Philippine National

Amendment to shorten the corporate term (Voluntary Dissolution under Section 136 of the RCC) where the proposed expiration of the corporate term [must contemplate a future date] is less than one year, from approval of the application for amendment under Regular Processing
Application for Amendment of Articles of Incorporation and/or By-laws of Domestic Corporations (eAMEND Simple Processing)
Application for Amendment of By-Laws concerning five or more provisions and filing of New By-Laws of Domestic Corporations (eAMEND Regular Processing)
Application for amendment of corporate term where the proposed expiration is one (1) year or more than one (1) year under Section 136 of the RCC (under eAMEND Regular Processing)
Application for Amendment of Partnerships under eAMEND Regular Processing
Application for Change of Head or Appointment of the Head of the Corporation Sole (eAMEND Regular Processing)
Application for Conversion from Stock Corporation to Non-stock Corporation through eAMEND portal
Application for Conversion of Corporation Sole to Ordinary Non-Stock Corporations of Domestic Corporations (eAMEND Regular Processing)
Application for Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC) under eAMEND Regular Processing
Application for Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC) under eAMEND Regular Processing
Application for Monitoring Clearance for All Types of Corporations
Cash or Stock Dividend Declaration (For Shares That Are Not Listed) – Domestic Stock Corporations Classified as Philippine National
Compliance in relation to the Use of Properties that require Ownership Registration as Paid-up Capital (SEC Memorandum Circular No. 14, Series of 2013)
Confirmation of Valuation for Domestic Stock Corporations Classified as Philippine National
Increase of Capital Stock by way of Cash through the eAMEND Portal - Simple Processing for One Person Corporations (OPC) Classified as Philippine National
Increase of Capital Stock by way of Cash through the eAMEND Portal for Domestic Stock Corporations Classified as Philippine National (Other than OPC)
Increase of Capital Stock through payment other than cash of One Person Corporation (OPC through the eAMEND Portal (Regular Amendment) for Domestic Stock Corporations Classified as Philippine National
Increase of Capital Stock through payment other than cash through the eAMEND Portal for Domestic Stock Corporations Classified as Philippine National (other than OPC)
Issuance of Plain/ Authenticated Copies of Documents
Petition for Correction of Entries in the Articles of Incorporation and/or By-laws and subsequent amendments thereof of Domestic Corporations
Petition to Lift Order of Revocation/Suspension
Post-Audit of eAMEND Applications approved under Simple Processing
Post-Evaluation of Regular eSPARC Applications
Post-Evaluation OneSEC eSPARC applications

Reclassification / Declassification / Conversion of Shares / Change in par value for Domestic Stock Corporations Classified as Philippine National

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

Registration of Corporations through One-day Submission and E-registration of Companies (OneSEC) with ZERO Processing for DOMESTIC STOCK CORPORATIONS

Registration of Corporations through the Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular with ZERO Processing

Registration of Corporations through the Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular ZERO where payment for subscription is other than Cash

Registration of Non-Stock Corporations through the Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular Only (with Digital Certificate and Post-Audit Evaluation)

Request for Affirmative Certification - For General Public

Request for Certificate of No Derogatory Information

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

Request for Name Verification for Amendment

Request for Payment Assessment Form for Payment of Annual Fees

Request for Payment of Fines in Installment Basis

Request for Reduction of Fines

Davao Extension Office

External Services

Request for Affirmative Certification

Request for Name Verification for Amendment

a) Certification of Paid-up Capital / Capital Structure / Percentage of Ownership for Domestic Stock Corporations Classified as Philippine National, and b) Certification of Capital / Contribution of Domestic Partnerships Classified as Philippine National

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

Amendment to shorten the corporate term (Voluntary Dissolution under Section 136 of the RCC) where the proposed expiration of the corporate term [must contemplate a future date] is less than one year, from approval of the application for amendment under Regular Processing

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

Application for Amendment of Articles of Incorporation and/or By-Laws of non-Philippine National Domestic Stock and Non-stock Corporations registered under FIA or before IPAs (Simple Processing)

Application for Amendment of Articles of Incorporation and/or By-Laws of of non-Philippine National Domestic Stock and Non-stock Corporations registered under FIA or before IPAs (Regular Processing)

Application for Amendment of By-Laws concerning five or more provisions and filing of New By-Laws of Domestic Corporations (eAMEND Regular Processing)

Application for amendment of corporate term where the proposed expiration is one (1) year or more than one (1) year under Section 136 of the RCC (under eAMEND Regular Processing)

Application for Amendment of non-Philippine national Partnerships registered under FIA or before IPAs (Regular Processing)

Application for Amendment of Partnerships under eAMEND Regular Processing

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

Application for Branch Offices of Lending/Financing Companies

Application for Change of Head or Appointment of the Head of the Corporation Sole (eAMEND Regular Processing)

Application for Conversion from Stock Corporation to Non-stock Corporation through eAMEND portal

Application for Conversion of Corporation Sole to Ordinary Non-Stock Corporations of Domestic Corporations (eAMEND Regular Processing)

Application for Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC) under eAMEND Regular Processing

Application for Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC) under eAMEND Regular Processing

Application for Increase of Capital Stock for non-Philippine National One Person Corporation registered under FIA or before IPAs via Cash

Application for Monitoring Clearance for All Types of Corporations

Application to do business under the Foreign Investments Act (FIA) of an existing corporation

Cash or Stock Dividend Declaration (For Shares That Are Not Listed) – Domestic Stock Corporations Classified as Philippine National

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

Confirmation of Valuation for Domestic Stock Corporations Classified as Philippine National

Creation of Additional Paid-in Capital (APIC) for Domestic Stock Corporations Classified as Philippine National

Decrease of Capital Stock for Domestic Stock Corporations Classified as Philippine National

Equity Restructuring for Domestic Stock Corporations Classified as Philippine National

Increase of Capital Stock by way of Cash through the eAMEND Portal - Simple Processing for One Person Corporations (OPC) Classified as Philippine National

Increase of Capital Stock by way of Cash through the eAMEND Portal for Domestic Stock Corporations Classified as Philippine National (Other than OPC)

Increase of Capital Stock through payment other than cash of One Person Corporation (OPC through the eAMEND Portal (Regular Amendment) for Domestic Stock Corporations Classified as Philippine National

Increase of Capital Stock through payment other than cash through the eAMEND Portal for Domestic Stock Corporations Classified as Philippine National (other than OPC)

Licensing of Foreign Corporations through the ESPARC (Electronic Simplified Processing of Application for Registration of Company)

Manual Receiving of Document/s other than reports

Petition for Correction of Entries of Company Registration Documents

Petition for Revival of Corporate Existence

Petition to Lift Order of Revocation/Suspension

Post-Audit of eAMEND Applications approved under Simple Processing

Post-Evaluation of Regular eSPARC Applications

Post-Evaluation OneSEC eSPARC applications

Posting of Bond for One Person Corporation (OPC)

Primary Registration and Secondary License for Lending and Financing Company through the ESPARC (Electronic Simplified Processing of Application for Registration of Company)

Property Dividend Declaration for Domestic Stock Corporations Classified as Philippine National

Reclassification / Declassification / Conversion of Shares / Change in par value for Domestic Stock Corporations Classified as Philippine National

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

Registration of Corporations through One-day Submission and E-registration of Companies (OneSEC) with ZERO Processing for DOMESTIC STOCK CORPORATIONS

Registration of Corporations through the Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular with ZERO Processing

Registration of Corporations through the Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular ZERO where payment for subscription is other than Cash

Registration of Corporations, with more than 40% foreign equity, through the ESPARC (Electronic Simplified Processing of Application for Registration of Company) where payment for subscription is Cash except Licensing of Foreign Corporations, Registration of Partnerships, and Licensing of Lending and Financing Companies

Registration of Corporations, with more than 40% foreign equity, through the ESPARC (Electronic Simplified Processing of Application for Registration of Company) where payment for subscription is other than Cash except Licensing of Foreign Corporations, Registration of Partnerships, and Licensing of Lending and Financing Companies

Registration of Non-Stock Corporations through the Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular Only (with Digital Certificate)

Registration of Partnerships, with 0.01% foreign equity or more, through the ESPARC (Electronic Simplified Processing of Application for Registration of Company)

Request for Certificate of No Derogatory Information

Request for Negative Certification

Request for Payment of Fines in Installment Basis

Request for Plain/Authenticated Copies of Documents by Other Government Offices

Request for Plain/Authenticated Copies of Documents from the General Public

Request for Reduction of Fines

Request for Voluntary Dissolution Where No Creditors are Affected under Section 134 of the Revised Corporation Code

Violation of the Right to Inspect/Reproduce Corporate Books and Records

Butuan Extension Office

External Services

Registration of One Person Corporation (OPC) thru SEC – Electronic Simplified Processing of Application for Registration of Company (SEC-eSPARC)
a) Certification of Paid-up Capital / Capital Structure / Percentage of Ownership for Domestic Stock Corporations Classified as Philippine National, and b) Certification of Capital / Contribution of Domestic Partnerships Classified as Philippine National
Amendment of SEC Memorandum Circular No. 28, Series of 2020
Amendment to shorten the corporate term (Voluntary Dissolution under Section 136 of the RCC) where the proposed expiration of the corporate term [must contemplate a future date] is less than one year, from approval of the application for amendment under Regular Processing
Application for Amendment of Articles of Incorporation and/or By-laws of Domestic Corporations (eAMEND Simple Processing)
Application for Amendment of Articles of Incorporation and/or By-Laws of non-Philippine National Domestic Stock and Non-stock Corporations registered under FIA or before IPAs (Simple Processing)
Application for Amendment of Articles of Incorporation and/or By-Laws of of non-Philippine National Domestic Stock and Non-stock Corporations registered under FIA or before IPAs (Regular Processing)
Application for amendment of corporate term where the proposed expiration is one (1) year or more than one (1) year under Section 136 of the RCC (under eAMEND Regular Processing)
Application for Amendment of non-Philippine national Partnerships registered under FIA or before IPAs (Regular Processing)
Application for Amendment of Partnerships under eAMEND Regular Processing
Application for Branch Offices of Lending/Financing Companies
Application for Change of Head or Appointment of the Head of the Corporation Sole (eAMEND Regular Processing)
Application for Conversion from Stock Corporation to Non-stock Corporation through eAMEND portal
Application for Conversion of Corporation Sole to Ordinary Non-Stock Corporations of Domestic Corporations (eAMEND Regular Processing)
Application for Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC) under eAMEND Regular Processing
Application for Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC) under eAMEND Regular Processing
Application for Monitoring Clearance for All Types of Corporations
Compliance with SEC Memorandum Circular No. 28 series of 2020 (Requirement for Corporations, Partnerships, Associations, and Individuals to Create and/or Designate Email Account Address and Cellphone Number for Transactions with the Commission)
Decrease of Capital Stock for Domestic Stock Corporations Classified as Philippine National
Increase of Capital Stock by way of Cash through the eAMEND Portal for Domestic Stock Corporations Classified as Philippine National (Other than OPC)
Increase of Capital Stock of One Person Corporation (OPC) through the eAMEND Portal for Domestic Stock Corporations Classified as Philippine National
Increase of Capital Stock through payment other than cash through the eAMEND Portal for Domestic Stock Corporations Classified as Philippine National (other than OPC)

Licensing of Foreign Corporations through the ESPARC (Electronic Simplified Processing of Application for Registration of Company)

Petition for Correction of Entries in the Articles of Incorporation and/or By-laws and subsequent amendments thereof of Domestic Corporations

Petition to Lift Order of Revocation/Suspension

Post-Audit of eAMEND Applications approved under Simple Processing

Post-Evaluation of Regular eSPARC Applications

Posting of Bond for One Person Corporation (OPC)

Primary Registration and Secondary License for Lending and Financing Company through the ESPARC (Electronic Simplified Processing of Application for Registration of Company)

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

Registration of Corporations through One-day Submission and E-registration of Companies (OneSEC) with ZERO Processing for DOMESTIC STOCK CORPORATIONS

Registration of Corporations through the Electronic Simplified Processing for Registration of Companies (eSPARC) SEC ZERO (Securities and Exchange Commission - Super Easy Registration Online)

Registration of Corporations through the Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular with ZERO Processing

Registration of Corporations through the eSPARC (Electronic Simplified Processing of Application for Registration of Company)

Registration of Corporations, with more than 40% foreign equity, through the ESPARC (Electronic Simplified Processing of Application for Registration of Company) where payment for subscription is Cash except Licensing of Foreign Corporations, Registration of Partnerships, and Licensing of Lending and Financing Companies

Registration of Corporations, with more than 40% foreign equity, through the ESPARC (Electronic Simplified Processing of Application for Registration of Company) where payment for subscription is other than Cash except Licensing of Foreign Corporations, Registration of Partnerships, and Licensing of Lending and Financing Companies

Registration of Non-Stock Corporations through the Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular Only (with Digital Certificate and Post-Audit Evaluation)

Registration of Partnerships, with 0.01% foreign equity or more, through the ESPARC (Electronic Simplified Processing of Application for Registration of Company)

Request for Affirmative Certification - For General Public

Request for Affirmative Certification - For Non-Profit Making Government Agencies

Request for Affirmative Certification - For Profit Making Government Agencies

Request for Certificate of No Derogatory Information

Request for Name Verification for Amendment

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

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

Request for Reduction of Fines

Request for Resource Speaker

Request for Voluntary Dissolution Where No Creditors are Affected under Section 134 of the Revised Corporation Code

Koronadal Extension Office

External Services

Request for Affirmative Certification

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

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

Application for Amendment of Business Plan

Application for Amendment of By-Laws concerning five or more provisions and filing of New By-Laws of Domestic Corporations (eAMEND Regular Processing)

Application for amendment of corporate term where the proposed expiration is one (1) year or more than one (1) year under Section 136 of the RCC (under eAMEND Regular Processing)

Application for Amendment of Lending/Financing Branch Offices

Application for Amendment of Partnerships under eAMEND Regular Processing

Application for Branch Offices of Lending/Financing Companies

Application for Change of Head or Appointment of the Head of the Corporation Sole (eAMEND Regular Processing)

Application for Conversion from Stock Corporation to Non-stock Corporation through eAMEND portal

Application for Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC) under eAMEND Regular Processing

Application for Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC) under eAMEND Regular Processing

Application for Monitoring Clearance for All Types of Corporations

Certification of Paid-up Capital / Capital Structure / Percentage of Ownership for Domestic Stock Corporations Classified as Philippine National, and Certification of Capital / Contribution of Domestic Partnerships Classified as Philippine National

Compliance with SEC Memorandum Circular No. 28 series of 2020

Dissolution of Corporations under Section 134 of the Revised Corporation Code

Dissolution of Corporations under Section 136 of the Revised Corporation Code

Increase of Capital Stock by way of Cash through the eAMEND Portal - Simple Processing for One Person Corporations (OPC) Classified as Philippine National

Increase of Capital Stock by way of Cash through the eAMEND Portal for Domestic Stock Corporations Classified as Philippine National (Other than OPC)

Increase of Capital Stock through payment other than cash of One Person Corporation (OPC through the eAMEND Portal (Regular Amendment) for Domestic Stock Corporations Classified as Philippine National

Increase of Capital Stock through payment other than cash through the eAMEND Portal for Domestic Stock Corporations Classified as Philippine National (Other than OPC)

Issuance of Plain/ Authenticated Copies of Documents

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

Petition to Set Aside Orders of Revocation or Suspension

- Post-Audit of eAMEND Applications approved under Simple Processing
- Post-Evaluation of Regular eSPARC Applications
- Post-Evaluation OneSEC eSPARC applications
- Posting of Bond for One Person Corporation (OPC)
- Primary Registration and Secondary Licenses for Lending and Financing Company through the ESPARC (Electronic Simplified Processing of Application for Registration of Company)
- Recording of the Articles of Partnerships through the ESPARC (Electronic Simplified Processing of Application for Registration of Company) Regular Only
- Registration of Corporations through the Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular with ZERO Processing
- Registration of Non-Stock Corporations through the Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular Only (with Digital Certificate)
- Request for Certificate of No Derogatory Information
- Request for Certification with or without Secondary License
- Request for Name Verification for Amendment
- Request for Negative Certification
- Request for Payment Assessment Form for Payment of Annual Fees
- Request for Resource Speaker

Ilagan Extension Office

External Services

- Amendment of SEC Memorandum Circular No. 28, Series of 2020
- Application for Amendment of Articles of Incorporation and/or By-laws of Domestic Corporations (eAMEND Simple Processing)
- Application for Amendment of Articles of Incorporation and/or By-laws of Lending/Financing Companies
- Application for Amendment of Business Plan
- Application for Amendment of Lending/Financing Branch Offices
- Application for Amendment of Partnerships under eAMEND Regular Processing
- Application for Branch Offices of Lending/Financing Companies
- Application for Monitoring Clearance for All Types of Corporations
- Compliance with SEC Memorandum Circular No. 28 series of 2020 (Requirement for Corporations, Partnerships, Associations, and Individuals to Create and/or Designate Email Account Address and Cellphone Number for Transactions with the Commission)
- Dissolution of Corporations under Section 134 of the Revised Corporation Code
- Dissolution of Corporations under Section 136 of the Revised Corporation Code
- Increase of Capital Stock by way of Cash through the eAMEND Portal for Domestic Stock Corporations Classified as Philippine National (Other than OPC)
- Increase of Capital Stock through payment other than cash through the eAMEND Portal for Domestic Stock Corporations Classified as Philippine National (other than OPC)
- Issuance of Plain/ Authenticated Copies of Documents
- Petition to Set Aside Orders of Revocation or Suspension
- Post-Audit of eAMEND Applications approved under Simple Processing
- Post-Evaluation of Regular eSPARC Applications

- Post-Evaluation OneSEC eSPARC applications
- Primary Registration and Secondary License for Lending and Financing Company through the ESPARC (Electronic Simplified Processing of Application for Registration of Company)
- Registration of Corporations through One-day Submission and E-registration of Companies (OneSEC) with ZERO Processing for DOMESTIC STOCK CORPORATIONS
- Registration of Corporations through the Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular with ZERO Processing
- Request for Affirmative Certification - For General Public
- Request for Affirmative Certification - For Non-Profit Making Government Agencies
- Request for Affirmative Certification - For Profit Making Government Agencies
- Request for Certificate of No Derogatory Information
- Request for Certification with or without Secondary License - For Profit Making Government Agencies
- Request for Certification with or without Secondary License - For General Public
- Request for Certification with or without Secondary License - For Non-Profit Making Government Agencies
- Request for Name Verification for Amendment
- Request for Negative Certification - For General Public
- Request for Negative Certification - For Non-Profit Making Government Agencies
- Request for Negative Certification - For Profit Making Government Agencies
- Request for Payment Assessment Form for Payment of Annual Fees
- Request for Payment of Fines in Installment Basis
- Request for Reduction of Fines for Non-Stock Corporations
- Request for Resource Speaker

Laoag Extension Office

External Services

- Amendment of SEC Memorandum Circular No. 28, Series of 2020
- Amendment to shorten the corporate term (Voluntary Dissolution under Section 136 of the RCC) where the proposed expiration of the corporate term [must contemplate a future date] is less than one year, from approval of the application for amendment under Regular Processing
- Application for Amendment of Articles of Incorporation and/or By-laws of Domestic Corporations (eAMEND Simple Processing)
- Application for Amendment of Articles of Incorporation and/or By-laws of Lending/Financing Companies
- Application for Amendment of Articles of Incorporation and/or By-Laws of non-Philippine National Domestic Stock and Non-stock Corporations registered under FIA or before IPAs (Simple Processing)
- Application for Amendment of Articles of Incorporation and/or By-Laws of of non-Philippine National Domestic Stock and Non-stock Corporations registered under FIA or before IPAs (Regular Processing)
- Application for Amendment of By-Laws concerning five or more provisions and filing of New By-Laws of Domestic Corporations (eAMEND Regular Processing)

Application for amendment of corporate term where the proposed expiration is one (1) year or more than one (1) year under Section 136 of the RCC (under eAMEND Regular Processing)

Application for Amendment of Lending/Financing Branch Offices

Application for Amendment of non-Philippine national Partnerships registered under FIA or before IPAs (Regular Processing)

Application for Amendment of Partnerships under eAMEND Regular Processing

Application for Branch Offices of Lending/Financing Companies

Application for Change of Head or Appointment of the Head of the Corporation Sole (eAMEND Regular Processing)

Application for Conversion from Stock Corporation to Non-stock Corporation through eAMEND portal

Application for Conversion of Corporation Sole to Ordinary Non-Stock Corporations of Domestic Corporations (eAMEND Regular Processing)

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

Application for Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC) under eAMEND Regular Processing

Application for Conversion of Ordinary Corporation to Lending/Financing Companies and Lending to Financing Corporation and vice versa.

Application for Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC) under eAMEND Regular Processing

Application for Dissolution (For amendment to shorten the corporate term under Section 136 of the RCC where the proposed expiration of the corporate term [must contemplate a future date] is less than one year, from approval of the application for amendment)

Application for Dissolution of non-Philippine National Partnerships registered under FIA or before IPAs

Application for Increase of Capital Stock for non-Philippine National One Person Corporation registered under FIA or before IPAs via Cash

Application for Increase of Capital Stock of non-Philippine national Stock Domestic Corporations registered under FIA (“Foreign Investment Act”) or before Investment Promotion Agencies (IPAs) by way of Cash

Application for Monitoring Clearance for All Types of Corporations

Cancellation Certificate of Authority of Lending/Financing Branch Offices

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

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

Increase of Capital Stock by way of Cash through electronic mail submission for Domestic Stock Corporations Classified as Philippine National (Other than OPC)

Increase of Capital Stock by way of Cash through the eAMEND Portal - Simple Processing for One Person Corporations (OPC) Classified as Philippine National

Increase of Capital Stock by way of Cash through the eAMEND Portal for Domestic Stock Corporations Classified as Philippine National (Other than OPC)

Increase of Capital Stock of One Person Corporation (OPC) through electronic mail submission for Domestic Stock Corporations Classified as Philippine National

Licensing of Foreign Corporations through the ESPARC (Electronic Simplified Processing of Application for Registration of Company)

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

Post-Audit of eAMEND Applications approved under Regular Processing

Post-Audit of eAMEND Applications approved under Simple Processing

Post-Evaluation of Regular eSPARC Applications

Post-Evaluation of Simple Amendment of Articles of Incorporation and/or By-Laws of non-Philippine National Domestic Stock and Non-stock Corporations registered under FIA or before IPAs

Posting of Bond for One Person Corporation (OPC)

Primary Registration and Secondary License for Lending and Financing Company through the ESPARC (Electronic Simplified Processing of Application for Registration of Company)

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

Registration of Corporations through One-day Submission and E-registration of Companies (OneSEC) with ZERO Processing for DOMESTIC STOCK CORPORATIONS

Registration of Corporations through the Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular with ZERO Processing

Registration of Corporations, with more than 40% foreign equity, through the ESPARC (Electronic Simplified Processing of Application for Registration of Company) where payment for subscription is Cash except Licensing of Foreign Corporations, Registration of Partnerships, and Licensing of Lending and Financing Companies

Registration of Non-Stock Corporations through the Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular Only (with Digital Certificate and Post-Audit Evaluation)

Registration of Partnerships, with 0.01% foreign equity or more, through the ESPARC (Electronic Simplified Processing of Application for Registration of Company)

Request for Affirmative Certification - For General Public

Request for Affirmative Certification - For Non-Profit Making Government Agencies

Request for Affirmative Certification - For Profit Making Government Agencies

Request for Case Status Update (via email) - for one-party petitions

Request for Case Status Update (via email) - for two-party complaints

Request for Case Status Update (Walk-in Inquiry)

Request for Certificate of No Derogatory Information

Request for Certification as Broker Dealer in Securities Investment, etc., - For General Public

Request for Certification as Broker Dealer in Securities Investment, etc., - For Non-Profit Making Government Agencies

Request for Certification as Broker Dealer in Securities Investment, etc., - For Profit Making Government Agencies

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

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

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

Request for Name Verification for Amendment

Request for Negative Certification - For General Public

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

Request for Negative Certification - For Profit Making Government Agencies

Request for Payment of Fines in Installment Basis

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

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

Request for Reduction of Fines

Request for Resource Speaker

Lipa Extension Office

External Services

Request for Affirmative Certification

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

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

Application for Amendment of By-Laws concerning five or more provisions and filing of New By-Laws of Domestic Corporations (eAMEND Regular Processing)

Application for Branch Offices of Lending/Financing Companies

Application for Monitoring Clearance for All Types of Corporations

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

Dissolution of Corporations under Section 134 of the Revised Corporation Code

Increase of Capital Stock by way of Cash through the eAMEND Portal - Simple Processing for One Person Corporations (OPC) Classified as Philippine National

Increase of Capital Stock by way of Cash through the eAMEND Portal for Domestic Stock Corporations Classified as Philippine National (Other than OPC)

Issuance of Plain/ Authenticated Copies of Documents

Petition for Revival of Corporate Existence

Petition to Lift Order of Revocation/Suspension

Post-Audit of eAMEND Applications approved under Regular Processing

Post-Audit of eAMEND Applications approved under Simple Processing

Post-Evaluation of Regular eSPARC Applications

Primary Registration and Secondary License for Lending and Financing Company through the ESPARC (Electronic Simplified Processing of Application for Registration of Company)

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

Registration of Corporations through One-day Submission and E-registration of Companies (OneSEC) with ZERO Processing for DOMESTIC STOCK CORPORATIONS

- Registration of Corporations through the Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular with ZERO Processing
- Registration of Non-Stock Corporations through the Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular Only
- Request for Certificate of No Derogatory Information
- Request for Negative Certification
- Request for Payment Assessment Form for Payment of Annual Fees

Commission Secretariat Division (CSD)

Internal Services

- Administration of Oath for Documents Pertinent to the Commission
- Request for Certified True Copy of SEC Resolutions, SEC Office Orders, SEC Memorandum Circulars, SEC Guidelines, and SEC Rules and Regulations
- Request for Issuance of the Excerpts of Approved Minutes of Commission Meetings and Executive Sessions

Markets and Securities Regulation Department (MSRD)

Internal Services

- Request for SEC-MSRD Certification (With or Without Secondary License)

Licensing Division (LD)

Internal Services

- Request for Certification on the Registration of Securities
- Request for Comment on Articles of Incorporation and/or By-Laws of Ordinary Companies, Investment Companies, Public Companies, Issuers of Proprietary and Non-Proprietary Securities

Corporate Governance Division (CGD)

Internal Services

- Request for Comment on Articles of Incorporation and/or By-Laws of Ordinary Company, Publicly-listed Company, Investment Company, Exchange Traded Fund, Public Company, and Issuer of Proprietary and Non-Proprietary Securities
- Request for Comments on the Qualification and Non-Disqualification of Independent Directors and Website Template
- Request for Monitoring of Corporate Governance Requirements of Investment Company, Public Company, Issuer of Proprietary and Non-proprietary Shares or Certificates, and Registered Issuer under the Jurisdiction of MSRD
- Request for Validation of Qualification of Nominees for Independent Directors of Publicly-Listed Company, Investment Company, Exchange Traded Fund, Public Company, and Issuer of Proprietary and Non-Proprietary Securities

Financing and Lending Companies Department (FinLenD)

Internal Services

- Request for Certification from Interdepartmental of Securities and Exchange Commission as to Certificate of Authority (CA) for Monitoring Only

Systems Operations Division (SOD)

Internal Services

- Request for Reverse Search on Company Affiliations of 51 to 100 Individuals
- Request for Reverse Search on Company Affiliations of more than 100 Individuals
- Request for Reverse Search on Company Affiliations of up to 50 Individuals

Electronic Records Management Division (ERMD)

Internal Services

- Request for Hard Copy of Records/Documents
- Request for SEC Documents not available in ENDOW

Information Systems Development and Management Division (ISDMD)

Internal Services

- Change of Signatories
- Company Assignments
- Creation/Modification and Deactivation of User Account
- Help desk and Technical Assistance
- Posting of Information to SEC Website
- Updating of Procurement Monitoring and Tracking System (PMTS)

Cybersecurity and Shared Services Division (CSSD)

Internal Services

- Complex Request for Assistance (Cybersecurity Concern)
- Request for Assistance Pertaining to Security Event/Incident
- Request for Cybersecurity Information
- Request to Monitor and/or Assess SEC Internal Systems, Applications and End-User Devices
- Request to Perform Vulnerability Assessment and Penetration Testing (VAPT)
- Request to Run a Malware Scan on SEC Internal Systems, Applications and End-User Devices
- Simple Request for Assistance (Cybersecurity Concern)

Company Analytics and Statistics Division (CASD)

Internal Services

- Complex Request for SEC Statistics, Reports, and Data (SRD)
- Highly Technical Request for SEC Statistics, Reports, and Data (SRD)
- Provision of Copy of the Philippines Top 1000 Corporations

Human Resources Management Division (HRMD)

Internal Services

- Request for Issuance of Certified True Copy of Appointment Paper, Certificate of Assumption to Duty, Oath of Office, and Position Description Form
- Request for Personal Travel Authority (For Director level positions and below with not more than 30 days of travel duration)
- Request for Issuance of Certificates for Current SEC Officials and Employees
- Request for Issuance of Certified True Copy (CTC) of Statements of Assets, Liabilities, and Net Worth (SALN)

- Request for Issuance of Service Record of Current SEC Employees
- Request for Personal Travel Authority (SEC Top Management, and SEC Officials and Employees with more than 30 days of travel duration)

Organizational Development Division (ODD)

Internal Services

- Library Services - Rent-A-Reading-Room
- Library Services - Complex Reference Queries in SEC Library
- Library Services - Request for Creation of Accounts for Online Subscriptions
- Library Services - Simple Reference Queries in SEC Library
- Library Services – Circulation Services
- Request for Issuance of Certificate of Performance Rating with Certified True Copy (CTC) of Division or Individual Performance Evaluation and Competency Assessment Rating (DPECAR or IPECAR Ratings) generated in the Human Resource Management Information System (HRMIS)
- Technical Assistance - ESPMS Forms and/or HRMIS

Health and Wellness Division (HWD)

Internal Services

- Annual Dental Examination
- Annual Physical Examination
- Request for Dental Clearance (New Hires)
- Request for Dental Consultation and Treatment
- Request for HMO-related (Medicard) Services
- Request for Issuance of Medical/Dental Certificates
- Request for Medical Clearance (New Hires)
- Request for Medical Consultation and Treatment
- Request for Psychological Counseling

Learning and Development Division (LDD)

Internal Services

- Processing of Requests for Issuance of Certified True Copies (CTC) of Certificate(s) of Completion or Participation for Internal and/or External Learning and Development Programs Conducted Through or by the LDD-HRD.
- Processing of Requests for the Issuance of a Certificate of With or Without Pending Service Obligation, With or Without Ongoing/Upcoming Foreign/Local Scholarship Grants, and/or Trainings Attended Conducted Through or by the LDD-HRD

Accounting Division (AD)

Internal Services

- Request for the Issuance of Certified True Copy of BIR Form 2316

Treasury Division (TD)

Internal Services

- Collection of Fees Through ESPAYSEC and LandBank OnColl Facility
- Issuance and Release of Payment Through Fund Transfer

- Request for Re-Application of Excess Payment (SEC Fees, Penalties/Fines)
- Request for Reclassification of Nature of Collection (SEC Fees, Penalties/Fines)
- Request for Transfer of Payment (SEC Fees, Penalties/Fines)

Supply Chain Division (SCD)

Internal Services

- Office Supplies Services

General Services Division (GSD)

Internal Services

- Events Assistance Services
- Flight Booking Services (Government Fare Agreement - GFA)
- Housekeeping Services
- Printing Services
- Publication Services
- Security Services - Gatepass and Work Permit
- Security Services - CCTV Footage/Certificates
- Security Services - Facial Recognition and Access Control
- Transportation and Messengerial Services

Asset Management Division (AMD)

Internal Services

- Maintenance of Infrastructure, Buildings, and Equipment

International Affairs and Protocol Division (IAPD)

Internal Services

- Request for Travel Authority for Non-Training-Related Official Foreign Travel

Strategic Partnership and Advocacy Division (SPAD)

Internal Services

- Request for Webinar Assistance

Corporate Communication Division (CCD)

Internal Services

- Request for Creation of Information, Education, and Communication (IEC) Materials
- Request for Documentation
- Request for Posting on Social Media
- Request for the Reservation of the SEC MeDIA Communications Center

Zamboanga Extension Office

Internal Services

- Dissolution by Shortening of Corporate Term under Section 136 of the Revised Corporation Code where the proposed expiration of the term is one year or more than one year from the date of filing through Electronic Application for Modification of Entity Data (eAMEND)

Office of the General Accountant (OGA)

External Services

1. Accreditation of Asset Valuer

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

Office or Division:	Office of the General Accountant (OGA)
Classification:	Highly Technical
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Target SEC Clients/Stakeholders/Customers Others, please specify: • Appraisal companies • Professional Services Organization (PSO)
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Pre-evaluation notice form (1) Original Copy Or (1) Electronic Copy	Securities and Exchange Commission - Office of the General Accountant/Accreditation Division
Remarks: *Securities and Exchange Commission official website* *(https://www.sec.gov.ph/wp-content/uploads/2024/02/2024Forms_2023-Pre-evaluation-Form_Checklist_Asset-valuer_ver4.pdf)*	
2. Fully accomplished application form for asset valuers (Application for Inclusion in the list of Accredited Asset Valuer) (1) Original Copy Or (1) Electronic Copy	Securities and Exchange Commission - Office of the General Accountant/Accreditation Division
Remarks: *Securities and Exchange Commission official website* *(https://www.sec.gov.ph/wp-content/uploads/2024/02/2024Forms_Asset-Valuer-Application-Form.pdf)*	

3. Board or partners' resolution approving the following: i. filing of the application and designation of authorized signatory on behalf of the company's application; ii. At least two (2) appraisers or valuation specialists who are duly authorized by the Board of Directors to act and/or sign appraisal reports on behalf of the appraisal company or PSO, as the case maybe, and who each possesses the following qualifications: a) He is a professional appraiser or valuer licensed (Certified Professional Accountant or Engineer) and registered by the PRC and and its related regulatory board S, respectively, pursuant to R. A. No. 9646 and its Implementing Rules and Regulations; b) He is one of the executive officers or directors of the applicant-appraisal company; c) He is an officer or a member in good standing of any registered association of property appraiser, valuers (Certified Professional Accountant or Engineer) under the Philippine laws. (1) Original Copy Or (1) Electronic Copy	Applicant / Client
4. Company profile showing the history, scope of services, list of employees and their corresponding profession, and the bio-data of executive/certifying officers or partners, and certifying property appraisers or valuation specialist (1) Original Copy Or (1) Electronic Copy	Applicant / Client
5. Certificate of good standing issued by Professionals Regulation Commission (PRC) recognized of and Accredited of Professional Organization (APO) for company and appraiser/valuation specialist (1) Original Copy Or (1) Electronic Copy	Professionals Regulation Commission (PRC) - Registration Division (https://www.prc.gov.ph/certification-authentication)
6. Document showing compliance with the prescribed qualifications for the applicant appraisers or valuation specialists, i.e., copy of professional license, notarized certification of compliance with the required CPD units by the PRC, working experience record (1) Original Copy Or (1) Electronic Copy	Applicant / Client
Remarks: *For the notarized certification of compliance with the required CPD units by the PRC (Professionals Regulation Commission (PRC) - Registration Division (https://www.prc.gov.ph/certification-authentication))*	
7. List of present clientele as of the present day (1) Original Copy Or (1) Electronic Copy	Applicant / Client
8. Certifications from at least two (2) banks or two (2) public companies or secondary licensees or two (2) large corporations that they have been engaged the services of the appraisal company/PSO (1) Original Copy Or (1) Electronic Copy	Applicant / Client

9. Description of the framework form which the company's internal control procedures are based and the code or standard it follows to ensure the integrity of valuation reports (1) Original Copy Or (1) Electronic Copy	Applicant / Client
10. Copy of two (2) Appraisal or Valuation Report issued (1) Original Copy Or (1) Electronic Copy	Applicant / Client
11. At the time of application, the applicant appraisal company or PSO shall have the following qualifications: a) The applicant shall be registered with the Commission either as a corporation or general professional partnership organized by individuals engaged in appraisal or valuation work and shall be compliant with the ownership requirement under the prevailing Foreign Investment Negative List and it is managed and operated by licensed appraisers or valuation specialists; b) It has all the requisite business permits and licenses to operate the business; c) It has adequate number of technical and administrative personnel for the conduct of valuation; d) It has an unimpaired outstanding capital stock of not less than P5,000,000 or such higher amount of capital as the Commission may prescribe as a result of future assessment of the resources of appraisal companies or partnership. In addition, it must have positive financial ratios (e.g., current, solvency, liquidity and debt to equity ratios) based on the latest financial report of the company; e) It has a professional liability insurance for errors and omissions in the amount of at least Five Hundred Thousand Pesos (P500,000.00). It shall have a sworn undertaking that it will provide professional liability insurance in such higher amount as the client corporation shall require to adequately covers the risk exposure of the appraisal company. (1) Original Copy Or (1) Electronic Copy	Applicant / Client

For Situational Requirement

A. Situational Requirement

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits fully accomplished pre-evaluation notice form, Application Form, and complete documentary requirements **Location:** *For Walk-in Applicants*: 18th Floor	1.1. Review and authenticate (for walk-in) application form and supporting documents.	None	1 working day/s	• Admin Support; Office of the General Accountant (OGA)

Office of the General Accountant *For Online Applicants*: *imessage.sec.gov.ph* **Notes/Instruction:** For online applications, the applicant should submit the scanned application documents with physical/wet signatures				
	1.2. Prepare Payment Assessment Form (PAF)		10 minute/s	• Admin Support; Office of the General Accountant (OGA)
2. Receive the PAF and settles the required fee. **Location:** *For Walk-in Applicants*: 18th Floor Office of the General Accountant *For Online Applicants*: *imessage.sec.gov.ph* **Notes/Instruction:** The client may choose to pay via Electronic System for Payment to the SEC (eSPAYSEC) or over the counter payments at any Landbank branch nationwide.	2. Processes payment and issues electronic Official Receipt	**Standard Fees** Breakdown: Filing Fee: PHP 10000 UPLRF: PHP 100 Total: PHP 10100	20 minute/s	• eSPAYSEC; Financial Management Department (FMD) • Landbank of the Philippines (LBP) Branch; Landbank of the Philippines (LBP)
3. Submit a copy of proof of payment via eSPAYSEC or Landbank to the OGA with the application and its supporting documents **Location:** *For Walk-in Applicants*: 18th Floor	3.1. Receive and check contents of the documents, and input application to Monitoring System and forward the same to the Assistant Director for assignment	None	20 minute/s	• 18th; Office of the General Accountant (OGA)
	3.2. Forwards the application		5 minute/s	• Assistant Director ;

Office of the General Accountant *For Online Applicants*: *imessage.sec.gov.ph* **Notes/Instruction:** If the report and supporting documents need further clarification and justification, the applicant will be requested to submit letter of explanation and any supporting documents to address the noted findings.	documents to Accountant (Evaluator) with attached copy of completed Pre-Evaluation Notice Form.			Accreditation Division
	3.3. Review the Appraisal or Valuation report and its supporting documents. Prepare Memorandum to Commission en Banc and Evaluation Sheet (through Supervising Commissioner). Forward the same to the General Accountant for approval and signature.		15 working day/s	• Senior Accountant (Evaluator); Accreditation Division • Assistant Director; Accreditation Division
	3.4. Approves and signs Memorandum and Evaluation Sheets. Forwards the same along with the application documents to the Supervising Commissioner for approval/clearance and for presentation to Commission en Banc.		1 hour/s	• General Accountant; Office of the General Accountant (OGA)
	3.5. Review Memorandum/ Evaluation Sheet. Sign the document for presentation by General Accountant to Commission en Banc.		2 working day/s	• Supervising Commissioner; Office of the Commissioners
	3.6. Present Memorandum to the Commission en Banc for consideration (after clearance from Supervising Commissioner). Receive advice of the		1 working day/s	• General Accountant; Office of the General Accountant (OGA)

	resolution of the Commission en Banc on the application. Inform the Assistant Director, Accountant (Evaluator) and Executive Assistant on the Commission en Banc's advice.			
	3.7. Receives advice of the resolution of the Commission en Banc on the application. Informs the Assistant Director, Senior Accountant (Evaluator) and Executive Assistant on the Commission en Banc's advice.		20 minute/s	• Admin Support ; Office of the General Accountant (OGA) • Assistant Director; Accreditation Division • Senior Accountant (Evaluator) ; Accreditation Division
	3.8. Notify the applicant that the Certificate may be picked up (in case of representative, subject to presentation of authorization letter) via imessage.sec.gov.ph For online applications, if the applicant has not yet submitted a hard copy of the application documents, they will be informed to submit one (1) original copy upon claiming the Certificate of Accreditation.		10 minute/s	• Admin Support ; Office of the General Accountant (OGA)
4. Present authority to receive the certificate, and submit one (1)	4.1. Prepare two (2) copies of Certificate	None	20 minute/s	• Admin Support ; Office of

hard copy of application documents. **Location:** 18th Floor Office of the General Accountant	of Accreditation, and transmittal letter			the General Accountant (OGA) • Senior Accountant (Evaluator); Accreditation Division • Assistant Director; Accreditation Division
	4.2. Review, approve and sign certificate and transmittal letter		10 minute/s	• General Accountant; Office of the General Accountant (OGA)
	4.3. Prepares Payment Assessment Form (PAF) for the payment of Documentary Stamp		10 minute/s	• Admin Support ; Office of the General Accountant (OGA)
5. Receive the PAF and settles the required fee. Submits copy of proof of payment via eSPAYSEC or Landbank to OGA. **Location:** SEC (eSPAYSEC) or over the counter payments at any Landbank branch **Notes/Instruction:** The client may choose to pay via Electronic System for Payment to the SEC (eSPAYSEC) or over the counter payments	5. Process payment and issues electronic Official Receipt	**Standard Fees** Breakdown: Documentary Stamp: PHP 30 Total: PHP 30	20 minute/s	• eSPAYSEC; Financial Management Department (FMD) • Landbank of the Philippines (LBP) branch; Landbank of the Philippines (LBP)

at any Landbank branch nationwide.				
6. Submit copy of proof of payment **Location:** 18th Floor Office of the General Accountant	6. Receive physical copy of the documents, authenticates and stamps “Received”. Receive official receipt or proof of payment on documentary stamp fee.	None	30 minute/s	• Admin Support ; Office of the General Accountant (OGA)
7. Receive Certificate of Accreditation **Location:** 18th Floor Office of the General Accountant	7. Release and issue Certificate of accreditation and forwards duplicate file to Admin Assistant. Update Registry of Accredited Appraisal Companies.	None	2 hour/s	• Admin Support ; Office of the General Accountant (OGA) • Index Tracking Personnel; Office of the General Accountant (OGA)

General Remarks

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

Total Processing Time:	Working Days: 19 working day/s, 5 hour/s, 55 minute/s
Total Processing Fee:	Total Standard Fee: PHP 10130

2. Accreditation of Credit Rating Agency

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

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

Office or Division:	Office of the General Accountant (OGA)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Credit Rating Agencies
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Notarized application for accreditation (1) Original Copy Or (1) Electronic Copy	Applicant / Client
Remarks: *Securities and Exchange Commission official website* *https://www.sec.gov.ph/forms-and-fees/accreditation/)* *(https://www.sec.gov.ph/accountants-information/forms/)* *The original physical copies of the application documents shall be submitted on or before issuance of the certificate.*	
2. Applicant should be a stock corporation and have a minimum paid-up capital of at least PHP 10 Million (1) Original Copy Or (1) Electronic Copy	Applicant / Client

Remarks: *The original physical copies of the application documents shall be submitted on or before issuance of the certificate.*	
3. List of shareholders and their corporate affiliations (1) Original Copy Or (1) Electronic Copy	Applicant / Client
Remarks: *The original physical copies of the application documents shall be submitted on or before issuance of the certificate.*	
4. List of other business activities, if any (1) Original Copy Or (1) Electronic Copy	Applicant / Client
Remarks: *The original physical copies of the application documents shall be submitted on or before issuance of the certificate.*	
5. Copies of its Articles of Incorporation and By-Laws (1) Original Copy Or (1) Electronic Copy	Applicant / Client
Remarks: *The original physical copies of the application documents shall be submitted on or before issuance of the certificate.*	
6. Written code of conduct that can ensure the independence of the rating specialists and the rating agency from the Issuers it is rating (1) Original Copy Or (1) Electronic Copy	Applicant / Client
Remarks: *The original physical copies of the application documents shall be submitted on or before issuance of the certificate.*	
7. Rating scales, criteria, measurements, symbols and related assessment devices it uses (1) Original Copy Or (1) Electronic Copy	Applicant / Client
Remarks: *The original physical copies of the application documents shall be submitted on or before issuance of the certificate.*	
8. Operating procedures, rating policies, rating criteria and other rationale used in arriving at a rating (1) Original Copy Or (1) Electronic Copy	Applicant / Client

Remarks: *The original physical copies of the application documents shall be submitted on or before issuance of the certificate.*	
9. Copy of model written agreement with Issuers (1) Original Copy Or (1) Electronic Copy	Applicant / Client
Remarks: *The original physical copies of the application documents shall be submitted on or before issuance of the certificate.*	
10. Manual on Corporate Governance (1) Original Copy Or (1) Electronic Copy	Applicant / Client
Remarks: *The original physical copies of the application documents shall be submitted on or before issuance of the certificate.*	
11. Sworn Statement (1) Original Copy Or (1) Electronic Copy	Applicant / Client
Remarks: *Sworn Statement of the following:* ◦ *Ownership structure and possible conflicts of interest;* ◦ *Names, professional qualifications and independence of the staff involved in the rating decision; and* ◦ *Disclosure of affiliations, training, assistance or support it receives from international rating agencies, if any.* *The original physical copies of the application documents shall be submitted on or before issuance of the certificate.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit complete application documents. **Location:** *For Walk-in Applicants*: 14th Floor Office of the General Accountant	1.1. Reviews the completeness of application documents before authorizing payment of the prescribed fees.	None	4 hour/s	• Accountant (Evaluator); Accounting and Audit Policy Division (AAPD)

For Online Applicants: SEC OGA email (secoga@sec.gov.ph) **Notes/Instruction:** For online applications, the applicant should submit the scanned application documents with physical/wet signatures.	1.2. Prepares the Payment Assessment Form (PAF) and instructs the Applicant to make payment and submit a proof of payment		20 minute/s	• Executive Assistant; Office of the General Accountant (OGA)
2. Receives the PAF and pays the filing fee. **Location:** *For Walk-in Applicants*: 14th Floor Office of the General Accountant *For Online Applicants:* SEC OGA email (secoga@sec.gov.ph) **Notes/Instruction:** The Applicant may choose to pay via Electronic System for Payment to the SEC (eSPAYSEC) or over the counter payment at any Landbank branch nationwide.	2. Processes payment and issues electronic Official Receipt (e.O.R.).	**Standard Fees** Breakdown: Filing Fee: PHP 50000 UPLRF: PHP 500 Total: PHP 50500	20 minute/s	• eSPAYSEC and Landbank; Financial Management Department (FMD)
3. Submits proof of payment along with application and supporting documents. **Location:**	3.1. Inputs the application and machine-validated PAF into the Monitoring System, and forwards it to the	None	20 minute/s	• Executive Assistant; Office of the General Accountant (OGA)

SEC OGA email (secoga@sec.gov.ph) **Notes/Instruction:** If the submitted application-documents need further clarification and justification, the applicant will be requested to submit a letter of explanation and any supporting documents to address the noted finding	Assistant Director for assignment.			
	3.2. Briefly studies the application documents before assigning it to the Evaluator with instructions.		3 hour/s	• Assistant Director and Supervising Accountant; Accounting and Audit Policy Division (AAPD)
	3.3. Reviews the submitted documents, prepares Memorandum, including other supporting documents, to the Commission En Banc (through the Supervising Commissioner), and submits it for approval. The Supervisor oversees the evaluation and submits the drafted Memo to the Assistant Director for review and consideration.		12 working day/s	• Accountant (Evaluator); Accounting and Audit Policy Division (AAPD)
	3.4. Reviews the drafted Memo and endorses it to the General Accountant for approval.		2 working day/s	• Supervising Accountant and Assistant Director; Accounting and Audit Policy Division (AAPD)
	3.5. Approves and signs the Memorandum and other supporting documents for clearance of the		1 working day/s	• General Accountant; Office of the General

	Supervising Commissioner.			Accountant (OGA)
	3.6. Reviews and signs the Memorandum and supporting documents for presentation by the General Accountant to the Commission En Banc.		3 working day/s	• Supervising Commissioner; Office of the Commissioner
	3.7. Presents the application to the Commission En Banc for consideration. The General Accountant informs the AAPD of the Commission En Banc's resolution on the application.		4 hour/s	• General Accountant; Office of the General Accountant (OGA)
	3.8. Notifies the Applicant of the result of its application.		10 minute/s	• Executive Assistant; Office of the General Accountant (OGA)
4. Collects the certificate. If a representative is collecting the certificate, they must present an authorization letter. **Location:** 14th Floor Office of the General Accountant	4.1. Prepares the Certificate of Accreditation, and generates a PAF for documentary stamp tax.	None	30 minute/s	• Executive Assistant; Office of the General Accountant (OGA)
	4.2. Checks the details and signs the certificate.		30 minute/s	• Accountant (Evaluator), Supervising Accountant, Assistant Directo; Accounting and Audit Policy Division (AAPD) • General Accountant; Office of

				the General Accountant (OGA)
5. Receives the PAF and pays the documentary stamp tax. **Location:** 14th Floor Office of the General Accountant **Notes/Instruction:** The Applicant may choose to pay via Electronic System for Payment to the SEC (eSPAYSEC) or over the counter payment at any Landbank branch nationwide.	5. Processes payment and issues electronic Official Receipt (e.O.R.).	**Standard Fees** Breakdown: Documentary Stamp Tax: PHP 30 Total: PHP 30	20 minute/s	• eSPAYSEC and Landbank; Financial Management Department (FMD)
6. Submits proof of payment for the documentary stamp tax and physical copies of application documents. **Location:** 14th Floor Office of the General Accountant	6. Receives proof of payment, and ensures all required documents are submitted before releasing the certificate.	None	2 hour/s	• Executive Assistant; Office of the General Accountant (OGA)
7. Receives the certificate of accreditation. **Location:** 14th Floor Office of the General Accountant	7. Releases the certificate of accreditation, and forwards a duplicate file to Admin Assistant to update the Registry of Accredited Credit Rating Agencies.	None	30 minute/s	• Executive Assistant; Office of the General Accountant (OGA)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 50530		

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

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

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

Office or Division:	Office of the General Accountant (OGA)
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	All
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Request letter for Opinion and/or Clarification. (1) Electronic Copy	Applicant / Client
2. Supporting document/s (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)

1. Submits a letter-request for Opinion and/or Clarification along with supporting documents. **Location:** **SEC OGA E-mail (secoga@sec.gov.ph)**	1.1. Receives the documents and forwards them to the Assistant Director for instruction.	None	10 minute/s	• Executive Assistant; Office of the General Accountant (OGA)
	1.2. Reviews the documents, and informs the Client of the prescribed fees and additional documentary requirements if necessary.		4 hour/s	• Accountant (Evaluator), Supervising Accountant, and Assistant Director; Accounting and Audit Policy Division
2. Requests a Payment Assessment Form (PAF) for the opinion fee and submits any additional documents, if applicable. **Location:** SEC OGA E-mail (secoga@sec.gov.ph)	2. Prepares the PAF and instructs the Client to make payment and submit a proof of payment.	None	10 minute/s	• Executive Assistant; Office of the General Accountant (OGA)
3. Receives the PAF and pays the required fees. **Location:** eSPAYSEC website: https://espaysec.sec.gov.ph/payment-portal/home any Landbank branch nationwide **Notes/Instruction:** The Client may choose to pay via	3. Processes payment and issues an electronic official receipt (e.O.R.) if paid via eSPAYSEC, or a machine-validated payment slip if paid via Landbank. This serves as the proof of payment. If paid via eSPAYSEC, an electronic official receipt is generated which will serve as the official copy of the Client. If paid via Landbank branch, the bank will issue a machine-validated	**Standard Fees** Breakdown: Complex Opinion Fee: PHP 25000 Total: PHP 25000	20 minute/s	• eSPAYSEC and Landbank; Financial Management Department (FMD)

Electronic System for Payment to the SEC (eSPAYSEC) or over the counter payment at any Landbank branch nationwide. The opinion fee shall be per issue identified.	Oncoll Payment Slip which wills serve as the proof of payment of the Client.			
4. Submits proof of payment of the opinion fee. **Location:** **SEC OGA email (secoga@sec.gov.ph)** **Notes/Instruction:** **If the submitted application-documents need further clarification and justification, the applicant will be requested to submit a letter of explanation and any supporting documents to address the noted findings.**	4.1. Inputs the request for Opinion and/or Clarification into the Monitoring System, and forwards it to the Assistant Director for assignment.	None	10 minute/s	• Executive Assistant; Office of the General Accountant (OGA)
	4.2. Briefly studies the request and supporting documents and assigns it to the Evaluator with necessary instructions.		3 hour/s	• Assistant Director and Supervising Accountant; Accounting and Audit Policy Division
	4.3. Evaluates the request, and prepares an Advisement Letter containing the results of the evaluation. The Supervisor oversees the evaluation and submits the drafted letter to the Assistant Director for review and consideration.		5 working day/s	• Accountant (Evaluator) and Supervising Accountant; Accounting and Audit Policy Division
	4.4. Reviews the Advisement Letter and endorses it to the General Accountant for approval.		4 hour/s	• Assistant Director; Accounting and Audit Policy Division
	4.5. Approves and signs the Advisement Letter.		4 hour/s	• General Accountant; Office of the

				General Accountant (OGA)
	4.6. Forwards the signed letter to the requesting Client and updates the Monitoring System.		10 minute/s	• Executive Assistant; Office of the General Accountant (OGA)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 25000		

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

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

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

Office or Division:	Office of the General Accountant (OGA)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	All
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Request letter for Opinion and/or Clarification. (1) Electronic Copy	Applicant / Client
2. Supporting document/s (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submits a letter-request for Opinion and/or Clarification along with supporting documents. **Location:** **SEC OGA E-mail (secoga@sec.gov.p**	1.1. Receives the documents and forwards them to the Assistant Director for instruction.	None	10 minute/s	• Executive Assistant; Office of the General Accountant (OGA)

h)	1.2. Reviews the documents, and informs the Client of the prescribed fees and additional documentary requirements if necessary.		3 hour/s	• Accountant (Evaluator), Supervising Accountant, and Assistant Director; Accounting and Audit Policy Division
2. Requests a Payment Assessment Form (PAF) for the opinion fee and submits any additional documents, if applicable. **Location:** SEC OGA E-mail (secoga@sec.gov.ph)	2. Prepares the PAF and instructs the Client to make payment and submit a proof of payment.	None	10 minute/s	• Executive Assistant; Office of the General Accountant (OGA)
3. Receives the PAF and pays the required fees. The client may choose to pay via Electronic System for Payment to the SEC (eSPAYSEC) or over the counter payment at any Landbank branch nationwide. **Location:** eSPAYSEC website: https://espaysec.sec.gov.ph/payment-portal/home any Landbank branch nationwide **Notes/Instruction:** The Client may choose to pay via Electronic System for	3. Processes payment and issues an electronic official receipt (e.O.R.) if paid via eSPAYSEC, or a machine-validated payment slip if paid via Landbank. This serves as the proof of payment.	**Standard Fees** Breakdown: Highly Technical Opinion Fee: PHP 25000 Total: PHP 25000	20 minute/s	• eSPAYSEC and Landbank; Financial Management Department (FMD)

Payment to the SEC (eSPAYSEC) or over the counter payment at any Landbank branch nationwide. The opinion fee shall be per issue identified.				
4. Submits proof of payment of the opinion fee. **Location:** SEC OGA email (secoga@sec.gov.ph) **Notes/Instruction:** If the submitted application-documents need further clarification and justification, the applicant will be requested to submit a letter of explanation and any supporting documents to address the noted findings.	4.1. Inputs the request for Opinion and/or Clarification into the Monitoring System, and forwards it to the Assistant Director for assignment.	None	10 minute/s	• Executive Assistant; Office of the General Accountant (OGA)
	4.2. Briefly studies the request and supporting documents and assigns it to the Evaluator with necessary instructions.		4 hour/s	• Assistant Director and Supervising Accountant; Accounting and Audit Policy Division
	4.3. Evaluates the request, and prepares an Advisement Letter containing the results of the evaluation. The Supervisor oversees the evaluation and submits the drafted letter to the Assistant Director for review and consideration.		12 working day/s	• Accountant (Evaluator) and Supervising Accountant; Accounting and Audit Policy Division
	4.4. Reviews the Advisement Letter and endorses it to the General Accountant for approval.		3 working day/s	• Assistant Director; Accounting and Audit Policy Division
	4.5. Approves and signs the Advisement Letter. In specific cases where approval		4 working day/s	• General Accountant; Office of the

	from the Commission En Banc is needed, the General Accountant presents the request along with supporting documents to the Commission En Banc, and informs the AAPD of the resolution. This resolution will be included as part of the evaluation.			General Accountant (OGA)
	4.6. Forwards the signed letter to the requesting Client and updates the Monitoring System		10 minute/s	• Executive Assistant; Office of the General Accountant (OGA)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 25000		

5. Request for Exemptive Relief

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

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

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

Office or Division:	Office of the General Accountant (OGA)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	All
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Request letter for Exemptive relief (1) Electronic Copy	Applicant / Client
2. Supporting document/s (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submits a letter-request for Exemptive Relief along with supporting documents.	1.1. Receives the documents and forwards it to the Assistant Director for instruction.	None	10 minute/s	• Executive Assistant; Office of the General

Location: SEC OGA E-mail (secoga@sec.gov.ph)				Accountant (OGA)
	1.2. Reviews the documents, and informs the Client of the prescribed fees and additional documentary requirements if necessary.		1 working day/s	• Accountant (Evaluator), Supervising Accountant, and Assistant Director; Accounting and Audit Policy Division
2. Requests a Payment Assessment Form (PAF) for the exemptive relief fee and submits any additional documents, if applicable. **Location:** SEC OGA E-mail (secoga@sec.gov.ph)	2. Prepares the PAF and instructs the Client to make payment and submit a proof of payment.	None	10 minute/s	• Executive Assistant; Office of the General Accountant (OGA)
3. Receives the PAF and pays the required fees. **Location:** eSPAYSEC website: https://espaysec.sec.gov.ph/ any landbank branch nationwide **Notes/Instruction:** The Client may choose to pay via Electronic System for Payment to the SEC (eSPAYSEC) or over the counter payment at any Landbank branch nationwide.	3. Processes payment and issues an electronic official receipt (e.O.R.) if paid via eSPAYSEC, or a machine-validated payment slip if paid via Landbank. This serves as the proof of payment.	**Standard Fees** Breakdown: Exemptive Relief Fee: PHP 50000 Total: PHP 50000	20 minute/s	• eSPAYSEC and Landbank; Financial Management Department (FMD)

The exemptive relief fee is per issue identified and per Company.				
4. Submits proof of payment of the exemptive relief fee. **Location:** SEC OGA email (secoga@sec.gov.ph) **Notes/Instruction:** If the submitted documents need further clarification and justification, the applicant will be requested to submit additional justification and supporting documents.	4.1. Inputs the request for Exemptive Relief into the Monitoring System, and forwards it to the Assistant Director for assignment.	None	10 minute/s	• Executive Assistant; Office of the General Accountant (OGA)
	4.2. Briefly studies the request and supporting documents and assigns it to the Evaluator with necessary instructions.		3 hour/s	• Assistant Director and Supervising Accountant; Accounting and Audit Policy Division
	4.3. Evaluates the request, and prepares Memorandum for presentation to the Commission En Banc containing the results of evaluation, justification, and recommendation. The Supervisor oversees the evaluation and submits the drafted Memo/Letter to the Assistant Director for review and consideration. In case of incomplete justification and supporting documents, the Evaluator prepares an Advisement Letter to the requesting Client, informing them that the subject request is under evaluation and directing them to		10 working day/s	• Accountant (Evaluator) and Supervising Accountant; Accounting and Audit Policy Division

	submit additional documents or justification.		
	4.4. Reviews the Advisement Letter or Memorandum and endorses it to the General Accountant for approval.	2 working day/s	• Assistant Director; Accounting and Audit Policy Division
	4.5. Approves and signs the Advisement Letter, or Memorandum and other supporting documents for clearance of the Supervising Commissioner.	2 working day/s	• General Accountant ; Office of the General Accountant (OGA)
	4.6. Reviews and signs the Memorandum and supporting documents for presentation to the Commission En Banc.	1 working day/s	• Supervising Commissioner; Office of the Commissioner
	4.7. Presents the request to the Commission En Banc for consideration. The General Accountant informs the AAPD of the Commission En Banc's resolution on the request.	4 hour/s	• General Accountant ; Office of the General Accountant (OGA)
	4.8. Prepares an Advisement Letter notifying the Client whether the request has been approved or denied. The Supervisor oversees the drafting of the advisement letter and submits the drafted letter to the Assistant Director for review and clearance.	2 working day/s	• Accountant (Evaluator) and Supervising Accountant ; Accounting and Audit Policy Division

	4.9. Reviews the Advisement Letter and endorses it to the General Accountant for approval.		4 hour/s	• Assistant Director; Accounting and Audit Policy Division
	4.10. Approves and signs the Advisement Letter.		4 hour/s	• General Accountant ; Office of the General Accountant (OGA)
	4.11. Forwards the signed letter to the requesting Client and updates the Monitoring System.		10 minute/s	• Executive Assistant; Office of the General Accountant (OGA)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 50000		

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

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

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

Office or Division:	Office of the General Accountant (OGA)
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	All
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Request letter for Opinion and/or Clarification (1) Electronic Copy	Applicant / Client
2. Supporting document/s (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submits a letter-request for Opinion and/or Clarification along with supporting documents. **Location:** **SEC OGA E-mail (secoga@sec.gov.p**	1.1. Receives the documents and forwards them to the Assistant Director for instruction.	None	10 minute/s	• Executive Assistant; Office of the General Accountant (OGA)

h)	1.2. Reviews the documents, and informs the Client of the prescribed fees and additional documentary requirements if necessary.		4 hour/s	• Accountant (Evaluator), Supervising Accountant, and Assistant Director; Accounting and Audit Policy Division
2. Requests a Payment Assessment Form (PAF) for the opinion fee and submits any additional documents, if applicable. **Location:** SEC OGA E-mail (secoga@sec.gov.ph)	2. Prepares the PAF and instructs the Client to make payment and submit a proof of payment.	None	10 minute/s	• Executive Assistant; Office of the General Accountant (OGA)
3. Receives the PAF and pays the required fees. **Location:** eSPAYSEC wevsite: https://espaysec.sec.gov.ph/ Any Landbank branch nationwide **Notes/Instruction:** The Client may choose to pay via Electronic System for Payment to the SEC (eSPAYSEC) or over the counter payment at any Landbank branch nationwide.	3. Processes payment and issues an electronic official receipt (e.O.R.) if paid via eSPAYSEC, or a machine-validated payment slip if paid via Landbank. This serves as the proof of payment.	**Standard Fees** Breakdown: Simple Opinion Fee: PHP 10000 Total: PHP 10000	20 minute/s	• eSPAYSEC and Landbank; Financial Management Department (FMD)

Opinion fee shall be based on the number of issues identified.				
4. Submits proof of payment of the opinion fee. **Location:** **SEC OGA email (secoga@sec.gov.ph)** **Notes/Instruction:** **If the submitted application-documents need further clarification and justification, the applicant will be requested to submit a letter of explanation and any supporting documents to address the noted findings.**	4.1. Inputs the request for Opinion and/or Clarification into the Monitoring System, and forwards it to the Assistant Director for assignment.	None	10 minute/s	• Executive Assistant; Office of the General Accountant (OGA)
	4.2. Briefly studies the request and supporting documents and assigns it to the Evaluator with necessary instructions.		2 hour/s	• Assistant Director and Supervising Accountant; Accounting and Audit Policy Division
	4.3. Evaluates the request, and prepares an Advisement Letter containing the results of the evaluation. The Supervisor oversees the evaluation and submits the drafted letter to the Assistant Director for review and consideration.		1 working day/s, 4 hour/s	• Accountant (Evaluator) and Supervising Accountant; Accounting and Audit Policy Division
	4.4. Reviews the Advisement Letter and endorses it to the General Accountant for approval.		4 hour/s	• Assistant Director; Accounting and Audit Policy Division
	4.5. Approves and signs the Advisement Letter.		1 hour/s	• General Accountant; Office of the General Accountant (OGA)

	4.6. Forwards the signed letter to the requesting Client and updates the Monitoring System.		10 minute/s	• Executive Assistant; Office of the General Accountant (OGA)
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 10000		

Accreditation Division

External Services

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

All corporations with secondary licenses with the Commission shall have independent auditors accredited by the Commission under the appropriate category. The accreditation of independent auditors and auditing firms serves as a quality control mechanism or quality assurance review by the Commission on the work of the accredited external auditors. Said accreditation prescribes higher standards of qualifications and audit quality to ensure the reliability and integrity of financial reports being submitted by covered companies.

Office or Division:	Accreditation Division
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	• Target SEC clients/stakeholders/customers • Auditing Firms • Individual Practitioners/External Auditors
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Pre-evaluation notice form (1) Original Copy Or (1) Electronic Copy	Applicant / Client
Remarks: *Securities and Exchange Commission official website* *https://www.sec.gov.ph/wp-content/uploads/2025/07/2025Forms_Pre-evaluation_checklist_Individual.pdf* *1 original or electronic copy send to imessage.sec.gov.ph*	
2. Fully accomplished application form for external auditors (1) Original Copy Or (1) Electronic Copy	Applicant / Client
Remarks: *Securities and Exchange Commission official website* *For Individual - https://www.sec.gov.ph/wp-content/uploads/2025/07/2025Forms_Application-Form_-Individual.pdf* *Fo Auditing Firm - https://www.sec.gov.ph/wp-content/uploads/2025/07/2025Forms_Application-Form_v2_Audit-Firm.pdf*	

1 original or electronic copy send to imessage.sec.gov.ph	
3. Quality Assurance Manual (1) Original Copy Or (1) Electronic Copy	Applicant / Client
Remarks: *1 original or electronic copy send to imessage.sec.gov.ph*	
4. Notarized complete list of corporate clients detailing among others the total assets of each (1) Original Copy Or (1) Electronic Copy	Applicant / Client
Remarks: *Template for Individual - https://www.sec.gov.ph/wp-content/uploads/2025/07/2025Forms_Application-Form_-Individual.pdf* *Template for Auditing Firm - https://www.sec.gov.ph/wp-content/uploads/2025/07/2025Forms_Pre-evaluation_checklist_Individual.pdf* *1 original or electronic copy send to imessage.sec.gov.ph*	
For Situational Requirement	
A. The applicant is an INDIVIDUAL	
A.1. Certificate of Registration as public practitioner issued by BOA (1) Original Copy Or (1) Electronic Copy	Professional Regulation Commission/Board of Accountancy - Regulation Office
Remarks: *1 original or electronic copy send to imessage.sec.gov.ph*	
A.2. Notarized certification that the applicant has fundamental knowledge of the regulatory requirements on each of the secondary licensees of the Commission and compliance with the required 120 CPD units (1) Original Copy Or (1) Electronic Copy	Applicant / Client
Remarks: *1 original or electronic copy send to imessage.sec.gov.ph*	
Sub Situational Requirement/s	
A.a. The applicant is applying for an INITIAL application.	
A.a.1. certification from managing partner or signing partner (current and/or former) indicating the detailed participation of the applicant in the audit of the firm's	Applicant / Client

corporate-clients and various positions held in the firm (1) Original Copy Or (1) Electronic Copy				
Remarks: *1 original or electronic copy send to imessage.sec.gov.ph*				
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submits fully accomplished pre-evaluation notice and complete documentary requirements to the Officer of the day or electronically to secoga@sec.gov.ph **Location:** *For Walk-in Applicants: 18th Floor Office of the General Accountant* *For Online Applicants*: imessage.sec.gov.ph **Notes/Instruction:** For online applications, the applicant should submit the scanned application documents with physical/wet signatures	1.1. Authenticates application and supporting documents.	None	2 hour/s	• Administrative Support; Office of the General Accountant (OGA)
	1.2. The accomplished pre-evaluation notice is returned to the applicant or authorized representative or sent to the applicant's electronic mail for their signature. The applicant is advised to return the signed pre-evaluation notice.		10 minute/s	• Administrative Support; Office of the General Accountant (OGA)
	1.3. Checks contents and stamps and receives the one (1) set of application document (For walk-in application)		15 minute/s	• Administrative Support; Office of the General Accountant (OGA)
2. Returns signed Pre-evaluation Notice. **Location:** *For Walk-in Applicants*: 18th Floor Office of the General Accountant	2.1. The Administrative Officer inputs application to Index Tracking System and forwards the signed pre-evaluation notice and complete documentary	None	10 minute/s	• Administrative Support; Office of the General Accountant (OGA)

For Online Applicants: *imessage.sec.gov.ph*	requirements to the Assistant Director for assignment.			
	2.2. Selects AFS to be reviewed thru risk-based approach from the notarized complete list of clients submitted and forwards documents to Administrative Officer and assigned personnel with attached copy of completed pre-evaluation notice.		40 minute/s	• Assistant Director; Accreditation Division • Administrative Support; Office of the General Accountant (OGA)
	2.3. The Administrative Officer will check the records for previous reviews of selected AFS and provide the Assigned Personnel with the selected AFS along with other information of the applicant.		1 hour/s	• Administrative Suppor; Office of the General Accountant (OGA)
	2.4. Reviews the AFS and supporting documents using the OGA's Evaluation Sheet and applicable standards as basis of review.		7 working day/s	• Accountant ; Accreditation Division
	2.5. Prepares comment letters, notification letters to company clients, notice of payment, and Memorandum to operating departments to inquire pending cases of client-corporations and status of AFS referrals.		1 working day/s	• Accountant ; Accreditation Division
	2.6. Reviews comment letter, notification letters to company clients, and Memorandum and		1 working day/s	• Supervising Accountant ;

	forwards the same to the General Accountant for approval and signature.			Accreditation Division • Assistant Director; Accreditation Division
	2.7. Approves and signs comment letter, notification letters to company clients and Memorandum.		1 hour/s	• General Accountant; Office of the General Accountant (OGA)
	2.8. Prepares and mails Payment Assessment Form (PAF) to the applicant together with the notice of payment, notification letters to company clients and instructs the applicant to process payment. The applicant is also advised to pay the required processing fee prior to the release of the comment letter.		30 minute/s	• Administrative Support; Office of the General Accountant (OGA)
3. Receives the PAF and settles the required fees. **Location:** *For Walk-in Applicants*: 18th Floor Office of the General Accountant *For Online Applicants*: *imessage.sec.gov.ph*	3. Processes payment and issues O.R.	**Formula Fees** Breakdown: Standard Fees Breakdown	20 minute/s	• eSPAYSEC; Financial Management Department (FMD) • Landbank of the Philippines (LBP) Branch; Financial Management Department (FMD)
4. Submits copy of proof of payment via eSPAYSEC or Landbank to the Office or electronically	4. Receives a copy of proof of payment via eSPAYSEC or Landbank and forwards the same to	None	10 minute/s	• Administrative Support; Office of the

to secoga@sec.gov.ph **Location:** *For Walk-in Applicants*: 18th Floor Office of the General Accountant *For Online Applicants*: *imessage.sec.gov.ph*	the Assigned Personnel. The Executive Assistant will provide the applicant of our Office's comment letter through electronic mail.			General Accountant (OGA)
5. Submits letter explanation on noted findings in the Office or electronically to secoga@sec.gov.ph **Location:** *For Walk-in Applicants*: 18th Floor Office of the General Accountant *For Online Applicants*: *imessage.sec.gov.ph* **Notes/Instruction:** If the report and supporting documents need further clarification and justification, the applicant will receive written communications from OGA thru electronic mail and must comply with directives indicated therein within the prescribed period. a. If there is no compliance within 30-days or the remaining material findings are numerous and beyond the limit, assigns OGA personnel to prepare follow up letter (once)	5.1. Acknowledges receipt of letter explanation and forwards the same to the Accountant, Supervising Accountant and Assistant Director.	None	20 minute/s	• Administrative Support; Office of the General Accountant (OGA)
	5.2. The applicant meets the threshold to qualify for accreditation and has no noted material findings. For Group A/B, prepares Memorandum to Commission En Banc, Evaluation Sheet, Memorandum Referrals to operating departments, Transmittal Letter and Order of Payment to company and applicant, and other supporting documents, i.e., working paper, matrix of findings, google searches on reviewed client-corporations for any pending case/issues on them (through Supervising Commissioner). For Group C Application, prepares Evaluation Sheet, Memorandum Referrals to operating departments,		6 working day/s	• Accountant; Accreditation Division

or letter denying the application. b. If there is submission but still not fully compliant with the requirements, assigns OGA personnel to prepare a letter but with warning that failure to comply shall result in the denial of the application.	Transmittal Letter and Order of Payment to company and applicant, and other supporting documents, i.e., working paper, matrix of findings, google searches on reviewed client-corporations for any pending case/issues on them for submission to General Accountant.			
c. If applicant fully complies with the requirements, assigns OGA personnel to prepare the matrix and assessment letters (both applicant and corporate-clients - for those with material findings on the AFS) to be reviewed by the Supervising Accountant, Assistant Director and the General Accountant before finalization. The application shall be held in abeyance pending submission of further explanation or proof of payments or amended AFS by the applicant, as applicable.	5.3. Reviews Memorandum, Evaluation Sheets and other supporting documents and forwards the same to the General Accountant for approval and signature.		1 working day/s	• Supervising Accountant; Accreditation Division • Assistant Director; Accreditation Division
	5.4. Approves and signs Memorandum and Evaluation Sheets. Forwards the same along with the application documents to the Supervising Commissioner (Group C) for approval/clearance and for presentation to Commission en Banc (For Group A/B only).		1 working day/s	• General Accountant; Office of the General Accountant (OGA)
	5.5. Reviews Memorandum/ Evaluation Sheet. Sign the document for presentation by the General Accountant to Commission en Banc.		1 working day/s	• Supervising Commissioner; Office of the Commissioner
	5.6. Presents Memorandum to the Commission en Banc for consideration		2 hour/s	• General Accountant; Office of the

	(after clearance from Supervising Commissioner).			General Accountant (OGA)
	5.7. Receives advice of the resolution of the Commission en Banc on the application. Informs the Assistant Director, Supervising Accountant, Accountant and Administrative Support on the Commission en Banc's advice.		20 minute/s	• Administrative Support; Office of the General Accountant (OGA) • Accountant; Accreditation Division • Supervising Accountant; Accreditation Division • Assistant Director; Accreditation Division
	5.8. Notifies the applicant that the Certificate may be picked up (in case of representative, subject to presentation of authorization letter) via imessage.sec.gov.ph For online applications, if the applicant has not yet submitted a hard copy of the application documents, they will be informed to submit one (1) original copy upon claiming the Certificate of Accreditation.		10 minute/s	• Administrative Support; Office of the General Accountant (OGA)
6. Presents authority to receive the certificate, and submits 1 hard copy	6.1. Prepares two (2) copies of Certificate of Accreditation, and transmittal letter	None	30 minute/s	• Administrative Support; Office of

of application documents. **Location:** 18th Floor Office of the General Accountant				the General Accountant (OGA) • Accountant ; Accreditation Division • Supervising Accountant ; Accreditation Division • Assistant Director; Accreditation Division
	6.2. Review, approves and signs certificate and transmittal letter		15 minute/s	• General Accountant ; Office of the General Accountant (OGA)
	6.3. Prepares Payment Assessment Form (PAF) for the payment of Documentary Stamp		15 minute/s	• Administrative Support; Office of the General Accountant (OGA)
7. Receives the PAF and settles the fees. **Location:** SEC (eSPAYSEC) or over the counter payments at any Landbank branch **Notes/Instruction:** The client may choose to pay via Electronic System for Payment to the SEC (eSPAYSEC) or over the counter payments	7. Process payment and issues electronic Official Receipt	**Standard Fees** Breakdown: Documentary Stamp : PHP 30 Total: PHP 30	20 minute/s	• eSPAYSEC; Financial Management Department (FMD) • Landbank of the Philippines (LBP) branch; Financial Management Department (FMD)

at any Landbank branch nationwide.				
8. Submit copy of proof of payment **Location:** 18th Floor Office of the General Accountant	8. Receive physical copy of the documents, authenticates and stamps “Received”. Receives official receipt or proof of payment on documentary stamp fee	None	30 minute/s	• Administrative Support; Office of the General Accountant (OGA)
9. Receive Certificate of Accreditation **Location:** 18th Floor Office of the General Accountant	9. Release and issue Certificate of accreditation and forwards duplicate file to Administrative Officer. Update Registry of List of Accredited/Selected External Auditors.	None	2 hour/s	• Administrative Support ; Office of the General Accountant (OGA) • Index Tracking Personnel; Office of the General Accountant (OGA)

General Remarks

Processing time only includes the period of time wherein the application is within the Office of the General Accountant. The total processing time commences upon actual receipt of letter explanation from the applicant on the noted findings on the AFS evaluation. It however excludes the response period to comment letters, request for extensions of applicants and additional procedures/documents that the Supervising Commissioner/Commission en banc may require as deemed necessary.

Total Processing Time:	Working Days: 19 working day/s, 4 hour/s, 55 minute/s
Total Processing Fee:	Total Standard Fee: PHP 30 See other fees below

Formula / Schedule of Fees

- **Standard Fees Breakdown**

  Auditing Firm

  Group A

Filing Fee: PHP20,000.00

LRF**: PHP200.00

Total: PHP20,200.00

Group B

Filing Fee: PHP15,000.00

LRF**: PHP150.00

Total: PHP15,150.00

Group C

Filing Fee: PHP5,000.00

LRF**: PHP50.00

Total: PHP5,050.00

Annual Fee***

Group A – P2,500 per accredited partner + P20,000 for the firm

Group B – P2,000 per accredited partner + P15,000 for the firm

Group C – P1,500 per accredited partner + P5,000 for the firm

Individual Applicant-Practitioner

Group A

Filing Fee: PHP5,000.00

LRF**: PHP50.00

Total:PHP5,050.00

Group B

Filing Fee: PHP3,000.00

LRF**: PHP30.00

Total:PHP3,030.00

Group C

Filing Fee: PHP2,000.00

LRF**: PHP20.00

Total:PHP2,020.00

Annual Fee***

Group C – P5,000 for each accredited sole practitioners

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** Legal Research Fee is equivalent to 1% of the Filing Fee but not less than PHP10.00.

*** Deferred until further notice

Office of the General Counsel (OGC)

External Services

1. Request for Certified True Copy or Plain Copy of OGC Opinion or Documents related to a Case

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

Please note that requests for certified true copy or plain copy of documents related to cases are only coursed through the iMessage Ticketing System (hereinafter "iMessage" or "System"). Should we receive a physical copy, the client will still be advised to create an iMessage Ticket in accordance with the streamlining efforts of the Commission under R.A. No. 11032, provided that if the client does not create the iMessage Ticket, the reckoning period for processing will not begin.

Office or Division:	Office of the General Counsel (OGC)
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Individuals and Corporations
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. For Docketed Opinions - Letter Request (1) Original Copy	Applicant / Client
Remarks: *Letter Request, which shall state the following:* *a. Client's complete name, address & contact details;* *b. Opinion Number; and* *c. Number of copies of the document*	
Sub Requirement	
1.A. Other Requirement	
1.A.1. Payment of required fees. (Sample: PHP 50.00 + PHP 30.00 Document Stamp Tax (DST) per document + PHP 10.00 per page PHP)	Applicant / Client
2. For Cases - Letter Request (1) Original Copy	Applicant / Client

Remarks:

Letter Request, which shall state the following:

a. Client's complete name, address & contact details;

b. Title and docket number of the case requested to be certified copied;

c. Specific records to be requested;

d. Number of copies of the document; and

e. Legal standing of the Client and the purpose of request.

Sub Requirement	
2.A. Other Requirements	
2.A.1. Special Power of Attorney (for Individuals) or Secretary's Certificate (for Corporations); (1) Photo Copy	Applicant / Client
2.A.2. Authorization Letter (indicate the representative, if any); (1) Original Copy	Applicant / Client
2.A.3. Payment of required fees; (Sample: PHP 50.00 + PHP 30.00 Document Stamp Tax (DST) per document + PHP 10.00 per page PHP)	Applicant / Client

2.A.4. Photocopy of identification of the Requestor and/or Authorized Representative (if any), with original presented for verification (if needed), of any of the following acceptable valid identification (ID) cards:

- Philippine Identification (PhilID) - PSA
- Social Security System (SSS) Card - SSS
- Government Service Insurance System (GSIS) Card - GSIS
- Unified Multi-Purpose Identification (UMID) Card - SSS/GSIS
- Passport - DFA
- Alien Certificate of Registration Identity Card - Bureau of Immigration
- Driver's License - LTO
- Integrated Bar of the Philippines (IBP) ID / Professional Regulatory Commission (PRC) ID - IBP/PRC
- Voter's ID - COMELEC
- PWD ID / Senior Citizen ID / Solo Parent ID - Municipality / City where the Filer / Authorized Representative resides
- Other identification cards, subject to the assessment of the Officer of the Day.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

1. Create a ticket in the iMessage Ticketing System “iMessage” under “Request for certified true copy or plain copy of documents related to cases and attach a Letter Request and its supporting documents **Location:** **Via iMessage:** https://imessage.sec.gov.ph/	1.1. Receive and assess the ticket	None	5 minute/s	• Administrative Assistant ; Office of the General Counsel (OGC)
	1.2. Forward the request to Handling Lawyer / Chief Counsel/Assistant Director for clearance/approval		15 minute/s	• Securities Counsel I/ Securities Counsel II/ Securities Review Counsel/ Supervising Securities Review Counsel (“Handling Lawyer” / “HL”)/ Chief Counsel/Assistant Director; Office of the General Counsel (OGC)
	1.3. Inform the Client via iMessage regarding the approval of the request and the fees to be paid		5 minute/s	• Administrative Officer; Office of the General Counsel (OGC)
2. Notify the Office the intention to proceed with the payment and provide the payor’s name and address for the Payment Assessment Form (PAF) **Location:** **Via iMessage:**	2. Prepare and send the PAF to the Client	**Formula Fees** Breakdown: PHP 50.00 + PHP 30.00 Document Stamp Tax (DST) per document + PHP 10.00 per page	5 minute/s	• Administrative Officer; Office of the General Counsel (OGC)

https://imessage.sec.gov.ph/				
3. Receive and process the PAF, and send the Electronic Official Receipt (eO.R.) and/or Validated Deposit Slip **Location:** ***Payment Channels:*** **ESPAYSEC:** espaysec.sec.gov.ph/payment-portal/home **Land Bank of Philippines (LBP) (Any Branch)** **Notes/Instruction:** *For active cases, which will require reproduction of 1- 30 pages of CTC of record/s – 2 working days, 23 hours, 5 minutes *For active cases, which will require reproduction of 30 pages-above of CTC of record/s – 6 working days, 23 hours, 5 minutes *For inactive/terminated cases – 6 working days, 23 hours, 5 minutes	3.1. Receive the eO.R. and/or validated Deposit Slip	None	5 minute/s	• Administrative Officer; Office of the General Counsel (OGC)
	3.2. Prepare the certified true copy of the documents, stamps the record per page with “Certified True Copy”, affix signature, and stamp the SEC Dry Seal.		6 working day/s, 23 hour/s, 5 minute/s	• Administrative Officer/ Administrative Staff; Office of the General Counsel (OGC)
	3.3. Inform the Client that the document is ready for collection		5 minute/s	• Administrative Officer/ Administrative Staff; Office of the General Counsel (OGC)
4. Present copy of the letter and/or authorization letter with IDs,eO.R. and/or	4. Record and release the document	None	5 minute/s	• Administrative Staff; Office of the General

Validated LBP Deposit Slip **Location:** 14th Floor, SEC Headquarters, 7907 Makati Ave., Bel-Air, Makati City 1209 **Notes/Instruction:** *If the Letter Request was sent via email, the requesting party should bring the original letter and/or authorization letter.*				Counsel (OGC)

General Remarks

Please note that requests for certified true copy or plain copy of documents related to cases are only coursed through the iMessage Ticketing System (hereinafter “iMessage” or “System”). Should we receive a physical copy, the client will still be advised to create an iMessage Ticket in accordance with the streamlining efforts of the Commission under R.A. No. 11032, provided that if the client does not create the iMessage Ticket, the reckoning period for processing will not begin.

Total Processing Time:	Working Days: 6 working day/s, 23 hour/s, 50 minute/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

- **PHP 50.00 + PHP 30.00 Document Stamp Tax (DST) per document + PHP 10.00 per page**

PHP 50.00 + PHP 30.00 Document Stamp Tax (DST) per document + PHP 10.00 per page

2. Simple Legal Queries

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

Office or Division:	Office of the General Counsel (OGC)
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Individuals and Corporations
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Proper identification (1) Original Copy	Applicant / Client
2. Documents pertinent to the legal query, if any. (1) Original Copy Or (1) Photo Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Create a ticket in the iMessage Ticketing System under the Simple Legal Queries category, ensuring that all required details relevant to the simple legal query are provided, and that any pertinent supporting documents are attached, if available. **Location:** **Via iMessage:** https://imessage.sec.gov.ph/	1.1. Receive legal query addressed to OGC and acknowledges the same	None	1 working day/s	• Securities Counsel I/ Securities Counsel II/ Securities Review Counsel/ Supervising Securities Review Counsel (“Officer of the Day” / “OD”); Office of the General Counsel (OGC)

	1.2. Refer or endorse the matter to another operating department should jurisdiction fall within their department in accordance with the 2026 Rules of Procedure of the Securities and Exchange Commission		1 working day/s	• Securities Counsel I/ Securities Counsel II/ Securities Review Counsel/ Supervising Securities Review Counsel (“Officer of the Day” / “OD”); Office of the General Counsel (OGC)
	1.3. Answer the legal query based on the facts and circumstances presented.		8 hour/s	• Securities Counsel I/ Securities Counsel II/ Securities Review Counsel/ Supervising Securities Review Counsel (“Officer of the Day” / “OD”); Office of the General Counsel (OGC)
	1.4. If upon assessment the simple legal query is determined to be a Request for Legal Opinion, the Ticket should be reclassified and should be referred to the Administrative Staff for notation and for		8 hour/s	• Securities Counsel I/ Securities Counsel II/ Securities Review Counsel/ Supervising Securities Review Counsel

	raffling to the proper OGC Division.			(“Officer of the Day” / “OD”); Office of the General Counsel (OGC)
	1.5. If the request is coursed through other modes like a physical mail or an e-mail to the official OGC e-mail, client will be advised to create an iMessage Ticket.		8 hour/s	• Securities Counsel I/ Securities Counsel II/ Securities Review Counsel/ Supervising Securities Review Counsel (“Officer of the Day” / “OD”); Office of the General Counsel (OGC)

General Remarks

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

Only applies to the administrative processing of simple legal queries.

Total Processing Time:	Working Days: 3 working day/s
Total Processing Fee:	Total Standard Fee: None

Adjudication Division

External Services

1. Filing of Appeal Memorandum

This service details the procedure on how a person (natural or juridical) can file an Appeal Memorandum to the Commission En Banc, through the Office of the General Counsel, under Rule XII of the 2026 SEC Rules of Procedure.

Office or Division:	Adjudication Division
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Individuals, Corporations, and Associations
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Filing Appeal Memorandum is covered by Highly Technical within the context of Section 5 of the Securities Regulation Code, 2015 Implementing Rules and Regulations of the Securities Regulation Code, Section 179 of the Revised Corporation Code, and SEC 2016 Rules of Procedure.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Appeal to the Commission En Banc from an adverse decision, judgment, final order, or resolution of a Director of an Operating Department or an Extension Office, the Special Hearing Panel or a Self-Regulatory Organization (SRO) which completely disposes of an administrative or adjudicative action (Rule XII of the SEC 2026 Rules of Procedure). (1) Original Copy And (2) Original Copy	Applicant / Client
Remarks: *The **Appeal Memorandum** shall state the following:* *1. The full name, legal capacity, and respective addresses of the parties to the appeal for the proper service of processes emanating from the Commission;* *2. The email addresses of the parties, if available;* *3. The material dates indicating the timeliness of the appeal;* *4. A concise statement of the facts alleged, the issues raised, the assignment of errors and the applicable legal or jurisprudential grounds; and* *5. The Appellant's or counsel's email address.*	
Sub Requirement	
1.A. The Appeal Memorandum should likewise include the following supporting documents as attachments thereof:	
1.A.1. A Verification and Certification of Non-Forum Shopping in accordance with Rule VII, Section 29 of the	Applicant / Client

SEC 2026 Rules of Procedure (1) Original Copy And (2) Photo Copy	
1.A.2. A copy of the decision, judgment, final order or resolution of the Director of the Operating Department or Extension Office, the Special Hearing Panel or SRO attached to the Appeal Memorandum, as the case may be, with annexes and relevant evidence on record (1) Original Copy And (2) Photo Copy	Applicant / Client
1.A.3. Documents in support of the allegations made on the Appeal Memorandum (1) Original Copy And (2) Photo Copy	Applicant / Client
1.A.4. Proof of Service to the Operating Department/Extension Office/SRO and other parties concerned (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *The Commission may order the submission of additional documents based on the allegations in the Appeal Memorandum.*	
Sub Requirement	
1.A.4.A. Format and Style	
1.A.4.A.1. Format and Style (Sample: N/A N/A)	Applicant / Client
Remarks: *All appeals, pleadings, motions and similar papers shall be written in single space with one-and-a-half (1 ½) space in between paragraphs, using an easily readable font style of the party's choice, of 14-size font, and on a 13-inch by 8.5-inch white bond paper pursuant to the provisions of Efficient Use of Paper Rule (A.M. No. 1909-4-SC).*	

2. Identification of the Filer / Authorized Representative

Photocopy of identification of the filer / authorized representative, with original presented for verification, of any of the following acceptable valid identification (ID) card:

- Philippine Identification (PhilID)
- Social Security System (SSS) Card
- Government Service Insurance System (GSIS) Card
- Unified Multi-Purpose Identification (UMID) Card
- Philippine Passport
- Alien Certificate of Registration identity Card
- Driver's License
- Integrated Bar of the Philippines (IBP) ID / Professional Regulatory Commission (PRC) ID
- Voter's ID
- PWD ID / Senior Citizen ID / Solo Parent ID
- Other identification cards, subject to the assessment of the Officer of the Day.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the verified Appeal Memorandum and its supporting documents **Location:** **(i) For personal filing or filing via registered mail/accredited courier:** **Location:** 14th Floor, The SEC Headquarters, 7907 Makati Ave., Salcedo Village, Bel-Air, Makati City 1209 **(ii) For electronic filing:** **Via e-mail:** ogc_efiling@sec.gov.ph **Notes/Instruction:** *If filed via e-mail, the client should send the hard copies of the Appeal Memorandum and its supporting documents to the Commission, through the OGC.*	1.1. Assess the form and the completeness of the verified Appeal Memorandum and its supporting documents	None	15 minute/s	• Securities Counsel I/ Securities Counsel II/ Securities Review Counsel/ Supervising Securities Review Counsel ("Officer of the Day" / "OD"); Office of the General Counsel (OGC)
	1.2. If complete, receive the verified Appeal Memorandum and provide instructions in the OD slip / OD clearance if received via email		5 minute/s	• Securities Counsel I/ Securities Counsel II/ Securities Review Counsel/ Supervising Securities Review Counsel ("Officer of the Day" / "OD"); Office of the General Counsel (OGC)
	1.3. Issue the Payment Assessment Form (PAF)		5 minute/s	• Administrative Officer; Office of the General

				Counsel (OGC)
2. Pay the filing fee through the SEC payment channels and send the Electronic Official Receipt (e.O.R.) and/or Validated LBP Deposit Slip. **Location:** ***Payment Channels:*** **ESPAYSEC:** espaysec.sec.gov.ph/payment-portal/home **Land Bank of Philippines (LBP) (Any Branch)** **Notes/Instruction:** The case shall be decided or resolved for a period not exceeding one (1) year from the date of Order submitting the same for Resolution. *All Decisions / Resolutions are subject to the approval of the Commission *En Banc*.	2.1. Receive the eO.R. and/or Validated LBP Deposit Slip	**Standard Fees** Breakdown: Filing fee: PHP 3000 Legal Research Fee: PHP 30 Total: PHP 3030	10 minute/s	• Administrative Assistant; Office of the General Counsel (OGC)
	2.2. Docket and raffle the Appeal Memorandum to a Handling Lawyer		15 minute/s	• Administrative Officer ; Office of the General Counsel (OGC)
	2.3. Issue the necessary Order to the parties involved. The issuance of the processes from the Commission shall be tolled until and unless the hard copies of the Appeal Memorandum and its supporting documents are received by the Office		15 working day/s	• Securities Counsel I/ Securities Counsel II/ Securities Review Counsel/ Supervising Securities Review Counsel (Handling Lawyer/HL) Chief Counsel/ Assistant Director; Office of the General Counsel (OGC)
	2.4. Render Decision in accordance with the procedure laid down under the 2026 SEC Rules of Procedure.		261 working day/s	• Commission En Banc; Adjudication Division
General Remarks Historically, Section 3 of Republic Act (RA) No. 9485 (“Anti-Red Tape Act of 2007”) states that those performing judicial, quasi-judicial and legislative functions are excluded from its coverage.				

When RA No. 9485 was amended by RA No. 11032 (“Ease of Doing Business and Efficient Government Service Delivery Act of 2018”), the exclusion of quasi-judicial function from the coverage of the law was maintained because Section 3 of the latter Act provides that it shall apply to all government offices that provide services covering business and non-business related transactions as defined in said Act.

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

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

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

xxx xxx xxx

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

xxx xxx xxx

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

xxx xxx xxx.”

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

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

It must be noted that administrative adjudication, or the authority to hear and decide cases pursuant to the laws implemented by an administrative agency, **DOES NOT** involve approval of applications for any privilege, right, reward, license, clearance, permit or authorization, concession, or for any modification, renewal or extension of the enumerated applications or requests. As such, administrative adjudication **DOES NOT** fall within the ambit of Section 3 of RA No. 11032 because it is not the “Government Service” contemplated in Section 4 thereof

and is therefore, not subject to the prescribed processing times for Government Services under Section 9 of the same Act. We note that Section 9 of RA No. 11032 is entitled “Accessing Government Services”, which clearly applies to “Government Service” as defined in Section 4 thereof (i.e. applications for any privilege, right, reward, license, clearance, etc.)	
Total Processing Time:	Working Days: 276 working day/s, 50 minute/s
Total Processing Fee:	Total Standard Fee: PHP 3030

2. Request for a Certificate of Finality

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

Office or Division:	Adjudication Division
Classification:	Simple
Type of Transaction:	G2B (Government to Business)
Who may avail:	Individuals and Corporations
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Letter Request (1) Original Copy	Applicant / Client
Remarks: *A **Certificate of Finality** is issued upon the request by a former party to a particular case provided that the following requirements are complied with:* *A Letter Request stating the following:* *1. Legal standing of the requestor;* *2. Purpose of the request; and* *3. Title and docket number of the case requested to be certified as final.*	
2. Special Power of Attorney or Secretary's Certificate (1) Photo Copy	Applicant / Client
Remarks: *Special Power of Attorney (for Individual requestor)* *Secretary's Certificate (for Corporate requestor)*	
3. Authorization Letter (1) Original Copy	Applicant / Client
Remarks: *Indicate the representative, if any.*	
4. Certificate of No Pending Case/s with the Court of Appeals and the Supreme Court (to attest that no other related case/s is/are pending with the said tribunals), except in	Applicant / Client

administrative proceedings where the Appeal to the Commission En Banc was granted (1) Photo Copy	
5. Payment of Required Fees. (Sample: PHP 330.00 N/A)	Applicant / Client
Remarks: *Certificate Fee + Documentary Stamp Tax (DST)*	

6. Photocopy of identification of the Requestor and Authorized Representative (if any), with original presented for verification (if needed), of any of the following acceptable valid identification (ID) cards

- Philippine Identification (PhilID)
- Social Security System (SSS) Card
- Government Service Insurance System (GSIS) Card
- Unified Multi-Purpose Identification (UMID) Card
- Philippine Passport
- Alien Certificate of Registration identity Card
- Driver's License
- Integrated Bar of the Philippines (IBP) ID / Professional Regulatory Commission (PRC) ID
- Voter's ID
- PWD ID / Senior Citizen ID / Solo Parent ID
- Other identification cards, subject to the assessment of the Officer of the Day.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Create a ticket in the iMessage Ticketing System "iMessage" under "Request for a Certificate of Finality" and attach the Letter Request and its supporting documents **Location:** **Via iMessage:** https://imessage.sec.gov.ph/	1.1. Receive and assess the ticket	None	5 minute/s	• Administrative Assistant Securities Counsel I/ Securities Counsel II/ Securities Review Counsel/ Supervising Securities Review Counsel ("Officer of the Day" / "OD"); Office of the

				General Counsel (OGC)
	1.2. Forward the request to the Handling Lawyer / Chief Counsel/Assistant Director for clearance/approval.		10 minute/s	• Administrative Officer; Office of the General Counsel (OGC)
	1.3. Inform the Client regarding the approval of the request and the fees to be paid.		5 minute/s	• Administrative Officer; Office of the General Counsel (OGC)
2. Notify the Office the intention to proceed with the payment and provide the payor's name and address for the Payment Assessment Form (PAF) **Location:** **Via iMessage:** https://imessage.sec.gov.ph/	2. Prepare and send the PAF to the Client	**Standard Fees** Breakdown: certification fee: PHP 300 document stamp tax: PHP 30 Total: PHP 330	5 minute/s	• Administrative Officer; Office of the General Counsel (OGC)

3. Receive and process the PAF and send the Electronic Official Receipt (eO.R.) and/or Validated Deposit Slip **Location:** ***Payment Channels:*** **ESPAYSEC:** espaysec.sec.gov.ph/payment-portal/home **Land Bank of Philippines (LBP) (Any Branch)**	3.1. Receive the eO.R. and/or Validated Deposit Slip	None	5 minute/s	• Administrative Staff/ Administrative Officer; Office of the General Counsel (OGC)
	3.2. Prepare the Certificate of Finality to be signed by the General Counsel and stamped with the SEC Dry Seal		2 working day/s	• Administrative Officer; Office of the General Counsel (OGC)
	3.3. Inform the Client that the document is ready for collection		5 minute/s	• Administrative Officer; Office of the General Counsel (OGC)
4. Present copy of the Letter Request, Authorization and Special Power of Attorney and/or Secretary's Certificate with IDs, eO.R. and/or validated LBP Deposit Slip. **Location:** 14th Floor, SEC Headquarters, 7907 Makati Ave., Bel-Air, Makati City 1209 **Notes/Instruction:** *The requesting party should present the original request letter and its attachments*	4. Record and release the Certificate of Finality	None	5 minute/s	• Administrative Staff; Office of the General Counsel (OGC)
General Remarks **Please note that requests for certificate of finality are only coursed through the iMessage Ticketing System (hereinafter "iMessage" or "System"). Should we receive a physical**				

copy, the client will still be advised to create an iMessage Ticket in accordance with the streamlining efforts of the Commission under R.A. No. 11032, provided that if the client does not create the iMessage Ticket, the reckoning period for processing will not begin.	
Total Processing Time:	Working Days: 2 working day/s, 40 minute/s
Total Processing Fee:	Total Standard Fee: PHP 330

3. Request for a Certificate of No Pending Case

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

Office or Division:	Adjudication Division
Classification:	Simple
Type of Transaction:	G2B (Government to Business)
Who may avail:	Corporations
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. A Letter Request (1) Original Copy	Applicant / Client
Remarks: *A **Certificate of No Pending Case** is only issued upon the request of a corporation that will subsequently file an application to the Markets and Securities Regulation Department (MSRD) and/or for other legal purposes related to cases filed before the Commission, subject to the complete submission of the following requirements.* *A Letter-request stating the following:* *a. Name of the Corporation;* *b. SEC Registration Number; and* *c. Specific Legal Purpose and/or type of application to be filed with the MSRD.*	
2. Special Power of Attorney or Secretary's Certificate (1) Photo Copy	Applicant / Client

Remarks: *Special Power of Attorney - If the requestor is an Individual.* *Secretary's Certificate - If the requestor is a Corporation.*	
3. Authorization Letter (1) Original Copy	Applicant / Client
Remarks: *Indicating the representative, if any.*	
4. Payment of required fees. (Sample: PHP 330.00 N/A)	Applicant / Client
Remarks: *Certificate fee + Documentary Stamp Tax (DST)*	

5. Photocopies of identification card of the Requestor and Authorized Representative (if any) of the Corporations or Individuals, with original presented for verification (if needed), of any of the following acceptable valid identification (ID) cards

- Philippine Identification (PhilID)
- Social Security System (SSS) Card
- Government Service Insurance System (GSIS) Card
- Unified Multi-Purpose Identification (UMID) Card
- Philippine Passport
- Alien Certificate of Registration identity Card
- Driver's License
- Integrated Bar of the Philippines (IBP) ID / Professional Regulatory Commission (PRC) ID
- Voter's ID
- PWD ID / Senior Citizen ID / Solo Parent ID
- Other identification cards, subject to the assessment of the Officer of the Day.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Create a ticket in the iMessage Ticketing System "iMessage" under "Request for a Certificate of No Pending Case" and attach the Letter Request and its	1.1. Receive and assess the ticket.	None	10 minute/s	• Officer of the Day ("OD"): Securities Counsel I/ Securities Counsel II/ Securities Review Counsel/

supporting documents **Location:** Via iMessage: https://imessage.sec.gov.ph/				Supervising Securities Review Counsel; Office of the General Counsel (OGC)
	1.2. Forward the request to the Chief Counsel/Assistant Director for clearance or approval.		10 minute/s	• Administrative Officer; Office of the General Counsel (OGC)
	1.3. Inform the Client regarding the approval of the request and the fees to be paid.		5 minute/s	• Administrative Officer; Office of the General Counsel (OGC)
2. Notify the Office, through iMessage, of the intention to proceed with the payment and provide the payor's name and address for the Payment Assessment Form (PAF) **Location:** **Via iMessage:** https://imessage.sec.gov.ph/	2. Prepare and send the PAF to the Client	**Standard Fees** Breakdown: certification fee: PHP 300 document stamp tax: PHP 30 Total: PHP 330	5 minute/s	• Administrative Officer; Office of the General Counsel (OGC)
3. Receive and process the PAF, and send the Electronic Official Receipt (eO.R.) and/or Validated Deposit Slip **Location:** ***Payment Channels:***	3.1. Receive the eO.R. and/or Validated Deposit Slip from LBP	None	5 minute/s	• Administrative Officer; Office of the General Counsel (OGC)
	3.2. Prepare the Certificate of No Pending Case to be		2 working day/s	• Administrative Officer; Office of

ESPAYSEC: espaysec.sec.gov.ph/payment-portal/home **Land Bank of Philippines (LBP) (Any Branch)**	signed by the General Counsel, stamped with the SEC Dry Seal			the General Counsel (OGC)
	3.3. Inform the Client via iMessage that the document is ready for collection.		5 minute/s	• Administrative Officer; Office of the General Counsel (OGC)
4. Present copy of the Letter Request and/or Authorization Letter with IDs, eOR and/or Validated LBP Deposit Slip. **Location:** 14th Floor, SEC Headquarters, 7907 Makati Ave., Bel-Air, Makati City 1209 **Notes/Instruction:** *The requesting party should bring the original letter and/or Authorization Letter*	4. Record and release the Certificate.	None	5 minute/s	• Administrative Staff; Office of the General Counsel (OGC)

General Remarks

Please note that requests for certificate of no pending case are only coursed through the iMessage Ticketing System (hereinafter "iMessage" or "System"). Should we receive a physical copy, the client will still be advised to create an iMessage Ticket in accordance with the streamlining efforts of the Commission under R.A. No. 11032, provided that if the client did not create the iMessage Ticket, the reckoning period for processing will not begin.

Total Processing Time:	Working Days: 2 working day/s, 45 minute/s
Total Processing Fee:	Total Standard Fee: PHP 330

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

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

Office or Division:	Adjudication Division
Classification:	Simple
Type of Transaction:	G2B (Government to Business)
Who may avail:	Individuals and Corporations
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Letter Request (1) Original Copy	Applicant / Client
Remarks: *A **certified true copy of the Entry of Judgment** is issued upon the request by one of the parties to a particular case provided that the following requirements are complied with:* *A Letter Request stating the following:* *1. Legal standing of the requestor;* *2. Purpose of the request; and* *3. Title and docket number of the case*	
2. Special Power of Attorney or Secretary's Certificate (1) Photo Copy	Applicant / Client
Remarks: *Special Power of Attorney - If the requestor is an Individual.* *Secretary's Certificate - If the requestor is a Corporation.*	
3. Authorization Letter (1) Original Copy	Applicant / Client
Remarks: *Indicate the representative, if any.*	
4. Certificate of No Pending Case/s with the Court of Appeals and the Supreme Court (to attest that no other related case/s	Applicant / Client

is/are pending with the said tribunals) (1) Original Copy	
5. Payment of required fees. (Sample: PHP 330.00 N/A)	Applicant / Client
Remarks: *CTC Fee + Documentary Stamp Tax (per document)*	

6. Photocopy of identification of the Authorized Representative, with original presented for verification (if needed), of any of the following acceptable valid identification (ID) card

- Philippine Identification (PhilID)
- Social Security System (SSS) Card
- Government Service Insurance System (GSIS) Card
- Unified Multi-Purpose Identification (UMID) Card
- Philippine Passport
- Alien Certificate of Registration identity Card
- Driver's License
- Integrated Bar of the Philippines (IBP) ID / Professional Regulatory Commission (PRC) ID
- Voter's ID
- PWD ID / Senior Citizen ID / Solo Parent ID
- Other identification cards, subject to the assessment of the Officer of the Day.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Create a ticket in the iMessage Ticketing System "iMessage" under "Request for certified true copy of the Entry of Judgment and attach a Letter Request and its supporting documents **Location:** **Via iMessage:** https://imessage.sec.gov.ph/	1.1. Receive and assess the ticket	None	5 minute/s	• Administrative Assistant Securities Counsel I/ Securities Counsel II/ Securities Review Counsel/ Supervising Securities Review Counsel ("Officer of the Day" / "OD"); Office of the General

				Counsel (OGC)
	1.2. Forward the request to the Handling Lawyer / Chief Counsel/ Assistant Director for clearance/approval		10 minute/s	• Administrative Officer; Office of the General Counsel (OGC)
	1.3. Inform the Client regarding the approval of the request and the fees to be paid.		5 minute/s	• Administrative Officer; Office of the General Counsel (OGC)
2. Notify the Office the intention to proceed with the payment and provide the payor's name and address for the Payment Assessment Form (PAF) **Location:** **Via iMessage:** https://imessage.sec.gov.ph/	2. Prepare and send the Payment Assessment Form (PAF) to the Client.	**Standard Fees** Breakdown: CTC fee: PHP 300 documentary stamp tax: PHP 30 Total: PHP 330	5 minute/s	• Administrative Officer; Office of the General Counsel (OGC)

3. Receive and process the PAF and send the Electronic Official Receipt (eO.R.) and/or Validated Deposit Slip. **Location:** ***Payment Channels:*** **ESPAYSEC:** espaysec.sec.gov.ph/payment-portal/home **Land Bank of Philippines (LBP) (Any Branch)**	3.1. Receive the eO.R. and/or validated Deposit Slip from LBP.	None	5 minute/s	• Administrative Officer; Office of the General Counsel (OGC)
	3.2. Prepare the certified true copy of the Entry of Judgment, stamp the record per page with "Certified True Copy", affix signature, and stamp the SEC Dry Seal.		2 working day/s	• Administrative Officer; Office of the General Counsel (OGC)
	3.3. Inform the Client that the document is ready for collection		5 minute/s	• Administrative Officer; Office of the General Counsel (OGC)

4. Present copy of the Letter Request, Authorization and Special Power of Attorney or Secretary;s Certificate with IDs, eO.R. and/or validated Deposit Slip. **Location:** 14th Floor, SEC Headquarters, 7907 Makati Ave., Bel-Air, Makati City 1209 **Notes/Instruction:** *If the Letter Request was sent via email, the requesting party should bring the original letter and/or Special Power of Attorney or Secretary's Certificate.*	4. Record and release the document	None	5 minute/s	• Administrative Staff; Office of the General Counsel (OGC)

General Remarks

Please note that requests for certified true copy of the Entry of Judgment are only coursed through the iMessage Ticketing System (hereinafter "iMessage" or "System"). Should we receive a physical copy, the client will still be advised to create an iMessage Ticket in accordance with the streamlining efforts of the Commission under R.A. No. 11032, provided that if the client does not create the iMessage Ticket, the reckoning period for processing will not begin.

Total Processing Time:	Working Days: 2 working day/s, 40 minute/s
Total Processing Fee:	Total Standard Fee: PHP 330

Opinions and External Affairs Division

External Services

1. Request for Legal Opinion

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

A legal opinion is defined as an interpretation and application of laws and rules implemented by the Commission in response to specific questions of law. A request for legal opinion requires the requesting party to provide complete factual circumstances from which the Commission may draw premises and conclusions and the resolution of the legal issues presented must hinge on factual matters readily discernible from the query.

It is relevant solely to the specific issues raised and is based entirely and exclusively on the disclosed facts. Consequently, it does not constitute a standing rule that binds the Commission in other cases, regardless of whether the circumstances are similar or dissimilar. The Commission shall refrain from rendering opinions based on certain policy considerations.

Office or Division:	Opinions and External Affairs Division
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Government, Corporations, and Individuals
Operating Hours:	8:00 AM - 5:00 PM
Statute:	SEC Memorandum Circular No. 15, Series of 2003 (December 16, 2003), Section 1. Republic Act No. 11032, Section 9(b)(1) (May 28, 2018). See also Implementing Rules and Regulations of Republic Act No. 11032, Rule VII, Section 3(a)–(b) (CSC, ARTA, DTI Joint Mem. Circular No. 2019-001, July 17, 2019). This is only applicable to the administrative processing of the letter-request. Filing of Request for Legal Opinion is covered by Section 5 of the Securities Regulation Code, 2015 Implementing Rules and Regulations of the Securities Regulation Code, Section 179 of the Revised Corporation Code, Supreme Court Ruling on Gamboa vs. Teves (G.R. No. 176579, 9 October 2012), and SEC Memorandum Circular No. 15, Series of 2003). A "Request for Legal Opinion" is specifically listed in Annex A (Exclusion List) for the Office of the General Counsel under Section 2 of SEC MC No. 07, Series of 2025. Consequently, these requests are not subject to the rule where an application is automatically approved if the agency fails to act within a specific period. Implementing Rules and Regulations of Republic Act (R.A.) No. 11032 (CSC, ARTA, DTI Joint Mem. Circular No. 2019-001, July 17, 2019), Rule III, Section 2.
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	

1. Letter-request (1) Original Copy And (1) Photo Copy	Applicant / Client

Remarks:

Letter-request *addressed to the Office of the General Counsel containing the following, among others:*

- *Specific legal query/queries (as opposed to questions that are too general in scope or hypothetical, abstract, speculative and anticipatory in character and those pertaining to undisclosed entities, and those that entail gathering of legal materials or writing abstract essays);*
- *Facts providing all the details and background information necessary or relevant to your query/queries;*
- *A statement that the issue is not currently part of an active court case or of any proceeding in any other tribunal; and*
- *Contact details including your business address, phone number, and/or e-mail address*

2. Pertinent documents necessary for the resolution of the query such as but not limited to the Articles of Incorporation, By-laws, General Information Sheets, copies of applicable laws and administrative rules. (1) Original Copy And (1) Photo Copy	Applicant / Client

Remarks:

Such as but not limited to the Articles of Incorporation, By-laws, General Information Sheets, copies of applicable laws and administrative rules

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the letter-request along with the supporting documents **Location:** **Via imessage:** https://imessage.sec.gov.ph/	1.1. Receive the letter-request, and supporting documents: 1.1.1 If the letter-request is coursed through iMessage, FP assigns the Ticket to the OD for assessment and evaluation; or	None	25 minute/s	• Acting as Focal Person (“FP”): Administrative Assistant (“AA”) Administrative Officer (“AO”); Office of the General Counsel (OGC)

	1.2. If the letter-request is coursed through other modes like a physical mail or an e-mail to the official OGC e-mail, OD contacts the client through the provided e-mail, advising the client to create an iMessage Ticket and notifying the client that the reckoning periods for processing will not start pending the creation of such Ticket.		1 working day/s	• Acting as Officer of the Day (“OD”): Securities Counsel I/ Securities Counsel II/ Securities Review Counsel Acting as Quality Assurance (“QA”), as may be warranted: Supervising Securities Review Counsel OD; Office of the General Counsel (OGC)
	1.3. OD evaluates the request, i.e. whether or not the Commission can render an opinion under SEC MC No. 15, Series of 2003. Should the OD determine that the subject-matter requires further handling from the Opinions and External Affairs Division, the HL re-assigns the ticket to FP who would assign it to the concerned Administrative Staff for docketing/raffling. At this stage, the assigned HL may opt to send a clarificatory letter, requiring the submission of		3 working day/s	• Acting as OD: Securities Counsel I/ Securities Counsel II/ Securities Review Counsel Acting as QA: Supervising Securities Review Counsel Chief Counsel; Office of the General Counsel (OGC)

	documents or letters which would aid in the resolution of the requestor's query/queries, provided that non-submission of the requested documents/letters within 5 working days from sending of the e-mail will entail automatic abandonment without the need for further communication from this Office.			
	1.4. If the subject-matter warrants the issuance of an opinion under SEC MC No. 15, Series of 2003, HL drafts letter advising payment of opinion fee for private parties, provided that at this stage, the HL may also require the submission of further clarificatory letter or supporting documents to aid the resolution of the query/queries, provided that the non-payment of the opinion fee and/or non-submission of the requested documents/letters within 5 working days from sending of the e-mail will entail automatic abandonment without the need for further communication from this Office; or		5 working day/s	• HL Chief Counsel Assistant Director; Office of the General Counsel (OGC)
	1.5. If the subject-matter warrants a guidance letter, the HL drafts a notice to		5 working day/s	• HL Chief Counsel Assistant Director;

	the client, advising the latter that a more detailed guidance letter will be sent through the official OGC e-mail within the prescribed time.			Office of the General Counsel (OGC)
2. Receive a Notice through iMessage: 2.1. If the subject-matter warrants the issuance of an opinion under SEC MC No. 15, Series of 2003, client receives a notice advising him or her to pay the opinion fee through the corresponding Payment Assessment Form (PAF) and/or clarificatory letter requiring the submission of documents or letters which would aid in the resolution of the requestor's query/queries ; or 2.2. If the subject-matter warrants a guidance letter, the client receives a notice that a more detailed guidance letter will be sent for purposes of information only, through the official OGC e-mail, within the prescribed time. **Location:** **Via imessage:** https://imessage.sec.gov.ph/	2.1. If the subject-matter warrants the issuance of an opinion under SEC MC No. 15, Series of 2003, HL sends the letter for payment and the PAF. The iMessage Ticket is closed at this stage; or	None	5 minute/s	• HL/Assistant Director/Administrative Officer; Office of the General Counsel (OGC)
	2.2. If the subject-matter warrants a guidance letter, HL sends a notice to the client, advising the latter that a more detailed guidance letter for purposes of information only, will be sent through the official OGC e-mail, within the prescribed time. The iMessage Ticket is closed at this stage.		5 minute/s	• HL/Assistant Director/Administrative Officer; Office of the General Counsel (OGC)
3. If the subject-matter is warrants the issuance of an opinion under SEC MC No. 15, Series of	3. AA or AO monitors receipt of payment	**Standard Fees** Breakdown: Opinion Fee: PHP 10000	5 working day/s	• Administrative Assistant Administrative Officer/

2003, client pays through the following channels within five (5) working days from sending of the letter for payment: **Location:** Payment Channels: a) Electronic System for Payment (eSPAYSEC) https://espaysec.sec.gov.ph/payment-portal/home; or b) Nearest Land Bank of the Philippines (LBP) Branch.		Total: PHP 10000		Securities Counsel I/ Securities Counsel II/ Securities Review Counsel/ Supervising Securities Review Counsel (“Handling Lawyer” / “HL”) Chief Counsel/ Assistant Director/ General Counsel; Office of the General Counsel (OGC)
4. Send proof of payment within the same 5-day period from the sending of the letter for payment, provided that, for payments coursed through eSPAYSEC, an eOR can be generated through https://espaysec.sec.gov.ph/eor/index, and for payments coursed through LBP, a validated deposit slip are considered proof. Provided, further, that failure to pay and send the proof of payment within the prescribed period will cause the abandonment of the assignment **Location:** eOR can be generated through	4. Receives proof of payment through iMessage. If the 5-day period to pay lapses without receipt of such proof and/or further communication from the client, the assignment will be considered as abandoned, without need for further communication from this Office and without prejudice to re-filing.	None	10 minute/s	• Administrative Assistant/Administrative Officer/ Handling Lawyer/ Assistant Director; Office of the General Counsel (OGC)

https://espaysec.sec.gov.ph/eor/index **Notes/Instruction:** 1 year from the receipt of proof of payment or the submission of supporting documents as may further be required to aid in the resolution of the query, whichever is later				
5. Within the prescribed period, receive a copy of the opinion or the guidance letter through e-mail, provided that the client may receive updates on the requested service upon request sent through imessage.sec.gov.ph, citing the Ticket Number and the subject-matter of the request. **Location:** **Via imessage:** https://imessage.sec.gov.ph/	5. Draft: 4.1.1 An opinion which shall be released within 261 working days from the receipt of proof of payment or the submission of supporting documents as may further be required to aid in the resolution of the query, whichever is later, generally on a “first-in, first out” basis, depending on the number, difficulty and novelty of the question posed therein; or 4.1.2 A guidance letter within 261 working days from the date of sending of the notice in 1.2.2., generally on a “first-in, first out” basis, depending on the number, difficulty and novelty of the question posed therein, generally on a “first-in, first out” basis, depending on the number, difficulty and novelty of the question posed therein.	None	261 working day/s	• HL Chief Counsel/ Assistant Director General Counsel; Opinions and External Affairs Division

General Remarks

Please note that requests for legal opinion are only coursed through the iMessage Ticketing System (hereinafter "iMessage" or "System"). Should we receive a physical copy or an e-mail to the official OGC e-mail, the client will still be advised to create an iMessage Ticket in accordance with the streamlining efforts of the Commission under R.A. No. 11032, provided that if the client does not create the iMessage Ticket, the reckoning period for processing will not start.

To facilitate the resolution of your query/queries, please ensure that your submission through the iMessage Ticketing System is complete.

Total Processing Time:	Working Days: 280 working day/s, 45 minute/s
Total Processing Fee:	Total Standard Fee: PHP 10000

Commission Secretariat Division (CSD)

External Services

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

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

Office or Division:	Commission Secretariat Division (CSD)
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Target SEC Clients/Stakeholders/Customers/Media
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
No Requirements Needed	

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
***For Requests through email** 1.A.Sends a request letter for issuance of certification through email at comsec@sec.gov.ph, with the following options: a. Certification in electronic copy; b. Certification in hard copy; c. Certification in both electronic and hard copies. **Location:** comsec@sec.gov.ph	1.A. Receives the request letter through email and prepares the Payment Assessment Form (PAF).	None	20 minute/s	• SEC Information Officer III; Commission Secretariat Division (CSD) • SEC Confidential Assistant III; Office of the Commission Secretary (OCS)
***For Requests through the iMessage portal** 1.B.Lodge a request for issuance of certification via the	1.B.1. Receives the request and assigns to the concerned personnel	None	5 minute/s	• SEC Chief Counsel; Commission Secretariat Division (CSD)

iMessage portal, with the following options: a. Certification in electronic copy; b. Certification in hard copy; c. Certification in both electronic and hard copies **Location:** iMessage				• SEC Supervising Administrative Officer ; Commission Secretariat Division (CSD)
	1.B.2. Acts on the request and prepares the Payment Assessment Form (PAF)		20 minute/s	• SEC Administrative Officer V; Commission Secretariat Division (CSD) • SEC Administrative Officer IV; Commission Secretariat Division (CSD) • SEC Information Officer III; Commission Secretariat Division (CSD) • SEC Confidential Assistant III; Office of the Commission Secretary (OCS)
2. Pays the required fee either online using the Electronic System for Payments to the SEC (eSPAYSEC) or offsite at any branch	2. Prepares the certification and transmit it to the Commission Secretary for review.	**Standard Fees** Breakdown: General Certification Fee: PHP 300	2 hour/s	• SEC Administrative Officer V; Commission Secretariat

of Land Bank of the Philippines. **Location:** Electronic System for Payments to the SEC (eSPAYSEC) or at any branch of Land Bank of the Philippines **Notes/Instruction:** If the client chooses to pay online using eSPAYSEC, the payment is processed and the receipt is generated automatically. If the client chooses to pay at Landbank, the payment shall be processed and confirmed through the Online Collection Facility of Landbank.		Documentary Stamp Fee: PHP 30 Total: PHP 330		Division (CSD) • SEC Administrative Officer IV; Commission Secretariat Division (CSD) • SEC Information Officer III; Commission Secretariat Division (CSD) • SEC Confidential Assistant III; Office of the Commission Secretary (OCS)
3. Sends the proof of payment to the same email thread. **Location:** Email: comsec@sec.gov.ph iMessage: https://imessage.sec.gov.ph/	3.1. Reviews and signs the certification.	None	1 working day/s	• Commission Secretary; Office of the Commission Secretary (OCS)
	3.2. Releases a copy of the Certification.		5 minute/s	• SEC Administrative Officer V; Commission Secretariat Division (CSD) • SEC Administrative Officer IV; Commissio

				n Secretariat Division (CSD) • SEC Information Officer III; Commission Secretariat Division (CSD) • SEC Confidential Assistant III; Commission Secretariat Division (CSD)
4. Client receives a copy of the Certification after submitting an accomplished Client Satisfaction Survey. **Location:** Email of the requesting party or the iMessage portal 12th floor, SEC Heaquarters 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City (for hard copies)	4. Records the transaction on the electronic logbook.	None	5 minute/s	• SEC Administrative Officer V; Commission Secretariat Division (CSD) • SEC Administrative Officer IV; Commission Secretariat Division (CSD) • SEC Information Officer III; Commission Secretariat Division (CSD) • SEC Confidential Assistant III; Office of the Commissio

				n Secretary (OCS)

Total Processing Time:	
***For Requests through email**	Working Days: 1 working day/s, 2 hour/s, 30 minute/s
***For Requests through the iMessage portal**	Working Days: 1 working day/s, 2 hour/s, 35 minute/s
Total Processing Fee:	
***For Requests through email**	Total Standard Fee: PHP 330
***For Requests through the iMessage portal**	Total Standard Fee: PHP 330

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

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

Office or Division:	Commission Secretariat Division (CSD)
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Target SEC Clients/Stakeholders/Customers/Media
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
No Requirements Needed	

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
***For Requests through email** 1.A.Sends a request letter for issuance of certified true copies (CTC) of the SEC Memorandum Circular with the following options: a. CTC of the requested document/s in electronic copy; b. CTC of the requested document/s in hard copy; and c. CTC of the requested document/s in both electronic and hard copies. **Location:** Email: comsec@sec.gov.ph	1.A. Receives the request letter and prepares the Payment Assessment Form (PAF).	None	20 minute/s	• SEC Information Officer III; Commission Secretariat Division (CSD) • SEC Confidential Assistant III; Commission Secretariat Division (CSD)
***For Requests through the iMessage portal**	1.B.1. Receives the request and assigns it	None	5 minute/s	• SEC Chief Counsel; Commissio

1.B.Sends a request letter for issuance of certified true copies (CTC) of the SEC Memorandum Circular with the following options: a. CTC of the requested document/s in electronic copy; b. CTC of the requested document/s in hard copy; and c. CTC of the requested document/s in both electronic and hard copies. **Location:** Link: https://imessage.sec.gov.ph/	to the concerned personnel.			n Secretariat Division (CSD) • SEC Supervising Administrative Officer; Commission Secretariat Division (CSD)
	1.B.2. Acts on the request and prepares the Payment Assessment Form (PAF).		15 minute/s	• SEC Administrative Officer V; Commission Secretariat Division (CSD) • SEC Administrative Officer IV; Commission Secretariat Division (CSD) • SEC Information Officer III; Commission Secretariat Division (CSD) • SEC Confidential Assistant III; Commission Secretariat Division (CSD)
2. Pays the required fee either online using the Electronic System	2. Prepares the requested SEC Memorandum	**Standard Fees** Breakdown:	2 hour/s	• SEC Administrative Officer

for Payments to the SEC (eSPAYSEC) or offsite at any branch of Land Bank of the Philippines (LBP). **Location:** Electronic System for Payments to the SEC (eSPAYSEC) or at any branch of Land Bank of the Philippines **Notes/Instruction:** If the client chooses to pay online using eSPAYSEC, the payment is processed and the receipt is generated automatically. If the client chooses to pay at Landbank, the payment shall be processed and confirmed through the Online Collection Facility of Landbank.	Circular and presents it to the Commission Secretary for review and signature.	Authentication fee: PHP 50 Documentary Stamp Fee: PHP 30 --- Total: PHP 80 **Formula Fees Breakdown:** Printing fee (PHP 10.00 per page)		IV; Commission Secretariat Division (CSD) • SEC Information Officer III; Commission Secretariat Division (CSD) • SEC Confidential Assistant III; Commission Secretariat Division (CSD)
3. Sends the proof of payment to the same email thread or iMessage portal. **Location:** Email: comsec@sec.gov.ph iMessage: https://imessage.sec.gov.ph/	3.1. Reviews and signs the certification.	None	1 working day/s	• Commission Secretary; Office of the Commission Secretary (OCS)
	3.2. Releases a copy of the certification.		5 minute/s	• SEC Administrative Officer IV; Commission Secretariat Division (CSD) • SEC Information

				Officer III; Commission Secretariat Division (CSD) • SEC Confidential Assistant III; Commission Secretariat Division (CSD)
4. Client receives a copy of the certification. **Location:** Email of the requesting party or the iMessage portal	4. Records the transaction on the electronic logbook.	None	5 minute/s	• SEC Administrative Officer IV; Commission Secretariat Division (CSD) • SEC Information Officer III; Commission Secretariat Division (CSD) • SEC Confidential Assistant III; Commission Secretariat Division (CSD)
Total Processing Time:				
***For Requests through email**		Working Days: 1 working day/s, 2 hour/s, 30 minute/s		
***For Requests through the iMessage portal**		Working Days: 1 working day/s, 2 hour/s, 30 minute/s		
Total Processing Fee:				
***For Requests through email**		Total Standard Fee:		

	PHP 80 See other fees below
***For Requests through the iMessage portal**	Total Standard Fee: PHP 80 See other fees below
Formula / Schedule of Fees • **Printing fee (PHP 10.00 per page)** 50.00 + (10.00 x number of pages) + 30.00	

Markets and Securities Regulation Department (MSRD)

External Services

1. Accreditation/Renewal or Payment of Annual Fee of Surety Companies

This service details the guidelines in the initial and renewal application for accreditation of surety companies.

Office or Division:	Markets and Securities Regulation Department (MSRD)
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All Surety Companies
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Page (1) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download Form through this link:www.sec.gov.ph*	
2. SEC Form SCA-001 (1) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download Form through this link:Accreditation - Securities and Exchange Commission*	
3. Secretary's Certificate Showing authorized signatories and specimen signature (1) Original Copy And (1) Electronic Copy	Applicant / Client
4. Personal Information Sheet of signatories with 2x2 Photo (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
5. Certified Copy of Authority coming from Office of the Executive Secretary under Office of the President (1) Original Copy And (1) Electronic Copy	Applicant / Client
6. Certified copy of current certificate of Authority from Insurance Commission (1) Original Copy And (1) Electronic Copy	Applicant / Client
7. Certified copy of current certificate of Authority from Supreme Court (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

8. Clearance Certificate from various department of Commission (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
9. Pro-Forma of Stockbroker's/Dealer Bond Agreement (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
10. Other Documents that may require by the Commission (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
For Situational Requirement	
A. For Renewal	
A.1. SEC Form SCA R-002 (1) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download Form through this link:Accreditation - Securities and Exchange Commission*	
A.2. Previous certificate of accreditation issued by the Commission (1) Original Copy And (1) Electronic Copy	Applicant / Client
A.3. Sworn statement of its outstanding obligations with the Commission, signed by the President and Treasurer (1) Original Copy And (1) Electronic Copy	Applicant / Client
A.4. A verified summary of list of transactions with the Commission of the duration of the previous accreditation (1) Original Copy And (1) Original Copy	Applicant / Client
A.5. List of Broker/Dealer Clients (1) Original Copy And (1) Electronic Copy	Applicant / Client
B. For Payment of Annual Fee	
B.1. Certified copy of latest Certificate of Authority from the Insurance Commission (1) Original Copy And (1) Electronic Copy	Applicant / Client
B.2. List of Broker/Dealer Clients (1) Original Copy And (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Files the duly notarized application form with supporting documents for pre-processing and	1.1. Evaluates and assigns the client's request and submitted documents to the appropriate	**Formula Fees** Breakdown: For Initial/New	15 minute/s	• Administrative Assistants of Capital Market

receives instruction to complete documents, if needed. **Location:** *Please submit your request through any of the following channels:* *For Online:* iMessage: Accreditation/Renewal or Payment of Annual Fee of Surety Companies (for Initial Application) For Walk-in Applicants: 17th Floor, SEC Building, 7907 Makati Avenue, Salcedo Village, Barangay Bel-Air, Makati City, 1209,	Examiner/Specialist for processing.	ApplicationFor Renewal For Confirmation of Annual Fee		Supervision Division 1 / Capital Market Supervision Division 2; Any of requesting office / division
	1.2. Conducts pre-processing of the application and returns it to the client if it is found to be non-compliant.		20 minute/s	• Examiner/ Specialist of Capital Market Supervision Division 1 / Capital Market Supervision Division 2; Any of requesting office / division
	1.3. Issues Payment Assessment Form (PAF) to the client. (it can also be sent through email, if filed online)		30 minute/s	• Examiner/ Specialist; Markets and Intermediaries Division (MID)
2. Received the Payment Assessment Form (PAF) and pays the filing fees to Landbank or via eSPAYSEC. **Location:** e-SPAYSEC Portal (https://espaysec.sec.gov.ph) **Over-the-Counter:** Any LandBank branch After payment, please generate the electronic Official	2.1. Monitor payment notice from eSPAYSEC portal or via email.	None	15 minute/s	• Specialist/ Examiner of Capital Market Supervision Division 1 / Capital Market Supervision Division 2; Any of requesting office / division
	2.2. Prepares the Renewal Certificate or Confirmation of Annual Payment*** or Memorandum for		3 working day/s, 6 hour/s	• Examiner/ Specialist of Capital Market Supervision Division

Receipt (e-OR) through LandBank. **Notes/Instruction:** ** For Initial/New Application ***Renewal Certificate or Confirmation of Annual Payment	Commission En Banc**			1 / Capital Market Supervision Division 2; Capital Market Supervision Division 1
	2.3. Reviews the Renewal Certificate or Confirmation of Annual Payment***, or endorses the Memorandum** for final approval, as appropriate.		2 working day/s	• Assistant Director of Capital Market Supervision Division 1 / Capital Market Supervision Division 2; Any of requesting office / division
	2.4. Approves and signs the Renewal Certificate or Confirmation of Annual Payment***; or endorses the Memorandum** for inclusion in the En Banc Agenda and presents it for Commission approval; and signs the Accreditation Certificate** upon the Commission's approval of the application.		1 working day/s	• Director; Markets and Securities Regulation Department (MSRD)
	2.5. Notifies the concerned party and transmits a soft copy via iMessage or the provided contact details, informing them that the Certificate or Confirmation of Annual Payment has already been signed,		10 minute/s	• Examiner/ Specialist of Capital Market Supervision Division 1 / Capital Market Supervision Division 2; Any of

	and submits the original application documents.			requesting office / division
3. Submits the original application documents. and claim the signed Certificate or Confirmation of Annual Payment **Location:** 17th Floor, SEC Building, 7907 Makati Avenue, Salcedo Village, Barangay Bel-Air, Makati City, 1209 **Notes/Instruction:** *Kindly provide one set of original documents and one set of photocopies. The company representative will be issued a receiving copy along with the signed Certificate or Confirmation of Annual Payment.*	3. MSRD staff will stamp “Received” and affix their initials on the submitted documents and Official Receipt before releasing the signed Certificate or Confirmation of Annual Payment to the company’s authorized representative.	None	20 minute/s	• Administrative Assistants; Markets and Securities Regulation Department (MSRD)
Total Processing Time:		Working Days: 6 working day/s, 7 hour/s, 50 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **For Initial/New Application**

  Php 5,000.00 + Php 30.00 DST(Documentary Stamp Tax) + Php 10.00 LRF (Legal Research Fee)

- **For Renewal**

  Php 5,000.00 + Php100.00 per Broker/Dealer Clients + Php 30.00 DST(Documentary Stamp Tax) + Php 10.00 LRF (Legal Research Fee)

- **For Confirmation of Annual Fee**

  Php 1,000.00 + Php100.00 per Broker/Dealer Clients + Php 30.00 DST(Documentary Stamp Tax) + Php 10.00 LRF (Legal Research Fee)

2. Application for Real Estate Investment Trust (REIT) Fund Manager and its Compliance Officer

This service details the procedures for processing applications for the Real Estate Investment Trust (REIT) Fund Manager and Compliance Officer.

Office or Division:	Markets and Securities Regulation Department (MSRD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Target SEC Clients/Stakeholders/Customers
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. SEC Form REIT FM (for Fund Manager) and SEC Form REIT-FM CO (for Compliance Officer) (1) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download Form through this link:www.sec.gov.ph*	
2. Notarized certification that the firm is compliant with general qualifications. (1) Original Copy And (1) Electronic Copy	Applicant / Client
3. Exhibits to be submitted with the application (1) Original Copy And (1) Electronic Copy	Applicant / Client
4. All documents required for incorporation or amended articles of incorporation, when applicable; (1) Original Copy And (1) Electronic Copy	Applicant / Client
5. If registrant is a foreign corporation, all documents required for the applications for a license to do business in the Philippines as a branch office; (1) Original Copy And (1) Electronic Copy	Applicant / Client
6. Board Resolution attesting to the particulars contained in the application; (1) Original Copy And (1) Electronic Copy	Applicant / Client
7. Organizational structure; (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
8. List of officers, directors and consultant, signed under oath by the corporate secretary;	Applicant / Client

(1) Original Copy And (1) Electronic Copy	
9. Notarized bio data of each officer and director, (1) Original Copy And (1) Electronic Copy	Applicant / Client
10. Copies of identity cards/passports of individual registrants, all directors and persons who control more than 10% of a class of voting securities of the registrant. (1) Original Copy And (1) Electronic Copy	Applicant / Client
11. NBI Clearance of all the officers, directors and consultants; Affidavit of all the officers, directors and consultants re: “fit and proper” rule; (1) Original Copy And (1) Electronic Copy	Applicant / Client
12. Proof of Compliance with minimum paid-up capital/unimpaired capital of P50M. (1) Original Copy And (1) Electronic Copy	Applicant / Client
13. Business plan regarding proposed and/or current operations, including projected volume of business; (1) Original Copy And (1) Electronic Copy	Applicant / Client
14. Manual on Corporate Governance, signed by the President and with board resolution of its adoption (1) Original Copy And (1) Electronic Copy	Applicant / Client
15. Manual on internal control procedures, signed by the President and with board resolution of its adoption (1) Original Copy And (1) Electronic Copy	Applicant / Client
16. Manual on Risk Management, signed by the President and with board resolution of its adoption; (1) Original Copy And (1) Electronic Copy	Applicant / Client
17. Sworn Certification by the Compliance Officer/Corporate Secretary (1) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *The sworn certification signed by the Compliance Officer, Corporate Secretary or Resident Agent that the applicant’s MTPP has been prepared, noted, and approved by its Board of Directors or by the country/regional/area head or its equivalent for local branches of foreign covered persons. The applicant shall furnish the AMLD-EIPD a copy of said sworn certification which should be stamped received by the AMLD-EIPD before they can be accepted by the CRMD.* *The sworn certification shall include an undertaking that the applicant shall submit hard and soft copies of its MTPP to the AMLD-EIPD within ten (10) days from receipt of its Certificate of Registration and/or secondary license from the Commission.*	
18. Fund management/property management agreement with the REIT accompanied by a Secretary’s Certificate attesting to the approval by the board of directors of the REIT of the appropriate resolutions for the: appointment of the Fund	Applicant / Client

Manager, the establishment of the account, and designation of signatories to the account; (1) Original Copy And (1) Electronic Copy	
19. Payment of license fees of Php 15,000.00 (Fund Manager) Php 3,000.00(FM CO), exclusive of 1% Legal Research Fee and documentary Stamp; (1) Original Copy And (1) Electronic Copy	Applicant / Client
20. BSP favorable endorsement, when: The registrant is a trust entity; The registrant is a bank or non-bank financial institution with quasi-banking functions, or is a subsidiary/affiliate thereof, (1) Original Copy And (1) Electronic Copy	Applicant / Client
21. If existing for at least two years, a copy of its annual income tax returns; (1) Original Copy And (1) Electronic Copy	Applicant / Client
22. Certification under oath by the President certifying among others, on the following: (1) Original Copy And (1) Electronic Copy	Applicant / Client

Remarks:

That the company is applying for registration as a REIT Fund Manager; That the company is not in the process of dissolution or subject of a proceeding leading to the cancellation of its Certificate of Registration; That the company is compliant with all the reportorial requirements as prescribed by the Revised Corporation Code of the Philippines, and other applicable laws, rules and regulations, Circulars and Orders implemented by the Commission; That the company is not a party respondent or subject of any pending case and/or investigation with the Commission's Enforcement and Investigation Department, the Office of the General Counsel, the Commission En Banc or the regular courts for violation of The Real Estate Investment Trust Act of 2009, the Securities Regulation Code, The Revised Corporation Code of the Philippines and other applicable laws, rules and regulations, Circulars and Orders implemented by the Commission; That the company has no knowledge of any pending case and/or investigation against any of its directors, officers or principal stockholders with any of the Commission's Department, regular courts and other government agencies for violation of The Real Estate Investment Trust Act of 2009, the Securities Regulation Code, The Revised Corporation Code of the Philippines and other applicable laws, rules and regulations, Circulars and Orders implemented by the Commission;

23. Evidence of a three (3)-year track record in fund management, corporate finance, or other relevant finance-related functions; to be submitted in bullet form. (1) Original Copy And (1) Electronic Copy	Applicant / Client
24. Application for at least one Compliance Officer, with all the necessary attachments indicated in SEC Form REIT FM CO. (1) Original Copy And (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

				(Designation; Office)
1. File the duly accomplished application and supporting documents for evaluation to Markets and Intermediaries Division or sent advance copies thru email at: msrdsubmission@sec.gov.ph **Location:** Please submit your request through any of the following channels: For Online: iMessage: Application for Real Estate Investment Trust (REIT) Fund Manager and its Compliance Officer For Walk-in Applicants: 17th Floor, SEC Building, 7907 Makati Avenue, Salcedo Village, Barangay Bel-Air, Makati City, 1209, **Notes/Instruction:** *Application with COMPLETE supporting documents shall be accompanied by a filing fee. *An additional Legal Research Fee (LRF) will be included, which is 1% of the total filing fee	1.1. Reviews and accomplish pre-evaluation checklist and provide copy to the applicant based on the document presented	**Possible Fees** Breakdown: Application fee (Fund Manager): PHP 15000 Application fee (FM-CO): PHP 3000 Documentary Stamp Tax (DST): PHP 30	1 working day/s	• Administrative Assistants and Securities Examiner; Markets and Intermediaries Division (MID)
	1.2. If Complete, compute filing fee and Issue Payment Assessment Form (PAF).		15 minute/s	• Securities Examiner; Markets and Intermediaries Division (MID)

2. Pay the prescribed fee via: e-SPAYSEC Portal(https://espaysec.sec.gov.ph) or Over the Counter Payments at any LandBank branch and generate the electronic Official Receipt (e-OR) LBP or send the On-Call Slip to Markets and Intermediaries Division via email at: msrdsubmission@sec.gov.ph **Location:** e-SPAYSEC Portal (https://espaysec.sec.gov.ph) or Over the Counter Payments at any LandBank branch	2.1. Monitor payment notice from eSPAYSEC portal or via email.	None	10 minute/s	• Administrative Assistants/ Securities Examiner; Markets and Intermediaries Division (MID)
	2.2. Receives/ stamps and encodes applications and supporting documents including proof of payment.		15 minute/s	• Administrative Assistants/ Securities Examiner; Markets and Intermediaries Division (MID)
	2.3. Forwards documents to Assistant Director for assignment to Securities Specialist.		30 minute/s	• Administrative Assistants/ Securities Examiner; Markets and Intermediaries Division (MID)
	2.4. Review documents and issue Comment Letter, if applicable based on findings of Markets and Securities Regulation Department and other departments.		28 working day/s, 6 hour/s, 20 minute/s	• Securities Examiner; Markets and Intermediaries Division (MID)
	2.5. Refer Independent Directors and officers to Corporate Governance and Finance Department/Enforcement and Investor Protection Department/ Office of General Councel		4 hour/s	• Securities Examiner; Markets and Intermediaries Division (MID)

3. Comply with Comment Letter and submit response and supporting documents manually or thru email at: msrdsubmission@sec.gov.ph **Location:**	3.1. Prepare Draft Memo	None	5 working day/s	• Securities Examiner; Markets and Intermediaries Division (MID)
	3.2. Review draft Memo, initial and forward the same to the Director for final review/ approval.		2 working day/s	• Assistant Director; Markets and Intermediaries Division (MID)
	3.3. Review Memo, conduct meetings with the applicant, if needed, and give instructions to revise Memo if necessary.		5 working day/s	• Director/ Supervising Commissioner; Markets and Securities Regulation Department (MSRD)
	3.4. Forward Memo to Commission Secretary for Agenda in En banc meeting.		3 hour/s, 30 minute/s	• Confidential Assistant; Markets and Securities Regulation Department (MSRD)
	3.5. Reviews and approves the document/s for presentation to Commission En Banc and informs Specialist/ Counsel of En Banc decision. Prepare, affix initial to the Approval Letter/Denial Letter upon instruction from the Director.		1 working day/s	• Assistant Director; Markets and Intermediaries Division (MID)
	3.6. Sign the Approval/ Denial Letter for release.		1 working day/s	• Director; Markets and

				Securities Regulation Departmen t (MSRD)
	3.7. Notifies the concerned party and transmits a soft copy via iMessage or the provided contact details, informing them that the Approval/Denial letter has been duly signed, and submits the original application documents.		30 minute/s	• Examiner/ Specialist of Capital Market Supervisio n Division 1 / Capital Market Supervisio n Division 2; Any of requesting office / division
4. Submits the original application documents. and claim the signed Approval/Denial letter. **Location:** It may be received manually at the 17th Floor, SEC Building, 7907 Makati Avenue, Salcedo Village, Barangay Bel-Air, Makati City, 1209, or via email at msrdsubmission@sec .gov.ph **Notes/Instruction:** Kindly provide one set of original documents and one set of photocopies. The company representative will be issued a receiving copy along with the signed Certificate.	4. MSRD staff will stamp “Received” and affix their initials on the submitted documents and Official Receipt before releasing the signed letter (approval/denial)	None	30 minute/s	• Administrat ive Assistant/ Securities Examiner of Capital Market Supervisio n Division 1 / Capital Market Supervisio n Division 2; Any of requesting office / division
Total Processing Time:		Working Days: 45 working day/s		

Total Processing Fee:	Total Standard Fee: None See other fees below

Possible Fees

- **Application fee (Fund Manager)** : 15000
- **Application fee (FM-CO)** : 3000
- **Documentary Stamp Tax (DST)** : 30

3. Receipt of Complaints Against Covered Entities of the Markets and Securities Regulation Department

This service details the procedures for the handling of complaints filed by the public against Covered Entities of the Markets and Securities Regulation Department.

Office or Division:	Markets and Securities Regulation Department (MSRD)
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Private Entities and Individuals, Government Offices, SEC Department/Offices
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Email request or Memo endorsement from other Departments (1) Original Copy And (1) Electronic Copy	Applicant / Client
2. Photocopy of evidence/proof to support complaint (2) Photo Copy And (1) Electronic Copy	Applicant / Client
3. Photocopy of valid government-issued ID • *SSS* • *GSIS* • *Passport* • *Drivers License* • *etc.)*	

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Files the complaint with supporting documents to Markets and	1.1. Evaluates and assigns the client's request and submitted documents	None	30 minute/s	• Administrative Assistant of Capital

Securities Regulation Department **Location:** **Please submit your complaint through any of the following channels:** **For Online Submission:** iMessage: https://imessage.sec.gov.ph/open.php?topicId=197 **For Walk-in Applicants:** 17th Floor, SEC Building 7907 Makati Avenue, Salcedo Village Barangay Bel-Air, Makati City 1209	to the appropriate Examiner/Specialist for processing.			Market Supervision Division 1 / Capital Market Supervision Division 2; Any of requesting office / division
	1.2. Conducts pre-processing of the application and returns it to the client if it is found to be non-compliant.		1 hour/s	• Securities Examiner/ Specialists of Capital Market Supervision Division 1 / Capital Market Supervision Division 2; Any of requesting office / division
	1.3. Prepares the necessary letter or memorandum.		3 working day/s, 3 hour/s, 30 minute/s	• Securities Examiner/ Specialists of Capital Market Supervision Division 1 / Capital Market Supervision Division 2; Any of requesting office / division
	1.4. Reviews and initials the letter or Memorandum to the concerned company		2 working day/s	• Securities Counsel/ Supervising Securities Specialist; Markets and Intermediar

				ies Division (MID)
	1.5. Reviews, affix initial to the comments/ recommendation letter or memo.		1 working day/s	• Assistant Director of Capital Market Supervision Division 1 / Capital Market Supervision Division 2; Any of requesting office / division
	1.6. Signs the comments/recommendation letter or memorandum for release		1 hour/s	• Director; Markets and Securities Regulation Department (MSRD)
	1.7. Notifies the concerned party and sends a soft copy via iMessage or the provided contact details, or advises them that the Memorandum has already been duly signed and forwarded to the appropriate office.		30 minute/s	• Securities Examiner/ Specialists of Capital Market Supervision Division 1 / Capital Market Supervision Division 2; Any of requesting office / division
2. Receives originally signed Letter to the requesting party **Location:** iMessage or 17th Floor, SEC Building, 7907 Makati Avenue, Salcedo Village, Barangay Bel-Air, Makati City, 1209, or via email at	2. Issues signed Letter to the concerned company	None	30 minute/s	• Administrative Assistant of Capital Market Supervision Division 1 / Capital Market Supervision Division 2; Any of requesting

msrdsubmission@sec.gov.ph.				office / division
Total Processing Time:		Working Days: 6 working day/s, 7 hour/s		
Total Processing Fee:		Total Standard Fee: None		

4. Request for Approval to Use Electronic Format Order Ticket, Confirmation of Customer Order, Customer Account Statement, eKYC and Online Trading Platform/Payment Channel Platform

This service details the guidelines for the request for approval to use electronic format for Order Ticket, Confirmation of Customer Order and Customer Account Statements pursuant to Rules 52.1.7.8, 30.2.2.1 and 52.1.8.2 of the 2015 Implementing Rules and Regulations of the Securities Regulation Code.

Office or Division:	Markets and Securities Regulation Department (MSRD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Broker Dealers
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Letter of request (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
2. Presentation on the current process and the proposed process after the adoption of the electronic format for Order ticket, Trade confirmation and Statement of Account (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
3. Business Continuity Management (BCM) and Disaster Recovery Plan (DRP) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
4. Updated Written Supervisory Procedures (WSP) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Files the required request with supporting documents to Markets and Intermediaries Division via email at: msrdsubmission@sec.gov.ph	1.1. Receives the submitted documents via email	None	30 minute/s	• Administrative Assistants/ Securities Specialist/ Examiner of Capital Market Supervisio

Location: Please submit/file your request through any ofthe following channels: For Online: **iMessage**: Request for Approval to Use Electronic Format Order Ticket, Confirmation of Customer Order, Customer Account Statement, eKYC . **For Walk-in Applicants**: 17th Floor, SEC Building, 7907 Makati Avenue, Salcedo Village, Barangay Bel-Air, Makati City, 1209, or submitted online via email at msrdsubmission@sec.gov.ph.)				n Division 1 / Capital Market Supervisio n Division 2; Any of requesting office / division
	1.2. If incomplete, returns documents for completion (Identifies and respond to email informing the deficiency in the submitted documents)		15 minute/s	• Securities Examiner/ Specialists of Capital Market Supervisio n Division 1 / Capital Market Supervisio n Division 2; Any of requesting office / division
	1.3. If complete, forward the request and supporting documents to the Handling Specialist for processing (manually or via email).		15 minute/s	• Administrat ive Assistants/ Securities Specialist/ Examiner of Capital Market Supervisio n Division 1 / Capital Market Supervisio n Division 2; Any of requesting office / division
	1.4. Reviews letter of request and supporting documents		6 working day/s	• Securities Examiner/ Specialists of Capital Market Supervisio n Division 1 / Capital Market

				Supervision Division 2; Any of requesting office / division
	1.5. Emails or Post reply (iMessage) the client/applicant for any clarifications and instructs the client to submit additional documents, as necessary.		1 working day/s	• Securities Examiner/ Specialists of Capital Market Supervision Division 1 / Capital Market Supervision Division 2; Any of requesting office / division
	1.6. Instructs the client/applicant to prepare a presentation/demo, as necessary.		1 hour/s	• Securities Examiner/ Specialists of Capital Market Supervision Division 1 / Capital Market Supervision Division 2; Any of requesting office / division
2. Set an appointment with the Markets and Intermediaries Division for the schedule of presentation/demo as instructed. 2.1 Receives confirmation on the schedule of presentation/demo. 2.2 Conducts presentation with Markets and Intermediaries	2.1. Conducts final review of the request and documents.	None	3 working day/s, 3 hour/s	• Securities Examiner/ Specialists of Capital Market Supervision Division 1 / Capital Market Supervision Division 2; Any of requesting office / division

Division-Markets and Intermediaries Division (Presentation shall be conducted via Zoom or Face to Face Meeting) **Location:** For Online: **iMessage**: Request for Approval to Use Electronic Format Order Ticket, Confirmation of Customer Order, Customer Account Statement, eKYC . **For Walk-in Applicants**: 17th Floor, SEC Building, 7907 Makati Avenue, Salcedo Village, Barangay Bel-Air, Makati City, 1209, or submitted online via email at msrdsubmission@sec.gov.ph.)	2.2. If there are still items for clarification, refer to Step 1.5		1 hour/s	• Securities Examiner/ Specialists of Capital Market Supervision Division 1 / Capital Market Supervision Division 2; Any of requesting office / division
	2.3. Prepares draft Memo and initial Approval Letter/Denial Letter and forwards the same to Assistant Director for initial review.		7 working day/s, 1 hour/s, 30 minute/s	• Securities Examiner/ Specialists of Capital Market Supervision Division 1 / Capital Market Supervision Division 2; Any of requesting office / division
	2.4. Review draft Memo and Letter, returns to Specialist/Examiner for any revision, or forwards to the Director.		1 working day/s	• Assistant Director of Capital Market Supervision Division 1 / Capital Market Supervision Division 2; Any of requesting office / division
	2.5. Reviews the request/Memo and letter, returns the Memo for any revisions and/or clarifications or signs		1 working day/s	• Director; Markets and Securities Regulation Department (MSRD)

	the Approval/Denial Letter for release.			
3. Receives originally signed Approval/Denial letter (Signed letter may be requested through appointment. An advance copy of the same may be issued upon request) **Location:** Through your iMessage request/application or at 17th Floor, SEC Building, 7907 Makati Avenue, Salcedo Village, Barangay Bel-Air, Makati City, 1209, or submitted online via email at msrdsubmission@sec.gov.ph.)	3. Issues signed letter (approval/denial), file the duplicate copy of the same with supporting documents. (An advance copy of the same may be issued via email or iMessage)	None	30 minute/s	• Administrative Assistant/ Securities Examiner/ Specialist of Capital Market Supervision Division 1 / Capital Market Supervision Division 2; Any of requesting office / division
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		

5. Request for MSRD Comments/Recommendations Relative to Applications filed with CRMD/FAAD and Other Departments

This service provides the guidelines in the Request for Comment/Recommendation on the Application for Articles of Incorporation/By-Laws/Secondary License and amendments relative thereto that falls within the jurisdiction of the Department.

Office or Division:	Markets and Securities Regulation Department (MSRD)
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	Target SEC Clients/Stakeholders/Customers and All Companies and holders of secondary license.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Covering Letter (1) Original Copy And (1) Electronic Copy	Applicant / Client
For Situational Requirement	
A. New Registration	
A.1. Proposed Articles of Incorporation (especially if new registration) (1) Original Copy And (1) Electronic Copy	Applicant / Client
B. Amended Articles of Incorporation and/or By Laws	
B.1. Amended Articles of Incorporation (proposed and final draft, showing before and after the changes) (1) Original Copy And (1) Electronic Copy	Applicant / Client
B.2. SEC Amendment Form (1) Original Copy And (1) Electronic Copy	Applicant / Client
B.3. Board Resolution / Stockholders' Resolution approving the amendment(s) (1) Original Copy And (1) Electronic Copy	Applicant / Client
B.4. Secretary's Certificate of No Intra-Dispute (1) Original Copy And (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

1. Files a request for comment/recommendation with supporting documents. **Location:** Please submit your request through any of the following channels: For Online: iMessage: Request for MSRD Comments/Recommendations Relative to Applications filed with CRMD/FAAD and Other Departments or For Walk-in Applicants: 17th Floor, SEC Building, 7907 Makati Avenue, Salcedo Village, Barangay Bel-Air, Makati City, 1209, **Notes/Instruction:** If the request is received through Memo endorsement from CRMD, perform steps 1.1 to 1.3.	1.1. Receives, logs and forwards the request to the Examiner for processing.	None	10 minute/s	• Administrative Assistants of Capital Market Supervision Division 1 / Capital Market Supervision Division 2; Any of requesting office / division
	1.2. Evaluates the request, prepares Comments/ Recommendations, revise if needed, upon review.		40 minute/s	• Examiners/ Specialists/ Chief Counsel of Capital Market Supervision Division 1 / Capital Market Supervision Division 2; Any of requesting office / division
	1.3. Conference with the client is performed if needed for some clarifications on the application or amendment.		3 working day/s, 6 hour/s, 55 minute/s	• Examiners/ Specialists of Capital Market Supervision Division 1 / Capital Market Supervision Division 2; Any of requesting office / division
	1.4. Reviews, affix initial to the comments/ recommendation letter or memo.		2 working day/s	• Assistant Director of Capital Market Supervision Division

				1 / Capital Market Supervision Division 2; Any of requesting office / division
	1.5. Sign the Approval/ Denial Letter/Memo for release.		1 working day/s	• Director; Markets and Securities Regulation Department (MSRD)
2. Receives originally signed Comments/ Recommendation (Signed Comment Letter may be available through appointment or sent through email. **Location:** For Online: iMessage: Request for MSRD Comments/Recommendations Relative to Applications filed with CRMD/FAAD and Other Departments For Walk-in Applicants: 17th Floor, SEC Building, 7907 Makati Avenue, Salcedo Village, Barangay Bel-Air, Makati City, 1209,	2. Notifies the concerned party and transmits a soft copy via iMessage or the provided contact details, informing them that the signed Comments/Recommendations,	None	15 minute/s	• Confidential Assistant/Administrative Assistant of Capital Market Supervision Division 1 / Capital Market Supervision Division 2; Any of requesting office / division
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		

6. Request for SEC-MSRD Certification (With or Without Secondary License)

A service that certifies whether a company or individual holds a valid Secondary License issued by the Securities and Exchange Commission – Markets and Securities Regulation Department (SEC-MSRD).

Office or Division:	Markets and Securities Regulation Department (MSRD)
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Private Entities and Individuals, Government Offices, SEC Department/Offices
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Letter or memo request for Certification to Markets and Intermediaries Division. (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. File the letter or memo request **Location:** Please submit your request through any of the following channels: For Online: iMessage: https://imessage.sec.gov.ph/open.php?topicId=196 For Walk-in Applicants: 17th Floor, SEC Building, 7907 Makati Avenue, Salcedo Village, Barangay Bel-Air, Makati City, 1209,	1.1. Evaluates and assigns the client's request and submitted documents to the appropriate Examiner/Specialist for processing.	None	30 minute/s	• Administrative Assistant of Capital Market Supervision Division 1 / Capital Market Supervision Division 2; Any of requesting office / division
	1.2. Validates the inquiry, the availability of information in online facilities and other records /		1 working day/s, 4 hour/s	• SEC Administrative Assistant II / Securities

Notes/Instruction: **Note:** • Letter requests from private entities and individuals are subject to a payment of **Php 530.00**. • Memorandum requests from other departments and government agencies are **exempt from payment**. • (Excludes waiting time for CFRD reply) • *No filing fee is required if the request for Certification originates from Internal Party/ies and government agency/ies.*	Routes the request to the Corporate Filing and Records Division (CFRD) via memorandum for monitoring the corporate status and verifying whether the entity or individual holds a secondary license as a Broker/Dealer, GSEd, IH, ICA, MFD, or market professional. (Excludes waiting time for CFRD)			Specialist; Any of requesting office / division
	1.3. Drafts Certification		2 hour/s, 30 minute/s	• SEC Administrative Assistant II / Securities Specialist; Any of requesting office / division
	1.4. Reviews, affix initial to the Certification		4 hour/s	• Assistant Director; Any of requesting office / division
	1.5. Approves and signs the Certificate.		3 hour/s	• Director; Markets and Securities Regulation Department (MSRD)
	1.6. Prepares and Issues Payment Assessment Form (PAF) via electronic mail and advises the client to pay the prescribed fee.		30 minute/s	• SEC Administrative Assistant II / Securities Specialist; Any of requesting office / division

2. Pay the prescribed fee **Location:** e-SPAYSEC Portal(https://espaysec.sec.gov.ph) or Over the Counter Payments at any LandBank branch **Notes/Instruction:** *Note: No filing fee is required if the request for Certification originates from Internal Party/ies and government agency/ies.*	2.1. Monitor Payment Notice from e-SPAYSEC Portal or via email.	**Possible Fees** Breakdown: Certification Fee for Registration or Non-Registration of Securities: PHP 500 Documentary Stamp Tax: PHP 30	30 minute/s	• SEC Administrative Assistant II / Securities Specialist; Any of requesting office / division
	2.2. Notifies the concerned party and transmits a soft copy via iMessage or the provided contact details, or informs them that the Certificate has already been signed.		30 minute/s	• SEC Administrative Assistant II / Securities Specialist ; Any of requesting office / division
3. Generate the electronic Official Receipt (e-OR) LBP or send the On-Call Slip to Markets and Intermediaries Division via email at: msrdsubmission@sec.gov.ph or through your iMessage request or application. **Location:** iMessage request or application. or 17th Floor, SEC Building, 7907 Makati Avenue, Salcedo Village, Barangay Bel-Air, Makati City, 1209	3. Releases the Certification	None	30 minute/s	• Administrative Assistant; Any of requesting office / division
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Possible Fees

- **Certification Fee for Registration or Non-Registration of Securities** : 500
- **Documentary Stamp Tax** : 30

Securities Registration Division (SRD)

External Services

1. Application for Confirmation of Exempt Transaction

This service details the procedures in securing a Letter of Confirmation of Exempt Transaction under Section 10.1 of the Securities Regulation Code in any of the following exempt transactions:

1. All unregistered outstanding shares of listed companies, or companies that plan to list at the Philippine Stock Exchange (PSE);

2 The sale of securities by an issuer to fewer than twenty (20) persons in the Philippines during any twelve-moth period;

3. Debt Instruments issued by companies without quasi-banking licenses in excess of One Hundred Fifty Million Pesos (P150,000,000.00) or such higher amount as the Commission may prescribe;

4. Any Issuer that wants a confirmation of exemption prior issuance or distribution of securities to non-qualified buyers under Section 10.1 of the Code

Office or Division:	Securities Registration Division (SRD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All companies except One Person Corporation (in case of Equity Securities) Any selling shareholder(s)
Operating Hours:	8:00 AM - 5:00 PM
Statute:	R.A. 8799 Securities Regulation Code

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. SEC Form 10.1 Application for Commission's confirmation of availability of exemption (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Information and Communication Technology Department
Remarks: *https://www.sec.gov.ph/wp-content/uploads/2019/11/2016SECForm10.1.pdf* *Signed by the President* *Notarized*	
2. Written Disclosure Letter (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

Remarks: *Signed by the Corporte Secretary.* *The written disclosure shall be provided to any party to whom it offers or sells securities in reliance on such exemption under Section 10.1 of the Code containing the following information:* *1. The specific provision of Section 10.1 of the Code on which the exemption from registration is claimed; and* *2. The following statement in bold face:* *THE SECURITIES BEING OFFERED OR SOLD HEREIN HAVE NOT BEEN REGISTERED WITH THE SECURITIES AND EXCHANGE COMMISSION UNDER THE SECURITIES REGULATION CODE. ANY FUTURE OFFER OR SALE OF THE SECURITIES IS SUBJECT TO THE REGISTRATION REQUIREMENTS UNDER THE CODE UNLESS SUCH OFFER OR SALE QUALIFIES AS AN EXEMPT TRANSACTION.*	
3. Notice to Stockholders (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *Signed by the Corporate Secretary*	
4. List of Stockholders (before and after the subscription) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *Signed by the Corporate Secretary*	
5. Latest Audited Financial Statements (1) Electronic Copy And (1) Certified True Copy And (1) Photo Copy	Securities and Exchange Commission - Information and Communication Technology Department
Remarks: *https://secexpress.ph/application-form*	
6. Latest Articles of Incorporation (1) Electronic Copy And (1) Certified True Copy And (1) Photo Copy	Securities and Exchange Commission - Information and Communication Technology Department
Remarks: *https://www.sec.gov.ph/online-services/sec-express-system/#gsc.tab=0*	

7. Monitoring Clearance (if applicable with Payment Assessment Form and electronic Official Receipt) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department - Company Monitoring Division
Remarks: *Email your request for monitoring to crmd_monitoring@sec.gov.ph*	
8. Notarized Certificate of No Intra Corporate Dispute (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *Signed by the Corporate Secretary*	
9. Waiver of Pre-emptive Rights (if applicable) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *Signed by the Corporate Secretary or Selling Stockholder(s)*	
For Situational Requirement	
A. Additional Requirements for Publicly Listed Companies	
A.1. Mandate Letter from Underwriters (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *Signed and Notarized*	
A.2. Underwriting Agreemtns (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *Signed and Notarized*	
A.3. Certification of No Remuneration/Compensation (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

Remarks: *Signed by the Corporate Secretary* *Notarized*	
A.4. Prospectus or Offer Circular (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *Signed by the President*	
A.5. Board of Directors Approval on the Proposed Issuance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *Board Resolution signed by majority of the board of directors approving the issuance*	
A.6. Secretary's Certificate re: Stockholders Resolution on the Proposed Issuance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *Signed by the Corporate Secretary*	
A.7. Undertaking by Majority Stockholders on the remaining unsubscribed shares (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *Certification from any bank of the sufficient fund*	
A.8. Listing Application (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	The Philippine Stock Exchange - Listing Department
Remarks: *Stamped received by the PSE Listing Department*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

				(Designation; Office)
1. File the duly accomplished SEC Form 10.1 and all supporting documents for pre-processing **Location:** iMassage : https://imessage.sec.gov.ph/open.php?topicId=205	1.1. Acknowledge receipt and inform the Assistant Director of the application for assignment to handling Securities Specialist	**Formula Fees** Breakdown: Exemption FeeUP Legal Research Fee	30 minute/s	• Administrative Assistant; Securities Registration Division (SRD)
	1.2. Forwards the application to the Securities Specialist and pre-assess the accomplished form and supporting document		30 minute/s	• Administrative Assistant; Securities Registration Division (SRD)
	1.3. Pre-process the accomplished form and supporting documents		30 minute/s	• Securities Specialist; Securities Registration Division (SRD)
	1.4. Compute confirmation fee and prepare the Payment Assessment Form (PAF) using the New SEC Cashiering System Portal		30 minute/s	• Securities Specialist; Securities Registration Division (SRD) • Cashiering Portal System;
2. 2. Acknowledge receipt of the Payment Assessment Form 2.1 Pays the fee through the espaysec.sec.gov.ph/payments-portal/home or at any branch of the Land Bank of the Philippines (LBP) 2.2 Print electronic copy of the Official receipt using espaysec.sec.gov/print eOR 2.3 Email copy of any proof of paymade to msrdsubmission@sec	2. Acknowledge receipt and furnish copy of the electronic Official Receipt (eOR) to the handling Securities Specialist and verify payment via eSPAYSEC portal	**Formula Fees** Breakdown: Confirmation of Exemption FeeUP Legal Research FeeCommercial Paper Issuances over P150 MillionUP Legal Research Fee	10 working day/s	• Administrative Assistant; Securities Registration Division (SRD)

.gov.ph to initiate review of the application **Location:** msrdsubmission@sec.gov.ph SEC Memorandum Circular No.3, Series of 2017 re: Consolidated Schedule of Fees and Charges				
3. Submits hard copy of the original SEC Form 10.1 and all supporting documents, eOR, PAF to the department **Location:** Markets and Securities Regulation Department 17th Floor, The SEC Headquarter, Makati Avenue, Salcdeo Village, Bel-Air, Makati City	3.1. Receives, encodes and forwards application for confirmation to handling Specialist/Examiner	None	1 working day/s	• Administrative Assistant; Securities Registration Division (SRD)
	3.2. Makes an evaluation of the application, validate the documents submitted in the email and the submitted original hard copy		5 working day/s	• Securities Specialist; Securities Registration Division (SRD) • Securities Examiner; Securities Registration Division (SRD)
	3.3. Review compliance of the documents with the prescribed requirements. 3.3.1 If there are comments/findings on the application, send the noted comments/findings through email to the applicant 3.3.2 If no comment/findings, prepare the draft confirmation letter for		1 working day/s	• Securities Specialist; Securities Registration Division (SRD) • Securities Examiner; Securities Registration Division (SRD)

	the application. Proceed to Step 4.2			
4. Comply with the comments and submit additional documents, if applicable **Location:** msrdsubmission@sec.gov.ph **Notes/Instruction:** None compliance with the disclosure and documentary requirements based on the noted deficiencies, processing will be held in abeyance until fully complied with.	4.1. Review the applicant's compliance with the comments 4.1.1 If there are no additional comments, prepare the draft confirmation letter	None	3 working day/s	• Securities Specialist; Securities Registration Division (SRD) • Securities Examiner; Securities Registration Division (SRD)
	4.2. Reviews and makes additional inputs, if necessary		2 working day/s	• Assistant Director; Securities Registration Division (SRD)
	4.3. Reviews and signs the confirmation letter		2 working day/s	• Director; Markets and Securities Regulation Department (MSRD)
5. Receives soft copy of Confirmation Letter from the Department 5.1 Pick up hard copy of the Confirmation Letter **Location:** Markets and Securities Regulation Department 17th Floor, The SEC Headquarter, Makati Avenue, Salcedo Village, Bel-Air, Makati City	5.1. Email/release soft copy of the Confirmation Letter to the applicant	None	1 working day/s	• Administrative Assistant; Securities Registration Division (SRD)
	5.2. Forward the Confirmation Letter and all documents to Electronic Record Management Division for microfilming		1 working day/s	• Administrative Assistant; Securities Registration Division (SRD)

General Remarks

Rule 54.3 Enforcement of Administrative Sanctions. In enforcing the provisions of Section 54 of the Securities Regulation Code and the payment of other dues collectible under the SRC, the following shall be observed:

54.3.1 No application for registration, licensing or amendment thereto or request for exemptive relief or for reconsideration or other similar request filed by a non-paying delinquent or disobedient party shall be accepted by the Commission or any of its Operating Departments until a Decision, Order or Resolution being enforced is fully complied with.

A delinquent or disobedient party refers to a natural or juridical person who fails or refuse to comply with a Decision, Order or Resolution of the Commission or any court that is being enforced or executed.

SRC Rule 68. The Commission shall have the authority to make, amend, and rescind such accounting rules and regulations as may be necessary to carry out the provisions of the Code, including rules and regulations governing registration statement and prospectus for various classes of securities and issuers, and defining accounting, technical and terms used in this Code. Among other things, the Commission may prescribe the form or forms in which required information shall be set forth, the items or details to be shown in the balance sheet and income statement, and the methods to be following in the preparation of accounts, appraisal or valuation of assets and liabilities, determination of depreciation and depletion, differentiation of recurring and non-recurring income, differentiation of investment and operating income, and the preparation, where the Commission deems it necessary or desirable, of consolidated balance sheet or income accounts of any person directly or indirectly controlling or controlled by the issuer, or any person under direct or indirect common control with the issuer.

Sec. 72.1 To effect the provisions and purposes of the Code, the Commission may issue, amend and rescind such rules and regulations and orders necessary or appropriate, including rules and regulations defining *accounting, technical and trade terms* used in the Code, and *prescribe different requirements for different classes of persons, securities or matter,* and by rule or order, conditionally or unconditionally exempt any person, security, transaction or class,or classes of persons, securities or transactions, from all or all provisions of the Code.

If application for Confirmation is DENIED, the confirmation fee is forfeited in favor of the government

Total Processing Time:	Working Days: 26 working day/s, 2 hour/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

- **Exemption Fee**

  1/10 of 1% of the Aggregate Total Value of the Shares/Securities being offered but in no case less than P1,000.00

  Commercial Papers Issuances over P150Million:

  1/10 of 1% of the aggregate value of securities to be sold or issued but in no case P50,000.00

- **UP Legal Research Fee**

  1% of the computed exemption fee

- **Confirmation of Exemption Fee**

  1/10 of 1% of the aggregate value of securities to be sold or issued but in no case less than P1,000.00

- **Commercial Paper Issuances over P150 Million**

  1/10 of 1% of the aggregate value of securities to be sold or issued but in no case less than P50,000.00

2. Application for Exemption from Registration of Securities under SRC Rule 10.2 Stock Option Plan

This service details the procedures in granting exemption of other transaction from registration under the Code is not necessary in the public interest or for the protection of investors such as by reason of the small amount involved or the limited character of the public offering.

Office or Division:	Securities Registration Division (SRD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All companies that intend to offer/sell securities pursuant to an employee stock option plan (ESOP) within the Philippines and/or limited in character of the public offering
Operating Hours:	8:00 AM - 5:00 PM
Statute:	R.A. 8799 Securities Regulation Code

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. SEC Form 10.2 (Notarized) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Information and Communication Technology Department
Remarks: *https://www.sec.gov.ph/wp-content/uploads/2023/12/2023UpdatedForm10.2andChecklist.docx*	
2. Letter Request (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

Remarks:

Letter request shall contain the following information:

a. *Registered name of the applicant*
b. *Primary purpose of the applicant*
c. *Number of options shares to be issued*
d. *Corresponding position of optionees or persons to whom the offer shall be made*
e. *If applicable, the names and addresses of the applicant's subsidiaries and affiliate companies and their dates of registration with the Commission; issue price (in PHP) or exchange rate, including its source or basis, of the option shares at the time of filing; and last quoted price of the option shares and such other relevant features, terms and conditions of the plan*

Signed by the President or any authorized representative

3. Corporate Secretary Certificate (Notarized) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

Remarks:

Corporate Secretary of the applicant Issuer attesting to the following:

1. *Approval by the Board of Directors and required stockholders of the stock offering plan ("the Plan")*
2. *Genuiness and due execution of the Plan*
3. *Statement whether or not the offering will be underwritten*
4. *If applicable, a breakdown of the number of shares earlier exempted from registration (citing SEC Resolution/Order and date of approval), the shares subscribed by the optionees, and the remaining unissued shares computed on a year-to-year basis, and an explanation on why the applicant has renewed its application in spite of availability of unissued shares;*
5. *If applicant is a foreign corporation, it should state whether the terms and conditions of the Plan in the Philippines are the same as that in other jurisdiction;*
6. *Undertaking to (a) provide continous access of the optionees-employees on the key performance indicators (KPIs) of the Issuer-company until the termination of the Plan; (b) to pay additonal exemption fee should there be an increase in price of the securities from the date of filing of the application for exemption until the date the options were granted to the optionees-employees*

Copy of the Plan shall be attached to the Certificate incluuding the procedure or guidelines of the Stock Option Plan on the sale, assignment, transfer or disposition of the shares acquired by the Optionees

4. Certification from the Head of Human Resource or any position of equivalent nature (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Information and Communication Technology Department

Remarks:

https://www.sec.gov.ph/wp-content/uploads/2023/12/2023UpdatedForm10.2andChecklist.docx

Fill up page 4 of the form

1. *Listing of persons and their corresponding position(s) in whose favor such grant or issuance of options is to be made, indicating the number of shares used in determining such number of shares, and issuer price*
2. *The Independent Directors (IDs) of the participaitng companies' subsidiary/affiliate will be granted options/shares (to include the name of the IDs - number of options/shares and their corresponding capital stock of the issuer and the participating corporation)*
3. *The Optionees of the Stock Option Plan were informed abouts its terms and conditions, including the attendant risk, to enable them to make a reasonable judgment on its advantages and disadvantages to them;*
4. *The Optionees - employees were given a copy of the Plan to enable them to make an intelligent judgment of the advantages and disadvantages of the Plan*
5. *Reading materials, pamphlets, brochures and other materials were disseminated in relation to the Plan*

5. electronic Official Receipt (eOR) or proof of payment of prescribed filing fee (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Information and Communication Technology Department

Remarks:

https://www.sec.gov.ph/sec-payment-portal/#gsc.tab=0

Machine validated Oncoll Payment Deposit Slip issued by the Land Bank of the Philippines (LBP)

6. Stock Option Plan (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
7. Board Resolution Approving the Plan (1) Original Copy	Applicant / Client

Remarks:

Signed by the majority of the board

8. Latest Audited Financial Statements (1) Electronic Copy And (1) Certified True Copy And (1) Photo Copy	Securities and Exchange Commission - Information and Communication Technology Department

Remarks:

https://www.sec.gov.ph/online-services/sec-express-system/#gsc.tab=0

9. Articles of Incorporation or Association (1) Electronic Copy And (1) Certified True Copy And (1) Photo Copy	Securities and Exchange Commission - Information and Communication Technology Department
Remarks: *https://www.sec.gov.ph/online-services/sec-express-system/#gsc.tab=0* *For foreign company - Article of Association* *All documents executed abroad shall be in English and authenticated by the Philippine Embassy or Consulate where the documents were executed*	
10. SEC Order or Resolution (if applicable) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *For previously exempted securities under Section 10.2 of the Securities Regulation Code*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. File the duly accomplished SEC Form 10.2 and all supporting documents for pre-processing thru iMessage **Location:** iMessage : https://imessage.sec.gov.ph/open.php	1.1. Acknowledge receipt and inform the Assistant Director for assignment to Securities Specialist	None	1 working day/s	• Administrative Assistant; Securities Registration Division (SRD)
	1.2. Forward the email application to the assigned specialist		30 minute/s	• Administrative Assistant; Securities Registration Division (SRD)
	1.3. Pre-assess the submitted accomplished form and supporting documents. Prepare the Payment Assessment Form (PAF), send it to the applicant and advise		3 working day/s, 30 minute/s	• Securities Specialist; Securities Registration Division (SRD) • SEC Cashiering Portal;

	them to pay the prescribed exemption fee			Information and Communications Technology Department (ICTD)
2. Pay the prescribed exemption fee via eSPAYSEC or at any branch office of the Land Bank of the Philippines (LBP) and email proof of payment made **Location:** https://espaysec.sec.gov.ph/payment-portal/paf-search Machine validated Oncoll Deposit Slip - LBP msrdsubmission@sec.gov.ph **Notes/Instruction:** Failure to pay the exemption fee, the processing of application will be held in abeyance until fully paid	2. Monitor payment notice from eSPAYSEC portal or via email	**Formula Fees** Breakdown: Exemption Fee 10.2UP Legal Research FeeDocumentary Stamp Fee	30 minute/s	• https://espaysec.sec.gov.ph; Information and Communications Technology Department (ICTD) • Securities Specialist; Securities Registration Division (SRD)
3. Submit 2 sets of hard copy of original copy of the complete application documents, PAF, and eOR to MSRD **Location:** 17th Floor, The SEC Headquarter, Makati Avenue, Salcedo Village, Bel-Air, Makati City	3.1. Stamped receive document, log and forward the application documents to the assigned specialist	None	30 minute/s	• Administrative Assistant; Securities Registration Division (SRD)
	3.2. Review compliance of the application documents with the prescribed requirements 3.2.1 If there are comments/findings on		3 working day/s	• Securities Specialist; Securities Registration Division (SRD)

	the application, send the noted comments/findings through email to the applicant 3.2.2 If no comment/findings, prepare the draft Memorandum for the application			
4. Comply with the comments and submit additional documents. if applicable **Location:** msrdsubmission@sec.gov.ph	4.1. Review applicant's compliance with the comments. 4.1.1 If there are no additional comments, proceed with Step 4.2 4.1.2 If there are additional comments, send the remaining comments to the applicant through email	None	1 working day/s	• Securities Specialist; Securities Registration Division (SRD)
	4.2. Prepare the draft memorandum		4 working day/s	• Securities Specialist; Securities Registration Division (SRD)
	4.3. Review the Draft Memorandum		2 working day/s	• Assistant Director; Securities Registration Division (SRD)
	4.4. Review and sign the memorandum. Present the application to the Commission en banc for approval, if applicable		1 working day/s	• Director; Markets and Securities Regulation Department (MSRD)
	4.5. Prepare the draft Order or Resolution once approved by the Director or the Commission en banc as the case may be		1 working day/s	• Securities Specialist; Securities Registration Division (SRD)
	4.6. Review the draft Order or Resolution		1 working day/s	• Assistant Director;

				Securities Registration Division (SRD)
	4.7. Review and sign the Order or Resolution		1 working day/s	• Director; Markets and Securities Regulation Department (MSRD)
	4.8. Email/release Order or Resolution to applicant		30 minute/s	• Administrative Assistant; Securities Registration Division (SRD)
5. Receive digital copy of the Resolution or Order from MSRD 5.1 Pick up hard copy of the Order or Resolution from MSRD **Location:** 17th Floor, The SEC Headquarters, Makati Avenue, Salcedo Village, Bel-Air, Makati City	5.1. Log and reproduce a copy of the Order or Resolution	None	30 minute/s	• Administrative Assistant; Securities Registration Division (SRD)
	5.2. Forward the records to Electronic Record Management Division for microfilming		1 working day/s	• Administrative Assistant; Securities Registration Division (SRD)

General Remarks

The Commission in its meeting dated 22 December 2020 delegated to the Markets and Securities Regulation Department (MSRD) the issuance of confirmation of exemption of Employees Stock Option Plan (ESOP) upon the request of any corporation, domestic or foreign, except publicly listed companies, companies with MSRD registered securities and if the nature of the application requires approval of the Commission of En Banc .

If application for exemption is DENIED, the exemption fee is forfeited in favor of the government.

Total Processing Time:	Working Days: 19 working day/s, 3 hour/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

- **Exemption Fee 10.2**

  1/10 of 1% of the aggregate total value of the shares/securities being offered

- **UP Legal Research Fee**

  1% of the computed exemption fee

- **Documentary Stamp Fee**

  P30.00

3. Petition for Voluntary Revocation of Registration of Securities

This service details the procedures for the processing of application for revocation of Order of Registration of issuer companies under the jurisdiction of the Markets and Securities Regulation Department

Office or Division:	Securities Registration Division (SRD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Registered Issuers of Securities and Publicly Listed Companies under the jurisdiction of the Markets and Securities Regulation Department
Operating Hours:	8:00 AM - 5:00 PM
Statute:	R.A. 8799 Securities Regulation Code

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Verified Petition for Revocation of Registration (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *Signed by the President*	
2. Board Resolution approving the revocation (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *Certified under oath by the corporate secretary and attested to by the president or anyone performing a similar function*	
3. List of Stockholders (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *Indicate in the list the respective shareholdings of stockholders as of the latest date*	
4. All relevant books and paper of the Issuer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *1. Copy of Stock and Transfer Book* *2. Latest Statement of Cashflow*	

3. Lates General Information Sheet
4. Sworn Certification by the External Auditor
5. Secretary's Certificate of No Intra Corporate Controversy

5. Notice of Filing of Petition for Voluntary Revocation of Registration of Securities (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *Recite the facts supporting said Petition which shall be subject to the approval of the Commission*	
Sub Requirement	
5.A. Affidavit of Publication of Notice of Filing of Petition for Voluntary Revocation	
6. Official Receipt or any Proof of Payment Made (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Information and Communication Technology Department
Remarks: *https://espaysec.sec.gov.ph/payment-portal*	
7. Other Requirements or Conditions the Commission may imposed (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit documents required for voluntary revocation thru iMessage **Location:** iMessage : https://imessage.sec.gov.ph/open.php	1.1. Forward application to Legal Counsel and pre-assess the application and supporting documents	None	30 minute/s	• Adminitrative Assistant; Securities Registration Division (SRD)
	1.2. Prepare the Payment Assessment Form (PAF)		30 minute/s	• Legal Counsel; Securities Registration Division (SRD)

				• SEC Cashiering System; Information and Communications Technology Department (ICTD)
	1.3. Email to applicant copy of the PAF to pay the revocation fee		30 minute/s	• Legal Counsel; Securities Registration Division (SRD)
2. Pay revocation fee indicated in the Payment Assessment Form 2.1 Submit copy of electronic Official Receipt or any Proof of payment made **Location:** https://espaysec.sec.gov.ph/payment-portal Any branch office or the Land Bank of the Philippines **Notes/Instruction:** Machine validated Oncoll Payment Slip issued by LBP	2.1. Acknowledge receipt and forward petition for voluntary revocation and all required document to assigned counsel	**Standard Fees** Breakdown: Certificate of Revocation of Securities Registration: PHP 10000 UP Legal Research Fee: PHP 100 Documentary Stamp Tax: PHP 30 Total: PHP 10130	59 minute/s	• Administrative Assistant; Securities Registration Division (SRD) • Confidential Assistant; Markets and Securities Regulation Department (MSRD)
	2.2. Verify payment from eSPAYSEC or cashiering system		1 working day/s	• Legal Counsel; Securities Registration Division (SRD)
	2.3. Review and prepare draft comment letter, notice of filing and forward the same to Assistant Director		1 working day/s	• Legal Counsel; Securities Registration Division (SRD)
	2.4. Review draft comment letter and return to counsel for any revision (via electronic mail)		1 working day/s	• Assistant Director; Securities Registration Division (SRD)

	2.5. Update comment letter, notice of revocation for final review and approval of the Director		1 working day/s	• Legal Counsel; Securities Registration Division (SRD)
	2.6. Conducts final review of the comment letter, notice of revocation, returns for any revision or approves the comment and notice		1 working day/s	• Director; Markets and Securities Regulation Department (MSRD)
3. Acknowledge receipt and ensure compliance with notification requirements **Location:** msrdsubmission@sec.gov.ph **Notes/Instruction:** SEC Memoradum Circular No.1, Series of 2008 The following considerations should be taken into account by the corporations concerned in the selection of newspapers: 1. The notice about the action is likely to be read by the persons who may be interested in or whose interest would be affected by the action; 2. The newspaper has a bona fide list of paying subscribers and is published at regular intervals, preferable, five times a week; and	3. Forward comment and notice to the applicant via email	None	30 minute/s	• Administrative Assistant; Securities Registration Division (SRD)

3. The newspaper must not be devoted to the interest of or published for the entertainment of a particular class, profession, trade, calling, race or religious denonmination. The burden of proof showing satisfactory compliance with the publication requirement shall rest with the corporation. The Commission may order a re-publication of the notice if, in its judgement, the objective of the publication was not accomplished.				
4. Submit compliance with the comment (if any) and the Affidavit of Publication of the Notice of **Location:** Published by the Issuer at its own expense, once in a national newspaper of general circulation.	4.1. If after 15 days from the publication of Notice of Filing of Revocation of Securities Registration finds that the petition together with all other papers and documents attached to it, is on its face complete and no party stands to suffer any damage from the revocation, prepare an order revoking the registration	None	15 working day/s	• Legal Counsel; Securities Registration Division (SRD)
	4.2. Draft Order of Revocation of Securities Registration		1 working day/s	• Legal Counsel; Securities Registration Division (SRD)
	4.3. Review the draft Order of Revocation		1 working day/s	• Assistant Director; Securities

				Registration Division (SRD)
	4.4. Review and sign the Order of Revocation		1 working day/s	• Director; Markets and Securities Regulation Department (MSRD)
	4.5. Forward the Order of Revocation of Securities Registration to applicant and request uploading to Commission's website		1 working day/s	• Administrative Assistant; Securities Registration Division (SRD) • Website Administrator; Information and Communications Technology Department (ICTD)
5. Publish Order of Revocation of Securities 5.1 Submit Affidavit of Publication of the Order **Location:** msrdsubmission@sec.gov.ph **Notes/Instruction:** Immediately published by the Issuer at its own expense, once in a national paper of general circulation.	5. Collate and forward all documents submitted to electronic record management division	None	30 minute/s	• Administrative Assistant; Securities Registration Division (SRD) • Records Specialist; Electronic Records Management Division (ERMD)
General Remarks Failure to pay the revocation fee, the processing of application will be held in abeyance until fully paid.				

Total Processing Time:	Working Days: 24 working day/s, 3 hour/s, 29 minute/s
Total Processing Fee:	Total Standard Fee: PHP 10130

4. Processing of Application for Registration of Securities and/or Permit to Offer Securities for Sale and Distribution to the Public

This service details the procedure in processing of application for registration of securities pursuant to Section 8 and 12 of the Securities Regulation Code prior offering for sale or distribution in a public offering to twenty or more persons in the Philippines.

For covered entities, use any of the following type of Registration Statement (RS) Forms and its corresponding Submission Checklist:

1. SEC HOPES - Simpliefied Registration Statement for Hospital Entrepreneur (formerly: SEC Form 12-1 SRS)

2. SEC FARMS - Simpliefied Registration Statement for Agribusinesses

3. SEC POWER - Simplified Registation Statement for Power Generators and Distribution Utilities

4. SEC RENT - Simplified Registration Statement for Real Estate - Rental Pool Business

5. SEC Form 12-1 for Issuer of Securities, REIT Plan

Office or Division:	Securities Registration Division (SRD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Any selling shareholder(s) or all companies except One Person Corporatio (OPC) and any selling shareholder(s)
Operating Hours:	8:00 AM - 5:00 PM
Statute:	R.A. 8799 Securities Regulation Code

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. SEC HOPES Submission Checklist (Hospital Entrepreneurs) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Markets and Securities Regulation Department - Securities Registration Division

Remarks:

https://www.sec.gov.ph/wp-content/uploads/2024/03/2024Forms_SEC-HOPES-Submission-Checklist-2024-v1.docx

Signed by the President

2. SEC FARMS Submission Checklist (Agribusinesses) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Markets and Securities Regulation Department - Securities Registration Division
Remarks: *https://www.sec.gov.ph/wp-content/uploads/2023/07/2023-SEC-FARMS-Registration-Statement-Prospectus.Final_.docx* *Signed by the President*	
3. SEC POWERS Submission Checklist (Power Generators and Distribution Utilities) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Markets and Securities Regulation Department - Securities Registration Division
Remarks: *https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_SEC-POWERS-Submission-Checklist-2024-v1-edited.docx*	
4. SEC RENT Submission Checklist (Pool Rental Agreements) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Markets and Securities Regulation Department - Securities Regulation Division
Remarks: *https://www.sec.gov.ph/wp-content/uploads/2024/07/2024Forms_SEC-RENT-Submission-Checklist-2024-v1-Final.docx* *Signed by the President*	
5. SEC Form 12-1 Submission Checklist (Issuer of Securities/REIT Plan) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Markets and Securities Regulation Department - Securities Registration Division
Remarks: *https://www.sec.gov.ph/wp-content/uploads/2024/02/2024Form_SEC-Form-12-1-Submission Checklist-2024.docx* *Signed by the President*	
6. SEC HOPES Registration Statement/Prospectus and/or Offer Circular Supplement for Hospital Entreprenuers	Securities and Exchange Commission - Markets and

(1) Photo Copy And (1) Original Copy And (1) Photo Copy	Securities Regulation Department - Securities Registration Division
Remarks: *https://www.sec.gv.ph/wp-content/uploads/2020/01/2019SECForm_12-1-SRS-For-Hospital-Final-1.docx* *Signed and Notarized*	
7. SEC FARMS Registration Statement/Prospectus/Offer Circular for Agribusinesses (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Markets and Securities Regulation Department - Securities Registration Division
Remarks: *https://www.sec.gov.ph/wp-content/uploads/2023/07/2023-SEC-FARMS-Registration-Statement-Prospectus.Final.docx* *Signed and Notarized*	
8. SEC POWERS Registration Statement/Prospectus/Offer Circular for Power Generators and Distribution Utilities (1) Photo Copy And (1) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department - Securities Registration Division
Remarks: *https://www.sec.gov.ph/wp-content/uploads/2024/02/2024Forms_SEC-Power-Form-2024.docx.* *Signed and Notarized*	
9. SEC RENT Registration Statement/Prospectus/Offer Circular for Pool Rental Agreements (1) Electronic Copy And (1) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department - Securities Registration Division
Remarks: *https://www.sec.gov.ph/wp-content/uploads/2024/10/2024-FORM-SEC-RENTS-Version-1.docx* *Signed and Notarized*	
10. SEC Form 12-1 Registration Statement for Issuer of Securities or REIT Plan	Securities and Exchange Commission - Markets and Securities Regulation

(1) Electronic Copy And (1) Original Copy And (1) Electronic Copy	Department - Securities Registration Division
Remarks: *https://www.sec.gov.ph/forms-and-fees/second-license/#gsc.tab=0* *Signed and Notarized*	
11. Statement of Management Responsibility on the Financial Statements (SMR) (1) Electronic Copy And (1) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notarized and signed by the Chairman, Chief Executive Officer and Chief Finance Officer. If provided in the by-laws, persons holding equivalent position as that of the aforementioned signatories shall sign the statement. Failure of any of the prescribed signatories to sign the SMR constitutes a material deficiency in the financial statements in accordance with Revised SRC Rule 68.*	
12. Auditors Opinion on the Financial Statements (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *Signed and Notarized* *1. Must be dated, signed by the certifying independent auditor; identifying the financial statement covered by the report; state the signing accountant's License, Tax Identification and PTR Numbers and registration number with BOA including its expiration date; complete mailing address of the client and auditor; in the case of an auditing firm, the certifying partner shall sign his own signature and shall indicate that he is signing for the firm, the name of which is printed in the report.* *2. Indicate the signing auditor/partner's accreditation number, category and expiration of accreditation. In case of an auditing firm, the same information with respect to the accreditation of the firmshall be indicated.*	
13. Consolidated Audited Financial Statements (CAFS)/Audited Financial Statements (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

Remarks: *If the age of the Consolidated/Audited FInancial Statement is more than 180 days an Consolidated/Audited Interim Financial Statement shall also be submitted (Revised SRC Rule 68, Part II, Section 5(A)(vii))* *Other Documents to be filed with the Financial Statments - Refer to Revised SRC Rule 68 (Part i (5) and Part II (7)*	
14. Electronic Official Receipt (eOR) (1) Electronic Copy And (1) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Information and Communication Technology Division
Remarks: *https://espaysec.sec.gov.ph/eor* *Over the counter payment at any branch office of the Land Bank of the Philippines ("LBP")* *Use eSPAYSEC Portal to print electronic OR* *Machine validated Oncoll Payment Slip issued by LBP*	
15. Affidavit of Publication re: (1) Notice of Filing of Registration Statement and (2) Order of Registration (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Markets and Securities Regulation Department - Securities Registration Division
Remarks: *https://www.sec.gov.ph/wp-content/uploads/2024/10/2024Forms_Annex-A-Notice-of-Filing-of-Registration-Statement.docx* *Refer to SEC Memorandum Circular No.1, Series of 2008 re: Publication of Notice in Newspapers* *https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-01-5/#gsc.tab=0* *An undertaking that registrant will publish notice of filing of the registration statement once per week for two (2) consecutive weeks in two (2) newspapers of general circulation in the Philippines stating that a registration statement for the sale of the subject securities has been filed with the Commission, that it and the papers attached thereto are open for inspection at the Commission.* *Affidavit of Publication re: Order of Registration and uploading in the Issuer's website within two (2) business days from issuance by the Commission of the Order*	
16. Latest Articles Incorporation and By-laws (1) Photo Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Company

	Registration and Monitoring Department
Remarks: *https://secexpress.ph/* *Certified True Copy* *The Articles of Incorporaiton should already reflect the amendments that may be necessary for the legal issuance of securities covered by the offering*	
17. Instrument defining the rights of security holders of common shares being registered (if applicable) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *Any instrument or document or security granting a right of subscription for shares in the capital of the issuer company (if applicable)*	
18. Opinion re: Legality (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Information and Communication Technology Department
Remarks: *https://www.sec.gov.ph/wp-content/uploads/2024/03/2024Forms_Template-Opinion-on-Independent-Tax-Counsel.docx* *Duly signed by independent tax counsel of the issuer* *An opinion of independent counsel as to the legality of the securities being registered, indicating whether they will, when sold, be legally issued, fully paid and non-assessable, and if debt securities, whether they will be binding obligations of the registrant.*	
19. Opinion re: Tax Matter (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Information and Communication Department
Remarks: *https://www.sec.gov.ph/wp-content/uploads/2024/03/2024Forms_Template-Opinion-on-Tax-Matters.docx* *Duly signed by an independent counsel of the Issuer* *Tax matters are always deemed material to an investor. An opinion must be rendered as to the legality of the securities sought to be registered, and the fact that the said securities can*	

be sold without any legal impediments: taxes/fees are fully paid, non-assessable and suitable for trading. Likewise, a comprehensive opinion on the tax implecations of the general business operations of the Issuer is material information for a potential investor. If the Issuer is a holding company or has subsidiaries/sub-sidiaries. A general statment that the representation with respect to Philippine Taxation made in the Registration Statement and Prospectus are accurate in all material respect is not sufficient to constitute an independent opinion. Even if the tax matters are set forth in full in the filing, the tax counsel or independent certified public accountant must still make his own independent opinion and not merely certify that the statements made in the registration statement/prospectus are correct.	
20. Audited Financial Statements (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Information and Communication Technology Department
Remarks: *https://secexpress.ph/* *All documents submitted to the Commission with Stamped received by the Bureau of Internal Revenue*	
21. List of Subsidiaries (if applicable) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *List all subsidiaries of the registrant, the province, country or other jurisdiction of incorporation or organization of each and the names under which such subsidiaries do business. This list may be incorporated by reference from a document which includes a complete and accurate list.*	
22. Consent of Expert and Independent Counsel (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *a) All written consents required to be filed under Section 12 of the Code shall be dated and manually signed. Where the consent of an expert or independent counsel is contained in his report or opinion or elsewhere in the registration statement or documents filed therewith, a reference shall be made in the index to the report, the part of the registration statement or documents or opinion, countaining the consent.* *b) Where the filing of a written consent is required with respect to material incorporated by reference to a previously filed registration statement under Section 12 of the Code or under the Revised Securities Act, such consent may be filed as exhibit to the material incorporated by reference. Such consents shall be dated and manually signed.*	
23. Notarized Curriculum Vitae and Latest Photographs of Officers and Members of the Board of Directors and Officers of the Issuer, the REIT, Fund Manager, Property Manager, Property Value, Distributors and other REIT Participants (if	Applicant / Client

applicable)i (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	
24. Authorization re: Issuer's Bank Account (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Information and Communication Technology Department
Remarks: *https://www.sec.gov.ph/wp-content/uploads/2024/03/2024Forms_Template-Authority-to-Examine-Bank-Accounts.docx* *All registrant shall submit with its registration statement a continuing authorization to the Commission to examine the issuer's bank accounts and those of its subsidiaries, affiliates and control corporaions.*	
25. Tax Compliance Report (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *(a) A report that the Issuer and its subsidiaries has fully complied with the Tax obligation as evidence by tax payments and submission of information to the Bureau of Internal Revenue (BIR) per applicable BIR Regulation, on time and in the required formats. (BIR Form 17-02)* *The tax compliance report should be consistent with the tax treatment covered in the independent tax opinion (the report must be notarized).* *(b) Sale of Secondary Shares* *To establish the chain of ownership of shares to be sold (Secondary Shares) to the public by selling shareholders, the Registrant shall provide a photocopy of:* *(i) BIR Form 2000 (Documentary Stamp Tax Return), if subject shares were acquired from the unissued portion of the Registrant's Authorized Capital Stock; or* *(ii) BIR Tax Clearance Certificate, if subject shares were acquired from previous stockholder.*	
26. Voting Trust Agreement (if applicable) (1) Electronic Copy And (1) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Any voting trust agreement and amendment thereto.*	
27. Board Resolution approving securities offering and authorizing the filing of Registration Statement (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
28. Duly verified resolution of issuer's Board of Directors (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

Remarks: *(a) Resolution shall be dated and manually signed by a majority of the issuer's Board of Directors, in their capacity as directors;* *(b) The Board of Directors shall approve the disclosures contained in the registation statement and assume responsibility for the information contained therein.* *Duly signed and Notarized*	
29. Manual on Corporate Governance of the Issuer, REIT, Property Manager and the REIT Fund Manager (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *Secretary's Certificate certifying that the Company's Board of Directors has adopted an affirmative resolution with respect to the following matters:* • *Submission of a Manual of Corporate Governance (if not yet filed)* • *Adoption of a Fit and Proper Rule for the selection of corporate directors and officers* • *Submission of an Undertaking allowing the SEC to resolve conflicting issues regarding the selection of independent directors.*	
30. Certiciation re: Government License/Permit (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *Secretary's Certificate certifying that all mandated government licenses, permits are secured, and that the license/s and permit are valid and current, the opinion should contain a detailed enumeration of the permits and licenses examined by the external legal counsel and the pertinent details of each license (e.g. name of license/permit, regulatory body, issue date, validity period, expiry date, status, etc) preferably in table format. The foregoing opinion and list of permit and license must be stated in the applicable sections of the Prospectus*	
31. Certification re: Legal Proceedings (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *Company's legal counsel's certification on the on-going legal proceedings involving the registrants, its subsidiaries, affiliates and its properties including list of non-material cases.* *Signed and Notarized*	
32. Certification that All Audited Financial Statements of all subsidiaries has been filed with the Commission (if applicable) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

Remarks: *Corporate Secretary's certification that all Audited Financial Statements of all subsidiaries has been filed with the Commission* *Signed and Notarized*	
33. Certification by any Selling Shareholders as to the accuracy of an part of the Registration Statement (RS) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *Where the registration statement includes shares to be sold by selling shareholders, a written certification by such selling shareholders as to the accuracy of any part of the registration statemen contributed to by such selling shareholders.* *Signed and Notarized*	
34. Credit Line/Loan Agreement with any financial institutions (if applicable) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *Signed and Notarized*	
35. Environmental Compliance Certificate (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Department of Environment and Natural Resources - Environmental Managerment Bureau
Remarks: *https://ecconline.emb.gov.ph/live/Account/Login.aspx?GUID=9598a5f5-92da-485b-9fdb-df9b671bd64a* *If the use of proceeds from the offering will be for any infrastructure for hospital, farm facilities, real estate development, power generation or distribution lines.* *Certified True Copy*	
36. Office of the General Accountant Approved Pre-evaluation Form (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Office of the General Accountant

Remarks: *Submit request to secoga@sec.gov.ph*	
37. Validation of the Qualification of Independent Director(s) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Corporate Governance and Finance Department
Remarks: *Email request for validation of independent director(s) to cgfd_cgd@sec.gov.ph together with a copy of the registration statement form*	
38. Certificate of Good Standing and/or No Due Collectible for Initial Public Offering (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department - Company Monitoring Division
Remarks: *Send request for Certificate of No Derogatory Information via email to crfd_application02@sec.gov.ph*	
39. Certificate of No Pending Case filed or Pending Case (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Enforcement and Investment Protection Department - Office of the Director
Remarks: *Email your request to @sec.gov.ph*	
40. Certificate of No Pending Cases filed against the Company and/or Any of its Directors and Officers (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Office of the General Counsel - Office of the Director
Remarks: *Email request to @sec.gov.ph*	
41. Copy of the Architectural Plan/Blue Print (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *Certified True Copy signed by a License Architect in A4 size*	

For any infrastructure projects where the use of proceeds will be used/finance with and/or for on-going infrastructure projects	
42. Certification form Parties (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *Duly signed by parties that prepared and submitted the documents involving registration with the Commission with the full knowledge and consent of parties, e.g. issuer, counsel of the issuer, undewritrs, counsel of the underwriters*	
43. Corporate Secretary's Certification (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *Certification that all corporate actions and approval necessary for the offer are secured and completed* *e.g. Increase in Authorized Capital Stock, Amendment of Articles of Incorporation or By-laws, Enabling Resolution*	
44. Credit Rating Report (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *For Commercial Paper/Bond Issues in compliance with SEC Memorandum Circular No. 7, Series of 2014.*	
45. Undertaking - Shelf Registration (1) Electronic Copy And (1) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Undertaking to pay the remaining registration fees no later than thirty (30) business days prior to the expiry of the three (3) year period reckoned from the date of the effectivity of the Registration Statement (RS)*	
46. Statement of Eligibility of Trustees (if applicable) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *A statement of eligibility and qualification of each person designated to act as trustee, under an indenture.*	
For Situational Requirement	

A. Additional Requirement for SEC HOPES (Hospital Entrepreneurs)	
A.1. Feasibility Study (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *Feasibility Study prepared by a qualified professiona on the capacity of the issuer to provide medical benefits* *Duly signed*	
A.2. Memorandum of Agreement with Other Hospitals (if applicable) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *Memorandum of Agreement with Other Hospitals* *Duly signed and Notarized*	
A.3. Permit to Construct (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Department of Health - Bureau of Health Facilities and Services
A.4. Deed of Assignment of Receivables from Philhealth (if applicable) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *Certified True Copy*	
A.5. Undertaking to Submit (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *As soon as available the following must be submitted:* *a. License to Operate - issued by the Department of Health* *b. Healthcare Waste Management Plan* *c. Memorandum of Agreement with a private provider for Treatment Storage and Disposal of Waste Collection* *d. Local Government Permits and Licenses*	

B. Additional Requirements for SEC FARMS	
B.1. Government Issued Permits and License, Accreditation (1) Electronic Copy And (1) Certified True Copy And (1) Photo Copy	Department of Agriculture - Attached Bureaus
Sub Requirement	
B.1.A. Bureau of Fisheries and Aquatic Resources	
B.1.B. Bureau of Animal Industry	
B.1.C. Bureau of Plant Industry	
B.2. Farm Operational Manual (1) Electronic Copy And (1) Certified True Copy And (1) Photo Copy	Applicant / Client
B.3. Regulatory Impact Assessment (RIA) Report (1) Electronic Copy And (1) Certified True Copy And (1) Photo Copy	Applicant / Client
Remarks: *Regulatory Impact Report submitted to the Department of Agriculture*	
B.4. Evaluation and Approval of Organic/Non-organic Agricultural Proposal (if applicable) (1) Electronic Copy And (1) Certified True Copy And (1) Photo Copy	Applicant / Client
Remarks: *Issued by the Department of Agriculture and its attached agencies (if applicable)*	
C. Additional Requirements for SEC POWERS	
C.1. Draft Underwriting Agreement (if applicable) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *If shares are to be listed in an Exchange. It should contain all provisions except one reflecting the final price/interest rate/dividend rate/number of shares/unit allocation per members of underwriting syndicate*	
C.2. Certificate of No Derogatory Record and/or No Objection (1) Electronic Copy And (1) Original Copy And (1) Certified True Copy	Department of Energy - Energy Regulation Commission
C.3. PSE Listing Application (if applicable) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	The Philippine Stock Exchange - Listing Department

Remarks: *Stamped received by PSE Listing Department*	
C.4. Request for Confidentiality of Information (if applicable) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *Letter Request for Confidentail Treatment and payment of request for confidential treatment of P50,000.00 per issue/per company*	
C.5. Request for Exemptive Relief (if applicable) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *Letter Request and payment of exemptive relief fee of P50,000.00 per issue/per company*	
D. Additional Requirements for SEC RENT	
D.1. Articles of Incorporation and By-laws of Condominium Corporation (1) Electronic Copy And (1) Certified True Copy And (1) Photo Copy	Department of Human Settlement and Urban Development - Housing and Real Estate Development Regulation Division
D.2. Profit Sharing and/or Distribution Participation Interest Agreement or Contract (1) Electronic Copy And (1) Certified True Copy And (1) Photo Copy	Applicant / Client
Remarks: *Copy of the contract on Profit Sharing and/or Distribution Participation Interest given to shareholders/investors/unit owners*	
D.3. DHSUD Approved Real Estate Plan (1) Electronic Copy And (1) Certified True Copy And (1) Photo Copy	Department of Human Settlement and Urban Development - Housing and Real Estate Development Regulation Division
D.4. Certificate of No Derogatory Record and/or Letter of No Objection (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Department of Human Settlement and Urban Development - Real Estate Development Regulatory Division
Remarks:	

Duly Signed	
D.5. Master Deed with Declaration of Registration and Declaration of Restrictions (if applicable) (1) Electronic Copy And (1) Certified True Copy And (1) Photo Copy	Department of Justice - Land Registration Authority
Remarks: *Evidenced by the proper annotation thereof in the title (s) of the property and the certified true copy of such titles from the registry of Deeds* *For each real estate property involve in the sale or offer for sale or distribution of investment contracts, certificate of participation or participation in a profit sharing agreement and other forms of securities issued by real estate developers and/or managers in relation to rental pool agreement , secure a certified true copy online via www.eserbisyo.lra.gov.ph*	
D.6. Certificate of Registration (1) Electronic Copy And (1) Certified True Copy And (1) Photo Copy	Department of Human Settlement and Urban Development - Regional Director's Office
D.7. Management Contract Agreement (1) Photo Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *A management contract arrangement under which operational control of an enterprise is vested by contract in a separate enterprise that performs the necessary managerial function in return for a fee.*	
D.8. Rental Pool Agreement (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *A rental pool is a type of contract that involves a sharing arrangement. Typically, rental pool agreements, the terms of which vary in real estate properties. Multiple parties divide the use of property and any associated expenses, such as rent and maintenance, among others.*	
D.9. Transfer Certificate of Title of the Unit (if applicable) (1) Electronic Copy And (1) Certified True Copy And (1) Photo Copy	Department of Justice - Land Registration Authority
Remarks: *www.eserbisyo.lra.gov.ph*	
E. Additional Requirement for Listing in an Exchange	

E.1. Draft Underwritng Agreement (if applicable) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *It should contained all provisions except the one reflecting the final price/interest rate/dividend rate/number of shares/ unit allocation per members of underwriting syndicate*	
E.2. Mandate Letter from Undewriters (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
E.3. PSE Listing Application (Equity Securities) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	The Philippine Stock Exchange - Listing Department
Remarks: *Copy of the Listing application filed shall be stamped received by the PSE Listing Department.*	
E.4. PDEx Listing Application (Debt Securities) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
F. Additional Requirements for REIT	
F.1. Sworn Corporate Secretary Certificate of the REIT (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

Remarks: *Signed and Notarized* *Corporate Secretary Certificate on the following:* 1. *List of All Real Property and Real-Related Assets* 2. *List of All Related Party Transactions* 3. *That there are no debtor-creditor relationship between the fund manager and the REIT* 4. *That the REIT, Fund Manager, Property Manager, Property Valuer, distributors and other REIT participants, as well as the directors and principal officers comply with the Fit and Proper Rules* 5. *That the members of the board of directors and/or principal officer of the REIT, Fund Manager, Property Manager, Property Valuer, distributors or other participants, are not subject to disqualification* 6. *That the Property Valuer complies with the requirement of the REIT Act and its IRR* 7. *That the Valuation Report complies with the requirement of the REIT Act* 8. *REIT's compliance with the minimum public ownership requirement and duly certified by the Transfer Agent upon listing with the Exchange* 9. *That all contracts/amendments thereto entered into between the REIT, Related Party, including those involving the acquisition complies with the minimum requirements*	
F.2. Externa Legal Counsel's Opinion (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *Counsel's opinion on whether the applicant company complies with the requirement of the REIT Act and its Implementing Rules and Regulations* *Signed and Notarized*	
F.3. Audited Financial Statements for Three (3) Fiscal Years (1) Electronic Copy And (1) Certified True Copy And (1) Photo Copy	Securities and Exchange Commission - Information and Communication Technology Department
Remarks: *https://www.sec.gov.ph/online-services/sec-express-system/#gsc.tab=0* *For the Corporation and its subsidiaries or income generating real estate assets*	
F.4. Audited Interim Financial Statements (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *Audited Interim Financial Statements as of the fiscal quarter immediately preceding the filing of the registration statement, if the age of the Audited Financial Statements as of the*	

most recent year-end is more than 180 days (SRC Revised Rule 68, Part II, Section 5(A) (vi))

F.5. Material Contracts (1) Electronic Copy And (1) Certified True Copy And (1) Photo Copy	Applicant / Client

Remarks:

1. *Related Party Transactions as define in the REIT Act and its Implementing Rules and Regulations ("IRR")*
2. *Agreements between the REIT and Fund Manager defined under the REIT Act and its IRR*
3. *Agreements between the REIT and Property Manager define under the REIT Act and its IRR*
4. *Agreements between and among shareholders relating to the transferability of the shares of stock of the REIT, control of the REIT and voting rights over shares of stock of the REIT, such as but not limited to, voting trust agreements, pooling agreements, joint venture agreements, option agreements, and agreements granting the rights of first refusal or conversion rights*
5. *Any Acquisition or disposition of real estate by the REIT*
6. *Contracts relating to investments of the REIT*
7. *Any contract creating mortgages, encumbrances, liens or rights on the real estate of the REIT*
8. *Contract of any nature that limits the declaration or distribution of dividend by the REIT*
9. *Any contract relating to joint venture, spin off, consolidation or merger, take-over or change in control involving the REIT*
10. *Any contract that may be expected to materially affect the market activity and/or the price of the Investor Securities*

F.6. Valuation/Property Appraiser Report (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

Remarks:

Signed and Notarized

The Report shal include information required under Section 5. of the REIT Implementing Rules and Regulations

Prepared by an Independent Property Valuer accredited by the Securities and Exchange Commission.

The certifying officer of the appraisal company shall be a professional appraiser duly licensed by the Department of Trade and Industry or the Professional Regulatory Board of Real Estate Service pursuant to R.A. 9646 and an officer/member of good standing of any registered association of appraisal companies

F.7. Information on the Fund Manager, Property Manager and Property Valuer	Applicant / Client

(1) Electronic Copy And (1) Original Copy And (1) Photo Copy	
Remarks: *1. Capital Structure* *2. Ownership Structure* *3. Key Officers and Members of the Board of Directors* *Signed and Notarized*	
F.8. Audited Financial Statements of Fund Manager, Property Manager and Property Valuer for the Past 5-years (1) Electronic Copy And (1) Certified True Copy And (1) Photo Copy	Securities and Exchange Commission - Information and Communication Technology Department
Remarks: *www.sec.gov.ph/online-services/sec-express-system/#gsc.tab=0*	
F.9. All Transfer Certificate of Title (1) Electronic Copy And (1) Certified True Copy And (1) Photo Copy	Department of Justice - Land Registration Authority
Remarks: *www.eserbisyo.lra.gov.ph* *With corresponding table summarizing details on such TCT*	
F.10. Property Insurance (1) Electronic Copy And (1) Certified True Copy And (1) Photo Copy	Applicant / Client
Remarks: *Copy of the Property Insurance for the real estate properties of the REIT from insurance companies approved by the Fund Manager. All real estate acquired by the REIT shall be insured for their full replacement value, including loss of rental, where appropriate.*	
F.11. Arrangement between the REIT and Fund Manager (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *1. Written documents entered into by the REIT and Fund Manager stating the following:* *(a) title or nature of contractual agreement in noticeable print;* *(b) legal capacities of parties sought to be covered;* *(c) purposes and objectives;*	

(d) funds and/or properties subject of arrangements

(e) distribution of funds and/or properties

(f) duties and powers of the Fund Manager

(g) liabilities of the Fund Manager

(h) reports to the REIT, the Commission, BIR and Exchange

(i) details of any custodianship arrangement

(j) terms, including period of engageent, termination of contractual arrangement and, in appropriate cases, provision for successor Fund Manager

(k) exact amount or rate of compensation of the Fund Manager, provided that the amount of fees that shall be charged to the REIT shall cover the fair and equitable share of the REIT in the total routine and administrative expenses of the Fund Manager such as salaries and wages, supplies, credit investigation, collateral appraisal, security, messengerial and janitorial services, supervision fees imposed by the relevant regulatory agency and internal audit fees. Fund Manager may charge the REIT for special expenses in case such expenses are: (1) necessary to preserve or enhance the value of the fund; (2) payable to a non-related third party covered by a separate contract, and (3) disclosed to the REIT shareholders. Provided, however, that in no case shall the fees collected by the Fund Manager exceeds 1% of the net asset value of the assets under management.

(l) if the Fund Manager is a trust entity, a statement in noticeable print to the effect that the fund and properties are not covered by the Philippine Deposit Insurance Corporation and that losses, if any, shall be for the account of the REIT;

(m) disclosure requirements for transactions requiring prior authority and/or specific written investment directive from the REIT, court of competent jurisdiction or other competent authority

1. *Sworn Corporate Secretary's Certificate attesting to the approval by the REIT board of directors of the appropriate resolutions for (i) appointment of the Fund Manager; (ii) the establishment of the account; (iii) designation of signatories to the account*
2. *Contract shall comply wtih the disclosure and other requirements prescribed for Related Party Transactions*

Signed and Notarized

F.12. Contract between REIT and the Property Manager (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

Remarks:

Written Document entered into by the parties, accompanied by a Secretary's Certificate attesting to the approval by the board of directors of the REIT of the appropriate resolutions for the appointment of the Property Manager.

The contract must comply with the disclosure and other requirements prescribed for Related Party Transactions stating the following:

1. *Title or nature of contractual agreement in noticeable print*
2. *Legal capacities, in noticeable print, of parties sought to be covered*
3. *purposes and objectives*
4. *real properties subject of the arrangement*
5. *duties and powers of the Property Manager*
6. *liabilities of the Property Manager*
7. *Reports to the REIT*
8. *Terms including the period of engagement, termination of contractual arrangement and, in appropriate cases, provision for successor Property Manager*
9. *the exact amount or rate of the compensation of the Property Manager, provided that the amount of fees that shall be charged to the REIT, shall coveer the fair and equitable share of the REIT in the total routine adminstrative expenses of the Property Manager such as salaries and wages, supplies, appraisals, security, messengerial and janitorial service, supervision fee. However, the Property Manager may charge the REIT for special expenses in such expenses are (1) necessary to preserve or enhance the vallue of the REIT's Deposited Properties; (2) payable to third party covered by a separate contract, and (3) disclosed to REIT's stockholders. Provided, however, that in no case shall the fees collected by the Property Manager exceed 1% of the net asset vallue of the assets under management*
10. *disclosure requirements for transactions requiring prior authority and/or specific written investment directive from the REIT, a court of competent jurisdiction or other competent authority and/or specific written investment directive from the REIT, a court of competent jurisdiction or other competent authority*

F.13. Transfer Agent Certification (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

Remarks:

A Certification by a duly licensed Transfer Agent that the shares of the REIT are traceable to the names of the shareholders or investors for their own benefits and not for the benefit of any of the non-public shareholder.

Signed and Notarized

F.14. Written Policy and Procedures on Confidentiality of Information (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

Remarks:

A written policies and procedures on confidentiality of information relating to the funds and properties of the REIT of :

1. Fund Manager

2. Property Manager

Any information relating to the funds or properties of the REIT shall not be disclosed to a third party or an unauthorized person, unless there is a legal or regulatory requirement to

disclose such information. *Signed and Notarized*	
F.15. Fairness Opinion by an Independent Appraiser (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *In accordance with the valuation methodology prescribed by the Commission , in case of an acquisition or disposition of real estate assets and property or share swaps or similar transactions* *Signed and Notarized*	
F.16. Undertaking to Submit Material Related Party Transaction Policy (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *In accordance with SEC Memorandum Circular No. 10, Series of 2019 Rules on Material Related Party Transactions within six (6) months from the listing date.* *www.sec.gov.ph/mc-2019/mc-no-10-s-2019-rules-on-material-related-party-transactions-for-publicly-listed-companies/#gsc.tab=0*	
F.17. Project Development/Construction Agreement (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *Issued by a license contractors* *Signed and Notarized*	
F.18. Lease Contract Agreement (if applicable) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *Signed and Notarized*	
F.19. Independent Market Research Report (1) Electronic Copy And (1) Certified True Copy And (1) Photo Copy	Applicant / Client
Remarks:	

Signed and Notarized	
F.20. Terms and Conditions and Procedures for application for and acceptance of units (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
F.21. Dividend Distribution Plan (1) Electronic Copy And (1) Certified True Copy And (1) Photo Copy	Applicant / Client
Remarks: *Signed by REIT authorized representative*	
F.22. Listing Application (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	The Philippine Stock Exchange - Listing Department
Remarks: *Stamped by the PSE Listing Department* *Refer to the additional requirements for listing*	
F.23. Reinvestment Plan (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *Signed and Notarized* *Compliant with REIT Act and IRR and PSE Listing Rules*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit your application thru iMessage **Location:** iMessage : https://imessage.sec.gov.ph/open.php?topicId=205 **Notes/Instruction:**	1.1. Acknowledge receipt of email and inform Assistant Director of the application for assignment to SRD Team composed of Specialist/Examiner, Accountant and Counsel	**Formula Fees** Breakdown: Registration Fee	20 minute/s	• Administrative Officer; Securities Registration Division (SRD) • Securities Specialist; Securities Registration Division (SRD)

Incomplete documents will be return until completed. Refer to the submission checklist for list of documents	1.2. Prepare the Payment Assessment Form (PAF) using the New SEC Cashiering System		20 minute/s	• Securities Specialist/ Examiner; Securities Registration Division (SRD) • Cashiering; Information Systems Development and Management Division (ISDMD)
	1.3. Download and email copy of the Payment Assessment Form to the company or any of its authorized representative		10 minute/s	• Securities Specialist; Securities Registration Division (SRD)
2. Acknowledge receipt of the Payment Assessment Form (PAF) 2.1 Pays the fees through the espaysec portal or at any branch of the Land Bank of the Philippines **Location:** espaysec.sec.gov.ph/ eor Any branch office of the Land Bank of the Philippines **Notes/Instruction:** Failure to pay the registration fee, the processing of application will be held in abeyance until fully paid	2.1. Acknowledge receipt of eOR and verify using the New SEC Cashing Portal	None	10 minute/s	• Specialist; Securities Registration Division (SRD)
	2.2. Update the submitted Draft copy of the Notice of Filing of Registration Statement		20 minute/s	• Securities Specialist; Securities Registration Division (SRD)
	2.3. Review copy of the draft Notice of Filing and return to Specialist		10 minute/s	• Assistant Director; Securities Registration Division (SRD)
	2.4. Finalized copy of the Notice of Filing and email copy to the Office of the Director		10 minute/s	• Securities Specialist/ Examiner; Securities Registration Division (SRD)

	2.5. Email copy to the Director for review and approval		10 minute/s	• Confidential Assistant; Markets and Securities Regulation Department (MSRD)
	2.6. Review and approve for release copy of the Notice		10 minute/s	• Director; Markets and Securities Regulation Department (MSRD)
	2.7. Affix e-signature and email copy to handling securities specialist/examiner		10 minute/s	• Confidential Assistant; Markets and Securities Regulation Department (MSRD)
	2.8. Email copy of the signed Notice of Filing to the registrant or its authorized representative		10 minute/s	• Securites Specialist/ Examiner; Securities Registration Division (SRD)
3. Publish the Notice of Filing of Registration Statement **Location:** msrdsubmission@sec.gov.ph **Notes/Instruction:** Affidavit of Publication for two (2) consecutive weeks in two (2) newspapeer of general circularion in the Philippines stating that a registration statement has been	3.1. Review application and issue comment letter based on deficiencies in the disclosures and/or compliance with the documentary requirements	None	15 working day/s, 10 minute/s	• Securities Specialist/ Examiner; Securities Registration Division (SRD) • Accountant ; Securities Registration Division (SRD) • Legal Counsel; Securities Registration Division (SRD)

filed with the Commission and may be viewed and downloaded at the Commission and issuer company's website. SEC Memorandum Circular No.1, Series of 2008 The following considerations should be taken into account by the corporations concerned in the selection of newspapers: 1. The notice about the action is likely to be read by the persons who may be interested in or whose interest would be affected by the action. 2. The newspaper has a bona fide list of paying subscribers and is published at regular intervals, preferably, five times a week; and 3. The newspaper must not be devoted to the interest of or published for the entertainement of a particular class, profession, trade, calling, race or religious denomination. The burden of proof of showing satisfactory compliance with the publication requirement shall rest with the corporation.				
	3.2. Forward copy of the consolidated comment to the Assistant Director		1 working day/s	• Securities Specialist/ Examiner; Securities Registratio n Division (SRD)
	3.3. Review consolidated comment and return to Securities Specialist/Examiner for updating if necessary		1 working day/s	• Assistant Director; Securities Registratio n Division (SRD)
	3.4. email copy of the comment letter to the Office of the Director for review and approval for release		10 minute/s	• Securities Specialist/ Examiner; Securities Registratio

The Commission may order a re-publication of the notice if, in its judgment, the objective of the publication requirements was not accomplished.				n Division (SRD)
4. Email compliance with the noted deficiencies in the comment letter within 20-days from receipt of the comment letter **Location:** msrdsubmission@sec.gov.ph **Notes/Instruction:** 1. Letter reply specifying its responses to the findings 2. Amended prospecuts addressing and/or incorporating the findings therein 3. A certified list of the changes made in the amended prospectus 4. Upload copy of the amended prospectus in the company's website Not later than the 45th day of the filing of the application	4.1. Present before the Commission en banc the registrant's application for its consideration based on the available information, compliance and submission	None	4 hour/s	• Director; Markets and Securities Regulation Departmen t (MSRD)
	4.2. Immediately informs staff on en banc decision on the application		10 minute/s	• Director; Markets and Securities Regulation Departmen t (MSRD)
	4.3. Prepare pre-effective letter or rejection letter		4 hour/s	• Securities Specialist/ Examiner; Securities Registratio n Division (SRD) • Legal Counsel; Securities Registratio n Division (SRD)
5. Comply with the conditions set in the pre-effective letter and change wordings in the red-herring in the Final Prospectus 5.1 Email copy of the	5.1. Review Final Prospectus on the compliance with the conditions set by the Commission on the pre-effective letter	None	4 hour/s	• Securities Specialist/ Examiner; Securities Registratio n Division (SRD)

Final Prospectus 5.2 Submit two (2) complete set hard copies of all required documents **Location:** msrdsubmission@sec.gov.ph 17th Floor, Markets and Securities Regulation Department The SEC Headquarters, Makati Avenue, Salcedo Village, Bel-Air, Makati City **Notes/Instruction:** One (1) Original Set and One (1) Photocopy of all required documents: Registration Statement - Signed and Notarized Final Prospectus All required Exhibits				• Accountant; Securities Registration Division (SRD) • Legal Counsel; Securities Registration Division (SRD)
	5.2. Prepare Certificate of Permit to Sell Securities using the National Numbering System Portal and/or Order of Registration		30 minute/s	• Securities Specialist/ Examiner; Securities Registration Division (SRD) • Securities Specialist/ Examiner; Information Systems Development and Management Division (ISDMD)
	5.3. Review and Affix Initials		30 minute/s	• Assistant Director; Securities Registration Division (SRD)
	5.4. Review and affix signature		30 minute/s	• Director; Markets and Securities Regulation Department (MSRD)
	5.5. Email scanned copy of the Certificate of Permit to Sell Securities and/or Order of Registration and		10 minute/s	• Securities Specialist/ Examiner; Securities Registration Division (SRD) • Accountant; Securities Registratio

				n Division (SRD)
	5.6. Forward hard copies of the Registration Statement, Prospectus and all documents to ICTD for microfilming		1 working day/s	• Administrative Assistant; Securities Registration Division (SRD)

6. Acknowledge Receipt of the Certificate of Permit to Offer Securities and/or Order of Registration 6.1 Publish Order of Publication and upload in its website 6.2 Submit Affidavit of Publication 6.3 Upload in its website the Order 6. 4 Submit Notice of Completion or Termination of the Offering indicating therein the number of shares sold (if applicable) **Location:** msrdsubmission@sec.gov.ph Markets and Securities Regulation Department 17th Floor, The SEC Headquarters, Makati Avenue, Salcedo Village, Bel-Air, Makati City **Notes/Instruction:** Publish in two (2) newspaper of general circulation the Order of Registration rendering effective the registration statement	6. Acknowledge receipt of Notice and Termination or Completion of Offering (if applicable)	None	10 minute/s	• Securities Specialist/ Examiner; Securities Registration Division (SRD) • Accountant ; Securities Registration Division (SRD)

General Remarks

Sec. 8 Requirement of Registration of Securities.

8.1 Securities shall not be sold or offered for sale or distribution within the Philippines, without a *registration statement duly filed with and approved* by the Commission. Prior to such sale, information on the securities in such form and with such substance as the Commission may prescribe, shall be made available to each prospective purchaser.

8.2 The Commission may conditionally approve the registration statement under such terms as it may deem necessary.

8.3 The Commission may *specify the terms and conditions* under which such written communication, including any summary propectus, shall be deemed not to constitute an offer for sale under this Section.

8.5 The Commission may *audit the financial statements, assets and other information* of a firm applying for registration of securities whenever it deems the same necessary to insure *full disclosure or to protect the interest of the investors and the general public in general.*

Sec. 12.1 All securities required to be registered under Subsection 8.1 shall be registered through the filing by the issuer in the main office of the Commission, of a *sworn registration statement* with respect to such securities, in such *form and containing such information and documents as the Commission may prescribe*. The registration statement shall include any prospectus required or permitted to be delivered under Subsection 8.2, 8.3 and 8.4

Sec. 16. 6 *Within forty-five (45) days after the date of filing of the registration statement,* or by such other date to which the issuer has consented, the Commission shall declare the registration statement *effective or rejected*, unless the applicant is allowed to amend the registration statement.

Sec. 68. Special Accounting Rules.

The Commission shall have the authority to make, amend, and rescind such accounting rules and regulations as may be necessary to carry out the provisions of this Code, including rules and regulations governing *registration statement and prospectuss for various classes of securities and issuers, and defining accounting, technical and trade terms* used in this Code. Among other things, the Commission may prescribe the form or forms in which required information shall be set forth, the items or details to be shown in the balance sheet and income statement, and the methods to be followed in the preparation of accounts, appraisal or valuation of assets and liabilities, determination of depreciation and depletion, diffentiation of recurring and non-recurring income, differentiation of investment and operating income, and the preparation, where the Commission deems it necessary or desirable, of consolidated balance sheet or income accounts of any person directly or indirectly controlling or controlled by the issuer, or any person under direct or indirect common control with, the issuer.

Sec. 72.1 To effect the provisions and purposes of this Code, the Commission may issue, amend, and rescind such rules and regulatios and orders necessary or appropriate, including rules and regulations defining *accounting, technical and trade terms* used in this Code, and *prescribing the form or forms in which information required in a registration statement, applications and reports* to the Commission shall be set forth. For purposes of its rules or regulations, the Commission may classify persons, securities, and other matters within its jurisdiction, *prescribe different requirements for different classes of persons, securities, or matter,* and by rule or order, conditionally or unconditionally exempt any person, security, transaction, or class or classes of persons, securities or transactions, from any or all provisions of this Code.

Failure on the part of the Commission to issue rules and regulations shall not in any manner affect the self-executory nature of this Code.

Rule 54.3 Enforcement of Administrative Sanctions. In enforcing the provision of Section 54 of the SRC and the payment of other dues collectible under the SRC, the following shall be observed:

54.3.1 No application for registration, licensing or amendment thereto, or request for exemptive relief or for reconsideration, or other similar request filed by a *non-paying delinquest or disobedient party* shall be accepted by the Commission or any of its *Operating Departments until a Decision, Order or Resolution* being enforced is *fully complied with.*

A delinquet or disobedient party refers to a natural or juridical person who fails or refuse to comply with a Decision, Order or Resolution of the Commission or any court that is being enforced or executed.

If registration is DENIED, the registration fee is forefeited in favor of the government.

Total Processing Time:	Working Days: 20 working day/s, 40 minute/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

- **Registration Fee**

Maximum Aggregate Price of Securities	Amount of Filing Fee
Not more than P500M	0.10% of the maximum aggregate price of the securities to be offered
More than P500M but not more than P750M	P500,000.00 plus 0.075% of the excess over P500M
More than P750M but not more than P1 Billion	P687,500.00 plus 0.05% of the excess over P750M
More than P1B	P812,500 plus 0.025% of the excess over P1B
	The computation of filing fee excludes negotiated shares

Securities to be registered but which are not part of the Offering, shall be based on the Par Value

In case of options or warrants which have no issue value: Minimum of P50,000.00 in addition to the diminishing fee due on the underlying shares

Shelf Registration

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

b. Filing Fees for subsequent tranches – payable within seven (7) days prior commencement of the offer/sale

Short Term Commercial Papers

Maximum Aggregate Price of Securities	Amount of Filing Fee
Not more than P250M	0.10% of the maximum aggregate price of the securities to be offered

More than P250M but not more than P500M	P250,000.00 plus 0.075% of the excess over P250M
More than P500M but not more than P750M Billion	P437,500.00 plus 0.05% of the excess over P500M
More than P750M	P562,500 plus 0.025% of the excess over P750M

N.B.

A Legal Research Fee (LRF) equivalent to 1% of the Filing Fee but not less than Ten Pesos (P10.00) shall be paid at the time of filing of application for registration

A Documentary Stamp Tax of Thirty Pesos (P30.00) shall be paid at the time of application.

5. Request for Clearance before Distribution of Information Statement

This service details the procedures for the processing of application for clearance on the compliance and distribution of the Definitive Information Statement to stockholders prior annual stockholder meeting as required under Section 20 of the 2015 SRC Rules and Section 49 of the Revised Corporation Code

Office or Division:	Securities Registration Division (SRD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Registered Issuers, Publicly Listed Company and Stockholders
Operating Hours:	8:00 AM - 5:00 PM
Statute:	R.A. 8799 Securities Regulation Code and R.A. 11232 Revised Corporation Code and R.A. 11232 Revised Corporation Code

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Information Statement (SEC Form 20-IS) (1) Electronic Copy	Securities and Exchange Commission - Information and Communication Technology Department
Remarks: *https://www.sec.gov.ph/wp-content/uploads/2019/11/SEC-Form-20-IS.doc*	
2. Notice of Stockholders Meeting and Agenda, Proxy Form (1) Electronic Copy	Applicant / Client
Remarks: *Signed by the Corporate Secretary* *Note: When attendance, participation, and voting are allowed by remote communication or in absentia, the requirements and procedures to be followed when a stockholder elect either option; and when the meeting is for the election of directors the requirements and procedures for nomination and election shall be disclosed*	
3. Management Report (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *20.4 Reports to be Furnished to Stockholders*	

20.4.1 If the information statement shall relate to an annual (or special meeing in lieu of the annual) meeting of stockholders at which directors shall be elected, it shall be accompanied or preceded by a management report to such stockholders containing the following:

1. Consolidated Audited and interim unaudited financial statements (if applicable), as required by Revised SRC Rule 68;

2. Informatin concerning disagreements with accountants on accounting and financial disclosures;

3. Management discussion and analysis or plan of operation;

4. Brief description of the general nature and scope of the business of the Issuer and scope of the business of the Issuer and its subsidiaries;

5. Identity of each of the Issuer's directors and executive officers including their principal occupation or employment, name and principal business of any organization in which such persons are employed;

6. Market Price of ad dividends on the Issuer's common shares;

7. Discussion on compliance with leading practices on corporate governance; and

8. Undertaking in bold fact prominent type to provide without charge to each person solicided, upon written request of any such person, a copy of the Issuer's annual report on SEC Form 17-A and the name and address of the person to whom such written request is to be directed. At the discretion of managment, a charge may be made for exhibits, provided the charge is limited to reasonable expenses incurred by the Issuer in furnishing the exhibit.

20.4.3 In case of a special meeting where the Issuer has alread distributed to its stockholders its annual report on SEC Form 17-A for the fiscal year preceeding the date of its annual stockholders' meeting, it shall no longer be required to comply with SRC Rule 20.4.1 except with respect to the disclosure of updated financial and non-financial information

4. Minutes of Meetings (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

Remarks:

A. Minutes of the most recent regular meeting which shall include, among others:

1. A description of the voting and vote tabulation procedures used in the previous meeting;

2. A description of the opportunity given to stockholders to ask questions and a record of the questions asked and answers given;

3. The matters discussed and resolution reached;

4. A record of the voting results for each agenda items;

5. A list of the directors, officers and stockholders who attended the meeting;

6. Such other items that the Commission may require in the interest of good corporate governance and the protection of the minority stockholders.

B. Material information on the current stockholders, and their voting rights;

C. A detailed, descriptive, balanced and comprehensible assessment of the corporation's performance, which shall include information on any material change in corporation's business, strategy, and other affairsl

D. A financial report for the preceding year, which shall include financial statements duly signed and certified in accordance with the Revised Corporation Code ("RCC") and the rules the Commission may prescribe, a statement on the adequacy of the corporation's internal controls or risk management systems, and a statement of all external audit and non-audit fees;

E. An explanation of the dividend policy and the fact of payments of dividends or the reasons for the nonpayment thereof;

F. Director profile which shall include, among others, their qualifications and relevant experience, length of service in the corporation, trainings and continuing education attended, and their board representations in other corporations;

G. A director attendance report, indicating the attendance of each director and its committees and in regular or special stockholder meeting

H. Appraisal and performance reports for the board and the criteria and protocol for assessment;

I. A director compensation report prepared in accordance with the RCC and the rules the Commission may prescribe

J. Director disclosures on self-dealings and related party transactions; and/or

K. The profiles of directors nominated or seeking election or reelection

5. Certificate of Qualification of Independent Director (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Information and Communication Technology Department

Remarks:

https://www.sec.gov.ph/mc-2017/mc-no-05-s-2017-certificate-of-qualification/#gsc.tab=0

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Email copy the Preliminary Information Statement **Location:**	1.1. Forward the Preliminary Information Statement and other documents to handling Securities	**Standard Fees** Breakdown: Information Statement Fee: PHP 7500	30 minute/s	• Administrative Assistant; Securities Registration Division (SRD)

msrdsubmission@sec.gov.ph	Specialist or Examiner	Legal Research Fee: PHP 75 Total: PHP 7575		
	1.2. Prepare the Payment Assessment Form (PAF) using the New Cashiering System		5 minute/s	• Securities Specialist or Examiner; Securities Registration Division (SRD) • New Cashiering System; Information and Communications Technology Department (ICTD)
	1.3. Email to applicant copy of the Payment Assessment Form		30 minute/s	• Securities Specialist; Securities Registration Division (SRD)
2. Pay the filing fee indicated in the Payment Assessment Form 2.1 Email copy to msrdsubmission@sec.gov.ph 2.1 Submit copy of the electronic Official Receipt (eOR) **Location:** Pay via eSPAYSEC or at any branch office of the Land Bank of the Philippines (LBP) or digital wallets **Notes/Instruction:** https://espaysec.sec.gov.ph/payment-portal/paf-search	2.1. Acknowledge receipt and forward copy to handling Securities Specialist or Examiner	**Possible Fees** Breakdown: Issuer : PHP 7500 UP Legal Research Fee: PHP 75 Other than Issuer: PHP 2500 UP Legal Research Fee: PHP 25	30 minute/s	• Administrative Assistant; Securities Registration Division (SRD) • Confidential Assistant; Markets and Securities Regulation Department (MSRD)
	2.2. Verify payment from eSPAYSEC or New Cashiering System 2.1.1 Review and prepare draft comment letter		4 hour/s	• Securities Specialist or Examiner; Securities Registration Division (SRD)

	2.3. Review and draft comment, return to handling Specialist/Examiner		2 working day/s	• Assistant Director; Securities Registration Division (SRD)
	2.4. Update comment letter and forward to the Director for final review		2 working day/s	• Securities Specialist/ Examiner; Markets and Securities Regulation Department (MSRD)
	2.5. Conducts final review of the comment letter returns for any revision or approves the comment		2 working day/s	• Director; Markets and Securities Regulation Department (MSRD)
	2.6. Forwards the comment to issuer or other than registrant (if applicable)		1 working day/s	• Securities Specialist/ Examiner; Securities Registration Division (SRD)
3. Acknowledge receipt of the comment letter and comply with the noted deficiencies in the submitted preliminary information statement 3.1 Submit the Definitive Information Statement incorporating therein deficiencies in the comment letter **Location:** 2 Complete Sets of Hard Copies 17th Flr. Markets and Securities Regulation Department	3. Review and approve for distribution copy of the Definitive Information Statement and all required attachments	None	1 working day/s	• Securities Specialist/ Examiner; Securities Registration Division (SRD)

The SEC Headquarter, Makati Avenue, Salcedo Village, Bel-Air, Makati City				
Total Processing Time:		Working Days: 8 working day/s, 5 hour/s, 35 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 7575 See other fees below		

Possible Fees

- **Issuer** : 7500
- **UP Legal Research Fee** : 75
- **Other than Issuer** : 2500

6. Request for Confidential Treatment of Information filed with the Commission

This service details the procedures for requesting the removal of any confidential information pertaining to trade secrets and processess, commercial or financial information that has been prepared by analyst within or outside a company for strategic purposes, and similar information in any application, report or document filed with the Commission under Section 8 (Registration Statement) and 17 (Reportorial Requirements) of the Code.

Office or Division:	Securities Registration Division (SRD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Registered Issuer and Issuer Applicant
Operating Hours:	8:00 AM - 5:00 PM
Statute:	R.A. 8799 Securities Regulation Code

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Letter Request (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *Letter request shall contatin the following information in matrix form:* *a. Information with particularity of items to be treated as confidential* *b. Justification for such request for each information or item and should answer the question "How will the public disclosure of this information adversely affect my interest?"* *c. Period of effectivity of the confidentil treatment* *Signed by the President or any authorized representative of the company*	
2. Electronic Official Report (eOR) or any proof of payment made (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Information and Communication Technology Department
Remarks: *https://espaysec.sec.gov.ph/eor* *Machine Validated Oncoll Payment Deposit Slip issued by the Land Bank of the Philippines*	

3. Supplemental/Amended Report (if applicable) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks:	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Email request and all documents **Location:** Please submit your request through iMessage: https://imessage.sec.gov.ph/open.php?topicId=196	1.1. Forward the letter request and supporting documents to the legal counsel	None	30 minute/s	• Administrative Assistant; Securities Registration Division (SRD)
	1.2. Prepare the Payment Assessment Form (PAF)		30 minute/s	• Legal Counsel; Securities Registration Division (SRD) • SEC New Cashiering System; Securities Registration Division (SRD)
	1.3. Email to applicant copy of the PAF		30 minute/s	• Legal Counsel; Securities Registration Division (SRD)
2. Pay the confidential treatment fee indicated in the Payment Assessment Form 2.1 Submit copy of electronic Official Receipt (eOR) or Machine Validated Oncoll Payment Deposit Slip issued	2.1. Acknowledge receipt and forward request and documents to assigned legal counsel	**Formula Fees** Breakdown: Confidential FeeUP Legal Research Fee	30 minute/s	• Administrative Assistant; Securities Registration Division (SRD) • Confidential Assistant; Markets

by the Land Bank of the Philippines **Location:** https://espaysec.sec.gov.ph/eor Any branch office of the Land Bank of the Philippines (LBP) Machine validated Oncoll Payment Deposit Slip from LBP **Notes/Instruction:** The Commission shall maintain the confidentiality of the information contained in the supplemental report, pending a determination by the Commission as to the validity of the request for confidential treatment. If request is DENIED, the confidential fee is forfeited in favor of the government				and Securities Regulation Department (MSRD)
	2.2. Verify payment from eSPAYSEC or thru SEC New Cashiering System		30 minute/s	• Legal Counsel; Securities Registration Division (SRD)
	2.3. Call the applicant for conference for clarificatory questioning (if necessary) 2.3.1. Review and prepare draft memorandum		4 working day/s	• Legal Counsel; Securities Registration Division (SRD)
	2.4. Review draft memo and/or return to counsel for any revision		2 working day/s	• Assistant Director; Securities Registration Division (SRD)
	2.5. Update memo and forward to Director for final review and approval		1 working day/s	• Legal Counsel; Securities Registration Division (SRD)
	2.6. Conduct final review and sign the memo and/or return to counsel for any revision (if applicable)		1 working day/s	• Director; Markets and Securities Regulation Department (MSRD)
	2.7. Endorse memorandum to Supervising Commissioner for clearance and inclusion in the en banc meeting Agenda		30 minute/s	• Confidential Assistant; Markets and Securities Regulation Department (MSRD)
	2.8. Forward and endorse memorandum to		30 minute/s	• Confidential Assistant; Markets

	Commission Secretary for inclusion in the agenda			and Securities Regulation Department (MSRD)
	2.9. Present to Commission En Banc 2.8.1 Inform Assistant Director/Legal Counsel of en banc decision		1 working day/s	• Director; Markets and Securities Regulation Department (MSRD)
	2.10. Prepare letter informing applicant of the approval and/or denial of the request by the Commission En Banc and/or any additional instructions/guidance from the Commission		1 working day/s	• Legal Counsel; Securities Registration Division (SRD)
3. Acknowledge receipt of the advisement letter via email **Location:** msrdsubmission@sec.gov.ph	3. Email the advisement letter to the applicant requesting confidential treatment	None	30 minute/s	• Administrative Assistant; Securities Registration Division (SRD)
4. Submit hard copies of the documents without redaction to the department **Location:** 17th Floor, The SEC Headquarter, Makati Avenue, Salcedo Village, Bel-Air, Makati City **Notes/Instruction:** Sealed envelope labeled "CONFIDENTIAL"	4. Receives the sealed envelop containing the confidential documents. 4.1.1 Forward sealed envelope to the Office of the Commission Secretary for safekeeping until the expiration date of confidential treatment 4.1 Forward copy to the Office of the Commission Secretary for safekeeping until the expiration date	None	30 minute/s	• Administrative Assistant; Securities Registration Division (SRD)
General Remarks				

The MSRD shall evaluate the application for confidential treatment and present to the Commission En Banc its recommendation on whether or not to grant said request.

If it is determined by the MSRD that confidential treatment is not warranted with respect to all or part of the information in question, the person requesting confidential treatment of the information will be notified and is given ten (10) days from receipt of notification, to request for reconsideration of the Commission En Banc reconsideration such determination.

The Commission en banc may reconsider such determination only once and its administrative decision shall not be subject to judicial review.

If the Commission en banc makes a determination that any or all of the information in the supplemental report is not entitled to confidential treatment, the person who submitted the request shall promptly make an amended filing with the Commission containing such information

If request is DENIED, the confidential treatment fee is forfeited in favor of the government.

Total Processing Time:	Working Days: 10 working day/s, 4 hour/s, 30 minute/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

- **Confidential Fee**

  P50,000.00 per issue/per company

- **UP Legal Research Fee**

  1% of the confidential fee but not less than Ten Pesos (P10.00)

7. Request for Exemptive Relief under Section 72.1 of the Code

This services details the procedures for exemptive relief from any provision of the Code and rules adopted thereunder.

Office or Division:	Securities Registration Division (SRD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Any person
Operating Hours:	8:00 AM - 5:00 PM
Statute:	R.A. 8799 Securities Regulation Code

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Letter Request (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *Letter request shall state the following:* *1. The specific rule or order, requirement or prohibition from which relief is being sought;* *2. The legal basis or justification for the exemption; and* *3. The name, address and telephone number/s of the applicant.* *The letter request shall be filed with the appropriate Operating Department which has jurisdiction over the issue subject of the request* *Signed by the President or any authorized representative*	
2. Proof of Payment and/or Official Receipt (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Information and Communication Technology Department
Remarks: *https://espaysec.sec.gov.ph/eor*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

1. File the application thru iMessage **Location:** iMessage : https://imessage.sec.gov.ph/open.php?topicId=201	1.1. Forward the letter request to Legal Counsel	None	30 minute/s	• Administrative Assistant; Securities Registration Division (SRD)
	1.2. Review and prepare Payment Assessment Form		30 minute/s	• Legal Counsel; Securities Registration Division (SRD) • SEC New Cashiering System; Information and Communications Technology Department (ICTD)
	1.3. Email copy of the Payment Assessment Form to applicant		30 minute/s	• Legal Counsel; Securities Registration Division (SRD)
2. Pay the exemptive relief fee indicated in the Payment Assessment Form 2.1 Submit any proof of payment made **Location:** https://espaysec.sec.gov.ph/payment-porta Machine validated Oncoll Payment Deposit Slip issued by the Land Bank of the Philippines	2.1. Acknowledge receipt and forward letter request to assigned legal counsel	**Formula Fees** Breakdown: Exemptive Relief Fee	30 minute/s	• Administrative Assistant; Securities Registration Division (SRD)
	2.2. Verify payment from eSPAYSEC or Cashiering System		30 minute/s	• Legal Counsel; Securities Registration Division (SRD)
	2.3. Call the applicant for conference for clarificatory questioning (if necessary) 2.3.1 Review and draft memoradum		4 working day/s	• Legal Counsel; Securities Registration Division (SRD)

	2.4. Review the draft memorandum, return to counsel for any revision		1 working day/s	• Assistant Director; Securities Registration Division (SRD)
	2.5. Update memorandum and forward to Director for final review		1 hour/s	• Director; Markets and Securities Regulation Department (MSRD)
	2.6. Conducts final review of the memorandum, returns the memo for any revision or approves the memo		1 working day/s	• Director; Markets and Securities Regulation Department (MSRD)
	2.7. Endorse memorandum to Supervising Commissioner for clearance and inclusion in the Agenda		1 hour/s	• Legal Counsel; Securities Registration Division (SRD)
	2.8. Forward and endorse memorandum to Commission Secretary for inclusion in the agend		10 minute/s	• Confidential Assistant; Markets and Securities Regulation Department (MSRD)
	2.9. Present to Commission En Banc 2.9.1 Inform Assistant Director/Legal Counsel of en banc decision		1 working day/s	• Director; Markets and Securities Regulation Department (MSRD)
	2.10. Prepare letter informing applicant of the approval or deniel of the request by the Commission En Banc and/or any additional		1 working day/s	• Legal Counsel; Securities Registration Division (SRD)

	instructions/guidance from the Commission			
3. Acknowledge receipt 3.1. Comply with condition set by the Commission (if applicable) **Location:** msrdsubmission@sec.gov.ph	3. Forwards the advisement to the applicant via electronic mail 3.1 Collate and forward all documents submitted to Electronic Records Management Division	None	30 minute/s	• Administrative Assistant; Securities Registration Division (SRD)

General Remarks

If application is denied, Exemption Fee is non-refundable

Total Processing Time:	Working Days: 8 working day/s, 5 hour/s, 10 minute/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

- **Exemptive Relief Fee**

  P50,000.00 per issue per company

Investment Products and Services Division (IPSD)

External Services

1. Allocation of International Securities Identification Number (ISIN), Classification of Financial Instruments (CFI), and Financial Instrument Short Name (FISN) Codes to Financial Instruments

This service details the guidelines in the application for the allocation of ISIN, CFI, and FISN Codes to Financial Instruments

Office or Division:	Investment Products and Services Division (IPSD)
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	• Target SEC Clients/Stakeholders/Customers • Corporations duly registered at Securities and Exchange Commission, Government Agency
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. ISIN, CFI and FISN Application Form (1) Original Copy	Applicant / Client
Remarks: *For guidance, please refer to Memorandum Circular No. 7 series of 2023 downloadable at SEC website through the following URL:* *https://www.sec.gov.ph/mc-2023/sec-mc-no-7-s-of-2023/#gsc.tab=0*	
2. Classification of Financial Instrument (CFI) Form (1) Original Copy	Securities and Exchange Commission - Markets and Securities Regulation Department- Investment Products and Services Division
Remarks: *To be accomplished by the client via google form:* *https://docs.google.com/forms/d/1NrysdHkK1xgBlCeMeLGT2xYKJBiApcXpfV1r_8BhDZg/edit?usp=drive_web*	
3. Final Prospectus or Final Offer Supplement (1) Original Copy	Applicant / Client

4. Notice of Completion of Offering as required by SRC IRR Rule 8.1.1.6 (1) Original Copy	Applicant / Client
Remarks: *Notice of Completion of Offering as required by SRC IRR Rule 8.1.1.6* *"A written notification of completion or termination of the offering shall be filed by the Issuer with the Commission within three (3) business days from such completion or termination, and the notice shall state the number of securities sold."*	
For Situational Requirement	
A. For exempt securities issued by the Bureau of Treasury (BTr)	
A.1. Details of securities for auction which need ISIN and FISN codes (1) Original Copy	Applicant / Client
Remarks: *To be provided by the applicant via uploading of the excel file to the National Numbering System (NNS)*	
B. For exempt securities and exempt transactions by entities other than BTr	
B.1. ISIN, CFI and FISN Application Form (1) Original Copy	Applicant / Client
Remarks: *For guidance, please refer to Memorandum Circular No. 7 series of 2023 downloadable at SEC website through the following URL:* *https://www.sec.gov.ph/mc-2023/sec-mc-no-7-s-of-2023/#gsc.tab=0*	
B.2. Final Pricing Supplement / Final Offer Supplement / Final Information Memorandum (1) Original Copy	Applicant / Client
B.3. Classification of Financial Instrument (CFI) Form (1) Original Copy	Securities and Exchange Commission - Markets and Securities Regulation Department- Investment Products and Services Division
Remarks: *Accomplish via google form:* *https://docs.google.com/forms/d/1NrysdHkK1xgBlCeMeLGT2xYKJBiApcXpfV1r_8BhDZg/edit?usp=drive_web*	

C. For Corporate Actions resulting to the need of issuance of new ISIN				
C.1. Documentation of corporate action (1) Original Copy			Applicant / Client	
C.2. Any other documentation as may be required by the Commission (1) Original Copy			Applicant / Client	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Emails SEC National Numbering Agency (NNA) Team at sec_nna@sec.gov.ph to apply for the securities identifiers (i.e. ISIN, CFI and FISN) allocation, following the prescribed formats as presented in the SEC Memorandum 7, series 2023. **Location:** sec_nna@sec.gov.ph **Notes/Instruction:** *Note: Bureau of Treasury's securities can be assigned with securities identifiers without requiring payment.*	1.1. Receives the email including its attachments and assesses the application for completeness of documents and accuracy of information.	None	20 minute/s	• Securities Specialist (ISIN Maker); Investment Products and Services Division (IPSD)
	1.2. If incomplete, identifies and responds to email informing the deficiency in the submitted documents.		5 minute/s	• Securities Specialist (ISIN Maker); Investment Products and Services Division (IPSD)
	1.3. If complete, prepares the Payment Assessment Form (PAF) and advises the client to pay the prescribed fee.		5 minute/s	• Securities Specialist (ISIN Maker); Investment Products and Services Division (IPSD)
2. Pays the prescribed fee via Electronic System for Payment to SEC (eSPAYSEC) or via OTC Landbank of the Philippines.	2. Monitor payment notice from eSPAYSEC portal or via email.	**Standard Fees** Breakdown: per set of securities identifiers (i.e. ISIN,	10 minute/s	• Securities Specialist (ISIN Maker),; Investment Products and

Location: sec_nna@sec.gov.ph **Notes/Instruction:** Email the electronic Official Receipt (eOR) or any proof of payment to: sec_nna@sec.gov.ph		FISN, CFI codes): PHP 1500 Total: PHP 1500		Services Division (IPSD)
3. Waits to process the request. **Location:** **Notes/Instruction:** If the securities are exempt from registration	3.1. Input and finalize the necessary information in the National Numbering System (NNS).	None	1 hour/s	• Securities Specialist (ISIN Maker); Investment Products and Services Division (IPSD)
	3.2. Review and generate the securities identifiers.		20 minute/s	• Securities Specialist (ISIN Maker); Investment Products and Services Division (IPSD)
	3.3. Review the completeness and accuracy of the securities identifiers and the information related to its offering.		1 hour/s	• Securities Specialist (ISIN Checker); Investment Products and Services Division (IPSD)
	3.4. Print the certifications containing the securities identifiers.		10 minute/s	• Securities Specialist (ISIN Maker); Investment Products and Services

				Division (IPSD)
	3.5. Review securities identifiers and endorse the certifications for signature.		10 minute/s	• Assistant Director; Investment Products and Services Division (IPSD)
	3.6. Sign the certifications containing the securities identifiers.		5 minute/s	• Director; Markets and Securities Regulation Department (MSRD)
4. Receives certification/s containing the securities identifiers. **Location:** via email	4.1. Release the signed certifications containing the securities identifiers.	None	10 minute/s	• Securities Specialist (ISIN Maker); Investment Products and Services Division (IPSD)
	4.2. Record the information of the issued securities identifiers to the MSRD's ISIN Database.		10 minute/s	• Securities Specialist (ISIN Maker); Investment Products and Services Division (IPSD)
	4.3. Collate and upload the issued securities identifiers to ANNA Service Bureau database.		1 hour/s	• ISDMD; Investment Products and Services Division (IPSD)
Total Processing Time:		Working Days: 4 hour/s, 45 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 1500		

2. Application for Central Trade Reporting System

This service details the guidelines in the application of registration of Over-the-Counter Market, Central Trade Reporting System and Association of Securities Brokers and Dealers.

Office or Division:	Investment Products and Services Division (IPSD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Target SEC Clients/Stakeholders/Customers
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department- Investment Products and Services Division
Remarks: *Download through SEC website*	
2. Application Form for Central Trade Reporting System (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department- Investment Products and Services Division
Remarks: *Download through the SEC Website*	
3. Statements and Exhibits required by Section 17 of SEC Memorandum Circular No. 14 Series of 2006 (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Company Registration and Monitoring Department (CRMD)

Remarks: *SEC Company Registration and Monitoring Department (CRMD) and to be provided by the Client*				
4. Copy of latest GIS (1) Original Copy And (1) Photo Copy And (1) Electronic Copy			Securities and Exchange Commission - Information and Communications Technology Department (ICTD)	
Remarks: *From SEC Information and Communications Technology Department (ICTD)*				
5. Copy of the license of the CPA (1) Original Copy And (1) Photo Copy And (1) Electronic Copy			Applicant / Client	
Remarks: *Copy of the license of the CPA - to be provided by the client*				
6. Manual of Corporate Governance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy			Applicant / Client	
Remarks: *Manual of Corporate Governance - to be provided by the client*				
7. Other requirements required by SEC Memorandum Circular No. 14 series of 2006 (1) Original Copy And (1) Photo Copy And (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit the required documents to the Markets and Securities Regulation Department (MSRD) for pre-processing by the MSRD Specialist **Location:** ipsd_msrd@sec.gov.ph **Notes/Instruction:**	1.1. Receive the required documents and check for completeness	None	10 minute/s	• Securities Specialist/ Examiner; Investment Products and Services Division (IPSD)
	1.2. Issue the Payment Assessment Form (PAF) if all		5 minute/s	• Securities Specialist/ Examiner; Investment

If the required documents were INCOMPLETE, the client will be advised to complete the documents first.	required documents were complete			Products and Services Division (IPSD)
2. Pay the prescribed fee via: a. e-SPAYSEC Portal thru espaysec.sec.gov.ph/payment-portal/home and generate the electronic Official Receipt (e-OR) b. LBP and send the Oncoll Slip to MSRD via email at ipsd_msrd@sec.gov.ph **Location:** ipsd_msrd@sec.gov.ph **Notes/Instruction:** *If the application is deficient, request the applicant to correct deficiencies first and submit further compliance documents.* *If the Commission favors instituting proceedings for denial, it will conduct a hearing. If application is denied, a response letter will be sent to the applicant informing the decision*	2.1. Monitor payment notice from eSPAYSEC portal or notice via email	**Standard Fees** Breakdown: Application fee: PHP 50000 Legal Research Fee (LRF): PHP 500 Total: PHP 50500	10 minute/s	• Administrative Assistant; Investment Products and Services Division (IPSD)
	2.2. Forward the application to the Assistant Director of IPSD for assignment to Securities Examiner or Specialist		5 minute/s	• Administrative Assistant; Investment Products and Services Division (IPSD)
	2.3. Review and examine documents to check compliance with relevant laws and regulations of the SRC and its IRR		79 working day/s, 5 hour/s, 25 minute/s	• Securities Examiner/ Specialist; Investment Products and Services Division (IPSD)
	2.4. If application documents are compliant and sufficient, prepare Memorandum for Commission En Banc and forward the same to Chief Counsel and Assistant Director		3 working day/s	• Securities Examiner/ Specialist; Investment Products and Services Division (IPSD)
	2.5. Review Memo for En Banc and indicate comments and corrections, if any.		2 working day/s	• Chief Counsel and Assistant Director; Investment Products and

				Services Division (IPSD)
	2.6. Finalize Memo for En Banc incorporating comments and corrections and forward to the Assistant Director for final review		1 working day/s	• Securities Examiner/ Specialist; Investment Products and Services Division (IPSD)
	2.7. Review revised Memo for En Banc and forward to the Director for review and signature		1 working day/s	• Assistant Director; Investment Products and Services Division (IPSD)
	2.8. Review Memo for En Banc and indicate corrections and comments, if any.		2 working day/s	• Director; Markets and Securities Regulation Departmen t (MSRD)
	2.9. Finalize Memo for En Banc incorporating corrections and comments and forward the same to the Director for final review and approval		1 working day/s	• Securities Examiner/ Specialist; Investment Products and Services Division (IPSD)
	2.10. Endorse signed Memo for En Banc to the Supervising Commissioner for review and approval		10 minute/s	• Administrat ive Assistant; Investment Products and Services Division (IPSD)
	2.11. Transmit signed Memo for En Banc to the Chairperson and Commission		10 minute/s	• Administrat ive Assistant; Investment

	Secretary for inclusion in the agenda of the Commission En Banc's meeting			Products and Services Division (IPSD)
	2.12. Present Memo for En to the Commission En Banc for consideration/ approval		30 minute/s	• Director; Markets and Securities Regulation Department (MSRD)
	2.13. If the application is approved, prepare a letter of approval and certificate or license of registration.		1 hour/s	• Securities Examiner/ Specialist; Investment Products and Services Division (IPSD)
	2.14. Send the signed letter to the applicant through email.		5 minute/s	• Administrative Assistant; Investment Products and Services Division (IPSD)
3. Receive the certificate or license of registration. **Location:** ipsd_msrd@sec.gov.ph	3. Release the certificate or license of registration.	None	10 minute/s	• Administrative Assistant; Investment Products and Services Division (IPSD)
Total Processing Time:		Working Days: 90 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 50500		

3. Application for Association of Securities Brokers and Dealers

This service details the guidelines in the application of registration of Over-the-Counter Market, Central Trade Reporting System and Association of Securities Brokers and Dealers.

Office or Division:	Investment Products and Services Division (IPSD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Target SEC Clients/Stakeholders/Customers
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department- Investment Products and Services Division
Remarks: *Download through SEC website*	
2. SEC Form 39-BD (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department- Investment Products and Services Division
Remarks: *Download through the SEC Website*	
3. Statements and Exhibits required by SEC Form 39-BD (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Company Registration and Monitoring Department (CRMD)

Remarks: *SEC Company Registration and Monitoring Department (CRMD) and to be provided by the Client*				
4. Copy of latest GIS (1) Original Copy And (1) Photo Copy And (1) Electronic Copy			Securities and Exchange Commission - Information and Communications Technology Department (ICTD)	
Remarks: *From SEC Information and Communications Technology Department (ICTD)*				
5. Copy of the license of the CPA (1) Original Copy And (1) Photo Copy And (1) Electronic Copy			Applicant / Client	
Remarks: *Copy of the license of the CPA - to be provided by the client*				
6. Manual of Corporate Governance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy			Applicant / Client	
Remarks: *Manual of Corporate Governance - to be provided by the client*				
7. Other requirements under Section 39.1.2 of the 2015 SRC Rules (1) Original Copy And (1) Photo Copy And (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit the required documents to the Markets and Securities Regulation Department (MSRD) for pre-processing by the MSRD Specialist **Location:** ipsd_msrd@sec.gov.ph **Notes/Instruction:**	1.1. Receive the required documents and check for completeness	None	10 minute/s	• Securities Specialist/ Examiner; Investment Products and Services Division (IPSD)
	1.2. Issue the Payment Assessment Form (PAF) if all		5 minute/s	• Securities Specialist/ Examiner; Investment

If the required documents were INCOMPLETE, the client will be advised to complete the documents first.	required documents were complete			Products and Services Division (IPSD)
2. Pay the prescribed fee via: a. e-SPAYSEC Portal thru espaysec.sec.gov.ph/payment-portal/home and generate the electronic Official Receipt (e-OR) b. LBP and send the Oncoll Slip to MSRD via email at ipsd_msrd@sec.gov.ph **Location:** ipsd_msrd@sec.gov.ph **Notes/Instruction:** *If the application is deficient, request the applicant to correct deficiencies first and submit further compliance documents.* *If the Commission favors instituting proceedings for denial, it will conduct a hearing. If application is denied, a response letter will be sent to the applicant informing the decision*	2.1. Monitor payment notice from eSPAYSEC portal or notice via email	**Standard Fees** Breakdown: Application fee: PHP 50000 Legal Research Fee (LRF): PHP 500 Total: PHP 50500	10 minute/s	• Administrative Assistant; Investment Products and Services Division (IPSD)
	2.2. Forward the application to the Assistant Director of IPSD for assignment to Securities Examiner or Specialist		5 minute/s	• Administrative Assistant; Investment Products and Services Division (IPSD)
	2.3. Review and examine documents to check compliance with relevant laws and regulations of the SRC and its IRR		79 working day/s, 5 hour/s, 25 minute/s	• Securities Examiner/ Specialist; Investment Products and Services Division (IPSD)
	2.4. If application documents are compliant and sufficient, prepare Memorandum for Commission En Banc and forward the same to Chief Counsel and Assistant Director		3 working day/s	• Securities Examiner/ Specialist; Investment Products and Services Division (IPSD)
	2.5. Review Memo for En Banc and indicate comments and corrections, if any.		2 working day/s	• Chief Counsel and Assistant Director; Investment Products and

				Services Division (IPSD)
	2.6. Finalize Memo for En Banc incorporating comments and corrections and forward to the Assistant Director for final review		1 working day/s	• Securities Examiner/ Specialist; Investment Products and Services Division (IPSD)
	2.7. Review revised Memo for En Banc and forward to the Director for review and signature		1 working day/s	• Assistant Director; Investment Products and Services Division (IPSD)
	2.8. Review Memo for En Banc and indicate corrections and comments, if any.		2 working day/s	• Director; Markets and Securities Regulation Departmen t (MSRD)
	2.9. Finalize Memo for En Banc incorporating corrections and comments and forward the same to the Director for final review and approval		1 working day/s	• Securities Examiner/ Specialist; Investment Products and Services Division (IPSD)
	2.10. Endorse signed Memo for En Banc to the Supervising Commissioner for review and approval		10 minute/s	• Administrat ive Assistant; Investment Products and Services Division (IPSD)
	2.11. Transmit signed Memo for En Banc to the Chairperson and Commission		10 minute/s	• Administrat ive Assistant; Investment

	Secretary for inclusion in the agenda of the Commission En Banc's meeting			Products and Services Division (IPSD)
	2.12. Present Memo for En to the Commission En Banc for consideration/ approval		30 minute/s	• Director; Markets and Securities Regulation Department (MSRD)
	2.13. If the application is approved, prepare a letter of approval and certificate or license of registration.		1 hour/s	• Securities Examiner/ Specialist; Investment Products and Services Division (IPSD)
	2.14. Send the signed letter to the applicant through email.		5 minute/s	• Administrative Assistant; Investment Products and Services Division (IPSD)
3. Receive the certificate or license of registration. **Location:** ipsd_msrd@sec.gov.ph	3. Release the certificate or license of registration.	None	10 minute/s	• Administrative Assistant; Investment Products and Services Division (IPSD)
Total Processing Time:		Working Days: 90 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 50500		

4. Application for Over-the-Counter Market/ Central Trade Reporting System/ Association of Securities Brokers and Dealers

This service details the guidelines in the application of registration of Over-the-Counter Market, Central Trade Reporting System and Association of Securities Brokers and Dealers.

Office or Division:	Investment Products and Services Division (IPSD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Target SEC Clients/Stakeholders/Customers
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department- Investment Products and Services Division
Remarks: *Download through SEC website: https://www.sec.gov.ph/*	
2. SEC Form 33-SRO (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department- Investment Products and Services Division
Remarks: *Download through this link: https://www.sec.gov.ph/forms-and-fees/second-license/#gsc.tab=0*	
3. Statements and Exhibits required by SEC Form 33-SRO (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Company Registration and Monitoring Department (CRMD)

4. Copy of latest GIS (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Information and Communications Technology Department (ICTD)
5. Copy of the license of the CPA (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
6. Manual of Corporate Governance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
7. Other requirements required by SEC Memorandum Circular No. 14 series of 2006 (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
For Situational Requirement	
A. For Central Trade Reporting System	
A.1. Cover Sheet (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department- Investment Products and Services Division
Remarks: *Download through SEC website: https://www.sec.gov.ph/*	
A.2. Application Form for Central Trade Reporting System (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department - Investment Products and Services Division
Remarks: *Download through the SEC website: https://www.sec.gov.ph/*	
A.3. Statements and Exhibits required by Section 17 of SEC Memorandum Circular No. 14 Series of 2006 (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Company Registration and Monitoring Department (CRMD)
A.4. Copy of latest GIS (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Information and Communications Technology Department (ICTD)
A.5. Copy of the license of the CPA (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

A.6. Manual of Corporate Governance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
A.7. Other requirements required by SEC Memorandum Circular No. 14 series of 2006 (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
B. For Association of Securities Broker and Dealers:	
B.1. Cover Sheet (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department - Investment Products and Services Division
Remarks: *Download through SEC website: https://www.sec.gov.ph/*	
B.2. SEC Form 39-BD (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department - Investment Products and Services Division
Remarks: *Download through SEC website: https://www.sec.gov.ph/*	
B.3. Statements and Exhibits required by SEC Form 39-BD (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Company Registration and Monitoring Department (CRMD)
B.4. Copy of latest GIS (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Information and Communications Technology Department (ICTD)
B.5. Copy of the license of the CPA (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
B.6. Manual of Corporate Governance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
B.7. Other requirements under Section 39.1.2 of the 2015 SRC Rules	Applicant / Client

(1) Original Copy And (1) Photo Copy And (1) Electronic Copy				
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Open a new ticket via https://imessage.sec.gov.ph/ system, and upload the required documents for pre-processing. **Location:** https://imessage.sec.gov.ph/ **Notes/Instruction:** If the required documents were INCOMPLETE, the client will be advised to complete the documents first.	1.1. Review the ticket for its appropriateness on its raised action and completeness of the requirements.	None	10 minute/s	• Administrative Assistant; Investment Products and Services Division (IPSD)
	1.2. Forward the ticket to the handling specialist.		5 minute/s	• Administrative Assistant; Investment Products and Services Division (IPSD)
	1.3. Reply to the ticket and Issue the Payment Assessment Form (PAF) if all required documents were compliant with the required format.		10 minute/s	• Securities Specialist/ Examiner; Investment Products and Services Division (IPSD)
2. Pay the prescribed fee via: a. e-SPAYSEC Portal thru espaysec.sec.gov.ph/payment-portal/home and generate the electronic Official Receipt (e-OR) b. LBP and upload the Oncoll Slip to the same imessage ticket thread. **Location:** https://imessage.sec.gov.ph/	2.1. Monitor payment notice from eSPAYSEC portal or notice via email, or reply from the imessage ticket thread.	**Standard Fees** Breakdown: Application fee: PHP 50000 Legal Research Fee (LRF): PHP 500 Total: PHP 50500	10 minute/s	• Securities Specialist/ Examiner; Investment Products and Services Division (IPSD)
	2.2. Review and examine documents to check compliance with relevant laws and regulations of the SRC and its IRR.		79 working day/s, 5 hour/s, 20 minute/s	• Securities Specialist/ Examiner; Investment Products and

Notes/Instruction: *If the application is deficient, request the applicant to correct deficiencies first and submit further compliance documents.* *If the Commission favors instituting proceedings for denial, it will conduct a hearing. If application is denied, a response letter will be sent to the applicant informing the decision*				Services Division (IPSD)
	2.3. If application documents are compliant and sufficient, prepare Memorandum for Commission En Banc and forward the same to Chief Counsel and Assistant Director.		3 working day/s	• Securities Examiner/ Specialist; Investment Products and Services Division (IPSD)
	2.4. Review Memo for En Banc and indicate comments and corrections, if any.		2 working day/s	• Chief Counsel and Assistant Director; Investment Products and Services Division (IPSD)
	2.5. Finalize Memo for En Banc incorporating comments and corrections and forward to the Assistant Director for final review.		1 working day/s	• Securities Examiner/ Specialist; Investment Products and Services Division (IPSD)
	2.6. Review revised Memo for En Banc and forward to the Director for review and signature.		1 working day/s	• Assistant Director,; Investment Products and Services Division (IPSD)
	2.7. Review Memo for En Banc and indicate corrections and comments, if any.		2 working day/s	• Director; Markets and Securities Regulation Departmen t (MSRD)
	2.8. Finalize Memo for En Banc		1 working day/s	• Securities Examiner/

	incorporating corrections and comments and forward the same to the Director for final review and approval.			Specialist; Investment Products and Services Division (IPSD)
	2.9. Endorse the signed Memo for En Banc to the Supervising Commissioner for review and approval.		10 minute/s	• Administrative Assistant / Director ; Markets and Securities Regulation Department (MSRD)
	2.10. Transmit signed Memo for En Banc to the Chairperson and Commission Secretary for inclusion in the agenda of the Commission En Banc's meeting.		10 minute/s	• Administrative Assistant, IPSD/ Director; Markets and Securities Regulation Department (MSRD)
	2.11. Present Memo for En to the Commission En Banc for consideration/ approval.		30 minute/s	• Director; Markets and Securities Regulation Department (MSRD)
	2.12. If the application is approved, prepare a letter of approval and certificate or license of registration.		1 hour/s	• Securities Examiner/ Specialist; Investment Products and Services Division (IPSD)
	2.13. Send the signed letter to the applicant through the imessage ticket thread.		5 minute/s	• Securities Examiner/ Specialist; Investment Products and

				Services Division (IPSD)
3. Receive the certificate or license of registration. **Location:** https://imessage.sec.gov.ph/	3.1. Release the certificate or license of registration to the imessage ticket thread.	None	5 minute/s	• Securities Examiner/ Specialist; Investment Products and Services Division (IPSD)
	3.2. Close the ticket on imessage and provide necessary internal notes if necessary.		5 minute/s	• Securities Examiner/ Specialist; Investment Products and Services Division (IPSD)
Total Processing Time:		Working Days: 90 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 50500		

5. Application for Registration as an Exchange/SRO/Clearing Agency/ Clearing Agency-SRO and Depository

This service details the guidelines in the application of registration of the following:

1. ***Exchange/Exchange-SRO (SEC Form 33/SEC Form 33-SRO)***
2. ***Clearing Agency/Clearing Agency-SRO (SEC Form 42-CA/SEC Form 42-SRO)***
3. ***Depository (SEC Form 42-CA/SEC Form 42-SRO)***

Office or Division:	Investment Products and Services Division (IPSD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	• Target SEC Clients/Stakeholders/Customers • As an Exchange/Exchange-SRO Any Stock Corporation, provided; that: 1. No person may beneficially own or control, directly or indirectly, more than five percent {5%) of the voting rights of the Exchange. 2. No industry or business group may beneficially own or control, directly or indirectly, more than twenty percent (20%) of the voting rights of the Exchange. • As a Clearing Agency/Clearing Agency-SRO/Depository Any entity as may be allowed by the Commission
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Cover Sheet (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department- Investment Products and Services Division
Remarks: *Download through SEC website*	
2. SEC Form-33/SEC Form 33-SRO (For Exchange); SEC Form 39-SRO; SEC Form 42-CA/SEC Form 42-SRO (For Clearing Agency); SEC Form 42-SD/ SEC Form 42-SRO (For Securities Depository) (1) Photo Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department - Investment

	Products and Services Division
Remarks: *Download through this link: https://www.sec.gov.ph/forms-and-fees/second-license/#gsc.tab=0*	
3. Statements and Exhibits required by SEC Form-33/SEC Form 33-SRO; SEC Form 39-SRO; SEC Form 42-CA/SEC Form 42-SRO; SEC Form 42-SD/SEC Form 42-SRO (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Company Registration and Monitoring Department (CRMD)
Remarks: *From SEC Company Registration and Monitoring Department (CRMD) and to be provided by the Client*	
4. Copy of the latest GIS (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Information and Communications Technology Department (ICTD)
Remarks: *From SEC Information and Communications Technology Department (ICTD)*	
5. Copy of the license of the CPA (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
6. Manual on Corporate Governance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
7. Other requirements under Section 33.1 and 39.1.1 of the 2015 SRC Rules (for Exchange/Exchange-SRO) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
8. Other requirements under Section 42.1 and 39.1.1 of the 2015 SRC Rules (for Clearing Agency and Securities Depository) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Open a new ticket via https://imessage.sec.gov.ph/ system, and upload the required	1.1. Review the ticket for its appropriateness on its raised action and completeness of the requirements.	None	10 minute/s	• Administrative Assistant; Investment Products and

documents for pre-processing. **Location:** https://imessage.sec.gov.ph/ **Notes/Instruction:** *Note*: If the required documents were INCOMPLETE, the client will be advised to complete the documents first.				Services Division (IPSD)
	1.2. Forward the ticket to the handling specialist.		5 minute/s	• Administrative Assistant; Investment Products and Services Division (IPSD)
	1.3. Reply to the ticket and Issue the Payment Assessment Form (PAF) if all required documents were compliant with the required format.		10 minute/s	• Securities Specialist/ Examiner; Investment Products and Services Division (IPSD)
2. Pay the prescribed fee via: a. e-SPAYSEC Portal thru espaysec.sec.gov.ph/payment-portal/home and generate the electronic Official Receipt (e-OR) b. LBP and send the Oncoll Slip to MSRD via email at ipsd_msrd@sec.gov.ph **Location:** https://imessage.sec.gov.ph/ **Notes/Instruction:** *Note: If the application is deficient, request the applicant to correct deficiencies first and submit further*	2.1. Monitor payment notice from eSPAYSEC portal or notice via email or reply from the imessage ticket thread.	**Standard Fees** Breakdown: Application fee: PHP 50000 Legal Research Fee (LRF) : PHP 500 Total: PHP 50500	10 minute/s	• Securities Specialist/ Examiner; Investment Products and Services Division (IPSD)
	2.2. Review and examine documents to check compliance with relevant laws and regulations of the SRC and its IRR.		79 working day/s, 5 hour/s, 20 minute/s	• Securities Specialist/ Examiner; Investment Products and Services Division (IPSD)
	2.3. If application documents are compliant and sufficient, prepare Memorandum for Commission En Banc and forward the same to Chief Counsel and Assistant Director.		3 working day/s	• Securities Examiner/ Specialist; Investment Products and Services Division (IPSD)

compliance documents	2.4. Review Memo for En Banc and indicate comments and corrections, if any.		2 working day/s	• Chief Counsel and Assistant Director; Investment Products and Services Division (IPSD)
	2.5. Finalize Memo for En Banc incorporating comments and corrections and forward to the Assistant Director for final review.		1 working day/s	• Securities Examiner/ Specialist; Investment Products and Services Division (IPSD)
	2.6. Review revised Memo for En Banc and forward to the Director for review and signature.		1 working day/s	• Assistant Director; Investment Products and Services Division (IPSD)
	2.7. Review Memo for En Banc and indicate corrections and comments, if any.		2 working day/s	• Director; Markets and Securities Regulation Departmen t (MSRD)
	2.8. Finalize Memo for En Banc incorporating corrections and comments and forward the same to the Director for final review and approval.		1 working day/s	• Securities Examiner/ Specialist; Investment Products and Services Division (IPSD)
	2.9. Endorse signed Memo for En Banc to the Supervising Commissioner for review and approval.		10 minute/s	• Administrat ive Assistant/ Director; Markets

				and Securities Regulation Department (MSRD)
	2.10. Transmit signed Memo for En Banc to the Chairperson and Commission Secretary for inclusion in the agenda of the Commission En Banc's meeting.		10 minute/s	• Administrative Assistant/Director; Markets and Securities Regulation Department (MSRD)
	2.11. Present Memo for En to the Commission En Banc for consideration/ approval.		30 minute/s	• Director; Markets and Securities Regulation Department (MSRD)
	2.12. If the application is approved, prepare a letter of approval and certificate or license of registration.		1 hour/s	• Securities Examiner/ Specialist; Investment Products and Services Division (IPSD)
	2.13. Send the signed letter to the applicant through the imessage ticket thread.		5 minute/s	• Securities Examiner/ Specialist; Investment Products and Services Division (IPSD)
3. Receive the certificate or license of registration. **Location:** https://imessage.sec.gov.ph/	3.1. Release the certificate or license of registration to the imessage ticket thread.	None	5 minute/s	• Securities Examiner/ Specialist; Investment Products and Services Division (IPSD)

	3.2. Close the ticket on imessage and provide necessary internal notes if necessary.		5 minute/s	• Securities Examiner/ Specialist; Investment Products and Services Division (IPSD)
Total Processing Time:		Working Days: 90 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 50500		

6. Application for Registration as Crowdfunding Intermediary and Funding Portal

This service details the guidelines in the application of registration of Crowdfunding Intermediary and/or Funding Portal

Office or Division:	Investment Products and Services Division (IPSD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	• Target SEC Clients/Stakeholders/Customers • Private Entities and Individuals, Government Offices, SEC Department/Offices.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Statement on Application for Registration as CF Intermediary (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
2. Board Resolution attesting to particulars in the application (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
3. Copy of Proposed Crowdfunding Intermediary Rules and Operational Framework (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
4. Detailed Plan of Operation (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
5. Comprehensive Information Technology Plan (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
6. Original signed copy of written declaration by the Crowdfunding Intermediary's internal auditor or lead person (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
7. Business Continuity and Recovery Plan (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
8. Risk Management Manual and Internal Control Procedures (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

9. Complete set of all crowdfunding related forms (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
10. Copy of proposed educational materials (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
11. List and explanation of all dues, fees and charges (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
12. Copy of written agreement with the bank that has agreed to hold and direct the funds (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
13. Brief description to any material pending legal proceedings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
14. NBI Clearances of Crowdfunding Intermediary President, Board, CEO and any other person responsible for operations (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
15. Statement on Application for Registration as Funding Portal (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
16. Copies of Identity Cards/Passports of Directors (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
17. Copy of the Articles of Incorporation and By-Laws with all amendments thereto (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
18. Copy of Proposed Funding Portal Business Conduct Rules (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
19. Copy of Proposed Funding Portal Account Opening and Disclosure Rules (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
20. If applicant is nonresident Funding Portal, copy of Information Sharing Agreement between the Philippine Securities and Exchange Commission and relevant competent regulator in jurisdiction (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
21. Original signed copy of IT assurance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Open a new ticket via	1.1. Review the ticket for its	None	1 hour/s	• Administrative

https://imessage.sec.gov.ph/ system, and upload the required documents for pre-processing. **Location:** ipsd_msrd@sec.gov.ph **Notes/Instruction:** If the required documents were INCOMPLETE, the client will be advised to complete the documents first.	appropriateness on its raised action and completeness of the requirements.			Assistant; Investment Products and Services Division (IPSD)
	1.2. Forward the ticket to the handling specialist.		5 minute/s	• Administrative Assistant; Investment Products and Services Division (IPSD)
	1.3. Reply to the ticket and Issue the Payment Assessment Form (PAF) if all required documents were compliant with the required format.		10 minute/s	• Securities Specialist/ Examiner; Investment Products and Services Division (IPSD)
2. Pay the prescribed fee via: a. e-SPAYSEC Portal thru espaysec.sec.gov.ph/ payment-portal/home and generate the electronic Official Receipt (e-OR) b. LBP and send the Oncoll Slip to the same imessage ticket thread. **Location:** ipsd_msrd@sec.gov.ph	2.1. Monitor payment notice from eSPAYSEC portal or notice via email or reply from the imessage ticket thread.	**Standard Fees** Breakdown: Application fee: PHP 50000 Legal Research Fee (LRF): PHP 500 Total: PHP 50500	10 minute/s	• Securities Specialist/ Examiner; Investment Products and Services Division (IPSD)
	2.2. Review and examine documents to check compliance with relevant laws and regulations of the SRC and its IRR		79 working day/s, 5 hour/s, 35 minute/s	• Securities Examiner / Specialist; Investment Products and Services Division (IPSD)
	2.3. If application documents are compliant and sufficient, prepare Memorandum to Commission En Banc and forward the same		3 working day/s	• Securities Examiner / Specialist; Investment Products and Services

	to Chief Counsel /Assistant Director for review/ correction/ initial		Division (IPSD)
	2.4. Review Memo for En Banc and indicate corrections, if any	2 working day/s	• Chief Counsel and Assistant Director; Investment Products and Services Division (IPSD)
	2.5. Finalize Memo for En Banc incorporating comments and corrections and forward to the Assistant Director for final review.	1 working day/s	• Securities Examiner/ Specialist; Investment Products and Services Division (IPSD)
	2.6. Review revised Memo for En Banc and forward to the Director for review and signature	1 working day/s	• Assistant Director; Investment Products and Services Division (IPSD)
	2.7. Review Memo for En Banc and indicate corrections and comments, if any.	2 working day/s	• Director; Investment Products and Services Division (IPSD)
	2.8. Finalize Memo for En Banc incorporating corrections and comments and forward the same to the Director for final review and approval	1 working day/s	• Securities Examiner / Specialist; Investment Products and Services Division (IPSD)

	2.9. Endorse signed Memo for En Banc to the Supervising Commissioner for review and approval		10 minute/s	• Administrative Assistant/ Director; Markets and Securities Regulation Department (MSRD)
	2.10. Transmit signed Memo for En Banc to the Chairperson and Commission Secretary for inclusion in the agenda of the Commission En Banc's meeting		10 minute/s	• Administrative Assistant/ Director; Markets and Securities Regulation Department (MSRD)
	2.11. Present Memo for En to the Commission En Banc for consideration/ approval		30 minute/s	• Director; Markets and Securities Regulation Department (MSRD)
3. Receive license or certificate **Location:** ipsd_msrd@sec.gov.ph	3.1. Release the certificate or license of registration to the imessage ticket thread.	None	5 minute/s	• Securities Examiner/ Specialist; Investment Products and Services Division (IPSD)
	3.2. Close the ticket on imessage and provide necessary internal notes if necessary.		5 minute/s	• Securities Examiner/ Specialist; Investment Products and Services Division (IPSD)
Total Processing Time:		Working Days: 90 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 50500		

7. Application for Registration as Operator of Alternative Trading System

This service details the guidelines in the application of registration of an operator of an alternative trading system and the payment of its application fees and annual fees for renewal applications.

Office or Division:	Investment Products and Services Division (IPSD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	• Target SEC Clients/Stakeholders/Customers • As an Exchange/Exchange-SRO Any Stock Corporation, provided; that: 1. No person may beneficially own or control, directly or indirectly, more than five percent {5%) of the voting rights of the Exchange. 2. No industry or business group may beneficially own or control, directly or indirectly, more than twenty percent (20%) of the voting rights of the Exchange. • As a Clearing Agency/Clearing Agency-SRO/Depository Any entity as may be allowed by the Commission
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Cover Sheet (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department- Investment Products and Services Division
Remarks: *Download through SEC website*	
2. ATS Registration Form (ATS Form 1) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department- Investment

	Products and Services Division
Remarks: *Download through the SEC Website*	
3. Statements and Exhibits required by ATS Form 1 (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Company Registration and Monitoring Department (CRMD)
Remarks: *SEC Company Registration and Monitoring Department (CRMD) and to be provided by the Client*	
4. Copy of latest GIS (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Information and Communications Technology Department (ICTD)
Remarks: *From SEC Information and Communications Technology Department (ICTD)*	
5. Copy of the license of the CPA (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Copy of the license of the CPA - to be provided by the client*	
6. Manual of Corporate Governance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Manual of Corporate Governance - to be provided by the client*	
7. Requirements under Section II of the SEC Rules on Alternative Trading System (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Open a new ticket via https://imessage.sec.	1.1. Review the ticket for its appropriateness on	None	10 minute/s	• Administrative Assistant;

gov.ph/ system, and upload the required documents for pre-processing **Location:** https://imessage.sec.gov.ph/ **Notes/Instruction:** If the required documents were INCOMPLETE, the client will be advised to complete the documents first.	its raised action and completeness of the requirements.			Investment Products and Services Division (IPSD)
	1.2. Forward the ticket to the handling specialist.		5 minute/s	• Administrative Assistant; Investment Products and Services Division (IPSD)
	1.3. Reply to the ticket and Issue the Payment Assessment Form (PAF) if all required documents were compliant with the required format.		10 minute/s	• Securities Examiner/ Specialist; Investment Products and Services Division (IPSD)
2. Pay the prescribed fee via: a. e-SPAYSEC Portal thru espaysec.sec.gov.ph/ payment-portal/home and generate the electronic Official Receipt (e-OR) b. LBP and send the Oncoll Slip to the same imessage ticket thread. **Location:** https://imessage.sec.gov.ph **Notes/Instruction:** *If the application is deficient, request the applicant to correct deficiencies first and submit further compliance documents.*	2.1. Monitor payment notice from eSPAYSEC portal or notice via email, or reply from the imessage ticket thread.	**Standard Fees** Breakdown: Application fee: PHP 50000 Legal Research Fee (LRF): PHP 500 Total: PHP 50500	10 minute/s	• Securities Examiner/ Specialist; Investment Products and Services Division (IPSD)
	2.2. Review and examine documents to check compliance with relevant laws and regulations of the SRC and its IRR.		79 working day/s, 5 hour/s, 20 minute/s	• Securities Examiner/ Specialist; Investment Products and Services Division (IPSD)
	2.3. If application documents are compliant and sufficient, prepare Memorandum for Commission En Banc and forward the same		3 working day/s	• Securities Examiner/ Specialist; Investment Products and Services

If the Commission favors instituting proceedings for denial, it will conduct a hearing. If application is denied, a response letter will be sent to the applicant informing the decision	to Chief Counsel and Assistant Director.			Division (IPSD)
	2.4. Review Memo for En Banc and indicate comments and corrections, if any.		2 working day/s	• Chief Counsel and Assistant Director; Investment Products and Services Division (IPSD)
	2.5. Finalize Memo for En Banc incorporating comments and corrections and forward to the Assistant Director for final review.		1 working day/s	• Securities Examiner/ Specialist; Investment Products and Services Division (IPSD)
	2.6. Review revised Memo for En Banc and forward to the Director for review and signature.		1 working day/s	• Assistant Director; Investment Products and Services Division (IPSD)
	2.7. Review Memo for En Banc and indicate corrections and comments, if any.		2 working day/s	• Director; Markets and Securities Regulation Departmen t (MSRD)
	2.8. Finalize Memo for En Banc incorporating corrections and comments and forward the same to the Director for final review and approval.		1 working day/s	• Securities Examiner/ Specialist; Investment Products and Services Division (IPSD)
	2.9. Endorse signed Memo for En Banc to the Supervising		10 minute/s	• Administrat ive Assistant/D

	Commissioner for review and approval.			irector, MSRD; Markets and Securities Regulation Departmen t (MSRD)
	2.10. Transmit signed Memo for En Banc to the Chairperson and Commission Secretary for inclusion in the agenda of the Commission En Banc's meeting.		10 minute/s	• Administrat ive Assistant/ Director; Markets and Securities Regulation Departmen t (MSRD)
	2.11. Present Memo for En to the Commission En Banc for consideration/ approval.		30 minute/s	• Director; Markets and Securities Regulation Departmen t (MSRD)
	2.12. If the application is approved, prepare a letter of approval and certificate or license of registration.		1 hour/s	• Securities Examiner/ Specialist; Investment Products and Services Division (IPSD)
	2.13. Send the signed letter to the applicant through the imessage ticket thread.		5 minute/s	• Securities Examiner/ Specialist; Investment Products and Services Division (IPSD)
3. Receive the certificate or license of registration. **Location:** https://imessage.sec.gov.ph/	3.1. Release the certificate or license of registration to the imessage ticket thread.	None	5 minute/s	• Securities Examiner/ Specialist; Investment Products and Services

				Division (IPSD)
	3.2. Close the ticket on imessage and provide necessary internal notes if necessary.		5 minute/s	• Securities Examiner/ Specialist; Investment Products and Services Division (IPSD)
Total Processing Time:		Working Days: 90 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 50500		

8. Application of Registration as Registrar of Qualified Buyer

This service details the guidelines for the application of registration of a registrar of qualified buyers.

Office or Division:	Investment Products and Services Division (IPSD)
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	• Target SEC Clients/Stakeholders/Customers • Any entity as may be allowed by the Commission (2015 SRC IRR Rule 39.1.4.1)
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department- Investment Products and Services Division
Remarks: *Download through SEC website*	
2. SEC Form 39-Registrar and its required attachments (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department- Investment Products and Services Division
Remarks: *Download through the SEC Website*	
3. Other requirements under Section 39.1.4 of the 2015 SRC Rules (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

1. Open a new ticket via https://imessage.sec.gov.ph/ system, and upload the required documents for pre-processing. **Location:** ipsd_msrd@sec.gov.ph **Notes/Instruction:** If the required documents were INCOMPLETE, the client will be advised to complete the documents first.	1.1. Review the ticket for its appropriateness on its raised action and completeness of the requirements.	None	10 minute/s	• Administrative Assistant; Investment Products and Services Division (IPSD)
	1.2. Forward the ticket to the handling specialist.		5 minute/s	• Administrative Assistant; Investment Products and Services Division (IPSD)
	1.3. Review application to check compliance with the requirements of relevant rules and regulations of the SRC.		6 working day/s, 6 hour/s, 15 minute/s	• Securities Examiner / Specialist; Investment Products and Services Division (IPSD)
	1.4. If registration documents are complete and compliant, prepare an approval letter and forward it to the Assistant Director for review.		30 minute/s	• Securities Examiner / Specialist; Investment Products and Services Division (IPSD)
	1.5. Review letter and indicate corrections/ comments, if any.		30 minute/s	• Assistant Director; Investment Products and Services Division (IPSD)
	1.6. Forward the letter to the Director for final review, signature.		15 minute/s	• Assistant Director; Investment Products and

				Services Division (IPSD)
2. Acknowledge and receive the approval letter. **Location:** ipsd_msrd@sec.gov.ph	2.1. Send the signed approval letter to the client through imessage ticket thread.	None	10 minute/s	• Securities Examiner / Specialist; Investment Products and Services Division (IPSD)
	2.2. Close the ticket on imessage and provide necessary internal notes if necessary.		5 minute/s	• Securities Examiner / Specialist,; Investment Products and Services Division (IPSD)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		

Enforcement and Investor Protection Department (EIPD)

External Services

1. Receipt and Filing of Complaint by Walk-In Clients with the EIPD

This service details the procedure in the filing and receiving of walk-in complaints filed with the Enforcement and Investor Protection Department (EIPD).

Office or Division:	Enforcement and Investor Protection Department (EIPD)
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Target SEC Clients/Stakeholders/Customers
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Nature of Complaint *Any of the following:*	
1.A. EIPD Complaint/Request Form (1) Original Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department
Remarks: *EIPD Complaint/Request Form can be secured from the EIPD Receiving Area*	
---- OR ----	
1.B. Verified Complaint Affidavit (1) Original Copy	Applicant / Client
Remarks: *Verified Complaint Affidavit must be notarized.*	

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Registers with the Security Guard Logbook. **Location:**	1. Give the log book to the Client for signature and secure visit information.	None	3 minute/s	• Security Guard; Enforcement and Investor Protection

9th Floor, Enforcement and Investor Protection Department Receiving Area				Department (EIPD)
2. Discuss complaint with Enforcement and Investor Protection Department Officer-of-the-Day (OD) **Location:** 9th Floor, Enforcement and Investor Protection Department **Notes/Instruction:** If the Officer-of-the-Day determines that the Enforcement and Investor Protection Department does not have jurisdiction over the client's complaint, the Officer-of-the-Day will refer the client to the proper Operating Department of the Commission, tribunal or agencies with jurisdiction to act on the subject matter of the complaint.	2. Determine the jurisdiction over the complaint.	None	1 hour/s	• Chief Counsel; Enforcement and Investor Protection Department (EIPD) • Securities Counsel II; Enforcement and Investor Protection Department (EIPD) • Securities Counsel I; Enforcement and Investor Protection Department (EIPD) • SEC Supervising Specialist; Enforcement and Investor Protection Department (EIPD) • Securities Examiner III; Enforcement and Investor Protection Department (EIPD) • Securities Examiner II; Enforceme

				nt and Investor Protection Departmen t (EIPD) • Securities Examiner I; Enforceme nt and Investor Protection Departmen t (EIPD) • Securities Investigato r; Enforceme nt and Investor Protection Departmen t (EIPD) • Securities Specialist II; Enforceme nt and Investor Protection Departmen t (EIPD) • Securities Specialist I; Enforceme nt and Investor Protection Departmen t (EIPD) • Administrat ive Assistant II; Enforceme nt and Investor Protection Departmen t (EIPD)
3. Client fills up and submits the	3.1. Instruct the Client on how to fill up the	None	1 hour/s	• Chief Counsel; Enforceme

Complaint/Request Form **Location:** 9th Floor, Enforcement and Investor Protection Department **Notes/Instruction:** If the Client has a written Complaint/Request Form or a Verified Complaint Affidavit with supporting documents, they may submit it to the Officer-of-the-Day.	Complaint/Request Form.			nt and Investor Protection Departmen t (EIPD) • Securities Counsel II; Enforceme nt and Investor Protection Departmen t (EIPD) • Securities Counsel I; Enforceme nt and Investor Protection Departmen t (EIPD) • SEC Supervisin g Specialist; Enforceme nt and Investor Protection Departmen t (EIPD) • Securities Examiner III; Enforceme nt and Investor Protection Departmen t (EIPD) • Securities Examiner II; Enforceme nt and Investor Protection Departmen t (EIPD) • Securities Examiner I; Enforceme nt and

					Investor Protection Department (EIPD) • Securities Investigator; Enforcement and Investor Protection Department (EIPD) • Securities Specialist II; Enforcement and Investor Protection Department (EIPD) • Securities Specialist I; Enforcement and Investor Protection Department (EIPD) • Administrative Assistant II; Enforcement and Investor Protection Department (EIPD)
		3.2. Receive the submitted Complaint/Request Form.		5 minute/s	• SEC Administrative Assistant II; Enforcement and Investor Protection Department (EIPD)

	3.3. Stamp-receive the Complaint/Request Form and advise the client that a letter will be sent to notify him/her of the actions to be taken by the Department.		10 minute/s	• SEC Administrative Assistant II; Enforcement and Investor Protection Department (EIPD)
Total Processing Time:		Working Days: 2 hour/s, 18 minute/s		
Total Processing Fee:		Total Standard Fee: None		

2. Request of Certified True Copy of Documents by Walk-In Clients

This service details the procedure on how to request Certified True Copies of Documents issued by and/or filed with the Enforcement and Investor Protection Department (EIPD).

Office or Division:	Enforcement and Investor Protection Department (EIPD)
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Target SEC Clients/Stakeholders/Customers
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Freedom of Information Form (FOI) (1) Original Copy	SEC - Enforcement and Investor Protection Department (EIPD)
Remarks: *The Freedom of Information Form (FOI) can be secured from the EIPD's Receiving Area*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Registers with the Security Guard Logbook **Location:** 9th Floor, Enforcement and Investor Protection Department	1. Give the log book to the Client for signature and secure visit information.	None	3 minute/s	• Security Guard; Enforcement and Investor Protection Department (EIPD)
2. Discuss requests with Enforcement Investment Protection Department's Officer-of-the-day (OD). **Location:**	2.1. Evaluate the Request	None	30 minute/s	• Chief Counsel; Enforcement and Investor Protection Department (EIPD)

9th Floor, Enforcement and Investor Protection Department				• Securities Counsel II; Enforcement and Investor Protection Department (EIPD) • Securities Counsel I; Enforcement and Investor Protection Department (EIPD) • SEC Supervising Specialist; Enforcement and Investor Protection Department (EIPD) • Securities Examiner III; Enforcement and Investor Protection Department (EIPD) • Securities Examiner II; Enforcement and Investor Protection Department (EIPD) • Securities Examiner I; Enforcement and Investor Protection Department (EIPD)

				• Securities Investigator; Enforcement and Investor Protection Department (EIPD) • Securities Specialist II; Enforcement and Investor Protection Department (EIPD) • Securities Specialist I; Enforcement and Investor Protection Department (EIPD) • Administrative Assistant II; Enforcement and Investor Protection Department (EIPD)
	2.2. Conduct initial verification from the Department's database on the existence and location of the documents being requested.		30 minute/s	• Chief Counsel; Enforcement and Investor Protection Department (EIPD) • Securities Counsel II; Enforcement and Investor Protection Department (EIPD)

					• Securities Counsel I; Enforcement and Investor Protection Department (EIPD) • SEC Supervising Specialist; Enforcement and Investor Protection Department (EIPD) • Securities Examiner III; Enforcement and Investor Protection Department (EIPD) • Securities Examiner II; Enforcement and Investor Protection Department (EIPD) • Securities Examiner I; Enforcement and Investor Protection Department (EIPD) • Securities Investigator; Enforcement and Investor Protection Department (EIPD)

				• Securities Specialist II; Enforcement and Investor Protection Department (EIPD) • Securities Specialist I; Enforcement and Investor Protection Department (EIPD) • Administrative Assistant II; Enforcement and Investor Protection Department (EIPD)
3. Client Provides Request Letter and Supporting Documents. **Location:** 9th Floor, Enforcement and Investor Protection Department	3. Receive the request letter (and supporting documents, if any) and instruct client to fill-out the Freedom Of Information (FOI) Form	None	10 minute/s	• Chief Counsel; Enforcement and Investor Protection Department (EIPD) • Securities Counsel II; Enforcement and Investor Protection Department (EIPD) • Securities Counsel I; Enforcement and Investor Protection Department (EIPD)

					• SEC Supervising Specialist; Enforcement and Investor Protection Department (EIPD) • Securities Examiner III; Enforcement and Investor Protection Department (EIPD) • Securities Examiner II; Enforcement and Investor Protection Department (EIPD) • Securities Examiner I; Enforcement and Investor Protection Department (EIPD) • Securities Investigator; Enforcement and Investor Protection Department (EIPD) • Securities Specialist II; Enforcement and Investor Protection

				Department (EIPD) • Securities Specialist I; Enforcement and Investor Protection Department (EIPD) • Administrative Assistant II; Enforcement and Investor Protection Department (EIPD)
4. Submission of Request Letter and FOI Form. **Location:** 9th Floor, Enforcement and Investor Protection Department	4. Stamp-receive the request letter and provide Client their receiving copy.	None	10 minute/s	• Administrative Assistant II; Enforcement and Investor Protection Department (EIPD)
5. Client visits Termination. **Location:** 9th Floor, Enforcement and Investor Protection Department	5. Discuss with the client that the Department will notify them through a letter regarding the approval of the request.	None	6 working day/s, 6 hour/s	• Chief Counsel; Enforcement and Investor Protection Department (EIPD) • Securities Counsel II; Enforcement and Investor Protection Department (EIPD) • Securities Counsel I; Enforcement and Investor

					Protection Department (EIPD) • SEC Supervising Specialist; Enforcement and Investor Protection Department (EIPD) • Securities Examiner III; Enforcement and Investor Protection Department (EIPD) • Securities Examiner II; Enforcement and Investor Protection Department (EIPD) • Securities Examiner I; Enforcement and Investor Protection Department (EIPD) • Securities Investigator; Enforcement and Investor Protection Department (EIPD) • Securities Specialist II; Enforcement and

				Investor Protection Department (EIPD) • Securities Specialist I; Enforcement and Investor Protection Department (EIPD) • Administrative Assistant II; Enforcement and Investor Protection Department (EIPD)
Total Processing Time:		Working Days: 6 working day/s, 7 hour/s, 23 minute/s		
Total Processing Fee:		Total Standard Fee: None		

Licensing Division (LD)

External Services

1. Amendment of Registration Statement

This service details the procedure on how an investment company and issuer of proprietary shares or certificates and non-proprietary shares or certificates can apply for amendment/s of their registration statement under the Securities Regulation Code (SRC) or R.A. No. 8799 and Investment Company Act or R.A. 2629.

Office or Division:	Licensing Division (LD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Fund Managers, Authorized representatives of Investment Companies, and Issuers of Proprietary and Non-Proprietary Shares or Certificates.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Pursuant to Section 12.6 of the SRC, the SEC has within 45 days after filing the registration statement (RS) to declare the RS effective or rejected. Such period may be adjusted to a later date provided the Client consented thereto or when the Client is allowed to amend the RS as provided in Section 14 of the SRC.

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. SEC Form 12-1 (1) Electronic Copy	Applicant / Client
Remarks: *Scanned copies of documents with physical/wet signatures:* • *SEC Form 12-1-ICA for open-end and closed-end investment company* • *SEC Form 12-1 for issuers of proprietary and non-proprietary shares or certificates* *NOTE: For initial and subsequent submissions of documents, Client shall file one (1) complete "unmarked" copy and one (1) additional "marked" copy (both with text layer if in PDF format) to indicate clearly and precisely, by underlining or in some other appropriate manner, the changes effected in the Prospectus and Exhibits.*	
2. Supporting Documents (1) Electronic Copy	Applicant / Client
Sub Requirement	
2.A. Prospectus, Main Prospectus and Sub-Fund Supplement (in case of an Umbrella Fund)	
2.B. Latest Annual Consolidated Audited Financial Statements (AFS) with notarized Statement of Management Responsibility (SMR) and Consolidated Interim Financial	

Statements (IFS) and additional components of the AFS/IFS as required under the Revised SRC Rule 68	
3. Exhibits (1) Electronic Copy	Applicant / Client
Sub Requirement	
3.A. Draft Notice re: Filing of Amended Registration Statement (ARS) for Publication The signed Notice re: Filing of ARS containing the proposed amendment/s, including the reason for the amendments, shall be published by the registrant, in two (2) national newspapers of general circulation in the Philippines and the Investment Company of Fund Manager's website stating the offering in its current form has been amended. Proof of Publication of Notice, with Affidavit and copy of Publication, shall be submitted after the publication;	
3.B. Articles of Incorporation and By-laws which are compliant with the provisions of the RCC, the SRC and its IRR, and other applicable laws and regulations;	
3.C. Copy of Board Resolution authorizing the filing of the ARS;	
3.D. Duly verified Board Resolution dated and manually signed by a majority of the issuer's Board of Directors approving the disclosures contained in the ARS and assuming responsibility for the information contained therein (for Investment Companies, must also be signed by the majority of the Fund Manager's Board of Directors);	
3.E. Board-approved Consumer Protection Risk Management System (if not yet submitted)	
3.F. Board approved Financial Consumer Protection Assistance Mechanism (if not yet submitted)	
For Situational Requirement	
A. Investment Companies	
A.1. Management Agreement (1) Electronic Copy	Applicant / Client
A.2. Distribution & Sub-distribution Agreement (1) Electronic Copy	Applicant / Client
A.3. Custodian Agreement (1) Electronic Copy	Applicant / Client
A.4. Transfer Agency Agreement (1) Electronic Copy	Applicant / Client
A.5. Advisory Agreement (if any) (1) Electronic Copy	Applicant / Client
A.6. Target Fund's Prospectus (for Feeder Fund) (1) Electronic Copy	Applicant / Client
A.7. Sample of Subscription & Redemption Agreement/Form which are compliant with SRC Rules or ICA IRR if with amendments (1) Electronic Copy	Applicant / Client

A.8. Certification, under oath, by the President and Chairman of the Board, or their equivalent in rank, describing the involvement, if any, by management or members of the Board of Directors in companies that the investment company will be dealing with (1) Electronic Copy	Applicant / Client
A.9. Notarized Curriculum Vitae and Recent Photographs of Officers and Members of the Board of Directors of the Investment Company and the Fund Manager (1) Electronic Copy	Applicant / Client
A.10. Product Highlight Sheet/Key Product Information (1) Electronic Copy	Applicant / Client
A.11. An explanation as to how the proposed name is proportionate to the ESG features of the SRI Fund as a whole (for existing investment company that seeks to qualify as a Sustainable and Responsible Investment Fund) (1) Electronic Copy	Applicant / Client
A.12. Bank Authorization which shall be continuous as long as the registration of securities of the issuer is effective (1) Electronic Copy	Applicant / Client
B. Issuers of Proprietary/Non-Proprietary Securities	
B.1. Escrow/Custodian Agreement with a reputable bank (1) Electronic Copy	Applicant / Client
B.2. Credit Line Agreement with reputable domestic bank (1) Electronic Copy	Applicant / Client
B.3. House/Membership Rules (1) Electronic Copy	Applicant / Client
B.4. Lease Contract (if property is under Lease) (1) Electronic Copy	Applicant / Client
B.5. Certified true copy of Transfer Certificate of Title (TCT) (1) Electronic Copy	Applicant / Client
B.6. Brochures and other selling materials (1) Electronic Copy	Applicant / Client
B.7. Development Agreement, if any (1) Electronic Copy	Applicant / Client
B.8. Environmental Compliance Certificate (ECC) (1) Electronic Copy	Applicant / Client
B.9. Project Plan and Timetable of Project Construction (1) Electronic Copy	Applicant / Client
B.10. Resort Calendar (if timeshares) (1) Electronic Copy	Applicant / Client

B.11. Proposed Contract of Suretyship covering the undertaking of the Issuer to refund the amount of investments if the project is not completed as disclosed (1) Electronic Copy			Applicant / Client	
B.12. Notarized Curriculum Vitae and Recent Photographs of Officers and Members of the Board of Directors (1) Electronic Copy			Applicant / Client	
B.13. Sample of Subscription Agreement containing the required undertaking under SRC Rule 12.1.4.2 (1) Electronic Copy			Applicant / Client	
B.14. Copy of Certificate of Registration as Salesman/Broker of Proprietary/Non-proprietary shares or certificates (1) Electronic Copy			Applicant / Client	
B.15. Bank Authorization which shall be continuous as long as the registration of securities of the issuer is effective (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submits application documents via email to cgfd_ld@sec.gov.ph **Location:** SEC Headquarters	1.1. Receives and forwards to Supervisor for assignment	None	10 minute/s	• SEC Administrative Assistant II; Licensing Division (LD)
	1.2. Assigns the application		10 minute/s	• Supervising Securities Examiner; Licensing Division (LD)
	1.3. Checks completeness of basic requirements and reviews the application using the Checklist of Disclosures. Issues Payment Assessment Form (PAF) for the filing fee after		7 hour/s	• Securities Specialist ; Licensing Division (LD) • Securities Examiner; Licensing Division (LD)

	submission of complete documentary requirements and substantial compliance with the comments on the Prospectus and exhibits. Go to Step 2.			• Securities Counsel; Licensing Division (LD)
	1.4. Reviews and approves the Comments to the application including the draft Notice for publication		3 working day/s	• Supervising Securities Examiner; Licensing Division (LD) • Assistant Director Director; Licensing Division (LD)
	1.5. Sends comments and Notice		5 minute/s	• SEC Administrative Assistant II; Licensing Division (LD)
2. Receives the PAF and pays via Electronic System for Payment to the SEC (eSPAYSEC) or LBP On-Call Facility **Location:** SEC Headquarters	2. Electronic SEC Official Receipt is generated after payment or a validated LBP deposit slip is issued to the client	**Standard Fees** Breakdown: Basic Fee: PHP 12000 Legal Research Fee: PHP 120 Documentary Stamps: PHP 30 Total: PHP 12150	5 minute/s	• eSPAYSEC LBP; Any of requesting office / division
3. Submits copy of electronic SEC Official Receipt or validated LBP deposit	3.1. Receives and forwards application to assigned processors	None	5 minute/s	• SEC Administrative Assistant II;

slip and complete documents **Location:** SEC Headquarters				Licensing Division (LD)
	3.2. Finalizes the Notice of filing the ARS for publication and forwards to Assistant Director for review Go to step 1.4		1 working day/s	• Securities Specialist/ Examiner; Licensing Division (LD) • Securities Counsel; Licensing Division (LD)
	3.3. Evaluates application If an application is substantially compliant, . Go to Step 4.3.		20 working day/s	• Securities Specialist/ Examiner; Licensing Division (LD) • Securities Counsel; Licensing Division (LD)
4. Receives comments on the ARS and the Notice of filing the ARS and publishes the said Notice. The company shall submit a revised ARS including the Affidavits of Publication **Location:** SEC Headquarters	4.1. Receives copy of the Affidavits of Publication and forwards to assigned processors	None	5 minute/s	• Administrative Assistant; Licensing Division (LD)
	4.2. Evaluates compliance		7 working day/s	• Securities Specialist; Licensing Division (LD) • Securities Examiner; Licensing Division (LD) • Securities Counsel; Licensing Division (LD)
	4.3. Prepares Memorandum to the Commission en Banc		3 working day/s	• Securities Specialist/ Examiner; Licensing

	and Executive Summary			Division (LD)
	4.4. Reviews and approves the Memo to CEB		4 working day/s	• Assistant Director Director; Licensing Division (LD) • Supervising Commissioner; Any of requesting office / division
	4.5. Approves the Application		1 working day/s	• Commission En Banc; Any of requesting office / division
	4.6. Prepares Pre-effective Letter informing the applicant to submit the Final Prospectus and other documents, as may be applicable		1 working day/s	• Securities Specialist ; Licensing Division (LD) • Securities Examiner ; Licensing Division (LD) • Securities Counsel; Licensing Division (LD)
	4.7. Reviews and approves the Pre-effective letter		1 working day/s	• Assistant Director Director; Licensing Division (LD)
	4.8. Sends the Pre-effective letter to the applicant via email. Go to Step 5.		5 minute/s	• SEC Administrative Assistant II; Licensing

				Division (LD)
5. Receives Pre-effective Letter and submits Final Prospectus and other required documents **Location:** SEC Headquarters	5.1. Receives and forwards to handling processors	None	5 minute/s	• Administrative Assistant; Licensing Division
	5.2. Reviews Final Prospectus and other documents If non-compliant, a comment is prepared and approved for sending to the applicant via email.		1 working day/s	• Securities Specialist/ Examiner; Licensing Division (LD) • Securities Counsel; Licensing Division (LD)
	5.3. Prepares the Order rendering the ARS effective		1 working day/s	• Securities Specialist ; Licensing Division (LD) • Securities Examiner; Licensing Division (LD) • Securities Counsel; Licensing Division (LD)
	5.4. Reviews and approves the Order		1 working day/s	• Assistant Director Director; Licensing Division (LD)
	5.5. Sends the Order to the applicant via email		5 minute/s	• SEC Administrative Assistant II; Licensing Division (LD)
6. Receives the Order, publishes it,	6. Receives a copy of the Affidavit of	None	5 minute/s	• SEC Administrat

and submits a copy of the Affidavit of Publication **Location:** SEC Headquarters	Publication and notes compliance			ive Assistant II; Licensing Division (LD) • Securities Specialist/ Examiner ; Licensing Division (LD)
Total Processing Time:		Working Days: 45 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 12150		

2. Petition for Voluntary Revocation

This service details the procedure on how to request for voluntary revocation of securities registration and Certificate of Permit to Offer Securities for Sale issued in favor of Investment Companies, Exchange Traded Funds (ETFs), and Issuers of Proprietary and Non-Proprietary Securities.

Office or Division:	Licensing Division (LD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Investment Companies, ETFs, and Issuers of Proprietary / Non-Proprietary Securities
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Service covered under SRC Rule 13.2.3.2 and ICA Rule 13.1.6(b)(ii), 20 days.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Affidavit of Publication of Notice of Filing (1) Electronic Copy	Applicant / Client
Remarks: *One (1) scanned copy of Affidavit of Publication of Notice of Filing*	
2. Verified Petition for Voluntary Revocation (1) Electronic Copy	Applicant / Client
Remarks: *One (1) scanned copy of the Verified Petition for Voluntary Revocation with physical/wet signatures sufficient in form and substance.*	
3. Exhibits (1) Electronic Copy	Applicant / Client
For Situational Requirement	
A. Exhibits for Issuers of Proprietary and Non-Proprietary Securities (SRC Rule 13.2.1):	
A.1. Board Resolution approving the revocation, certified under oath by the corporate secretary and attested to by the president or anyone performing a similar function (1) Electronic Copy	Applicant / Client

A.2. List of stockholders / security holders indicating their respective shareholdings / securities held as of the latest date (1) Electronic Copy	Applicant / Client
A.3. All relevant books and papers of the Issuer, as may be determined by the Commission (1) Electronic Copy	Applicant / Client
A.4. Proposed Notice of Filing of Petition for Voluntary Revocation of Registration of Securities, reciting facts supporting the said petition which shall be subject to the approval of the Commission (1) Electronic Copy	Applicant / Client
A.5. Such other requirements or conditions the Commission may deem necessary (SRC Rule 13.2.2) (1) Electronic Copy	Applicant / Client
B. Exhibits for Investment Companies and ETFs (ICA IRR Rule 13.1.6 (a))	
B.1. Board Resolution approving the revocation stating therein the reason for seeking the revocation, certified under oath by the corporate secretary and attested to by the President or anyone performing a similar function, and duly approved by a majority of the stockholders (1) Electronic Copy	Applicant / Client
B.2. Proof that the holders were notified within thirty (30) days after the board has decided to voluntarily cause the revocation of the registration of securities of the Investment Company (1) Electronic Copy	Applicant / Client
B.3. List of stockholders/unit holders indicating their respective shareholdings/unit holdings as of the latest date (1) Electronic Copy	Applicant / Client
B.4. A mechanism that will inform all its shareholders and unitholders in the redemption of the investments which should include the establishment of redemption centers (1) Electronic Copy	Applicant / Client
B.5. All relevant books and papers of the Investment Company, as may be determined by the Commission (1) Electronic Copy	Applicant / Client
B.6. Proposed Notice of Filing of Petition for Voluntary Revocation of Registration of Securities, reciting the facts supporting the said petition which shall be subject to the approval of the Commission (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

				(Designation; Office)
1. Submits the Verified Petition and exhibits via email to cgfd_ld@sec.gov.ph **Location:** SEC Headquarters	1.1. Receives Verified Petition and exhibits then forwards it to Securities Counsel	None	10 minute/s	• SEC Administrative Assistant II; Licensing Division
	1.2. Forwards documents to assigned Counsel for review		1 hour/s	• SEC Administrative Assistant; Licensing Division (LD)
	1.3. Checks requirements and issues Payment Assessment Form (PAF) for the filing fee after submission of complete documentary requirements.		3 working day/s	• Securities Counsel; Licensing Division (LD) • Chief Counsel; Licensing Division (LD)
2. Receives the PAF and pays the filing fees via eSPAYSEC or LBP On-Call Facility **Location:** SEC Headquarters	2. Electronic SEC Official Receipt is generated after payment or a validated LBP deposit slip is issued to the client	**Standard Fees** Breakdown: Basic Fees: PHP 10000 Legal Research Fees: PHP 100 Documentary Stamps: PHP 30 Total: PHP 10130	5 minute/s	• eSPAYSEC LBP; Any of requesting office / division

3. Submits copy of electronic SEC Official Receipt or validated LBP deposit slip via email to cgfd_ld@sec.gov.ph **Location:** SEC Headquarters	3.1. Receives copy of electronic SEC Official Receipt or a validated LBP deposit slip, updates the records and forwards to the processor	None	10 minute/s	• SEC Administrative Assistant II; Licensing Division (LD)
	3.2. Finalizes the Notice of Filing a Petition for Voluntary Revocation (“Notice”)		1 working day/s	• Securities Counsel; Licensing Division (LD) • Chief Counsel; Licensing Division (LD)
	3.3. Reviews and approves the Notice		2 working day/s	• Assistant Director Director; Licensing Division (LD)
	3.4. Uploads the signed Notice to Client		5 minute/s	• SEC Administrative Assistant; Licensing Division (LD)
4. Publishes the Notice and submits Affidavit of Publication (“Affidavit”) to the Commission via email to cgfd_ld@sec.gov.ph **Location:** SEC Headquarters	4.1. Receives Affidavit and waits for fifteen (15) business days from publication to allow parties who stand to suffer any damage to file their complaints with the Commission. If no complaint is received within 15 business days, proceeds to process Petition	None	5 minute/s	• SEC Administrative Assistant II; Licensing Division (LD)
	4.2. Prepares Memo to Commission en Banc (CEB)		4 working day/s, 6 hour/s	• Securities Counsel; Licensing Division (LD)

			• Chief Counsel; Licensing Division (LD)
	4.3. Reviews and approves the Memo to CEB	5 working day/s	• Assistant Director Director; Licensing Division (LD) • Supervising Commissioner ; Any of requesting office / division
	4.4. Approves or denies the Petition	1 working day/s	• Commission En Banc; Any of requesting office / division
	4.5. Prepares the ORDER OF REVOCATION (“Order”)	1 working day/s	• Securities Counsel; Licensing Division (LD) • Chief Counsel; Licensing Division (LD)
	4.6. Reviews and approves the Order	2 working day/s	• Assistant Director Director; Licensing Division (LD)
	4.7. Sends the Order to the applicant via email	5 minute/s	• SEC Administrative Assistant II; Licensing Division (LD)

	4.8. Prepares request to upload copy of the Order in the SEC Website		5 minute/s	• SEC Administrative Assistant II; Licensing Division (LD)
	4.9. Reviews and approves the request		5 minute/s	• Securities Counsel; Licensing Division (LD) • Chief Counsel; Licensing Division (LD)
	4.10. Uploads the Order in the Commission website		5 minute/s	• ICTD; Any of requesting office / division
5. Receives and publishes Order in a newspaper of general circulation and submits an affidavit of publication to the Commission via email to cgfd_ld@sec.gov.ph For Investment Companies, publication of the Order shall conform to the requirements specified in ICA Rule 13.1.6 (b)(iii). **Location:** SEC Headquarters	5. Receives copy of Affidavit of Publication and notes the compliance	None	5 minute/s	• SEC Administrative Assistant II; Licensing Division (LD) • Securities Counsel; Licensing Division (LD) • Chief Counsel; Licensing Division (LD)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 10130		

3. Processing of Information Statement (SEC Form 20-IS)

This service details the procedure on how registered investment companies, issuers of proprietary and non-proprietary shares or certificates, public companies, and proxy solicitors can apply for the approval of their Information Statement/Proxy Form required to be distributed to stockholders prior to holding the Annual and Special Stockholders' Meetings pursuant to Rule 20 of the Implementing Rules and Regulations of the Securities Regulation Code (SRC).

Office or Division:	Licensing Division (LD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Fund Managers, Authorized representatives of an Investment Company, Issuers of Proprietary and Nonproprietary Securities, Public Companies and Proxy Solicitors
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Preliminary/Definitive Information Statement (1) Electronic Copy	Applicant / Client
Remarks: *One (1) scanned copy of duly accomplished SEC Form 20-IS (Preliminary Information Statement/Definitive Information Statement) with electronic signatures.*	
2. Proxy Form (1) Electronic Copy	Applicant / Client
Remarks: *One (1) scanned copy of the Proxy Form (For solicitation of votes by any person or group of persons other than the regulated entity)*	
3. Notarized Certification (Information contained in the reports are true and correct) (1) Electronic Copy	Applicant / Client
Remarks: *One (1) scanned copy of the notarized certification that information contained in the reports are true and correct*	
4. Supporting Documents (1) Electronic Copy	Applicant / Client

Remarks: *One (1) scanned copy of each supporting documents (for Regulated Entities)*
Sub Requirement
4.A. Notice of Meeting
4.B. Sample Proxy Form
4.C. Latest Consolidated Annual Audited Financial Statements and Unaudited Interim Financial Statements
4.D. Management Discussion and Analysis covering the applicable financial statements
4.E. Brief Description of the General Nature and Scope of the Business of the Issuer and its subsidiaries
4.F. Identity of the Issuer's Directors and Officers, Including their principal occupation or employment, name, and principal business of any organization in which such persons are employed
4.G. Market Price and Dividends on the Issuer's common shares
4.H. Discussion on compliance with leading practices on corporate governance
4.I. Undertaking in boldface prominent type to provide without charge to each person solicited, upon written request of any such person, a copy of the Annual Report on SEC Form 17-A and the name and address of the person to whom such written request is directed
4.J. Certificate of Qualification of Independent Director/s as required under SEC Memorandum Circular No. 05, Series of 2017
4.K. Notes:

4.K.1. Additional Notes: (1) Electronic Copy	Applicant / Client

Remarks:

(1) In case of a special meeting where the Issuer has already distributed to its stockholders its annual report on SEC Form 17-A for the fiscal year preceding the date of its annual stockholders' meeting, the applicant is no longer required to submit the requirements 3-9 above, except with respect to the disclosure of updated financial and non-financial information.

(2) For Solicitation of Votes Other than by the regulated entity, the information provided under SRC Rule 20.8.2 should be attached to and distributed with the proxy form prepared in accordance with SRC Rule 20.5.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

1. Submits via SEC iMessage the Preliminary Information Statement (PIS) and its supporting documents, and requests PAF. **Location:** SEC Headquarters	1. Assigns and Issues PAF for the filing fee.	None	20 minute/s	• SEC Administrative Assistant II; Corporate Governance and Finance Department (CGFD) • SEC Securitites Specialist ; Corporate Governance and Finance Department (CGFD) • Securities Examiner; Corporate Governance and Finance Department (CGFD)
2. Receives the PAF, and pays the filing fee via eSPAYSEC or LBP On-Call Facility. **Location:** SEC Headquarters	2. eSPAYSEC generates electronic SEC Official Receipt after payment, or LBP issues a validated LBP deposit slip to the client	**Standard Fees** Breakdown: Reporting Company: PHP 7500 Legal Research Fee: PHP 75 --- Total: PHP 7575 **Possible Fees** Breakdown: Amended Report: PHP 5050 Proxy Solicitor: PHP 5050	1 working day/s	• eSPAYSEC / LBP; Any of requesting office / division

3. Submits via SEC iMessage a copy of electronic SEC Official Receipt or a validated LBP deposit slip, Preliminary Information Statement (PIS) and supporting documents **Location:** SEC Headquarters	3.1. Assigns the application to processor and forwards to Corporate Governance Division for the validation of qualification of Independent Director	None	10 minute/s	• SEC Administrative Assistant II; Licensing Division (LD)
	3.2. Reviews the report and supporting documents to determine compliance with SRC Rules 20 and 68 using the checklist of requirements and forwards the comment checklist to the reviewer		10 working day/s	• Supervising Securities Examiner; Licensing Division (LD) • Securities Specialist ; Licensing Division (LD)
	3.3. Reviews and approves the PIS comments .		3 working day/s	• Supervising Securities Examiner; Licensing Division (LD) • Securities Examiner; Licensing Division (LD)
	3.4. Issues PIS comments and advises the company to submit Definitive Information Statement (DIS) and Management Report (MR) addressing the findings, via iMessage. If no comment on the PIS, advised the company to submit DIS and MR, via iMessage		20 minute/s	• Securities Specialist; Licensing Division (LD) • Securities Examiner; Licensing Division (LD)
4. Receives comments and submits the DIS and MR via iMessage.	4.1. 4.1 Reviews the DIS and MR. 4.1.1 If the DIS is incomplete or non-compliant with	None	5 working day/s, 7 hour/s	• Securities Specialist ; Licensing

Location: SEC Headquarters	the comments on the PIS, prepare comments and PAF for the additional filing fee. Repeat Steps 2, 3.2, 3.3, .			Division (LD) • Securities Examiner; Licensing Division (LD)
	4.2. 4.2 Issues clearance on the distribution of the DIS and MR via iMessage		10 minute/s	• Securities Specialist; Licensing Division (LD) • Securities Examiner; Licensing Division (LD)

General Remarks

SEC Memorandum Circular No. 18, Series of 2023, entitled: Guidelines on the Submission of Digital Copies of Applications, Compliance Documents and Other Requests, and Further Reduction of the Number of Hard Copies to be Filed with the Commission

Total Processing Time:	Working Days: 20 working day/s
Total Processing Fee:	Total Standard Fee: PHP 7575 See other fees below

Possible Fees

- **Amended Report** : 5050
- **Proxy Solicitor** : 5050

4. Registration of Securities and Licensing of Investment Company

This service details the procedure on how an investment company and issuer of proprietary shares or certificates and non-proprietary shares or certificates can apply for amendment/s of their registration statement under the Securities Regulation Code (SRC) or R.A. No. 8799 and Investment Company Act or R.A. 2629.

Office or Division:	Licensing Division (LD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Fund Managers, Authorized representatives of Investment Companies, and Issuers of Proprietary and Non-Proprietary Shares or Certificates.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Pursuant to Section 12.6 of the SRC, the SEC has within 45 days after filing the registration statement (RS) to declare the RS effective or rejected. Such period may be adjusted to a later date provided the Client consented thereto or when the Client is allowed to amend the RS as provided in Section 14 of the SRC.

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. SEC Form 12-1 (1) Electronic Copy	Applicant / Client
Remarks: *Scanned copies of documents with physical/wet signatures:* • *SEC Form 12-1-ICA for open-end and closed-end investment company* • *SEC Form 12-1 ETF for Investment Company classified as ETF* • *SEC Form 12-1 for issuers of proprietary and non-proprietary shares or certificates* *NOTE: For additional registration of securities, Client shall file one (1) complete "unmarked" copy and one (1) additional "marked" copy (both with text layer if in PDF format) to indicate clearly and precisely, by underlining or in some other appropriate manner, the changes effected in the Prospectus and Exhibits in all submissions.*	
2. Supporting Documents (1) Electronic Copy	Applicant / Client
Sub Requirement	
2.A. Prospectus, Main Prospectus and Sub-Fund Supplement (in case of an Umbrella Fund)	

2.B. Latest Annual Consolidated Audited Financial Statements (AFS) with notarized Statement of Management Responsibility (SMR) and Consolidated Interim Financial Statements (IFS) and additional components of the AFS/IFS as required under the Revised SRC Rule 68	
3. Exhibits (1) Electronic Copy	Applicant / Client
Sub Requirement	
3.A. Draft Notice re: Filing of Amended Registration Statement (ARS) for Publication The signed Notice re: Filing of ARS containing the proposed amendment/s, including the reason for the amendments, shall be published by the registrant, in two (2) national newspapers of general circulation in the Philippines and the Investment Company of Fund Manager's website stating the offering in its current form has been amended. Proof of Publication of Notice, with Affidavit and copy of Publication, shall be submitted after the publication;	
3.B. Articles of Incorporation and By-laws which are compliant with the provisions of the RCC, the SRC and its IRR, and other applicable laws and regulations;	
3.C. Opinion re: Tax Matter	
3.D. Consents of Experts and Independent Counsel which shall be dated and manually signed	
3.E. Notarized Curriculum Vitae and Recent Photographs of Officers and Members of the Board of Directors (BOD) and the BOD of the Fund Manager for IC applicant	
3.F. Bank Authorization which shall be continuous as long as the registration of securities of the issuer is effective	
3.G. Copy of Board Resolution approving the securities offering and authorizing the filing of the RS	
3.H. Duly verified Board Resolution dated and manually signed by a majority of the issuer's Board of Directors; approving the disclosures contained in the RS and assuming responsibility for the information contained therein (for Investment Companies, the resolution must also be signed by the majority of the Fund Manager's Board of Directors)	
3.I. Secretary's Certificate as to adoption by the company's Board re: (1) Adoption of a Fit and Proper Rule for the selection of corporate directors/officer; (2) Submission of an Undertaking allowing the SEC to resolve conflicting issues regarding the selection of independent directors	
3.J. Sample of Subscription Agreement which must be compliant with SRC Rules or ICA IRR for ICs	
3.K. Manual on Corporate Governance	
3.L. Monitoring Clearance, if applicant is previously in operation as an ordinary corporation	
3.M. Board-approved Consumer Protection Risk Management System	
3.N. Board approved Financial Consumer Protection Assistance Mechanism	
For Situational Requirement	
A. Investment Companies	

A.1. Management Agreement (1) Electronic Copy	Applicant / Client
A.2. Distribution & Sub-distribution Agreement (1) Electronic Copy	Applicant / Client
A.3. Custodian Agreement (1) Electronic Copy	Applicant / Client
A.4. Transfer Agency Agreement (1) Electronic Copy	Applicant / Client
A.5. Advisory Agreement (if any) (1) Electronic Copy	Applicant / Client
A.6. Target Fund's Prospectus (for Feeder Fund) (1) Electronic Copy	Applicant / Client
A.7. Certification, under oath, by the President and Chairman of the Board, or their equivalent in rank, describing the involvement, if any, by management or members of the Board of Directors in companies that the investment company will be dealing with (1) Electronic Copy	Applicant / Client
A.8. Sample Subscription and Redemption Form (1) Electronic Copy	Applicant / Client
A.9. Anti-Money Laundering Manual/MLPP (1) Electronic Copy	Applicant / Client
A.10. Product Highlight Sheet (1) Electronic Copy	Applicant / Client
B. Issuers of Proprietary/Non-Proprietary Securities	
B.1. Escrow/Custodian Agreement with a reputable bank (1) Electronic Copy	Applicant / Client
B.2. Credit Line Agreement with reputable domestic bank (1) Electronic Copy	Applicant / Client
B.3. House/Membership Rules (1) Electronic Copy	Applicant / Client
B.4. Environmental Compliance Certificate (1) Electronic Copy	Applicant / Client
B.5. Lease Contract (if property is under Lease) (1) Electronic Copy	Applicant / Client
B.6. Certified true copy of Transfer Certificate of Title (TCT) (1) Electronic Copy	Applicant / Client
B.7. Brochures and other selling materials (1) Electronic Copy	Applicant / Client

B.8. Development Agreement, if any (1) Electronic Copy	Applicant / Client
B.9. Project Plan and Timetable of Project Construction (1) Electronic Copy	Applicant / Client
B.10. Opinion re: Legality of Issue (notarized) (1) Electronic Copy	Applicant / Client
B.11. Resort Calendar (if timeshares) (1) Electronic Copy	Applicant / Client
B.12. Proposed Contract of Suretyship covering the undertaking of the Issuer to refund the amount of investments if the project is not completed as disclosed (1) Electronic Copy	Applicant / Client
B.13. Copy of application for Registration as Salesman/Broker of Proprietary/Non-proprietary shares duly received by CRMD Licensing Unit and Certificate of Registration once the application is approved (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits application documents via email to cgfd_ld@sec.gov.ph **Location:** SEC Headquarters	1.1. Receives and checks completeness of basic requirements using the Pre-Evaluation Checklist	None	5 working day/s	• SEC Administrative Assistant; Licensing Division (LD) • Securities Specialist; Licensing Division (LD) • Supervising Securities Examiner; Licensing Division (LD)
	1.2. Issues Payment Assessment Form (PAF) for the filing fee after submission of complete		5 minute/s	• SEC Administrative Assistant; Licensing Division

	documentary requirements			
2. Receives the PAF and pays the filing fee via eSPAYSEC or LBP On-Call Facility **Location:** SEC Headquarters **Notes/Instruction:** Aggregate price of securities = <PHP500M: 0.10% Aggregate price of securities = >PHP500M <PHP750M: PHP500,000 plus 0.075% of the excess of PHP500M Aggregate price of securities = >PHP750M <PHP1 B: PHP687,500 plus 0.05% of the excess of PHP750M Aggregate price of securities = >PHP1 B:PHP812,500 plus 0.025% of the excess over PHP1 B Registration of Units: Total PHP10,130.00 Investment Company License Fee: Total PHP10,100.00	2. SEC electronic Official Receipt is generated after payment or a validated LBP deposit slip is issued to the client	**Formula Fees** Breakdown: Situational	5 minute/s	• eSPAYSEC LBP; Any of requesting office / division

3. Submits copy of SEC electronic Official Receipt or validated LBP deposit slip and complete documents **Location:** SEC Headquarters	3.1. Receives and forwards application to assigned processors	None	10 minute/s	• SEC Administrative Assistant II; Licensing Division (LD)
	3.2. Finalizes the Notice of Filing the RS for publication by the applicant and prepares: (1) Memorandum to MSRD for new IC applicant and, (2) Memorandum to OGA for the review of financial statements (except if applicant is a newly created corporation or with no prior business operations) Reviews and approves the Notice and Memoranda Send the Notice and the Memoranda via email..		4 working day/s, 10 minute/s	• Securities Specialist/ Examiner; Licensing Division (LD) • Securities Counsel; Licensing Division (LD) • Chief Counsel; Licensing Division (LD) • Assistant Director Director; Licensing Division (LD) • SEC Administrative Assistant; Licensing Division (LD)
	3.3. Reviews the application of new IC and FS of the applicant Evaluates the application/s If application is substantially compliant, a Memorandum to the Commission en Banc (CEB) is prepared for the approval of the RS. Go to Step 3.4. (If not compliant, a comment checklist is		25 working day/s	• MSRD OGA/CGFD Accountant; Any of requesting office / division • Securities Specialist/ Examine; Licensing Division (LD)

	prepared and approved for sending to the applicant via email. Go to Step 4)			• Securities Counsel; Licensing Division (LD) • Chief Counsel; Licensing Division (LD) • Supervising Securities Examiner; Licensing Division (LD)
	3.4. Reviews and approves the Memo CEB		2 working day/s	• Assistant Director Director; Licensing Division (LD) • Supervising Commissioner; Any of requesting office / division
	3.5. Approves the Application		1 working day/s	• Commission En Banc; Any of requesting office / division
	3.6. Prepares Pre-effective Letter informing the applicant to submit Final Prospectus and other documents, as may be applicable Reviews and approves the Pre-effective letter Sends the Pre-effective letter to the applicant via email.		2 working day/s, 5 minute/s	• Securities Specialist/ Examiner; Licensing Division • SEC Accounting Specialist ; Licensing Division • Securities Counsel; Licensing Division

				• Chief Counsel; Licensing Division • Assistant Director Director; Licensing Division • SEC Administrative Assistant II; Licensing Division
4. Receives comments on the RS and publishes the Notice of filing the Registration Statement, uploads the Notice and proposed Prospectus in its website. The company shall submit a revised RS in compliance with the comments and the Affidavits of Publication **Location:** SEC Headquarters	4. Receives compliance and copy of the Affidavits of Publication and evaluated compliance. If non compliant, repeat Step 3.3	None	5 minute/s	• SEC Administrative Assistant; Licensing Division (LD) • Securities Specialist/ Examiner; Licensing Division (LD) • Securities Counsel; Licensing Division (LD) • Chief Counsel; Licensing Division (LD)
5. Receives Pre-effective Letter and submits Final Prospectus and other required documents **Location:** SEC Headquarters	5.1. Receives and forwards to handling processors	None	10 minute/s	• SEC Administrative Assistant; Licensing Division (LD)
	5.2. Reviews the Final Prospectus and other documents. If non-compliant, a comment is prepared		5 working day/s, 6 hour/s, 30 minute/s	• SEC Accounting Specialist ; Licensing

	and approved for sending to the applicant via email. Repeat Step 5.1-5.2.			Division (LD) • Securities Specialist/ Examiner; Licensing Division (LD) • Securities Counsel; Licensing Division (LD) • Chief Counsel; Licensing Division (LD) • Assistant Director Director; Licensing Division (LD)
	5.3. Prepares the Certificate of Permit to Offer Securities to the Public (“Permit”) via NNS and Order of Registration		10 minute/s	• Securities Specialist/ Examiner; Licensing Division (LD)
	5.4. Reviews and approves the Permit and Order		10 minute/s	• Assistant Director Director; Licensing Division (LD)
	5.5. Sends the Permit and Order via email		10 minute/s	• SEC Administrative Assistant; Licensing Division (LD)
6. Receives Permit and Order of Registration and publishes the Order of Registration and submits Affidavits of Publication	6. Receives the Affidavit of Publication and notes the compliance	None	10 minute/s	• SEC Administrative Assistan; Licensing Division (LD)

Location: SEC Headquarters				• Securities Specialist/ Examiner ; Licensing Division (LD)
Total Processing Time:		Working Days: 45 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Situational**

  Aggregate price of securities = <PHP500M: 0.10%

  Aggregate price of securities = >PHP500M <PHP750M: PHP500,000 plus 0.075% of the excess of PHP500M

  Aggregate price of securities = >PHP750M <PHP1 B: PHP687,500 plus 0.05% of the excess of PHP750M

  Aggregate price of securities = >PHP1 B:PHP812,500 plus 0.025% of the excess over PHP1 B

  Registration of Units: Total PHP10,130.00

  Investment Company License Fee: Total PHP10,100.00

5. Request for Certification on the Registration of Securities

This service details the procedure on how to request certification whether a company is a duly registered issuer of any securities (mutual funds, exchange-traded funds, and issuers of proprietary or non-proprietary shares certificates) pursuant to Sections 8 and 12 of the Securities Regulation Code and its Amended Implementing Rules and Regulations).

Office or Division:	Licensing Division (LD)
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	1. Departments or Offices of the Securities and Exchange Commission and other Government Offices 2. Individuals and private corporations
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. One (1) scanned copy of Written Request for certification indicating the reason and purpose (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submits via SEC iMessage a written request (for Individuals and private corporations) or via email to cgfd_ld@sec.gov.ph (for other government agencies) **Location:** SEC Headquarters	1.1. Receives the written request then forwards it to the Licensing Division	None	10 minute/s	• Administrative Officer ; Licensing Division (LD)
	1.2. Issues Payment Assessment Form for the processing fee. (for Individuals and private corporations) For other government agencies, proceed to Step 3.2		25 minute/s	• Securities Specialist ; Licensing Division
2. Receives the PAF, and pays the miscellaneous fee via	2. eSPAYSEC generates electronic SEC Official Receipt after payment, or LBP	**Standard Fees** Breakdown: Certification:	5 minute/s	• eSPAYSEC LBP; Any of requesting

eSPAYSEC or LBP On-Call Facility **Location:** SEC Headquarters	issues a validated LBP deposit slip to the client	PHP 100 Legal Research Fee: PHP 10 Documentary Stamps: PHP 30 Total: PHP 140		office / division
3. Submits via SEC iMessage a copy of electronic SEC Official Receipt or validated LBP deposit slip **Location:** SEC Headquarters **Notes/Instruction:** Receives Certification together with the letter reply or Office Memorandum	3.1. Receives electronic SEC Official Receipt or a validated LBP deposit slip	None	10 minute/s	• Administrative Officer ; Licensing Division
	3.2. Checks records and prepares draft Certification		4 hour/s	• Securities Specialist I; Licensing Division (LD)
	3.3. Reviews the Certification		4 hour/s	• Administrative Officer; Licensing Division (LD)
	3.4. Approves the Certification		1 working day/s	• Director; Licensing Division (LD)
	3.5. Sends the Certification to Client		10 minute/s	• Administrative Officer; Licensing Division (LD)
Total Processing Time:		Working Days: 2 working day/s, 1 hour/s		
Total Processing Fee:		Total Standard Fee: PHP 140		

6. Request for Comment on Articles of Incorporation and/or By-Laws of Ordinary Companies, Investment Companies, ETFs, Public Companies, Issuers of Proprietary and Non-Proprietary Securities

This service details the procedure on how a business can request comment on proposed new/amended Articles of Incorporation and/or By-Laws.

Office or Division:	Licensing Division (LD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Ordinary Companies, Investment Companies, ETFs, Public Companies, Issuers of Proprietary and Non-Proprietary Securities
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Memorandum or email requesting CGFD comments on the Articles of Incorporation (AOI) and/or By-Laws (BL) (1) Electronic Copy	CRMD - CRMD
2. One (1) scanned copy of the Proposed Articles of Incorporation (AOI) and/or By-Laws (BL) subject for comment and Directors' Certificate covering the proposed amendments (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submits the request and supporting documents via iMessage **Location:** SEC Headquarters	1.1. Forwards the request to: 1.1.1 Assistant Director - for assignment to Counsel, if request pertains to an ordinary corporation and will qualify as covered company of CGFD, or 1.1.2. Securities Counsel and Securities Specialist - if request pertains to a a covered company; and 1.1.3 Corporate	None	10 minute/s	• SEC Administrative Assistant ; Licensing Division (LD)

	Governance Division (CGD) via email, for comments and monitoring If the requesting company is an ordinary corporation and will not qualify as a covered company of CGFD, the SEC Administrative Assistant prepares a draft reply to the requesting party and forwards it to Assistant Director for review. Go to step 1.5			
	1.2. Assigns the request to Counsel		5 minute/s	• Assistant Director; Licensing Division (LD)
	1.3. Reviews the proposed AOI and/or By-Laws 1.3.1. If request pertains to a covered company, simultaneously updates the monitoring sheet and forwards a copy to handling processor		13 working day/s, 7 hour/s, 35 minute/s	• Securities Counsel; Corporate Governance and Finance Department (CGFD) • Chief Counsel; Corporate Governance and Finance Department (CGFD) • Securities Specialist/ Examiner; Licensing Division (LD)
	1.4. Receives comments from CGD and monitoring sheet from Securities Specialist/Examiner and prepares consolidated		1 working day/s	• Securities Specialist/ Examiner; Licensing Division

	comments list containing LD and CGD's findings on the proposed AOI and/or BL as well as the status of compliance of covered companies. If no findings on the proposed AOI and/or BL and the company has no outstanding violations, prepares Clearance.			
	1.5. Reviews and approves comments' list or clearance and draft reply and instructs dispatch to the requesting party.		5 working day/s	• Assistant Director; Licensing Division (LD)
	1.6. Sends comments' list or clearance to the requesting party via iMessage END. If based on the Comments' List a covered company has outstanding violations, it must comply with the requirements and settle unpaid assessed penalties, if any, and thereafter resubmit a request for comment on the revised AOI and/or BL. Repeat Step 1 .		10 minute/s	• Administrative Assistant ; Licensing Division (LD) • Securities Counsel; Licensing Division (LD) • Chief Counsel; Licensing Division (LD)

General Remarks

SEC Memorandum Circular No. 18, Series of 2023, entitled: Guidelines on the Submission of Digital Copies of Applications, Compliance Documents and Other Requests, and Further Reduction of the Number of Hard Copies to be Filed with the Commission

Total Processing Time:	Working Days: 20 working day/s
Total Processing Fee:	Total Standard Fee: None

7. Request for Exemptive Relief / Confidential Treatment / Other Filing Made Requiring Action by the Department

This service details the procedure on how to request for Exemptive Relief (SRC Rule 72.2), Confidential Treatment (SRC Rule 66.3), or other filing made requiring action by the Department.

Office or Division:	Licensing Division (LD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Representative of Investment Company, Issuer of Proprietary and Non-Proprietary Shares or Certificates, Public Company, persons who make a tender offer, and any entities with application with CGFD- LD
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. One (1) scanned copy of the notarized certification that information contained in the reports is true and correct (1) Electronic Copy	Applicant / Client
For Situational Requirement	
A. For Request for Exemptive Relief	
A.1. One (1) scanned copy of duly signed letter request with the complete information and justifications as required under SRC Rule 72.2.1 (1) Electronic Copy	Applicant / Client
Remarks: *Required Justifications:* *1. The specific rule or order, requirement or prohibition from which relief is being sought* *2. The legal basis of justification for the exemption;* *3. The name, address, and telephone number/s of the applicant* *4. Other supporting documents, as may be necessary;*	
B. For Request for Exemptive Relief	
B.1. One (1) scanned copy of duly signed letter request with the complete information and justifications as required under SRC Rule 72.2.1 (1) Electronic Copy	Applicant / Client
Remarks:	

1. *The specific rule or order, requirement or prohibition from which relief is being sought*
2. *The legal basis of justification for the exemption;*
3. *The name, address, and telephone number/s of the applicant*
4. *Other supporting documents, as may be necessary;*

C. For Request for Confidential Treatment

C.1. One (1) scanned copy of duly signed letter request with the complete statements and justifications as required under SRC Rule 66.3.1 (1) Electronic Copy	Applicant / Client

Remarks:

1. *Enumerate or state with particularity, in matrix form, the information or items it wants to be treated as confidential*
2. *State the justification for the request for each information or item and should answer the question "How will the public disclosure of this information adversely affect my interest?"; and*
3. *Indication of the period of effectivity of confidential treatment*
4. *A copy of the complete report containing such confidential information prominently labeled "CONFIDENTIAL"*
5. *Other supporting documents, as may be necessary; and*

D. For Other Filing Made Requiring Action by the Department

D.1. One (1) scanned copy of the duly signed letter and other supporting documents, as may be necessary (1) Original Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the Letter Request and supporting documents via email to cgfd_ld@sec.gov.ph. **Location:** SEC Headquarters	1.1. Receives and forwards the letter to the assigned Counsel for review	None	5 minute/s	• SEC Administrative Assistant II ; Licensing Division
	1.2. Review the request and the supporting documents. If complete, issues Payment Assessment Form (PAF) for the filing fee. Go to Step 2. If incomplete, prepare comment letter advising the		3 working day/s	• Securities Counsel; Licensing Division (LD) • Chief Counsel; Licensing Division (LD)

	client to provide required information and/or documents.			
	1.3. Review and approve the comments		5 minute/s	• Assistant Director ; Licensing Division (LD) • Director; Licensing Division (LD)
	1.4. Send the comment to the client via email		5 minute/s	• SEC Administrative Assistant; Licensing Division (LD)
2. Receives the PAF, and pays the filing fee via eSPAYSEC or LBP On-Call Facility. **Location:** SEC Headquarters	2. 2. eSPAYSEC generates electronic SEC Official Receipt after payment, or LBP issues a validated LBP deposit slip to the client.	**Possible Fees** Breakdown: Exemptive Relief + LRF: PHP 50500 Confidential Treatment + LRF: PHP 50500 Other Filing + LRF: PHP 2020	5 minute/s	• eSPAYSEC LBP; Any of requesting office / division
3. Submits electronic SEC Official Receipt or validated LBP deposit slip, Letter Request, and supporting documents. Receives the advice letter **Location:** SEC Headquarters	3.1. Receives copy of electronic SEC Official Receipt or a validated LBP deposit slip, Letter Request, and supporting documents	None	10 minute/s	• SEC Administrative Assistant II ; Licensing Division
	3.2. Evaluates the request and prepares Memorandum to Commission en Banc/ Supervising Commissioner		7 working day/s, 7 hour/s, 20 minute/s	• Securities Counsel ; Licensing Division • Chief Counsel; Licensing Division
	3.3. Review and approves the Memo		5 working day/s	• Assistant Director

				Director; Licensing Division • Supervising Commissioner ; Any of requesting office / division
	3.4. Approves or denies the request		1 working day/s	• Supervising Commissioner ; Any of requesting office / division • Commission En Banc; Licensing Division
	3.5. Prepares advisement letter		1 working day/s	• Securities Counsel; Licensing Division • Chief Counsel; Licensing Division
	3.6. Reviews and approves advisement letter		2 working day/s	• Assistant Director; Licensing Division • Director; Corporate Governance and Finance Department (CGFD)
	3.7. Sends the advisement letter via email		10 minute/s	• SEC Administrative Assistant ; Licensing Division

General Remarks

SEC Memorandum Circular No. 18, Series of 2023, entitled: Guidelines on the Submission of Digital Copies of Applications, Compliance Documents and Other Requests, and Further

Reduction of the Number of Hard Copies to be Filed with the Commission

Total Processing Time:	Working Days: 20 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Possible Fees

- **Exemptive Relief + LRF** : 50500
- **Confidential Treatment + LRF** : 50500
- **Other Filing + LRF** : 2020

8. Request for Monitoring of Investment Company, Public Company, and Issuer of Proprietary and Non-proprietary Shares or Certificates

This service details the procedure on how registered investment companies, public companies, and issuers of proprietary and non-proprietary shares or certificates apply for CGFD clearance relative to its application for a Certificate of Good Standing or No Derogatory Records with CRMD.

Office or Division:	Licensing Division (LD)
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Representatives of Investment Company, Issuer of Proprietary and Non-Proprietary Shares or Certificates and Public Company
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. One (1) scanned copy of written request for monitoring indicating the purpose (1) Electronic Copy	Applicant / Client
2. Proposed amended Articles of Incorporation (AOI) or By-Laws (BL), if the purpose of the monitoring clearance is Amendment of the AOI or BL (1) Original Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Sends request via SEC eWATCH along with the attachments **Location:** SEC Headquarters	1.1. The eWATCH notifies the CGFD via e-mail Assigns the request via system and likewise sends a request for monitoring to Corporate Governance Division (CGD)	None	10 minute/s	• SEC Administrative Assistant ; Corporate Governance and Finance Department (CGFD)
	1.2. Updates the Monitoring Sheet and prepares Monitoring Slip, incorporating the		5 working day/s, 7 hour/s, 40 minute/s	• Securities Specialist/ Examiner ; Licensing

	monitoring findings of CGD			Division (LD)
	1.3. Supervisor reviews the Monitoring Slip		1 working day/s	• Supervising Securities Examiner; Licensing Division
	1.4. Sends the Monitoring Slip to the requesting party via eWATCH.		10 minute/s	• Securities Specialist/ Examiner; Licensing Division

General Remarks

SEC Memorandum Circular No. 18, Series of 2023, entitled: Guidelines on the Submission of Digital Copies of Applications, Compliance Documents and Other Requests, and Further Reduction of the Number of Hard Copies to be Filed with the Commission

Total Processing Time:	Working Days: 7 working day/s
Total Processing Fee:	Total Standard Fee: None

9. Request for Payment Assessment Form (for Annual Fees of Unitized Mutual Funds and Assessed Penalties)

This service details the procedure on how a citizen can request a Payment Assessment Form for payment of annual fees of Unitized Mutual Funds and assessed penalties.

Office or Division:	Licensing Division (LD)
Classification:	Simple
Type of Transaction:	G2B (Government to Business)
Who may avail:	Fund Managers, Authorized representatives of an Investment Company, Issuers of Proprietary and Nonproprietary Securities, and Public Companies
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Written request (1) Electronic Copy	Applicant / Client
For Situational Requirement	
A. For Annual of Fee	
A.1. Copy of the computed Average Net Asset Value of the UMF certified correct by the Fund's President or Treasurer (1) Electronic Copy	Applicant / Client
B. For Penalties	
B.1. Assessment Letter (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Sends via SEC iMessage request for PAF and applicable documentary requirements **Location:** SEC Headquarters	1.1. Assigns the request to handling processor	None	10 minute/s	• SEC Administrative Assistant II; Licensing Division (LD)

	1.2. Prepares Payment Assessment Form		4 hour/s	• Securities Specialist/ Examiner; Licensing Division (LD)
	1.3. Reviews the PAF for the Annual Fee of a unitized mutual funds		4 hour/s	• Supervising Securities Examiner; Licensing Division
	1.4. Sends the PAF via iMessage		10 minute/s	• Securities Specialist ; Licensing Division (LD) • Securities Examiner; Licensing Division (LD)
2. Receives the PAF, pays the annual fee or assessed penalties via eSPAYSEC or LBP On-Call Facility **Location:** SEC Headquarters	2. Electronic SEC Official Receipt is generated after payment or a validated LBP deposit slip is issued to the client	None	5 minute/s	• eSPAYSEC LBP; Any of requesting office / division
3. Submits Electronic Official Receipt or validated LBP deposit slip via SEC iMessage **Location:** SEC Headquarters	3. Receives electronic Official Receipt or validated LBP deposit slip and notes compliance	None	5 minute/s	• Securities Specialist; Licensing Division (LD) • Securities Examiner; Licensing Division (LD)
General Remarks SEC Memorandum Circular No. 18, Series of 2023, entitled: Guidelines on the Submission of Digital Copies of Applications, Compliance Documents and Other Requests, and Further Reduction of the Number of Hard Copies to be Filed with the Commission				
Total Processing Time:		Working Days: 1 working day/s, 30 minute/s		

Total Processing Fee:	Total Standard Fee: None

Corporate Governance Division (CGD)

External Services

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

This service is for covered company who will conduct in-house corporate governance training on its own.

Office or Division:	Corporate Governance Division (CGD)
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Publicly-listed company, public company,, and registered issuer
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Written request for approval of in-house corporate governance training/seminar (1) Electronic Copy	Applicant / Client
2. Certification that it has been conducting in-house corporate governance training for the company and that it can guarantee a qualified line-up of SEC-accredited trainers (1) Electronic Copy	Applicant / Client
3. Credentials of resource persons (1) Electronic Copy	Applicant / Client
4. Course program (1) Electronic Copy	Applicant / Client
5. Training materials (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits request with complete documentary requirements throiugh the iMessage platform **Location:** https://imessage.sec.gov.ph/	1.1. Assign the request to a processor	None	10 minute/s	• Administrative Assistant; Corporate Governance Division (CGD)
	1.2. Initial review of documents and issue payment assessment		1 hour/s	• Securities Specialist; Corporate

	form (PAF) for the filing fee			Governance Division (CGD) • Securities Examiner; Corporate Governance Division (CGD)
2. Receives the Payment Assessment Form (PAF) and pays via electronic system for payment to the SEC (eSPAYSEC) or Landbank of the Philippines (LBP) On-Call Facility **Location:** Visit https://espaysec.sec.gov.ph or any Landbank of the Philippines branch nationwide.	2. eSPAYSEC generates an electronic SEC Official Receipt after payment; or Landbank of the Philippines issues a validated LBP deposit slip to the client.	**Standard Fees** Breakdown: Application Fee: PHP 2000 Legal Research Fee: PHP 20 Total: PHP 2020	10 minute/s	• eSPAYSEC; Any of requesting office / division • Landbank of the Philippines; Any of requesting office / division
3. Submits a copy of the electronic SEC Official Receipt or validated LBP deposit slip through the iMessage platform **Location:** https://imessage.sec.gov.ph/	3.1. Process the application	None	5 working day/s, 3 hour/s, 30 minute/s	• Securities Specialist; Corporate Governance Division (CGD) • Securities Examiner; Corporate Governance Division (CGD) • Assistant Director; Corporate Governance Division (CGD) • Director; Corporate Governance and Finance Department (CGFD)

	3.2. Approve or deny the request		1 working day/s	• Supervising Commissioner; Office of the Commissioner
	3.3. Prepare the Advisement Letter		1 hour/s	• Securities Specialist; Corporate Governance Division (CGD) • Securities Examiner; Corporate Governance Division (CGD)
	3.4. Review, approve, and sign the Advisement Letter		2 hour/s	• Assistant Director; Corporate Governance Division (CGD) • Director; Corporate Governance and Finance Department (CGFD)
	3.5. Send the Advisement Letter to the client through the iMessage platform		10 minute/s	• Administrative Assistant; Corporate Governance Division (CGD)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 2020		

2. Application for Accreditation as Corporate Governance Institutional Training Provider (CG-ITP)

This service is for all private or government institutional training providers interested to apply for SEC accreditation as corporate governance institutional training provider who endeavors to promote a higher level of corporate governance through quality training on good corporate governance principles and standards for the directors and key officers of companies.

Office or Division:	Corporate Governance Division (CGD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Private institution or government institutional training provider
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Written application for accreditation as an institutional training provider (1) Electronic Copy	Applicant / Client
2. Certification that the applicant complies with the procedural requirements and meets the minimum standards of the Commission pursuant to SEC Memorandum Circular No. 11, series of 2012 (1) Electronic Copy	Applicant / Client

Remarks:

The minimum standards of the Commission are the following:

a. That it is formally organized to conduct training activities and that it has an adequate track record of successfully conducting corporate training programs including preferably training in corporate governance;

b. That it has a sound business plan including reasonable training fees for conducting corporate governance training and adequate financial and organizational resources to execute the same;

c. That it can guarantee a qualified line-up of trainers who can effectively deliver, as a minimum, the required training in accordance with the Code with special emphasis on the following mandated topics.

- *Illegal activities of corporations/directors/officers;*
- *Insider trading;*
- *Protection of minority stockholders;*
- *Short Swing Transactions;*
- *Liabilities of Directors;*

- *Confidentiality;*
- *Conflict of interest;*
- *Related Party Transactions;*
- *Case Studies,*

That the trainers line-up per course offering should at least have one experienced corporate director/CEO;

d. That it can provide for review its intended course materials and conduct a dry run for the Commission.

3. Summary of business experience and plan (1) Electronic Copy	Applicant / Client
4. Credentials of resource persons (1) Electronic Copy	Applicant / Client
5. Course program (1) Electronic Copy	Applicant / Client
6. Training materials (1) Electronic Copy	Applicant / Client
7. Latest Audited Financial Statement (1) Electronic Copy	Applicant / Client
8. Latest Articles of Incorporation (1) Electronic Copy	Securities and Exchange Commission - CRMD
9. Latest By-Laws (1) Electronic Copy	Securities and Exchange Commission - CRMD
10. Latest General Information Sheet (1) Electronic Copy	Securities and Exchange Commission - CRMD
For Situational Requirement	
A. Additional Requirement for foreign corporation	
A.1. License to transact business in the Philippines (1) Electronic Copy	Securities and Exchange Commission - Company Registration and Monitoring Department

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits written application with complete documentary requirements through	1.1. Assign the application to a processor	None	10 minute/s	• Administrative Assistant; Corporate Governanc

the iMessage platform **Location:** https://imessage.sec.gov.ph/				e Division (CGD)
	1.2. Initial review of documents and issue a payment assessment form (PAF) for the filing fee		1 hour/s	• Securities Specialist; Corporate Governance Division (CGD) • Securities Examiner; Corporate Governance Division (CGD)
2. Receives the Payment Assessment Form (PAF) and pays via electronic system for payment to the SEC (eSPAYSEC) or Landbank of the Philippines (LBP) On-Call Facility **Location:** Visit https://espaysec.sec.gov.ph or any Landbank of the Philippines branch nationwide.	2. eSPAYSEC generates an electronic SEC Official Receipt after payment; or Landbank of the Philippines issues a validated LBP deposit slip to the client.	**Standard Fees** Breakdown: Application Fee: PHP 5000 Legal Research Fee: PHP 50 Documentary Stamp tax: PHP 30 Total: PHP 5080	10 minute/s	• eSPAYSEC; Any of requesting office / division • Landbank of the Philippines; Any of requesting office / division
3. Submits a copy of the electronic SEC Official Receipt or validated Landbank of the Philippines deposit slip through the iMessage platform **Location:** https://imessage.sec.gov.ph/	3.1. Process the application	None	17 working day/s, 2 hour/s, 30 minute/s	• Securities Specialist; Corporate Governance Division (CGD) • Securities Examiner; Corporate Governance Division (CGD) • Assistant Director; Corporate Governance Division (CGD)

				• Director; Corporate Governance and Finance Department (CGFD)
	3.2. Approve or deny the application		1 working day/s	• Commission En Banc; Any of requesting office / division
	3.3. Prepare the Advisement Letter and/or Certificate of Accreditation		4 hour/s	• Securities Specialist; Corporate Governance Division (CGD) • Securities Examiner; Corporate Governance Division (CGD)
	3.4. Review, approve, and sign the Advisement Letter and/or Certificate of Accreditation		1 working day/s	• Assistant Director; Corporate Governance Division (CGD) • Director; Corporate Governance and Finance Department (CGFD)
	3.5. Send the Advisement Letter and/or Certificate of Accreditation to the applicant through the iMessage platform		10 minute/s	• Securities Specialist; Corporate Governance Division (CGD) • Securities Examiner; Corporate Governance Division (CGD)

Total Processing Time:	Working Days: 20 working day/s
Total Processing Fee:	Total Standard Fee: PHP 5080

3. Application for Renewal of Accreditation as Corporate Governance Institutional Training Provider (CG-ITP)

This service is for all SEC-accredited corporate governance institutional training providers who endeavors to continuously promote a higher level of corporate governance through quality training on good corporate governance principles and standards for the directors and key officers of companies.

Office or Division:	Corporate Governance Division (CGD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	SEC-accredited Institutional Training Provider
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Written application for renewal of accreditation as an institutional training provider (1) Electronic Copy	Applicant / Client
2. Certification that the applicant complies with the procedural requirements and meets the minimum standards of the Commission pursuant to SEC Memorandum Circular No. 11, series of 2012 (1) Electronic Copy	Applicant / Client

Remarks:

The minimum standards of the Commission are the following:

a. That it is formally organized to conduct training activities and that it has an adequate track record of successfully conducting corporate training programs including preferably training in corporate governance;

b. That it has a sound business plan including reasonable training fees for conducting corporate governance training and adequate financial and organizational resources to execute the same;

c. That it can guarantee a qualified line-up of trainers who can effectively deliver, as a minimum, the required training in accordance with the Code with special emphasis on the following mandated topics.

- *Illegal activities of corporations/directors/officers;*
- *Insider trading;*
- *Protection of minority stockholders;*
- *Short Swing Transactions;*
- *Liabilities of Directors;*

- *Confidentiality;*
- *Conflict of interest;*
- *Related Party Transactions;*
- *Case Studies,*

That the trainers line-up per course offering should at least have one experienced corporate director/CEO;

d. That it can provide for review its intended course materials and conduct a dry run for the Commission.

3. Summary of business experience and plan (1) Electronic Copy	Applicant / Client
4. Credentials of resource persons (1) Electronic Copy	Applicant / Client
5. Course program (1) Electronic Copy	Applicant / Client
6. Training materials (1) Electronic Copy	Applicant / Client
7. Latest Audited Financial Statement (1) Electronic Copy	Applicant / Client
8. Latest Articles of Incorporation (1) Electronic Copy	Securities and Exchange Commission - CRMD
9. Latest By-Laws (1) Electronic Copy	Securities and Exchange Commission - CRMD
10. Latest General Information Sheet (1) Electronic Copy	Securities and Exchange Commission - CRMD
For Situational Requirement	
A. Additional Requirement for foreign corporation	
A.1. License to transact business in the Philippines (1) Electronic Copy	Securities and Exchange Commission - Company Registration and Monitoring Department

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits written application with complete documentary requirements through	1.1. Assign the application to a processor	None	10 minute/s	• Administrative Assistant; Corporate Governanc

the iMessage platform **Location:** https://imessage.sec.gov.ph/				e Division (CGD)
	1.2. Initial review of documents and issue a payment assessment form (PAF) for the filing fee		1 hour/s	• Securities Specialist ; Corporate Governance Division (CGD) • Securities Examiner; Corporate Governance Division (CGD)
2. Receives the Payment Assessment Form (PAF) and pays via electronic system for payment to the SEC (eSPAYSEC) or Landbank of the Philippines (LBP) On-Call Facility **Location:** Visit https://espaysec.sec.gov.ph or any Landbank of the Philippines branch nationwide.	2. eSPAYSEC generates an electronic SEC Official Receipt after payment; or Landbank of the Philippines issues a validated LBP deposit slip to the client.	**Standard Fees** Breakdown: Application Fee: PHP 5000 Legal Research Fee: PHP 50 Documentary Stamp tax: PHP 30 Total: PHP 5080	10 minute/s	• eSPAYSEC; Any of requesting office / division • Landbank of the Philippines ; Any of requesting office / division
3. Submits a copy of the electronic SEC Official Receipt or validated Landbank of the Philippines deposit slip through iMessage platform **Location:** https://imessage.sec.gov.ph/	3.1. Process the application	None	17 working day/s, 2 hour/s, 30 minute/s	• Securities Specialist; Corporate Governance Division (CGD) • Securities Examiner ; Corporate Governance Division (CGD) • Assistant Director; Corporate Governance Division (CGD)

				• Director; Corporate Governance and Finance Department (CGFD)
	3.2. Approve or deny the application		1 working day/s	• Commission En Banc; Any of requesting office / division
	3.3. Prepare the Advisement Letter and/or Certificate of Accreditation		4 hour/s	• Securities Specialist ; Corporate Governance Division (CGD) • Securities Examiner; Corporate Governance Division (CGD)
	3.4. Review, approve, and sign the Advisement Letter and/or Certificate of Accreditation		1 working day/s	• Assistant Director; Corporate Governance Division (CGD) • Director; Corporate Governance and Finance Department (CGFD)
	3.5. Send the Advisement Letter and/or Certificate of Accreditation to the applicant through the iMessage platform		10 minute/s	• Securities Specialist ; Corporate Governance Division (CGD) • Securities Examiner; Corporate Governance Division (CGD)

Total Processing Time:	Working Days: 20 working day/s
Total Processing Fee:	Total Standard Fee: PHP 5080

4. Request for Approval of Corporate Governance Training/Seminar (for SEC-accredited CG-ITPs)

This service is for SEC-accredited CG-ITPs who will conduct corporate governance training.

Office or Division:	Corporate Governance Division (CGD)
Classification:	Complex
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	SEC-accredited Corporate Governance Institutional Training Provider (CG-ITP)
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Written request for approval of corporate governance training/seminar with complete details (1) Electronic Copy	Applicant / Client
Remarks: *Training details must include:* *1. Date and time* *2. Venue* *3. Mode (face-to-face, online, or hybrid)* *4. Meeting link, if online or hybrid* *5. Resource person/s*	
2. Course program (1) Electronic Copy	Applicant / Client
3. Updated curriculum vitae of resource person/s (1) Electronic Copy	Applicant / Client
4. Training materials (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submits written request with complete documentary requirements through	1.1. Assign the request to a processor	None	10 minute/s	• Administrative Assistant; Corporate

the iMessage platform **Location:** https://imessage.sec.gov.ph/				Governance Division (CGD)
	1.2. Evaluate the request and prepare an Advisement Letter		5 working day/s, 7 hour/s, 40 minute/s	• Securities Specialist; Corporate Governance Division (CGD) • Securities Examiner; Corporate Governance Division (CGD)
	1.3. Review, approve, and sign the Advisement Letter		1 working day/s	• Assistant Director; Corporate Governance Division (CGD) • Director; Corporate Governance and Finance Department (CGFD)
	1.4. Send the Advisement Letter through the iMessage platform		10 minute/s	• Administrative Assistant; Corporate Governance Division (CGD)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		

5. Request for Clearance of Publicly-Listed Company (PLC)

This service is for PLCs applying CGFD clearance relative to its application for a Certificate of Good Standing or No Derogatory Records with other SEC Departments.

Office or Division:	Corporate Governance Division (CGD)
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Representative of publicly-listed company
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
No Requirements Needed	

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submits request for monitoring clearance through eWATCH platform **Location:** https://ewatch.sec.gov.ph **Notes/Instruction:** If a company has outstanding violations, comply with the requirements and settle any assessed penalties.	1.1. Assign the request to a processor	None	10 minute/s	• Administrative Assistant; Corporate Governance Division (CGD)
	1.2. Evaluate company's compliance with the corproate governance requirements		5 working day/s, 6 hour/s, 40 minute/s	• Securities Specialist; Corporate Governance Division (CGD) • Securities Examiner; Corporate Governance Division (CGD)
	1.3. Prepare the monitoring slip.		1 hour/s	• Securities Specialist; Corporate Governance Division (CGD)

				• Securities Examiner; Corporate Governance Division (CGD)
	1.4. For novel cases, elevate the monitoring slip to the Assistant Director for review and approval		1 working day/s	• Assistant Director; Corporate Governance Division (CGD)
	1.5. Upload the monitoring slip through eWATCH		10 minute/s	• Securities Specialist; Corporate Governance Division (CGD) • Securities Examiner; Corporate Governance Division (CGD)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		

6. Request for Exemptive Relief

This service is for covered companies seeking relief from any provisions of the Securities Regulation Code and its implementing rules and regulations, particularly those relating to corporate governance matters.

Office or Division:	Corporate Governance Division (CGD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Representatives of publicly-listed company, investment company, issuer of proprietary and non-proprietary shares or certificates and public company
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Duly signed letter-request with the complete information and justifications as required under SRC Rule 72.2.1 (1) Electronic Copy	Applicant / Client
Remarks: *The lette-request shall state the following:* *1. the specific rule or order, requirement, or prohibition from which relief is being sought;* *2. the legal basis of justification for the exemption;* *3. the name, address, and telephone number/s of the applicant; and* *4. other supporting documents, as may be necessary;*	
2. Notarized certification that the information contained in the reports are true and correct (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submits Letter Request and its supporting documents throiugh the iMessage platform **Location:**	1.1. Assign the request to a processor	None	10 minute/s	• Administrative Assistant; Corporate Governanc

https://imessage.sec.gov.ph/				e Division (CGD)
	1.2. Check the completeness of information provided in the letter request. If complete, issues Payment Assessment Form (PAF) for the filing fee. If incomplete, advise the client to provide additional required information.		3 working day/s	• Securities Counsel; Corporate Governance Division (CGD) • Chief Counsel; Corporate Governance Division (CGD)
2. Receives the PAF and pays via electronic system for payment to the SEC (eSPAYSEC) or LBP On-Call Facility **Location:** Visit https://espaysec.sec.gov.ph or any Landbank of the Philippines branch nationwide.	2. eSPAYSEC generates an electronic SEC Official Receipt after payment, or LBP issues a validated LBP deposit slip to the client	**Standard Fees** Breakdown: Application Fee: PHP 50000 Legal Research Fee: PHP 500 Total: PHP 50500	10 minute/s	• eSPAYSEC; • Landbank of the Philippines;
3. Submits the electronic SEC Official Receipt or validated LBP deposit slip, Letter Request,and supporting documents through the iMessage platform **Location:** https://imessage.sec.gov.ph/	3.1. Evaluate the request and prepare Memorandum to Commission en Banc/Supervising Commissioner	None	8 working day/s, 7 hour/s, 30 minute/s	• Securities Counsel; Corporate Governance Division (CGD) • Chief Counsel; Corporate Governance Division (CGD)
	3.2. Review and approve the Memorandum		5 working day/s	• Assistant Director; Corporate Governance Division (CGD) • Director; Corporate Governance and Finance

				Department (CGFD) • Supervising Commissioner; Office of the Commissioner
	3.3. Approve or deny the request		1 working day/s	• Commission En Banc;
	3.4. Prepare an Advisement Letter		1 working day/s	• Securities Counsel; Corporate Governance Division (CGD) • Chief Counsel; Corporate Governance Division (CGD)
	3.5. Review and approve the Advisement Letter		1 working day/s	• Assistant Director; Corporate Governance Division (CGD) • Director; Corporate Governance and Finance Department (CGFD)
	3.6. Send the Advisement Letter to the client through the iMessage platform		10 minute/s	• Securities Counsel; Corporate Governance Division (CGD)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 50500		

7. Request for Payment Assessment Form (for Filing Fees and Assessed Penalties)

This service details the procedure on how a citizen can request a Payment Assessment Form for payment of filing fees and assessed penalties.

Office or Division:	Corporate Governance Division (CGD)
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Representatives of publicly-listed company, investment company, issuer of proprietary and non-proprietary shares or certificates and public company
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Written request indicating the purpose (1) Electronic Copy	Applicant / Client
2. Assessment Letter (if applicable) (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submits written request and supporting documents through the iMessage platform **Location:** https://imessage.sec.gov.ph/	1.1. Assign the request to a processor	None	10 minute/s	• Administrative Assistant; Corporate Governance Division (CGD)
	1.2. Generate Payment Assessment Form (PAF)		10 minute/s	• Securities Specialist; Corporate Governance Division (CGD) • Securities Examiner; Corporate Governanc

				e Division (CGD)
	1.3. Send the PAF to client through the iMessage platform		10 minute/s	• Securities Specialist; Corporate Governance Division (CGD) • Securities Examiner; Corporate Governance Division (CGD)
2. Receives the PAF and pays the corresponding fee or assessed penalties via eSPAYSEC or LBP On-Call Facility **Location:** Visit https://espaysec.sec.gov.ph or any Landbank of the Philippines branch nationwide.	2. eSPAYSEC generates an electronic SEC Official Receipt after payment, or LBP issues a validated LBP deposit slip to the client.	**Formula Fees** Breakdown: Fees and ChargesFines	10 minute/s	• eSPAYSEC ; • Landbank of the Philippines ;
3. Submits a copy of the electronic SEC Official Receipt or validated LBP deposit slip **Location:** https://imessage.sec.gov.ph/	3. Record the company's compliance and/or proof of payment	None	10 minute/s	• Administrative Assistant; Corporate Governance Division (CGD) • Securities Specialist; Corporate Governance Division (CGD) • Securities Examiner; Corporate Governance Division (CGD)
Total Processing Time:		Working Days: 50 minute/s		
Total Processing Fee:		Total Standard Fee: None		

	See other fees below

Formula / Schedule of Fees

- **Fees and Charges**

  SEC Memorandum Circular No. 3, series of 2017

- **Fines**

  SEC Memorandum Circular No. 6, series of 2005

Monitoring Compliance and Audit Division (MCAD)

External Services

1. Accreditation of Microfinance Non-Government Organizations (MF-NGOs) under Republic Act (R.A.) No. 10693 (Microfinance NGOs Act)

This service details the procedure governing the accreditation of qualified MF-NGOs by the Microfinance NGO Regulatory Council (MNRC or Council) under R.A. No. 10693 for purposes of availing of the preferential tax rate under Section 20 thereof.

The MNRC is a multi-agency body composed of three (3) private sector representatives and four (4) public sector representatives, i.e. one representative each from the SEC, the Department of Finance (DOF), Department of Trade and Industry (DTI) and the Department of Social Welfare and Development (DSWD). The Monitoring Compliance and Audit Division (MCAD) of the Corporate Governance and Finance Department (CGFD) acts as the Secretariat of the Council.

Office or Division:	Monitoring Compliance and Audit Division (MCAD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	MF-NGO that meets the requirements under R.A. No. 10693 and MNRC issuances
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Duly accomplished Sworn Application Form (1) Electronic Copy	Applicant / Client
Remarks: • *https://www.sec.gov.ph/microfinance-ngo-regulatory-council/forms-2/*	
2. Bureau of Internal Revenue (BIR) Certificate of Registration (1) Electronic Copy And (1) Original Copy	BIR - BIR Regional District Offices
Remarks: • *The original copy will only be submitted upon approval by the MNRC Council.*	
3. Certificate of No Derogatory Information (CNDI) issued by SEC for not more than six (6) months from complete filing of the application with MNRC (1) Electronic Copy And (1) Original Copy	SEC - Company Registration and Monitoring Department or SEC Extension Office whichever is applicable
Remarks:	

- *The original copy will only be submitted upon approval by the MNRC Council.*

4. Duly accomplished MNRC Performance Standards Report Card using the latest prescribed template (1) Electronic Copy And (1) Original Copy	Applicant / Client

Remarks:

- *https://www.sec.gov.ph/microfinance-ngo-regulatory-council/forms-2/*
- *To be signed by the MF-NGO's Chairperson, President/CEO/Executive Director, and Treasurer/CFO/Finance Director*

5. Latest Audited Financial Statements (AFS) for the immediately preceding year duly received by SEC. In case AFS is not yet available at the time of application, the MF-NGO shall submit Interim Financial Statements (IFS)
Any of the following:

5.A. Latest Audited Financial Statements (AFS) for the immediately preceding year duly received by SEC (1) Electronic Copy And (1) Certified True Copy	SEC - Electronic Records Management Division

Remarks:

- *The original copy will only be submitted upon approval by the MNRC Council.*

---- OR ----

5.B. Interim Financial Statements (IFS) (1) Electronic Copy And (1) Certified True Copy	SEC - Electronic Records Management Division

Remarks:

- *The original copy will only be submitted upon approval by the MNRC Council.*
- *An illustration of the required financial statement(s) to be submitted depending on the date of filing is as follows:*

Date of Filing	*Required Financial Statements*
January 1 - March 31	*IFS as of 31 December of previous year*
April 1 - June 30	*AFS of previous year*
July 1 - September 30	*AFS of previous year + 1 quarter of current year*
October 1 - December 30	*AFS of previous year + 2 quarters of current year*

6. National Bureau of Investigation (NBI) Clearance of each Trustee and Officer, or equivalent document for non-resident Trustee/Officer (1) Electronic Copy And (1) Original Copy	NBI - Clearance Centers, Online or equivalent agency of the country of residence of the foreign Trustee/Officer

Remarks:

- *The original copy will only be submitted upon approval by the MNRC Council.*

7. Latest Curriculum Vitae (CV) of all Trustees and Officers using the prescribed template	Applicant / Client

(1) Electronic Copy And (1) Original Copy Or (1) Photo Copy	
Remarks: • *https://www.sec.gov.ph/microfinance-ngo-regulatory-council/forms-2/*	
8. Statement indicating therein a full description of the MF-NGO's activities for the following periods: past three (3) years, present year, and next three (3) years. (1) Electronic Copy And (1) Original Copy	Applicant / Client

Remarks:
• *It shall include the following:*
  ◦ *Profile of its clients or members for the preceding and current year; and*
  ◦ *List of main, branch and/or or unit offices(1 original)*
• *As evidence of the three (3)-year microfinance operations, AFS for the past three (3) years must be submitted, together with a microfinance operations report, as well as any other document that will prove compliance with said requirement. The burden to prove compliance with the three (3)-year microfinance operations requirement, through documentary submission, lies with the MF-NGO.*
• *The original copy will only be submitted upon approval by the MNRC Council.*	

9. Business plan, including a list of products, projects and programs, method of marketing its products, and sources of the funds and maturities of credit (1) Electronic Copy And (1) Original Copy Or (1) Photo Copy	Applicant / Client
Remarks: • *The original copy will only be submitted upon approval by the MNRC Council.*	
10. Location map indicating the exact address of the principal office (1) Electronic Copy And (1) Original Copy	Applicant / Client
Remarks: • *The original copy will only be submitted upon approval by the MNRC Council.* • *To be signed by the MF-NGO's President/CEO/Executive Director and Corporate Secretary.*	
11. Notarized Certificate for the Adoption of the Standard Chart of Accounts (1) Electronic Copy And (1) Original Copy	Applicant / Client
Remarks: • *http://www.sec.gov.ph/microfinance-ngo-regulatory-council/forms-2/* • *The original copy will only be submitted upon approval by the MNRC Council.* • *To be signed by the MF-NGO's Chairperson, President/CEO/Executive Director and Treasurer/CFO/Finance Director*	

For Situational Requirement	
A. In case of Foreign Trustees/Officers	
A.1. Clearance from the Bureau of Immigration (BI) (1) Electronic Copy And (1) Original Copy	BI - Main Office or Extension Office
Remarks: • *The original copy will only be submitted upon approval by the MNRC Council.*	
A.2. Passport with valid visa or stay in the Philippines (1) Electronic Copy And (1) Photo Copy	Applicant / Client
Remarks: • *The original copy will only be submitted upon approval by the MNRC Council.* • *From the issuing agency of the country of nationality of the foreign Trustee/Officer*	
A.3. Alien Certificate of Registration Identity Card (ACR I-Card) (1) Electronic Copy And (1) Photo Copy	BI - Main Office or Extension Office
Remarks: • *The original copy will only be submitted upon approval by the MNRC Council.*	
A.4. Work permits issued by the Department of Labor and Employment (DOLE) (1) Electronic Copy And (1) Original Copy Or (1) Photo Copy	DOLE - Regional Office
Remarks: • *The original copy will only be submitted upon approval by the MNRC Council.*	
B. SPIN-OFF MF-NGO	
B.1. AFS of old entity for the past three (3) years (3 years from the year of registration of the new entity) (1) Electronic Copy And (1) Original Copy Or (1) Photo Copy	SEC - Electronic Records Management Division
Remarks: • *The original copy will only be submitted upon approval by the MNRC Council.*	
B.2. Microfinance Operations Report of the old entity for the last three (3) years (1) Electronic Copy And (1) Original Copy	Applicant / Client
Remarks:	

• *The original copy will only be submitted upon approval by the MNRC Council.* • *To be signed by the MF-NGO's President/CEO/Executive Director and Treasurer/CFO/Finance Director*	
B.3. Proof that the Officers/Trustees of the old and new entities are the same (1) Electronic Copy And (1) Original Copy	Applicant / Client
Remarks: • *The original copy will only be submitted upon approval by the MNRC Council.*	
B.4. Certification from the existing entity stating that the new entity is established for the microfinance operations of the existing entity (1) Electronic Copy And (1) Original Copy	Applicant / Client
Remarks: • *The original copy will only be submitted upon approval by the MNRC Council.*	
C. FOR RELEASE OF CERTIFICATE OF ACCREDITATION	
Sub Situational Requirement/s	
C.a. If to be claimed in person	
C.a.1. Letter signed by the MF-NGO's Chairperson, President and/or CEO of the MF-NGO authorizing the representative (other than the authorized representative/s indicated in the Sworn Application Form) to claim the Certificate (1) Original Copy	Applicant / Client
Remarks: • *If the receiving party is other than the authorized representative(s) indicated in the Sworn Application Form* • *To be signed by the MF-NGO's Chairperson and President/CEO/Executive Director*	
C.a.2. Valid ID of the representative Government-issued ID(s)	
C.a.3. Documentary Stamp Tax (DST) (Sample: 1 piece)	BIR - Online or through Authorized Agent Banks
C.b. If to be sent by registered mail	
C.b.1. DST Proof of transmittal (i.e. receipt and tracking number) via registered mail (Sample: 1 piece)	BIR - Online or through Authorized Agent Banks

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits application form with complete requirements **Location:** Online **Notes/Instruction:** • Payment of accreditation fee is currently suspended until further notice • Regular Council meetings are convened on a monthly basis save for circumstances warranting the suspension of the same; the meeting proceeds upon th presence of a quorum • The MNRC is composed of government representatives from the SEC, DOF, DTI, DSWD and 3 representatives from the private sector.	1.1. Checks submitted documents for completeness	None	12 working day/s	• Securities Specialist I; Monitoring Compliance and Audit Division (MCAD) • Securities Examiner II; Monitoring Compliance and Audit Division (MCAD)
	1.2. Issues checklist to applicant if submitted requirements are incomplete or deficient		1 working day/s	• Securities Specialist I; Monitoring Compliance and Audit Division (MCAD) • Securities Examiner II;
	1.3. Reviews and evaluates the application		1 working day/s	• Securities Examiner III; Monitoring Compliance and Audit Division (MCAD) • Securities Counsel I; Monitoring Compliance and Audit Division (MCAD) • Securities Counsel II; Monitoring Complianc

					e and Audit Division (MCAD) • Chief Counsel; Monitoring Compliance and Audit Division (MCAD) • Assistant Director; Monitoring Compliance and Audit Division (MCAD)
		1.4. Prepares Memorandum to be presented to the MNRC		1 working day/s, 5 hour/s	• Securities Specialist I; Monitoring Compliance and Audit Division (MCAD) • Securities Examiner II; Monitoring Compliance and Audit Division (MCAD) • Securities Examiner III; Monitoring Compliance and Audit Division (MCAD) • Securities Counsel I; Monitoring Compliance and Audit Division (MCAD) • Securities Counsel II; Monitoring Compliance and Audit

					Division (MCAD) • Chief Counsel; Monitoring Compliance and Audit Division (MCAD) • Assistant Director; Monitoring Compliance and Audit Division (MCAD)
		1.5. MNRC deliberates and decides on the approval or denial of the application during its meeting		1 working day/s	• MNRC ; Any of requesting office / division
		1.6. Prepares the Notice of Approval (or Denial) and the Certificate of Accreditation and endorses to the Chairperson for signature		3 working day/s	• Securities Specialist I; Monitoring Compliance and Audit Division (MCAD) • Securities Examiner II; Monitoring Compliance and Audit Division (MCAD) • Securities Examiner III; Monitoring Compliance and Audit Division (MCAD) • Securities Counsel I; Monitoring Compliance and Audit

				Division (MCAD) • Securities Counsel II; Monitoring Compliance and Audit Division (MCAD) • Chief Counsel; Monitoring Compliance and Audit Division (MCAD) • Assistant Director; Monitoring Compliance and Audit Division (MCAD) • Director; Corporate Governance and Finance Department (CGFD)
	1.7. Reviews and signs the Notice and the Certificate of Accreditation, as applicable		30 minute/s	• Chairperson; Any of requesting office / division
2. Client receives the Certificate of Accreditation **Location:** SEC Office or registered mail/courier	2. Releases the Certificate of Accreditation to the client thru his/her preferred mode	**Standard Fees** Breakdown: DST: PHP 30 LRF: PHP 10 --- Total: PHP 40	2 hour/s, 30 minute/s	• Securities Specialist I; Monitoring Compliance and Audit Division (MCAD)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 40		

2. Receiving of Complaints Filed Against Accredited Microfinance NGOs

This service details the procedure on how a citizen can file a complaint against Accredited MF-NGOs.

Office or Division:	Monitoring Compliance and Audit Division (MCAD)
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	General Public and Accredited Microfinance NGOs
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Complaint Form (1) Original Copy	Securities and Exchange Commission - Corporate Governance and Finance Department - Monitoring Compliance and Audit Division
Remarks: ***https://www.sec.gov.ph/microfinance-ngo-regulatory-council/complaints/***	
2. Photocopy of evidence/proof to support complaint such as disclosure statement, amortization schedule, receipts, promissory notes, and other relevant documents (1) Photo Copy	Applicant / Client
3. Photocopy of valid government issued I.D. • Philippine Passport from Department of Foreign Affairs • National ID • SSS ID or SSS UMID Card from Social Security System (SSS) • GSIS ID or GSIS UMID Card Government Service Insurance System (GSIS) • Driver's License from Land Transportation Office (LTO) • PRC ID from Professional Regulatory Commission (PRC) • OWWA ID Overseas Workers Welfare Administration (OWWA) • IDOLE Card from Department of Labor and Employment (iDOLE) • Voter's ID from Commission on Elections (COMELEC) • Voter's Certification from the Officer of Election with Dry Seal • Firearms License from Philippine National Police (PNP) • Senior Citizen ID from Local Government Unit (LGU) • Persons with Disabilities (PWD) ID from Local Government Unit (LGU) • NBI Clearance from National Bureau of Investigation (NBI) • Alien Certification of Registration or Immigrant Certificate of Registration • PhilHealth ID (digitized PVC)	

- Government Office and GOCC ID
- Integrated Bar of the Philippines ID
- Current Valid ePassport (For Renewal of ePassport)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Opens a ticket via iMessage (https://imessage.sec.gov.ph/) and submits the complete documentary requirements **Location:** Online	1.1. Evaluates/Assesses the completeness of the documents submitted by the Client	None	30 minute/s	• Securities Specialist/ Examiner (as applicable); Monitoring Compliance and Audit Division
	1.2. Receives and evaluates the complaint with supporting documents and prepares a letter to concerned MF-NGO. Reviews and signs the letter. Reviews and approves the letter.		2 working day/s, 10 minute/s	• Securities Specialist/ Examiner (as applicable); Monitoring Compliance and Audit Division • Securities Counsel; Monitoring Compliance and Audit Division • Supervising Securities Specialist; Monitoring Compliance and Audit Division • Assistant Director; Monitoring Compliance and Audit Division • Director; Corporate Governanc

				e and Finance Departmen t (CGFD)
	1.3. Issues the letter to the concerned company		20 minute/s	• Administrat ive Assistant; Monitoring Complianc e and Audit Division
Total Processing Time:		Working Days: 2 working day/s, 1 hour/s		
Total Processing Fee:		Total Standard Fee: None		

3. Request for Clearance for Foundations/Accredited Microfinance NGOs

This service details the procedure on how an SEC-registered foundation or a microfinance NGO accredited under R.A. No. 10693 (MF-NGO) may request for monitoring clearance.

Office or Division:	Monitoring Compliance and Audit Division (MCAD)
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	Foundations and Accredited Microfinance NGOs
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Certificate of Incorporation (1) Original Copy Or (1) Photo Copy	Applicant / Client
2. Latest approved Articles of Incorporation (AI) (1) Original Copy Or (1) Photo Copy	Applicant / Client
3. Latest approved By-Laws (BL) (1) Original Copy Or (1) Photo Copy	Applicant / Client
4. General Information Sheet for the last two (2) years (1) Original Copy Or (1) Photo Copy	Applicant / Client
5. Audited Financial Statements for the last two (2) years (1) Original Copy Or (1) Photo Copy	Applicant / Client
6. Photocopy of the registration page of the Membership Book duly registered with the Commission (1) Photo Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submits the complete documentary requirements and accomplish request slip via eWATCH: https://ewatch.sec.gov.ph/login **Location:**	1.1. Evaluates documents and check compliance/ submission of the corporation	None	4 working day/s	• Securities Specialist/ Examiner or Contract of Service (as applicable); Monitoring Complianc

Online				e and Audit Division
	1.2. Prepares the Monitoring Sheet (MS)		2 working day/s	• Securities Specialist/ Examiner or Contract of Service (as applicable); Monitoring Compliance and Audit Division • Supervising Specialist; Monitoring Compliance and Audit Division • Assistant Director (as applicable); Monitoring Compliance and Audit Division
***For Without penalties** 2.A.Receives the CIS-URDB Clearance **Location:** Online	2.A.1. Generates the CIS-URDB Clearance	None	2 hour/s	• Securities Specialist/ Examiner or Contract of Service (as applicable); Monitoring Compliance and Audit Division • Issues the CIS-URDB Clearance and MS; Monitoring Compliance and Audit Division

	2.A.2. Issues the CIS-URDB Clearance and MS		6 hour/s	• Securities Specialist/ Examiner or Contract of Service (as applicable) ; Monitoring Compliance and Audit Division • Assistant Director (as applicable) ;
***For With penalties** 2.B.Pays the assessed penalty and receives the CIS-URDB Clearance **Location:** Online	2.B.1. Generates the CIS-URDB Clearance	**Formula Fees** Breakdown: with penalties	2 hour/s	• Securities Specialist/ Examiner or Contract of Service (as applicable) ; Monitoring Compliance and Audit Division
	2.B.2. Issues the CIS-URDB Clearance		6 hour/s	• Securities Specialist/ Examiner or Contract of Service (as applicable) ; Monitoring Compliance and Audit Division

Total Processing Time:	
***For Without penalties**	Working Days: 7 working day/s
***For With penalties**	Working Days: 7 working day/s
Total Processing Fee:	
***For Without penalties**	Total Standard Fee: None

	See other fees below
***For With penalties**	Total Standard Fee: None See other fees below
Formula / Schedule of Fees • **with penalties** Memorandum Circular No. 6, series of 2024 https://tinyurl.com/26ssbr4p; Memorandum Circular No. 8, series of 2009 https://tinyurl.com/ytwna52w; and Memorandum Circular No. 28, Series of 2020 https://tinyurl.com/45x597jh	

4. Request for Payment Assessment Form (for Payment of Penalties)

This service details the procedure on how an SEC-registered foundation may request a Payment Assessment Form (PAF) for payment of penalties assessed other than those from eWATCH

Office or Division:	Monitoring Compliance and Audit Division (MCAD)
Classification:	Simple
Type of Transaction:	G2B (Government to Business)
Who may avail:	Foundations and Accredited Microfinance NGOs
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Letter request (1) Electronic Copy	Applicant / Client
2. Assessment Letter (AL) and/or Copy of the Monitoring Sheet (MS) (1) Original Copy Or (1) Photo Copy	Applicant / Client

Remarks:

- *to be submitted with the letter request*

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Opens a ticket via iMessage (https://imessage.sec.gov.ph/) and submits the complete documentary requirements **Location:** Online	1.1. Evaluates/Assesses the request and documents submitted by Client.	None	20 minute/s	• Securities Specialist/ Examiner (as applicable); Monitoring Compliance and Audit Division • Reviewing/ Approving Officers (as applicable); Monitoring

				Compliance and Audit Division
	1.2. Generates and issues PAF. Directs Client to pay via the eSPAYSEC.		10 minute/s	• Securities Specialist/ Examiner (as applicable); Monitoring Compliance and Audit Division
	1.3. Client to be advised to submit a copy of the electronic official receipt.		10 minute/s	• Securities Specialist/ Examiner (as applicable); Monitoring Compliance and Audit Division
2. Receives the PAF and pays the filing fees via eSPAYSEC or LBP On-Call Facility **Location:** Online or any Landbank branch nationwide **Notes/Instruction:** Processing time is subject to the prescribed processing of the Cashier Treasury Division, FMD	2. Receives payment; an electronic official receipt is generated or a validated LBP deposit slip is issued to the client	**Formula Fees** Breakdown: Penalties	10 minute/s	• eSPAYSEC; Any of requesting office / division • Landbank of the Philippines (LBP); Any of requesting office / division
3. Submits the original machine validated PAF and a copy of the electronic official receipt to Specialist/ Examiner **Location:**	3. Receives original PAF and photocopy of the official receipt	None	10 minute/s	• Securities Specialist/ Examiner (as applicable); Monitoring Compliance

Online				e and Audit Division
Total Processing Time:		Working Days: 1 hour/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Penalties**

  Memorandum Circular No. 6, series of 2024

  https://tinyurl.com/26ssbr4p;

  Memorandum Circular No. 8, series of 2009

  https://tinyurl.com/ytwna52w;

  Office Order No. 298, Series of 2010;

  and

  Memorandum Circular No. 28, Series of 2020

  https://tinyurl.com/45x597jh

Financing and Lending Companies Department (FinLenD)

External Services

1. Request for Confidential Treatment / Other Filing Made Requiring Action by the Department

This service details the procedure on how to Request for exemption from the provisions of Sec. 9 of the Implementing Rules and Regulations of the Financing Company Act of 1998, Confidential Treatment (SRC Rule 66.3), or other filing made requiring action by the Department.

Office or Division:	Financing and Lending Companies Department (FinLenD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Financing Companies, Lending Companies
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Submit one (1) of each of the following documents: (1) Electronic Copy	Applicant / Client

Remarks:

*1. **For Request for exemption from the provisions of Sec. 9 of the Implementing Rules and Regulations of the Financing Company Act of 1998 duly signed letter-reques**t with the following information and justifications:*

1. *The specific rule or order, requirement, or prohibition from which relief is being sought*
2. *the legal basis of justification for the exemption;*
3. *the name, address, and telephone number/s of the applicant; and*
4. *Other supporting documents, as may be necessary*

*2. **For Request for Confidential Treatment** - Duly signed letter request with the complete statements and justifications as required under SRC Rule 66.3.1, as follows:*

1. *Enumerate or state with particularity, in matrix form, the information or items it wants to be treated as confidential*
2. *State the justification for the request for each information or item and should answer the question "How will the public disclosure of this information adversely affect my interest?"; and*
3. *Indication of the period of effectivity of confidential treatment*
4. *A copy of the complete report containing such confidential information prominently labeled "CONFIDENTIAL"; and*
5. *Other supporting documents, as may be necessary*

3. For Other Filing Made Requiring Action by the Department – Duly signed letter with supporting documents

4. Copy of Electronic Official Receipt representing payment of filing fee.

5. Notarized Certification if the request is filed via electronic email.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. The Client accomplishes the request slip via google forms: **Location:** h*ttps://docs.google.com/forms/d/e/1FAIpQLSeYaCEh_PQ2uq3gq0sS4ppKsbuolUzyTBCQfboQAsHZty-WYA/viewform* **Notes/Instruction:** An electronic copy PAF will be sent by the Financing and Lending Companies Division (finlend@sec.gov.ph) to the official E-mail account address of the Company as prescribed by MC 28, s. of 2020.	1.1. Receives Letter Request or Request Slip and other documents	None	10 minute/s	• SEC Compliance Specialist; Financing and Lending Companies Department (FinLenD)
	1.2. If complete, issue PAF		5 minute/s	• SEC Compliance Specialist; Financing and Lending Companies Department (FinLenD)
	1.3. If incomplete, advise the client to provide additional required information.		5 minute/s	• SEC Compliance Specialist; Financing and Lending Companies Department (FinLenD)
2. Receives the PAF and pays the filing fees to Landbank or via eSPAYSEC. **Location:** Landbank or via eSPAYSEC. **Notes/Instruction:**	2. Receives payment and issues an electronic official receipt is generated which will serve as the official copy of the Client.	**Formula Fees** Breakdown: Exemptive Relief, Confidential Treatment,Other Filing	5 minute/s	• Landbank eSPAYSEC; Any of requesting office / division

*Subject to the prescribed processing time of the Landbank or eSPAYSEC.				
3. Submits the Electronic SEC Official Receipt and and Petition with complete documents may also be sent through email to finlend@sec.gov.ph **Location:** finlend@sec.gov.ph **Notes/Instruction:** An electronic copy of the advisement will be sent by the Financing and Lending Companies Division (finlend@sec.gov.ph to the official E-mail account address of the Company as prescribed by MC 28, s. of 2020. **** Excludes waiting time for Client to comply with any comment/s on the Request.***	3.1. Receives the electronic SEC Official Receipt	None	5 minute/s	• SEC Compliance Specialis; Financing and Lending Companies Department (FinLenD)
	3.2. Processes the request		17 working day/s	• SEC Credit Regulatory Officer ; Financing and Lending Companies Department (FinLenD)
	3.3. Approves or denies request		7 hour/s, 30 minute/s	• SEC Regulatory Credit Counsel /SEC Supervising Regulatory Credit Counsel ; Financing and Lending Companies Department (FinLenD) • Assistant Director; Financing and Lending Companies Department (FinLenD)

	3.4. Prepares, signs, issues and dispatches advisement letter		2 working day/s	• Commission En Banc; Any of requesting office / division • Administrative Assistant II; Financing and Lending Companies Department (FinLenD) • SEC Regulatory Credit Counsel /SEC Supervising Regulatory Credit Counsel; Financing and Lending Companies Department (FinLenD) • Assistant Director; Financing and Lending Companies Department (FinLenD)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Exemptive Relief, Confidential Treatment,Other Filing**

  Exemptive Relief:

  PHP 50,000.00 per issue and per company + 1% Legal Research Fee (LRF)

Confidential Treatment:

PHP 50,000.00 per information and per company + 1% Legal Research Fee (LRF)

Other Filing:

PHP 2,000.00 + 1% Legal Research Fee (LRF)

2. Application for Amendment of Business Plan

This service details the procedure on how a citizen can request a Payment Assessment Form for payment of Annual Fee and Penalties.

Office or Division:	Financing and Lending Companies Department (FinLenD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Financing Companies, Lending Companies
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Amended Business Plan (SEC Form BP-FCLC) (Multi-Page Portable Document Format (PDF) with Text Layer of the accomplished but unsigned form) (1) Electronic Copy	Applicant / Client
Remarks: *https://www.sec.gov.ph/notices/submission-of-business-plan-sec-form-bp-fclc/#gsc.tab=0*	
2. Amended Business Plan (SEC Form BP-FCLC) (Multi-Page PDF High Resolution Scan (at least 100 x 100 dpi) of the document with the Signatories Page and Notarization Page) (1) Electronic Copy	Applicant / Client
Remarks: *https://www.sec.gov.ph/notices/submission-of-business-plan-sec-form-bp-fclc/#gsc.tab=0*	
3. Comparative matrix of all sections of the existing Business Plan and the new Business Plan highlighting all the changes proposed in the application (1) Electronic Copy	Applicant / Client
4. Certification under oath that the comparative matrix of the existing Business Plan on file with the Commission and the proposed changes are true and correct copies. (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

				(Designation; Office)
1. Submits the complete documentary requirements to finlend@sec.gov.ph **Location:** finlend@sec.gov.ph	1.1. Evaluates the proposed amendments to the Business Plan and prepares the Memorandum.	**Standard Fees** Breakdown: Legal Research Fee: PHP 2000 Total: PHP 2000	3 working day/s	• SEC Supervising Credit Regulatory Officer; Financing and Lending Companies Department (FinLenD) • SEC Credit Regulatory Officer; Financing and Lending Companies Department (FinLenD) • SEC Compliance Specialist; Financing and Lending Companies Department (FinLenD)
	1.2. Review of the Memorandum and provide comments, if any.		3 working day/s	• SEC Assitant Director; Financing and Lending Companies Department (FinLenD)
	1.3. If further clarifications are required, the Memorandum will be subject for additional evaluation.		7 working day/s	• SEC Supervising Credit Regulatory Officer; Financing and Lending Companies

					Department (FinLenD) • SEC Credit Regulatory Officer; Financing and Lending Companies Department (FinLenD) • SEC Compliance Specialist; Financing and Lending Companies Department (FinLenD)
		1.4. If the application is deemed sufficient, issue the Payment Assessment Form (PAF) for the filing fee. Directs the client to pay at the Landbank or eSPAYSEC. If complete, process the request.		1 working day/s	• SEC Supervising Credit Regulatory Officer; Financing and Lending Companies Department (FinLenD) • SEC Credit Regulatory Officer; Financing and Lending Companies Department (FinLenD) • SEC Compliance Specialist; Financing and Lending Companies Department (FinLenD)

	1.5. Review and approval of the Memorandum, with attached receipt of the Filing Fee.		2 working day/s	• SEC Director; Financing and Lending Companies Department (FinLenD)
	1.6. Final review and approval of the Memorandum, with attached receipt of the Filing Fee.		2 working day/s	• Supervising Commissioner; Financing and Lending Companies Department (FinLenD)
	1.7. After the Memorandum is approved, prepare the Advisement Letter for the Director's approval.		1 working day/s, 7 hour/s, 30 minute/s	• SEC Supervising Credit Regulatory Officer; Financing and Lending Companies Department (FinLenD) • SEC Credit Regulatory Officer; Financing and Lending Companies Department (FinLenD) • SEC Compliance Specialist ; Financing and Lending Companies Department (FinLenD) • SEC Director; Financing and

				Lending Companies Department (FinLenD)
2. 2. Receive Advisement Letter. **Location:** electronic email	2. Issues Advisement Letter	None	30 minute/s	• SEC Administrative Assistant II; Financing and Lending Companies Department (FinLenD)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 2000		

3. Processing of Formal Complaints Filed Against Financing and Lending Companies

This service outlines the procedure for a citizen to file a formal complaint against covered companies.

Office or Division:	Financing and Lending Companies Department (FinLenD)
Classification:	Highly Technical
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	General Public
Operating Hours:	8:00 AM - 5:00 PM
Statute:	SEC MC No. 08, series of 2026 : RULES OF PROCEDURE OF THE SECURITIES AND EXCHANGE COMMISSION

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Registration with SEC-eSECURE (1) Electronic Copy	Applicant / Client
Remarks: *https://esecure.sec.gov.ph*	
2. Complaint form (1) Electronic Copy	Applicant / Client
Remarks: *Downloadable or can be provided by an SEC officer upon submission of the complaint through the SEC iMessage Portal at https://imessage.sec.gov.ph/*	
3. Supporting evidence/documents depending on the nature of the complaints; (1) Electronic Copy	Applicant / Client
Remarks: *1. Disclosure statement* *2. Amortization schedule* *3. Receipts/proof of payment* *4. Promissory notes* *5. Screenshot of the complaint company Uniform Resource Locator(URL)*	

6. *Copy of the harassment messages allegedly done by the Company (email or text messages)*
7. *And other relevant documents in connection with your loan transaction that will help us evaluate your complaint.*

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. The Complainant must first create an account through the SEC eSECURE website (https://esecure.sec.gov.ph/), then file a complaint via SEC iMessage (https://imessage.sec.gov.ph/open.php), where a ticket number will be issued for reference and tracking, and, upon receiving a response from the SEC through the portal, download the complaint form together with the details of the required documentary requirements and supporting evidence. **Location:** SEC eSECURE website (https://esecure.sec.gov.ph/) SEC iMessage (https://imessage.sec.gov.ph/)	1. The SEC officer will acknowledge the complaint, and a copy of the complaint form will be provided to the complainant.	None	30 minute/s	• SEC/FinLenD Officer of the Day or Assigned Personnel; Financing and Lending Companies Department (FinLenD)
2. The Complainant must submit the accomplished	2.1. Evaluates complaints with supporting	None	3 working day/s	• SEC/FinLenD Officer of the Day

complaint form, along with the required documentary documents/evidences, via https://imessage.sec.gov.ph/ **Location:** SEC Imessage Portal	documents and determines the jurisdiction under which Office will handle the complaint.			or Assigned Personnel; Financing and Lending Companies Department (FinLenD)
	2.2. Referral to the Company complained for resolution/amicable settlement, if possible.		30 working day/s	• Respondent Company; Any of requesting office / division
	2.3. Evaluation and referral for drafting of the Formal Charge against the concerned company.		10 working day/s	• SEC Credit Regulatory Officer I; Financing and Lending Companies Department (FinLenD) • SEC Credit Regulatory Counsel I/II; Financing and Lending Companies Department (FinLenD)
	2.4. Review and further evaluation of the Formal Charge and attachments.		3 working day/s	• SEC Supervising Credit Regulatory Counsel; Financing and Lending Companies Department (FinLenD)
	2.5. Final review and signing of the Director.		2 working day/s	• SEC Director; Financing and Lending

				Companies Department (FinLenD)
	2.6. The Formal Charge shall be sent to the concerned company through its official email address using FinLenD's official email (finlend_complaints@sec.gov.ph), with a copy furnished to the Complainant.		10 minute/s	• SEC Administrative Assistant II; Financing and Lending Companies Department (FinLenD)
General Remarks Thirty (30) days is for the referred company for their processing.				
Total Processing Time:	Working Days: 48 working day/s, 40 minute/s			
Total Processing Fee:	Total Standard Fee: None			

4. Request for Certification of Status on Certificate of Authority (CA)Monitoring of Financing and Lending Companies and other Government Offices

This service details the procedure on how to request certification of status on Certificate of Authority (CA) monitoring for the duly registered financing companies, lending companies, and online lending platform.

Office or Division:	Financing and Lending Companies Department (FinLenD)
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	Financing and Lending Companies, other Government Offices and any transacting public
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. One (1) of each of the following documents; (1) Electronic Copy	Applicant / Client

Remarks:

1. *Written Request for Status of Certificate of Authority (CA) certification for G2B transaction stating the purpose for use.*
2. *Notarized certification that information contained in the reports is true and correct (for G2B transaction)*
3. *Letter requesting negative certification for G2G transaction*

Reference: https://www.sec.gov.ph/notices/revised-guidelines-on-the-submission-of-documents-issuance-of-payment-assessment-form-other-requests-and-compliance/

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)

1. Emails written to finlend@sec.gov.ph **Location:** finlend@sec.gov.ph	1.1. Receives the written request	None	30 minute/s	• Administrative Assistant II; Financing and Lending Companies Department (FinLenD)
	1.2. Issues PAF for the G2B transaction. Go to Step 2.		50 minute/s	• SEC Credit Regulatory Officer ; Financing and Lending Companies Department (FinLenD)
	1.3. Encodes, forwards, prepares Certification and letter reply or Office Memorandum for G2G transaction		6 hour/s	• Administrative Assistant II; Financing and Lending Companies Department (FinLenD) • SEC Credit Regulatory Officer ; Financing and Lending Companies Department (FinLenD)
	1.4. Reviews and signs the Certification including Office Memorandum or letter reply for G2G transaction		1 working day/s	• SEC Credit Regulatory Counsel/SEC Supervising Regulatory Credit Counsel; Financing and Lending Companies

				Department (FinLenD) • Assistant Director; Financing and Lending Companies Department (FinLenD)
	1.5. Issues the Status of Certificate of Authority (CA) Certification together with the Office Memorandum or letter reply for G2G transaction. Go to Step 4		30 minute/s	• Administrative Assistant II; Financing and Lending Companies Department (FinLenD)
2. Pays the miscellaneous fee at the Landbank or eSPAYSEC **Location:** Landbank or eSPAYSEC **Notes/Instruction:** *Subject to the prescribed processing time of the Cashier Treasury Division, FMD*	2. Receives payment and issues electronic SEC Official Receipt	**Standard Fees** Breakdown: Certificate Fee: PHP 530 Total: PHP 530	1 working day/s	• 2. Receives payment and issues electronic SEC Official Receipt; Any of requesting office / division
3. Submits electronic SEC OR for G2B transaction **Location:** Landbank or eSPAYSEC	3.1. Receives electronic SEC OR. Go to steps 1.3-1.5 for G2B transaction.	None	5 minute/s	• Administrative Assistant II; Financing and Lending Companies Department (FinLenD)
	3.2. Issues Status of Certificate of Authority (CA) Certification		5 minute/s	• Administrative Assistant II;

	together with the letter reply. END			Financing and Lending Companies Department (FinLenD)
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 530		

5. Request for Clearance for Financing and Lending Companies

This service details the procedure on how Financing and Lending Companies can request monitoring clearance.

Office or Division:	Financing and Lending Companies Department (FinLenD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Financing Companies, Lending Companies
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Basic Requirements : One (1) of each document: (1) Electronic Copy	Applicant / Client

Remarks:

For FCs and LCs:

1. *Approved Application to do business under the Foreign Investments Act of 1991 (RA 7042), if applicable*
2. *General Information Sheet*
3. *MC 28 proof of receipt*
4. *Audited Financial Statements*
5. *Financing/Lending Companies Special Forms of Financial Statements*
6. *Financing/Lending Companies Interim Financial Statements*
7. *Anti-Money Laundering Council Certificate of Registration*
8. *Proof of Money Laundering and Terrorism Financing Prevention Program Submission*
9. *Annual Information Statements*
10. *Sworn Certification in compliance with Section 4 of the Prohibition on Unfair Debt Collection Practices of Financing Companies and Lending Companies (SEC Memorandum Circular No. 18, series of 2019)*
11. *Affidavit of Compliance in compliance with Section 3 of the Disclosure Requirements on Advertisements of Financing Companies and Lending Companies and Reporting of Online Lending Platforms (SEC Memorandum Circular No. 19, series of 2019)*
12. *Business Plan (SEC MC3 Series of 2022)*
13. *Impact Evaluation Report (Sec.3 of SEC MC3 Series of 2022) per SEC Notice dated 19 January 2024*
14. *List of Third-Party Service Providers in compliance with SEC Order dated 08 June 2023*
15. *Registration to the Credit Information Corporation in compliance with SEC Order dated 06 July 2023 (with Online Lending Platform/s only)*
16. *Complaints Handling details and Mechanism in compliance of SEC Order dated 07 February 2024*
17. *Proof of the billing statement for landline/telephone line in compliance with SEC Order dated 20 June 2025 (with Online Lending Platform/s only)*
18. *Previous Monitoring Sheet issued by SEC, if any.*

Prescribed form downloadable in the SEC Website

LC: https://www.sec.gov.ph/reportorial-requirements/corporations-with-secondary-licenses/lending-companies/#gsc.tab=0

FCs:https://www.sec.gov.ph/reportorial-requirements/corporations-with-secondary-licenses/financing-companies/#gsc.tab=0

2. Additional Requirements one (1) of each document: (1) Electronic Copy	Applicant / Client

Remarks:

For FCs only:

1. *Revised Manual on Corporate Governance (if with total assets of P50 Million or more; and/or have more than 40% foreign participation in their voting stock; and/or have issued exempt or registered commercial papers).*
2. *Compliance Officer's Certificate on the extent of compliance with the Manual on Corporate Governance for the last two (2) years.*

Prescribed form downloadable in the SEC Website

FC:https://www.sec.gov.ph/reportorial-requirements/corporations-with-secondary-licenses/financing-companies/#gsc.tab=0

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit request through eWatch. **Location:** *https://ewatch.sec.gov.ph* **Notes/Instruction:** **Note:** *Monitoring will only commence upon submission of complete documents.The Company is given*	1.1. Evaluate the compliance of the Company and prepare the Tentative Monitoring Sheet	None	13 working day/s	• SEC Compliance Specialis; Financing and Lending Companies Department (FinLenD) • SEC Credit Regulatory Officer; Financing and

seven (7) days to submit the requirements upon receipt of email on the deficiencies noted After the lapse of the aforecited period that the company failed to comply with ALL the required, their request shall be deemed abandoned.				Lending Companies Department (FinLenD)
	1.2. Review of the Tentative Monitoring Sheet		4 working day/s	• SEC Assistant Director; Financing and Lending Companies Department (FinLenD)
	1.3. Prepare Payment Assessment Form (PAF) for penalty, if any.		2 hour/s	• SEC Compliance Specialist; Financing and Lending Companies Department (FinLenD) • SEC Credit Regulatory Officer; Financing and Lending Companies Department (FinLenD)
	1.4. Review the final Monitoring Sheet, with attached receipt (if applicable)		1 working day/s, 2 hour/s	• SEC Assistant Director; Financing and Lending Companies Department (FinLenD)
	1.5. Final Review/Approval of Monitoring Clearance, with attached receipt (if applicable).		1 working day/s, 2 hour/s	• SEC Director; Financing and Lending Companies Department (FinLenD)

2. Receives the Monitoring Clearance. **Location:** through eWatch (*https://ewatch.sec.gov.ph)*	2. QR Code and Issuance of Monitoring Clearance.	None	2 hour/s	• SEC Administrative Assistant II; Financing and Lending Companies Department (FinLenD) • SEC Compliance Specialist; Financing and Lending Companies Department (FinLenD)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		

6. Request for Payment Assessment Form for Payment of Annual Fees

This service details the procedure on how a citizen can request a Payment Assessment Form for payment of Annual Fees

Office or Division:	Financing and Lending Companies Department (FinLenD)
Classification:	Simple
Type of Transaction:	G2B (Government to Business)
Who may avail:	Financing Companies and Lending Companies
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Registration with SEC-eSECURE (1) Electronic Copy	Applicant / Client
Remarks: *https://esecure.sec.gov.ph*	
2. Any one (1) of the valid Government-Issued Identification Card. • PhilSys ID (National ID): Philippine Statistics Authority (PSA) • Passport: Department of Foreign Affairs (DFA) • Driver's License: Land Transportation Office (LTO) • SSS Card: Social Security System (SSS) • UMID Card: Social Security System (SSS) • PRC ID: Professional Regulation Commission (PRC) • Postal ID: Philippine Postal Corporation (PhilPost) • Voter's ID: Commission on Elections (COMELEC) Other Government IDs • Senior Citizen ID: Local Government Unit (LGU) where the senior citizen resides • PWD ID: National Council on Disability Affairs (NCDA) • OWWA E-Card: Overseas Workers Welfare Administration (OWWA) • PhilHealth ID: Philippine Health Insurance Corporation (PhilHealth)	
3. Electronic Copy of the following Documentary Requirements: (1) Electronic Copy	Applicant / Client

Remarks:

1. Certificate of Authority
2. List of Branches with Addresses (if applicable)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. The client must create an account by registering on the SEC eSECURE website (https://esecure.sec.gov.ph/) and then file the Request for Payment of Annual Fees through the SEC iMessage portal (https://imessage.sec.gov.ph/). A ticket number will be issued, which will serve as a reference for follow-ups and status updates. **Location:** SEC eSECURE website: https://esecure.sec.gov.ph/ SEC iMessage portal: https://imessage.sec.gov.ph/	1.1. The SEC officer will acknowledge the request and evaluates/assesses the request and documents submitted by the Client	None	1 hour/s	• SEC Administrative Assistant II; Financing and Lending Companies Department (FinLenD)
	1.2. Generates and issues Payment Assessment Form (PAF). Directs Client to pay at the Landbank or eSPAYSEC.		30 minute/s	• SEC Administrative Assistant II; Financing and Lending Companies Department (FinLenD)
	1.3. Advise the client to submit the original Payment Assessment Form (PAF) with machine validation, along with a photocopy of the Electronic Official Receipt (eOR), via the SEC iMessage portal under the original ticket created.		30 minute/s	• SEC Administrative Assistant II; Financing and Lending Companies Department (FinLenD)
2. Received the Payment Assessment Form (PAF) and pays the filing fees to Landbank or via eSPAYSEC.	2. Receives payment and issues Electronic Official Receipt (eOR).	None	15 minute/s	• Landbank or eSPAYSEC through the SEC Financial

Location: SEC website > Online Services > eSPAYSEC. *https://espaysec.sec.gov.ph/* **Notes/Instruction:** *Subject to the prescribed processing of Landbank and eSPAYSEC If paid via SEC Payment Portal, an (eOR is generated which will serve as the official copy of the Client).				Management Department; Any of requesting office / division
3. Submits the Electronic Official Receipt (eOR) to https://imessage.sec.gov.ph.If payment is made through Landbank. **Location:** https://imessage.sec.gov.ph	3. Received proof payment	None	10 minute/s	• SEC Administrative Assistant II; Financing and Lending Companies Department (FinLenD)
Total Processing Time:		Working Days: 2 hour/s, 25 minute/s		
Total Processing Fee:		Total Standard Fee: None		

Corporate and Partnership Registration Division (CPRD)

External Services

1. Amendment to shorten the corporate term (Voluntary Dissolution under Section 136 of the RCC) where the proposed expiration of the corporate term [must contemplate a future date] is less than one year, from approval of the application for amendment under Regular Processing

This service details the procedure and the documentary requirements for amendment of Stock and Non-Stock Corporations to shorten the corporate term where the proposed expiration is less than one year, from the approval of the application under Regular Processing.

Office or Division:	Corporate and Partnership Registration Division (CPRD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered stock domestic corporations with foreign equity participation of not more than forty percent (40%) and non-stock corporations, except lending corporations and financing companies, through their Authorized Representatives.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Amended Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client
3. Directors` or Trustees` Certificate (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *Original copy should be signed (wet signature) and notarized* • *notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors and stockholders, (iii) the date and place of the stockholders' meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed name.* *Secure sample format through the SEC Website:*	

- *Director's Certificate:- https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf*

- *Trustees' Certificate- https://www.sec.gov.ph/wp-content/uploads/2019/11/Trustees_Certificate.pdf*

Sub Requirement	
3.A. For One Person Corporation	
3.A.1. Notarized Resolution of the Single Stockholder (2) Original Copy And (1) Electronic Copy	Applicant / Client

Remarks:

- *signed by the single stockholder and Corporate Secretary*
- *https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm_RESOLUTION-opc.docx*

4. Audited Financial Statements as of the last fiscal year stamped received by SEC and BIR (2) Original Copy And (1) Electronic Copy	Applicant / Client

Remarks:

EXCEPT:

1. *Where the applicant has ceased operations for at least one (1) year, it shall submit: a) Audited Financial Statements as of the last fiscal year of operation; and b) Affidavit of non-operation certified under oath by the President and Treasurer*
2. *Where the applicant has no operation since incorporation, it shall submit: a) Balance Sheet certified under oath by the Treasurer and President; b) Affidavit of non-operation certified under oath by the President and Treasurer; To be provided by the Company 67 c) Certificate of non-registration issued by the BIR*
3. *Where the applicant corporation (stock or nonstock) is with total assets or liabilities of less than Six Hundred Thousand Pesos (Php600,000.00), it shall submit its Balance Sheet as of last preceding fiscal year certified under oath by the President and Treasurer*

5. Certification under oath by the President and Treasurer (2) Original Copy And (1) Electronic Copy	Applicant / Client

Remarks:

certifying that:

1. *the dissolution is not prejudicial to the interest of the creditors; and*
2. *there is no opposition from any creditor from the time of publication of the notice of dissolution up to the filing of the dissolution with the Commission*

6. Bureau of Internal Revenue (BIR) Tax Clearance Certificate (2) Original Copy And (1) Electronic Copy	Bureau of Internal Revenue - BIR
7. Publisher's Affidavit of Publication of the notice of meeting (once) (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Publisher of a newspaper of general circulation*	
8. Notarized Secretary's Certificate of no pending case of intra-corporate dispute (2) Original Copy And (1) Electronic Copy	SECURITIES AND EXCHANGE COMMISSION - CORPORATE AND PARTNERSHIP REGISTRATION DIVISION
Remarks: *Download Secretary's Certificate sample form through this link: https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx*	
9. Clearance/Favorable recommendation from other Departments of the Commission or from the appropriate (2) Original Copy And (1) Electronic Copy	Applicant / Client
For Situational Requirement	
A. For Clearance from other SEC departments	
Sub Situational Requirement/s	
A.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
A.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
A.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
A.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
A.c. For Financial Technology (FinTech) related business activities	
A.c.1. PhiliFintech Innovation Office (PIO) and Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO) and

	Enforcement and Investor Protection Department (EIPD)

Remarks:

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

B. Endorsement from other government agencies	
Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, and submit the application in the eAMEND portal (Regular Processing)	1.1. Verifies completeness of the submitted amendment requirements and assigns the application to CPRD Processors	None	1 hour/s	• SEC Administrative Assistant II; Corporate and Partnership

Location: (https://eamend.sec.gov.ph/login)				Registration Division (CPRD)
	1.2. Processes and evaluates the legal aspects of the dissolution application.		4 working day/s, 6 hour/s, 50 minute/s	• SEC Securities Examiner III; Corporate and Partnership Registration Division (CPRD) • SEC Securities Specialist I; Corporate and Partnership Registration Division (CPRD) • SEC Securities Specialist II; Corporate and Partnership Registration Division (CPRD) • SEC Accounting Specialist; Corporate and Partnership Registration Division (CPRD)
	1.3. Processes and evaluates the financial aspects of the dissolution application.		5 working day/s	• SEC Securities Examiner III; Corporate and

					Partnership Registration Division (CPRD) • SEC Securities Specialist II; Corporate and Partnership Registration Division (CPRD) • SEC Securities Specialist I; Corporate and Partnership Registration Division (CPRD)
		1.4. Issues Payment Assessment Form (PAF) to the applicant.		5 minute/s	• SEC Securities Examiner III; Corporate and Partnership Registration Division (CPRD) • SEC Securities Specialist II; Corporate and Partnership Registration Division (CPRD) • SEC Securities Specialist I;

				Corporate and Partnership Registration Division (CPRD) • SEC Accounting Specialist I; Corporate and Partnership Registration Division (CPRD)
2. Pays the filing fee through SEC-accredited Landbank branches or through eSPAYSEC **Location:** https://espaysec.sec.gov.ph/	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: AMENDED ARTICLES OF INCORPORATION: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 Total: PHP 1040	5 minute/s	• Financial Management Department; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the CRMD Receiving Counter at The SEC Headquarters through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** 5th Floor, CRMD Receiving Counter,	3.1. Receives and verifies documentary requirements and proof of payment	None	5 minute/s	• SEC Computer Operator; Corporate Filing and Records Division (CFRD)
	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minute/s	• SEC Computer Operator; Corporate Filing and Records

The SEC Headquarters, 7907 Makati Avenue, Salcedo Village Bel-air, 1209 Makati City				Division (CFRD)
	3.3. Prepares and generates the Certificate of Amended Articles of Incorporation		10 minute/s	• SEC Administrative Assistant II; Corporate and Partnership Registration Division (CPRD)
	3.4. Reviews the application and signs the Certificate of Amended Articles of Incorporation		9 working day/s, 7 hour/s	• SEC Assistant Director; Corporate Filing and Records Division (CFRD)
	3.5. Forwards the signed Certificate of Amended Articles of Incorporation to the Releasing Unit.		10 minute/s	• SEC System Computer Operator; Corporate Filing and Records Division (CFRD)
	3.6. Tags the application through the eAmend Portal to issue the Notice for Schedule of Appointment on the release of the Certificate of Amendment of Articles of Incorporation and/or By-Laws		5 minute/s	• SEC System Computer Operator; Corporate Filing and Records Division (CFRD)
4. Proceeds to CRMD Releasing Section at The SEC Headquarters for presentment of the original proof of payment or arranges	4. Releases signed Certificate of Amended Articles of Incorporation	None	15 minute/s	• SEC Computer Operator; Corporate Filing and Records

the delivery of the Certificate through preferred courier and receives the signed Certificate of Amended Articles of Incorporation **Location:** 5th Floor, CRMD Releasing Counter, The SEC Headquarters, 7907 Makati Avenue, Salcedo Village Bel-air, 1209 Makati City				Division (CFRD)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1040		

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

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

1. *Articles of Incorporation*

- *Prefatory Clause;*
- *Corporate Name/Business Name;*
- *Primary Purpose;*
- *Secondary Purpose;*
- *Change in the Principal Office Address;*
- *Terms of Existence;*
- *Increase or Decrease in the Number of the Board of Directors/Trustees;*
- *Features of Shares, except if simultaneously filed with an application for increase of capital stock, or reclassification/declassification of shares;*
- *Provision for the Undertaking to Change Name;*
- *Fiscal Year for One Person Corporations (OPCs);*

1. *By-Laws*

- *Adoption of Corporate Name in the By-Laws;*
- *Provision for Transfer of Stock and Rights of Stockholders or Interest (e.g. Right of First Refusal, Pre-Emptive Rights);*
- *Amendment of a Corporation Sole (change of corporate name, change of address, change of primary purpose)*
- *Provision for Tax Exemption for Non-Stock;*
- *Date of Annual Meeting of the stockholders/members;*
- *Fiscal Year;*
- *Audit of Books and Dividends;*
- *Seal;*
- *Subscription, Issuance and Transfer of Shares;*
- *Suspension, Expulsion and Termination of Membership;*
- *The Form for Proxies of Stockholders/Members and the Manner of Voting Them;*
- *The Manner of Election or Appointment, Qualification, Functions, and the Term of Office of All Officers other than Directors/Trustees;*
- *The Place and Manner of Calling and Conducting Regular Meetings of the Stockholders/Members;*
- *The Powers, Qualifications, Duties, Term, and Compensation of Directors/Trustees;*
- *The Required Quorum in Meetings of Stockholders/Members;*
- *The Time, Place, and Manner of Calling and Conducting Regular or Special Meetings of the Directors/Trustees;*
- *The Time, Place, and Manner of Calling and Conducting Special Meetings of the Stockholders/Members; and*
- *Amendments of Amended By-Laws concerning two (2) to four (4) provisions thereof.*

Office or Division:	Corporate and Partnership Registration Division (CPRD)

Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All registered stock domestic corporations with foreign equity participation of not more than forty percent (40%) and non-stock corporations, except lending corporations and financing companies, through their Authorized Representatives.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate and Partnership Registration Division
Remarks: *With downloadable system-generated forms in the eAmend Portal*	
2. Amendment Form (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *With downloadable system-generated forms in the eAmend Portal* • *notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed names* • ***For corporation sole**: Original copies should be signed (wet signature) and notarized*	
3. Amended Articles of Incorporation/By-Laws (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • ***two (2) copies shall be submitted together with all the documentary requirements uploaded in the eAMEND portal** (Please submit the Amended Articles of Incorporation/By-laws incorporating the proposed provisions. The amendments must be clearly underlined and annotated with the phrase "(As amended on [date of meeting])" immediately following the amended provision. Kindly ensure that no established facts are removed or modified in the process.)*	

4. Monitoring Clearance (1) Original Copy	Securities and Exchange Commission - Compliance Monitoring Division (CMD)
Remarks: *Application for Monitoring Clearance through: ewatch.sec.gov.ph* • *If there is no valid and available Monitoring Clearance, submit an Affidavit of Undertaking for Monitoring from the eAMEND System.* • *If you have previously used an Affidavit of Undertaking for your amendment application, kindly submit a valid Monitoring Clearance issued by the Compliance Monitoring Division (CMD) for your current application.* *For Foundations: Corporate Governance and Finance Department (CGFD) or through cgfd@sec.gov.ph* *For Corporations with Secondary License: Market and Securities Regulation Department (MSRD)*	
5. Affidavit of Undertaking for Post-Evaluation (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *With downloadable system-generated forms in the eAmend Portal*	
For Situational Requirement	
A. For Clearance from other SEC departments	
Sub Situational Requirement/s	
A.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
A.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
A.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
A.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
A.c. For Financial Technology (FinTech) related business activities	

A.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)

Remarks:

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

A.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)

Remarks:

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

B. Endorsement from other government agencies	
Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For applications with Amendment of By-laws	
Sub Situational Requirement/s	
C.a. Air Transport	
C.a.1. Civil Aeronautics Board Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.b. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions	
C.b.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.c. Educational Institution: (stock & non-stock)	
C.c.1. Department of Education Endorsement for Elementary (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.c.2. Commission on Higher Education Endorsement for College, Tertiary Course (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.c.3. Technical Education Skills and Development Authority Endorsement for Technical Vocational Course (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.d. Electric Power Plant/Trading of Petroleum Products	
C.d.1. Department of Education Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.e. Hospital, Dental, Medical Clinics	
C.e.1. Department of Health Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.f. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.f.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client

C.g. Money Changer and Remittance Services	
C.g.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.h. Non-Chartered Government Owned and Controlled Corporation	
C.h.1. Government Commission for Government-owned and Controlled Corporation Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.i. Professional Association	
C.i.1. Professional Regulation Commission Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.j. Radio, TV, Telephone, Internet Service Providers, Value-Added Service Provider	
C.j.1. National Telecommunications Commission Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.k. Recruitment for Overseas Employment	
C.k.1. Philippine Overseas Employment Administration Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.l. Security Agency/ Anti-Crime Task Force	
C.l.1. Philippine National Police Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.m. Tobacco Related Business	
C.m.1. National Tobacco Administration Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.n. Volunteer Fire Brigade	
C.n.1. Bureau of Fire Protection (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.o. Vessel/Ship Operation, Ship Management. Shipbuilding, Ship Repair, Shipping Agency, Ship Husbanding, Ship Chandling and other Maritime related activities	
C.o.1. Maritime Industry Authority (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.p. Water Service Providers and Waterworks	
C.p.1. Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
D. For Amendment of Corporate Name	
Sub Situational Requirement/s	

D.a. For Amendment of Corporate Name	
D.a.1. Name Verification Slip for Amendment of Corporate Name with Proof of Payment of Reservation Fee (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Corporate Filing and Records Division or request from crmd_amend_name@sec.gov.ph*	
D.a.2. Affidavit of a director, trustees or officer undertaking to change corporate name, if not stated in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, pays the filing fee through through eSPAYSEC and submit the application in the eAMEND portal (Regular Processing) **Location:** **(https://eamend.sec.gov.ph/login)**	1.1. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: Amended Articles of Incorporation: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 --- Total: PHP 1040 **Possible Fees** Breakdown: Amendment of By-Laws: PHP 1000 **Formula**	5 minute/s	• eAMEND System; Corporate and Partnership Registration Division (CPRD)
	1.2. Verifies completeness and correctness of the submitted amendment requirements and assigns the application to the CPRD Processors if the documents are complete.		1 hour/s	• SEC Administrative Assistant II; Corporate and Partnership Registration Division (CPRD)
	1.3. Processes and evaluates application for amendment.		6 working day/s, 6 hour/s, 45 minute/s	• SEC Securities Examiner III; Corporate

		Fees Breakdown: Name Reservation Slip		and Partnership Registration Division (CPRD) • SEC Securities Specialist I; Corporate and Partnership Registration Division (CPRD) • SEC Securities Specialist II; Corporate and Partnership Registration Division (CPRD) • SEC Accounting Specialist I; Corporate and Partnership Registration Division (CPRD)
	1.4. Tags the application Complete and issue the Digital Certificate of Amendment of Articles of Incorporation and/or By-Laws		5 minute/s	• SEC Securities Examiner III; Corporate and Partnership Registration Division (CPRD) • SEC Securities Specialist

				II; Corporate and Partnership Registration Division (CPRD) • SEC Securities Specialist I; Corporate and Partnership Registration Division (CPRD) • SEC Accounting Specialist I; Corporate and Partnership Registration Division (CPRD)

2. Generates the Digital Certificate **Location:** https://eamend.sec.gov.ph/login **Notes/Instruction:** To secure the original copy of the Certificate, the applicant has to submit two (2) sets of originally signed documentary requirements with original proof of payment within a period fifteen (15) days from the date of issuance of the Digital Certificate	2. None	None	5 minute/s	• None; Any of requesting office / division
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1040 See other fees below		
Possible Fees • **Amendment of By-Laws** : 1000				
Formula / Schedule of Fees • **Name Reservation Slip** Php 100 per Corporate Name *Additional Php 100 per trade name				

3. Application for Amendment of By-Laws concerning five or more provisions and filing of New By-Laws of Domestic Corporations (eAMEND Regular Processing)

This service details the procedure in applying for amendments of the By-laws concerning five or more provisions and filing of New By-Laws through the eAMEND portal under Regular Processing.

1. *New By-Laws*
2. *Amendment of By-Laws concerning five or more provisions*

Office or Division:	Corporate and Partnership Registration Division (CPRD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered stock domestic corporations with foreign equity participation of not more than forty percent (40%) and non-stock corporations, except lending corporations and financing companies, through their Authorized Representatives.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate and Partnership Registration Division
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Amended By-Laws/ New By-Laws (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *Please use the most recent Articles of Incorporation and By-Laws, which have been duly approved by the Commission. Simply modify the sections that are being amended. Underline the amended provision and add "(as amended on [date of meeting])" after it.*	
3. Notarized Secretary's Certificate of no pending case of intra-corporate dispute	Securities and Exchange Commission - Company

(2) Original Copy And (1) Electronic Copy	Registration and Monitoring Department
Remarks: • *Original copy should be signed (wet signature) and notarized* • *Download Secretary's Certificate sample form through this link: https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx*	
4. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Compliance Monitoring Division
Remarks: • *If there is no valid and available Monitoring Clearance, submit an Affidavit of Undertaking for Monitoring from the eAMEND System.* • *If you have previously used an Affidavit of Undertaking for your amendment application, kindly submit a valid Monitoring Clearance issued by the Compliance Monitoring Division (CMD) for your current application.* *Application for Monitoring Clearance through: ewatch.sec.gov.ph*	
5. Directors` or Trustees` Certificate (2) Original Copy And (1) Electronic Copy	SECURITIES AND EXCHANGE COMMISSION - CORPORATE AND PARTNERSHIP REGISTRATION DIVISION
Remarks: • *Original copy should be signed (wet signature) and notarized* • *notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed names* *Download Director's Certificate and/or Trustees' Certificate sample form through this link:* *Director's Certificate:- https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf* *Trustees' Certificate- https://www.sec.gov.ph/wp-content/uploads/2019/11/Trustees_Certificate.pdf*	

6. Clearance/Favorable recommendation from other Departments of the Commission or from the appropriate Government Agency if applicable (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Other Departments
For Situational Requirement	
A. For Clearance from other SEC departments	
Sub Situational Requirement/s	
A.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
A.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
A.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
A.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
A.c. For Financial Technology (FinTech) related business activities	
A.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)

Remarks:

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

A.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
B. Endorsement from other government agencies	
Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For applications with Amendment of By-laws	
Sub Situational Requirement/s	
C.a. Air Transport	
C.a.1. Civil Aeronautics Board Endorsement (2) Original Copy And (1) Electronic Copy	Civil Aeronautics Board - Civil Aeronautics Board
C.b. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions	

C.b.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.c. Educational Institution: (stock & non-stock)	
C.c.1. Department of Education Endorsement for Elementary (2) Original Copy And (1) Electronic Copy	Department of Education - Department of Education
C.c.2. Commission on Higher Education Endorsement for College, Tertiary Course (2) Original Copy And (1) Electronic Copy	Commission on Higher Education - Commission on Higher Education
C.c.3. Technical Education Skills and Development Authority Endorsement for Technical Vocational Course (2) Original Copy And (1) Electronic Copy	Technical Education Skills and Development Authority - Technical Education Skills and Development Authority
C.d. Electric Power Plant/Trading of Petroleum Products	
C.d.1. Department of Energy Endorsement (2) Original Copy And (1) Electronic Copy	Department of Energy - Department of Energy
C.e. Hospital, Dental, Medical Clinics	
C.e.1. Department of Health Endorsement (2) Original Copy And (1) Electronic Copy	Department of Health - Department of Health
C.f. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.f.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C.g. Money Changer and Remittance Services	
C.g.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.h. Non-Chartered Government Owned and Controlled Corporation	
C.h.1. Government Commission for Government-owned and Controlled Corporation Endorsement (2) Original Copy And (1) Electronic Copy	Government Commission for Government-owned and Controlled Corporation - Government Commission for Government-owned and Controlled Corporation
C.i. Professional Association	
C.i.1. Professional Regulation Commission Endorsement (2) Original Copy And (1) Electronic Copy	Professional Regulation Commission - Professional Regulation Commission
C.j. Radio, TV, Telephone, Internet Service Providers, Value-Added Service Provider	
C.j.1. National Telecommunications Commission Endorsement (2) Original Copy And (1) Electronic Copy	National Telecommunications Commission - National

	Telecommunications Commission
C.k. Recruitment for Overseas Employment	
C.k.1. Philippine Overseas Employment Administration (2) Original Copy And (1) Electronic Copy	Philippine Overseas Employment Administration - Philippine Overseas Employment Administration
C.l. Security Agency/ Anti-Crime Task Force	
C.l.1. Philippine National Police Endorsement (2) Original Copy And (1) Electronic Copy	Philippine National Police - Philippine National Police
C.m. Tobacco Related Business	
C.m.1. National Tobacco Administration Endorsement (2) Original Copy And (1) Electronic Copy	National Tobacco Administration - National Tobacco Administration
C.n. Volunteer Fire Brigade	
C.n.1. Bureau of Fire Protection Endorsement (2) Original Copy And (1) Electronic Copy	Bureau of Fire Protection - Bureau of Fire Protection
C.o. Vessel/Ship Operation, Ship Management. Shipbuilding, Ship Repair, Shipping Agency, Ship Husbanding, Ship Chandling and other Maritime related activities	
C.o.1. Maritime Industry Authority Endorsement (2) Original Copy And (1) Electronic Copy	Maritime Industry Authority - Maritime Industry Authority
C.p. Water Service Providers and Waterworks	
C.p.1. Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems Endorsement (2) Original Copy And (1) Electronic Copy	Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems - Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, and submit the application in the eAMEND portal (Regular Processing)	1.1. Verifies completeness of the submitted amendment requirements and assigns the application to CPRD Processors.	None	1 hour/s	• SEC Administrative Assistant II; Corporate and Partnership Registratio

Location: (https://eamend.sec.gov.ph/login)				n Division (CPRD) • SEC Administrative Officer II; Corporate and Partnership Registration Division (CPRD)
	1.2. Processes and evaluates application for amendment		9 working day/s, 6 hour/s, 50 minute/s	• SEC Securities Specialist I; Corporate and Partnership Registration Division (CPRD) • SEC Securities Specialist II; Corporate and Partnership Registration Division (CPRD) • SEC Administrative Officer II; Corporate and Partnership Registration Division (CPRD) • SEC Accounting Specialist I; Corporate and Partnershi

				p Registration Division (CPRD) • SEC Securities Examiner III;
	1.3. Issues Payment Assessment Form (PAF) to the applicant.		5 minute/s	• SEC Securities Specialist I; Corporate and Partnership Registration Division (CPRD) • SEC Securities Specialist II; Corporate and Partnership Registration Division (CPRD) • SEC Securities Examiner III; Corporate and Partnership Registration Division (CPRD) • SEC Accounting Specialist I; Corporate and Partnership Registration Division (CPRD)

2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** https://espaysec.sec.gov.ph/	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Possible Fees** Breakdown: Amended By-Laws: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 **Formula Fees** Breakdown: Name Reservation Slip	5 minute/s	• Accounting Division; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the CRMD Receiving Counter The SEC Headquarters, 5th Floor, through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** 5th Floor, CRMD Receiving Unit **THE SEC HEADQUARTERS** 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209	3.1. Receives and verifies documentary requirements and proof of payment	None	5 minute/s	• SEC Computer Operator; Corporate Filing and Records Division (CFRD)
	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minute/s	• SEC Computer Operator; Corporate Filing and Records Division (CFRD)
	3.3. Prepares and generates the Certificate of Amendment of By-Laws/New By-Laws		10 minute/s	• SEC Administrative Assistant II; Corporate and Partnership Registration Division (CPRD)
	3.4. Reviews the application and signs		9 working day/s, 7	• SEC Assistant

	the Certificate of Amendment of By-Laws/New By-Laws		hour/s	Director; Corporate Filing and Records Division (CFRD)
	3.5. Forwards the signed Certificate of Amendment of By-Laws/New By-Laws to the Releasing Unit.		10 minute/s	• SEC System Computer Operator; Corporate Filing and Records Division (CFRD)
	3.6. Tags the application through the eAmend Portal to issue the Notice for Schedule of Appointment on the release of the Certificate of Amendment of By-Laws/New By-Laws		5 minute/s	• SEC System Computer Operator; Corporate Filing and Records Division (CFRD)
4. Proceeds to CRMD Releasing Section at The SEC Headquarters, 5th Floor, 7907 Makati Avenue, Makati City for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Amended By-laws/New By-Laws **Location:** **5th Floor, CRMD Receiving Unit** **THE SEC HEADQUARTERS** 7907 Makati Avenue, Salcedo Village,	4. Releases signed Certificate of Amended By-laws/New By-Laws	None	15 minute/s	• SEC Computer Operator; Corporate Filing and Records Division (CFRD)

Bel-Air, Makati City, 1209				
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Possible Fees

- **Amended By-Laws** : 1000
- **Legal Research Fee** : 10
- **Documentary Stamp Tax** : 30

Formula / Schedule of Fees

- **Name Reservation Slip**

  Php 100 per corporate name

  *additional Php 100 per trade name

4. Application for amendment of corporate term where the proposed expiration is one (1) year or more than one (1) year under Section 136 of the RCC (under eAMEND Regular Processing)

This service details the procedure in applying for amendment of corporate term where the proposed expiration is one (1) year or more than one (1) year under Section 136 of the RCC.

Office or Division:	Corporate and Partnership Registration Division (CPRD)
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered stock domestic corporations with foreign equity participation of not more than forty percent (40%) and non-stock corporations, except lending corporations and financing companies, through their Authorized Representatives.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: • *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Amended Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client
3. Directors` or Trustees` Certificate (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download Director's Certificate and/or Trustees' Certificate sample form through this link:* • *Director's Certificate:- https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf* • *Trustees' Certificate- https://www.sec.gov.ph/wp-content/uploads/2019/11/Trustees_Certificate.pdf* *Original copy should be signed (wet signature) and notarized*	

notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed names	
4. Notarized Secretary's Certificate of no intra-corporate dispute (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download Secretary's Certificate sample form through this link: https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx*	
5. Monitoring Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Compliance Monitoring Division (CMD)
Remarks: *Application for Monitoring Clearance through: ewatch.sec.gov.ph*	
For Situational Requirement	
A. For Clearance from other SEC departments	
Sub Situational Requirement/s	
A.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
A.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
A.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
A.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
A.c. For Financial Technology (FinTech) related business activities	
A.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Operators of payment systems;*	

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

A.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)

Remarks:

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

B. Endorsement from other government agencies

Sub Situational Requirement/s

B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services

B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For applications with Amendment of By-laws	
Sub Situational Requirement/s	
C.a. Air Transport	
C.a.1. Civil Aeronautics Board Endorsement (2) Original Copy And (1) Electronic Copy	Civil Aeronautics Board - Civil Aeronautics Board
C.b. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions	
C.b.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.c. Educational Institution: (stock & non-stock)	
C.c.1. Department of Education Endorsement for Elementary (2) Original Copy And (1) Electronic Copy	Department of Education - Department of Education
C.c.2. Commission on Higher Education Endorsement for College, Tertiary Course (2) Original Copy And (1) Electronic Copy	Commission on Higher Education - Commission on Higher Education
C.c.3. Technical Education Skills and Development Authority Endorsement for Technical Vocational Course (2) Original Copy And (1) Electronic Copy	Technical Education Skills and Development Authority - Technical Education Skills and Development Authority
C.d. Electric Power Plant/Trading of Petroleum Products	
C.d.1. Department of Energy Endorsement (2) Original Copy And (1) Electronic Copy	Department of Energy - Department of Energy
C.e. Hospital, Dental, Medical Clinics	
C.e.1. Department of Health Endorsement (2) Original Copy And (1) Electronic Copy	Department of Health - Department of Health
C.f. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.f.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C.g. Money Changer and Remittance Services	
C.g.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas

C.h. Non-Chartered Government Owned and Controlled Corporation	
C.h.1. Government Commission for Government-owned and Controlled Corporation Endorsement (2) Original Copy And (1) Electronic Copy	Government Commission for Government-owned and Controlled Corporation - Government Commission for Government-owned and Controlled Corporation
C.i. Professional Association	
C.i.1. Professional Regulation Commission Endorsement (2) Original Copy And (1) Electronic Copy	Professional Regulation Commission - Professional Regulation Commission
C.j. Radio, TV, Telephone, Internet Service Providers, Value-Added Service Provider	
C.j.1. National Telecommunications Commission Endorsement (2) Original Copy And (1) Electronic Copy	National Telecommunications Commission - National Telecommunications Commission
C.k. Recruitment for Overseas Employment	
C.k.1. Philippine Overseas Employment Administration Endorsement (2) Original Copy And (1) Electronic Copy	Philippine Overseas Employment Administration - Philippine Overseas Employment Administration
C.l. Security Agency/ Anti-Crime Task Force	
C.l.1. Philippine National Police Endorsement (2) Original Copy And (1) Electronic Copy	Philippine National Police - Philippine National Police
C.m. Tobacco Related Business	
C.m.1. National Tobacco Administration Endorsement (2) Original Copy And (1) Electronic Copy	National Tobacco Administration - National Tobacco Administration
C.n. Volunteer Fire Brigade	
C.n.1. Bureau of Fire Protection Endorsement (2) Original Copy And (1) Electronic Copy	Bureau of Fire Protection - Bureau of Fire Protection
C.o. Vessel/Ship Operation, Ship Management. Shipbuilding, Ship Repair, Shipping Agency, Ship Husbanding, Ship Chandling and other Maritime related activities	
C.o.1. Maritime Industry Authority Endorsement (2) Original Copy And (1) Electronic Copy	Maritime Industry Authority - Maritime Industry Authority
C.p. Water Service Providers and Waterworks	
C.p.1. Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems Endorsement (2) Original Copy And (1) Electronic Copy	Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems - Local Waterworks Utilities Administration /Manila

			Waterworks and Sewerage Systems	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, and submit the application in the eAMEND portal (Regular Processing) **Location:** (https://eamend.sec.gov.ph/login)	1.1. Verifies completeness and correctness of the submitted amendment requirements and assigns the application to the CPRD Processors if the documents are complete.	None	1 hour/s	• SEC Administrative Assistant II; Corporate and Partnership Registration Division (CPRD)
	1.2. Processes and evaluates application for amendment.		2 working day/s, 7 hour/s, 50 minute/s	• SEC Securities Examiner III; Corporate and Partnership Registration Division (CPRD) • SEC Securities Specialist II; Corporate and Partnership Registration Division (CPRD) • SEC Securities Specialist I; Corporate and Partnership Registratio

					n Division (CPRD) • SEC Accounting Specialist I; Corporate and Partnership Registration Division (CPRD)
		1.3. Issues Payment Assessment Form (PAF) to the applicant through the eAmend Portal.		5 minute/s	• SEC Securities Examiner III; Corporate and Partnership Registration Division (CPRD) • SEC Securities Specialist II; Corporate and Partnership Registration Division (CPRD) • SEC Securities Specialist I; Corporate and Partnership Registration Division (CPRD) • SEC Accounting Specialist I; Corporate and Partnershi

				p Registration Division (CPRD)
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** https://espaysec.sec.gov.ph/	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: Amended Articles of Incorporation: PHP 1000 Documentary Stamp Tax: PHP 30 Legal Research Fee: PHP 10 Total: PHP 1040 **Possible Fees** Breakdown: Amended By-Laws: PHP 1000 **Formula Fees** Breakdown: Name Reservation Slip	5 minute/s	• Accounting Division; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the CRMD Receiving Counter, 5th Floor, The SEC Headquarters, through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:**	3.1. Receives and verifies documentary requirements and proof of payment	None	5 minute/s	• SEC Computer Operator; Corporate Filing and Records Division (CFRD)
	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minute/s	• SEC Computer Operator; Corporate Filing and Records

CRMD Receiving Counter, 5th Floor, The SEC Headquarters				Division (CFRD)
	3.3. Prepares and generates the Certificate of Amended Articles of Incorporation and/or By-Laws		5 minute/s	• SEC Administrative Assistant II; Corporate and Partnership Registration Division (CPRD)
	3.4. Reviews the application and signs the Certificate of Amended Articles of Incorporation and/or By-Laws		3 working day/s, 6 hour/s, 10 minute/s	• SEC Assistant Director; Corporate Filing and Records Division (CFRD)
	3.5. Forwards the signed Certificate of Amended Articles of Incorporation and/or By-Laws to the Releasing Unit		15 minute/s	• SEC Computer Operator; Corporate Filing and Records Division (CFRD)
	3.6. Tags the application through the eAmend Portal to issue the Notice for Schedule of Appointment on the release of the Certificate of Amendment of Articles of Incorporation and/or By-Laws		5 minute/s	• SEC Computer Operator; Corporate Filing and Records Division (CFRD)

4. Proceeds to CRMD Receiving Counter, 5th Floor, The SEC Headquarters for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Amended Articles of Incorporation and/or By-laws **Location:** CRMD Receiving Counter, 5th Floor, The SEC Headquarters	4. Releases signed Certificate of Amended Articles of Incorporation and/or By-laws	None	5 minute/s	• SEC Computer Operator; Corporate Filing and Records Division (CFRD)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1040 See other fees below		
Possible Fees • **Amended By-Laws** : 1000				
Formula / Schedule of Fees • **Name Reservation Slip** Php 100 per Corporate Name *Additional Php100 per trade name				

5. Application for Amendment of Partnerships under eAMEND Regular Processing

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

a. Amendments of the Articles of Partnership
b. Dissolution of Partnership
c. Technical Dissolution
d. Change in Capital Contribution
e. Deed of Assignment
f. Withdrawal of Partners
g. Admission of Partners in the Partnership

Office or Division:	Corporate and Partnership Registration Division (CPRD)
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered Partnerships through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate and Partnership Registration Division
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Amended Articles of Partnership (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Please use the most recent Articles of Partnership, which have been duly approved by the Commission. Simply modify the sections that are being amended duly signed and notarized.*	
For Situational Requirement	
A. For Withdrawal of Partner	
A.1. Affidavit of Withdrawal	Applicant / Client

(2) Original Copy And (1) Electronic Copy	
A.2. Deed of Assignment of partnership interest and/or documents showing withdrawal, resignation, retirement and death of a partner, if the provision to be Amended is the change of partners (2) Original Copy And (1) Electronic Copy	Applicant / Client
B. For Dissolution of Partnership	
B.1. Affidavit of Dissolution or Articles of Dissolution (2) Original Copy And (1) Electronic Copy	Applicant / Client
B.2. BIR Tax Clearance (2) Original Copy And (1) Electronic Copy	Bureau of Internal Revenue - Bureau of Internal Revenue
C. For Clearance from other SEC departments	
Sub Situational Requirement/s	
C.a. For Financial Technology (FinTech) related business activities	
C.a.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
C.a.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)
Remarks: • *Operators of payment systems;*	

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

D. Endorsement from other government agencies	
Sub Situational Requirement/s	
D.a. Money Changer and Remittance Services	
D.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - BSP
D.b. Insurance	
D.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - IC
E. For Amendment of Partnership Name	
E.1. Name Verification Slip for Amendment of Partnership Name with Proof of Payment of Reservation Fee (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Filing and Records Division
Remarks: *Corporate Filing and Records Division or request from crmd_amend_name@sec.gov.ph*	
E.2. Undertaking of the Partner to change partnership name, if not stated in the Articles of Partnership (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download Undertaking to Change Name through https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIB

				LE (Designation; Office)
1. Encodes data required by the eAmend system, uploads and submits the complete and correct duly signed and notarized electronic copy of the requirements to eAmend Portal **Location:** (https://eamend.sec.gov.ph/login)	1.1. Verifies completeness of the submitted amendment requirements and assigns the application to the CPRD Processors.	None	1 hour/s	• SEC Administrative Assistant II; Corporate and Partnership Registration Division (CPRD) • SEC Administrative Officer II; Corporate and Partnership Registration Division (CPRD)
	1.2. Processes and evaluates application for amendment.		2 working day/s, 6 hour/s, 50 minute/s	• SEC Securities Examiner III; Corporate and Partnership Registration Division (CPRD) • SEC Securities Specialist I; Corporate and Partnership Registration Division (CPRD) • SEC Securities Specialist II; Corporate

				and Partnership Registration Division (CPRD) • SEC Accounting Specialist I; Corporate and Partnership Registration Division (CPRD)
	1.3. Issues Payment Assessment Form (PAF) to the applicant if compliant		5 minute/s	• SEC Securities Examiner III; Corporate and Partnership Registration Division (CPRD) • SEC Securities Specialist I; Corporate and Partnership Registration Division (CPRD) • SEC Securities Specialist II; Corporate and Partnership Registration Division (CPRD) • SEC Accounting Specialist

				l; Corporate and Partnership Registration Division (CPRD)
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: Amended Articles of Partnership: PHP 2000 Legal Research Fee: PHP 20 Documentary Stamp Tax: PHP 30 --- Total: PHP 2050 **Possible Fees** Breakdown: Withdrawal of Partner Fee: PHP 1000 Deed of Assignment Fee: PHP 2000 **Formula Fees** Breakdown: Increase of Capital Contribution Name Verification	5 minute/s	• Accounting Division; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the CRMD Receiving	3.1. Receives and verifies documentary requirements and proof of payment	None	5 minute/s	• SEC Computer Operator; Corporate Filing and

Counter at SEC Headquarters through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** CRMD Receiving Counter at SEC Headquarters				Records Division (CFRD)
	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minute/s	• SEC Computer Operator; Corporate Filing and Records Division (CFRD)
	3.3. Prepares and generates the Certificate of Amended Articles of Partnership		5 minute/s	• SEC Administrative Assistant II; Corporate and Partnership Registration Division (CPRD)
	3.4. Reviews the application and signs the Certificate of Amended Articles of Partnership		3 working day/s, 7 hour/s, 10 minute/s	• SEC Assistant Director; Corporate Filing and Records Division (CFRD)
	3.5. Encodes signed Certificate of Amended Articles of Partnership		15 minute/s	• SEC Compute Operator; Corporate Filing and Records Division (CFRD)
	3.6. Tags the application for appointment through the eAmend Portal indicating the date of release of the Certificate		5 minute/s	• SEC System Computer Operator; Corporate Filing and Records Division (CFRD)

4. Proceeds to CRMD Releasing Section at SEC Headquarters for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Amended Articles of Partnership **Location:** CRMD Releasing Section at SEC Headquarters	4. Releases signed Certificate of Amended Articles of Partnership	None	5 minute/s	• SEC Computer Operator; Corporate Filing and Records Division (CFRD)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 2050 See other fees below		

Possible Fees

- **Withdrawal of Partner Fee** : 1000
- **Deed of Assignment Fee** : 2000

Formula / Schedule of Fees

- **Increase of Capital Contribution**

  ⅕ of 1% of the increase in capital but not less than P2,000.00

- **Name Verification**

  Php100 per Corporate Name

  *additional Php 100 per trade name

6. Application for Change of Head or Appointment of the Head of the Corporation Sole (eAMEND Regular Processing)

This service details the procedure for the Change of Head or Appointment of the Head of the Corporation Sole through the eAMEND portal under Regular Processing.

Office or Division:	Corporate and Partnership Registration Division (CPRD)
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered corporation sole, through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: • *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Amended Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client
3. Resolution (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Original copies should be signed (wet signature) and notarized*	
For Situational Requirement	
A. If applicable	
Sub Situational Requirement/s	
A.a. For Change of Corporate Name	

A.a.1. Name Verification Slip for Amendment of Corporate Name with Proof of Payment of Reservation Fee (2) Original Copy And (1) Electronic Copy			Securities and Exchange Commission - Corporate Filing and Records Division	
Remarks: *Corporate Filing and Records Division or request from crmd_amend_name@sec.gov.ph*				
A.b. Affidavit of a trustee or officer undertaking to change corporate name, if not stated in the Articles of Incorporation				
A.b.1. Affidavit of a trustee or officer undertaking to change corporate name, if not stated in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, and submit the application in the eAMEND portal (Regular Processing) **Location:** **(https://eamend.sec.gov.ph/login)** **Notes/Instruction:** *If the application is found to be for compliance in the evaluation stage, the applicant will have to go back to Step 1- Submission of complete requirements.*	1.1. Verifies completeness and correctness of the submitted amendment requirements and assigns the application to the CPRD Processors if the documents are complete	None	1 hour/s	• SEC Administrative Assistant II; Corporate and Partnership Registration Division (CPRD) • SEC Administrative Officer II; Corporate and Partnership Registration Division (CPRD)
	1.2. Processes and evaluates application for amendment.		2 working day/s, 6 hour/s, 50 minute/s	• SEC Securities Specialist I; Corporate and Partnership

					Registration Division (CPRD) • SEC Securities Specialist II; Corporate and Partnership Registration Division (CPRD) • SEC Securities Examiner III; Corporate and Partnership Registration Division (CPRD) • SEC Accounting Specialist I; Corporate and Partnership Registration Division (CPRD)
		1.3. Issues Payment Assessment Form (PAF) to the applicant.		5 minute/s	• SEC Securities Specialist I; Corporate and Partnership Registration Division (CPRD) • SEC Securities Specialist II; Corporate and

				Partnership Registration Division (CPRD) • SEC Securities Examiner III; Corporate and Partnership Registration Division (CPRD) • SEC Accounting Specialist I; Corporate and Partnership Registration Division (CPRD)
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** https://espaysec.sec.gov.ph/	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: Amendment of Articles of Incorporation: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 Total: PHP 1040 **Possible Fees** Breakdown: Amendment of By-Laws: PHP 1000 Legal Research	5 minute/s	• Accounting Division; Financial Management Department (FMD)

		Fee: PHP 10 Documentary Stamp Tax: PHP 30 **Formula Fees** Breakdown: Name Reservation Slip		
3. Submits the documentary requirements with proof of payment to the CRMD Receiving Counter, 5th Floor, The SEC Headquarters, through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** CRMD Receiving Counter, 5th Floor, The SEC Headquarters	3.1. Receives and verifies documentary requirements and proof of payment	None	5 minute/s	• SEC Computer Operator; Corporate Filing and Records Division (CFRD)
	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minute/s	• SEC Computer Operator; Corporate Filing and Records Division (CFRD)
	3.3. Prepares and generates the Certificate of Amended Articles of Incorporation and/or By-Laws		5 minute/s	• SEC Administrative Assistant II; Corporate and Partnership Registration Division (CPRD)
	3.4. Reviews the application and signs the Certificate of Amended Articles of Incorporation and/or By-Laws		3 working day/s, 7 hour/s, 10 minute/s	• SEC Assistant Director; Corporate Filing and Records Division (CFRD)
	3.5. Forwards the signed Certificate of		15 minute/s	• SEC Computer

	Amended Articles of Incorporation and/or By-Laws to the Releasing Unit.			Operator; Corporate Filing and Records Division (CFRD)
	3.6. Tags the application through the eAmend Portal to issue the Notice for Schedule of Appointment on the release of the Certificate of Amendment of Articles of Incorporation and/or By-Laws		5 minute/s	• SEC Computer Operator; Corporate Filing and Records Division (CFRD)
4. Proceeds to CRMD Releasing Section at The SEC Headquarters, 5th Floor, 7907 Makati Avenue, Makati City for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Amended Articles of Incorporation and/or By-laws **Location:** CRMD Releasing Section at The SEC Headquarters, 5th Floor, 7907 Makati Avenue, Makati City	4. Releases signed Certificate of Amended Articles of Incorporation and/or By-laws	None	5 minute/s	• SEC Computer Operator; Corporate Filing and Records Division (CFRD)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1040 See other fees below		

Possible Fees

- **Amendment of By-Laws** : 1000

- **Legal Research Fee** : 10
- **Documentary Stamp Tax** : 30

Formula / Schedule of Fees

- **Name Reservation Slip**

  Php100 per Corporate Name

  *Additional Php100 per trade name

7. Application for Conversion from Stock Corporation to Non-stock Corporation through eAMEND portal

This service details the procedure in applying for conversion from stock corporation to non-stock corporation through eAMEND portal using the Regular Processing;

1. Conversion from Stock Corporation to Non-Stock Corporation (Regular Processing)

Office or Division:	Corporate and Partnership Registration Division (CPRD)
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered stock domestic corporations with foreign equity participation of not more than forty percent (40%), except lending corporations and financing companies, through their Authorized Representatives.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Amended Articles of Incorporation and/or By-Laws (2) Photo Copy And (1) Electronic Copy	Applicant / Client
3. Directors' Certificate (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *Original copy should be signed (wet signature) and notarized* • *notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors and stockholders, (iii) the date and place of the stockholders' meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed names* • *Secure sample format through SEC Website: Primary Registration - Securities and Exchange Commission.*	
4. Secretary's Certificate of no intra-corporate dispute	Applicant / Client

(2) Original Copy And (1) Electronic Copy	
Remarks: • *Secure sample format through SEC Website: Primary Registration - Securities and Exchange Commission*	
5. Monitoring Clearance (2) Original Copy And (1) Electronic Copy	SECURITIES AND EXCHANGE COMMISSION - CMD
Remarks: • *If there is no valid and available Monitoring Clearance, submit an Affidavit of Undertaking for Monitoring from the eAMEND System.* • *If you have previously used an Affidavit of Undertaking for your amendment application, kindly submit a valid Monitoring Clearance issued by the Compliance Monitoring Division (CMD) for your current application.* • *Application for Monitoring Clearance through: ewatch.sec.gov.ph*	
6. Name Verification Slip for Amendment of Corporate Name with Proof of Payment of Reservation Fee (2) Original Copy And (1) Original Copy	SECURITIES AND EXCHANGE COMMISSION - CFRD
Remarks: *Request through email at crmd_amend_name@sec.gov.ph*	
7. Clearance/Favorable recommendation from other Departments of the Commission or from the appropriate Government Agency if applicable. (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Other Departments
For Situational Requirement	
A. For Clearance from other SEC Departments	
Sub Situational Requirement/s	
A.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
A.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
A.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	

A.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
A.c. For Financial Technology (FinTech) related business activities	
A.c.1. PhiliFintech Innovation Office (PIO) and Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO) and Enforcement and Investor Protection Department (EIPD)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
B. Endorsement from other government agencies	
Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For applications with Amendment of By-laws	
Sub Situational Requirement/s	
C.a. Air Transport	

C.a.1. Civil Aeronautics Board Endorsement (2) Original Copy And (1) Electronic Copy	Civil Aeronautics Board - Civil Aeronautics Board
C.b. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions	
C.b.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.c. Educational Institution: (stock & non-stock)	
C.c.1. Department of Education Endorsement for Elementary (2) Original Copy And (1) Electronic Copy	Department of Education - Department of Education
C.c.2. Commission on Higher Education Endorsement for College, Tertiary Course (2) Original Copy And (1) Electronic Copy	Commission on Higher Education - Commission on Higher Education
C.c.3. Technical Education Skills and Development Authority Endorsement for Technical Vocational Course (2) Original Copy And (1) Electronic Copy	Technical Education Skills and Development Authority - Technical Education Skills and Development Authority
C.d. Electric Power Plant/Trading of Petroleum Products	
C.d.1. Department of Energy Endorsement (2) Original Copy And (1) Electronic Copy	Department of Energy - Department of Energy
C.e. Hospital, Dental, Medical Clinics	
C.e.1. Department of Health Endorsement (2) Original Copy And (1) Electronic Copy	Department of Health - Department of Health
C.f. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.f.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C.g. Money Changer and Remittance Services	
C.g.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.h. Non-Chartered Government Owned and Controlled Corporation	
C.h.1. Government Commission for Government-owned and Controlled Corporation Endorsement (2) Original Copy And (1) Electronic Copy	Government Commission for Government-owned and Controlled Corporation - Government Commission for Government-owned and Controlled Corporation
C.i. Professional Association	
C.i.1. Professional Regulation Commission Endorsement (2) Original Copy And (1) Electronic Copy	Professional Regulation Commission - Professional Regulation Commission

C.j. Radio, TV, Telephone, Internet Service Providers, Value-Added Service Provider	
C.j.1. National Telecommunications Commission Endorsement (2) Original Copy And (1) Electronic Copy	National Telecommunications Commission - National Telecommunications Commission
C.k. Recruitment for Overseas Employment	
C.k.1. Philippine Overseas Employment Administration Endorsement (2) Original Copy And (1) Electronic Copy	Philippine Overseas Employment Administration - Philippine Overseas Employment Administration
C.l. Security Agency/ Anti-Crime Task Force	
C.l.1. Philippine National Police Endorsement (2) Original Copy And (1) Electronic Copy	Philippine National Police - Philippine National Police
C.m. Tobacco Related Business	
C.m.1. National Tobacco Administration Endorsement (2) Original Copy And (1) Electronic Copy	National Tobacco Administration - National Tobacco Administration
C.n. Volunteer Fire Brigade	
C.n.1. Bureau of Fire Protection Endorsement (2) Original Copy And (1) Electronic Copy	Bureau of Fire Protection - Bureau of Fire Protection
C.o. Vessel/Ship Operation, Ship Management. Shipbuilding, Ship Repair, Shipping Agency, Ship Husbanding, Ship Chandling and other Maritime related activities	
C.o.1. Maritime Industry Authority Endorsement (2) Original Copy And (1) Electronic Copy	Maritime Industry Authority - Maritime Industry Authority
C.p. Water Service Providers and Waterworks	
C.p.1. Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems Endorsement (2) Original Copy And (1) Electronic Copy	Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems - Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the	1.1. Verifies completeness of the submitted amendment requirements and	None	1 hour/s	• SEC Administrative Assistant II;

requirements, and submit the application in the eAMEND portal (Regular Processing) **Location:** (https://eamend.sec.gov.ph/login)	assigns the application to CPRD Processors.			Corporate and Partnership Registration Division (CPRD)
	1.2. Processes and evaluates application for amendment.		2 working day/s, 6 hour/s, 50 minute/s	• SEC Securities Examiner III; Corporate and Partnership Registration Division (CPRD) • SEC Securities Specialist I; Corporate and Partnership Registration Division (CPRD) • SEC Securities Specialist II; Corporate and Partnership Registration Division (CPRD) • SEC Accounting Specialist I; Corporate and Partnership Registration Division (CPRD)

	1.3. Issues Payment Assessment Form (PAF) to the applicant.		5 minute/s	• SEC Securities Examiner III ; Corporate and Partnership Registration Division (CPRD) • SEC Securities Specialist I ; Corporate and Partnership Registration Division (CPRD) • SEC Securities Specialist II ; Corporate and Partnership Registration Division (CPRD) • SEC Accounting Specialist I; Corporate and Partnership Registration Division (CPRD)

2. Pays the filing fee **Location:** Through SEC-accredited landbank branches or through eSPAYSEC (https://espaysec.sec.gov.ph/)	2. Issues payment confirmation containing the Electronic Official Receipt via email.	**Standard Fees** Breakdown: Amendment of Articles of Incorporation : PHP 1000 Legal Research Fee: PHP 20 Documentary Stamp Tax: PHP 60 Amendment By-Laws: PHP 1000 Total: PHP 2080 **Formula Fees** Breakdown: Name Verification Fee	5 minute/s	• Accounting Division; Financial Management Department (FMD)
3. Submits the hard copies of the documentary requirements with proof of payment to the 5th Floor, CRMD Receiving Counter at The SEC Headquarters, through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** 5th Floor, CRDM Receiving Counter, The SEC Headquarters	3.1. Receives and verifies documentary requirements and proof of payment	None	5 minute/s	• SEC Computer Operator; Corporate Filing and Records Division (CFRD)
	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minute/s	• SEC Computer Operator; Corporate Filing and Records Division (CFRD)
	3.3. Prepares and generates the Certificate of Amended Articles of Incorporation and/or By-Laws		5 minute/s	• SEC Administrative Assistant II; Corporate and Partnershi

				p Registration Division (CPRD)
	3.4. Reviews the application and signs the Certificate of Amended Articles of Incorporation and/or By-Laws		3 working day/s, 7 hour/s, 10 minute/s	• SEC Assistant Director; Corporate Filing and Records Division (CFRD)
	3.5. Forwards the signed Certificate of Amended Articles of Incorporation and/or By-Laws to the Releasing Unit.		15 minute/s	• SEC Computer Operator; Corporate Filing and Records Division (CFRD)
	3.6. Tags the application through the eAmend Portal to issue the Notice for Schedule of Appointment on the release of the Certificate of Amendment of Articles of Incorporation and/or By-Laws		5 minute/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD)
4. Proceeds to CRMD Releasing Section at 5th Floor of The SEC Headquarters, for presentment of the proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Amended Articles of Incorporation and/or By-Laws **Location:** 5th Floor, CRDM Releasing Counter,	4. Releases the signed Certificate of Amended Articles of Incorporation and/or By-Laws	None	5 minute/s	• SEC Computer Operator; Corporate Filing and Records Division (CFRD)

The SEC Headquarters				
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 2080 See other fees below		
Formula / Schedule of Fees • **Name Verification Fee** PHP 100 per corporate name ***plus Php100 per trade name/s***				

8. Application for Conversion of Corporation Sole to Ordinary Non-Stock Corporations of Domestic Corporations (eAMEND Regular Processing)

This service details the procedure in applying for Conversion of Corporation Sole to Ordinary Non-Stock Corporation through the eAMEND portal under Regular Processing.

Office or Division:	Corporate and Partnership Registration Division (CPRD)
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered corporation sole (for conversion of corporation sole to non-stock), through their Authorized Representatives (for amendment of corporate term)
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *All registered corporation sole (for conversion of corporation sole to non-stock), through their Authorized Representatives (for amendment of corporate term)*	
2. Amended Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Please use the most recent Articles of Incorporation and By-Laws, which have been duly approved by the Commission. Simply modify the sections that are being amended. Underline the amended provision and add "(as amended on [date of meeting])" after it.*	
3. Resolution (2) Original Copy And (1) Electronic Copy	Applicant / Client
For Situational Requirement	
A. If applicable	
Sub Situational Requirement/s	
A.a. For Change of Corporate Name	

A.a.1. Name Verification Slip for Amendment of Corporate Name with Proof of Payment of Reservation Fee (2) Original Copy And (1) Electronic Copy			Securities and Exchange Commission - Corporate Filing and Records Division	
Remarks: *Corporate Filing and Records Division or request from crmd_amend_name@sec.gov.ph*				
A.a.2. Affidavit of a trustee or officer undertaking to change corporate name, if not stated in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, and submit the application in the eAMEND portal (Regular Processing) **Location:** **(https://eamend.sec.gov.ph/login)** **Notes/Instruction:** *If the application is found to be for compliance in the evaluation stage, the applicant will have to go back to Step 1- Submission of complete requirements.*	1.1. Verifies completeness and correctness of the submitted amendment requirements and assigns the application to the CPRD Processors if the documents are complete	None	1 hour/s	• SEC Administrative Assistant II; Corporate and Partnership Registration Division (CPRD) • SEC Administrative Officer II; Corporate and Partnership Registration Division (CPRD)
	1.2. Processes and evaluates application for amendment.		2 working day/s, 6 hour/s, 50 minute/s	• SEC Securities Specialist I; Corporate and Partnership Registration Division (CPRD)

					• SEC Securities Specialist II; Corporate and Partnership Registration Division (CPRD) • SEC Securities Examiner III; Corporate and Partnership Registration Division (CPRD) • SEC Accounting Specialist I; Corporate and Partnership Registration Division (CPRD)
		1.3. Issues Payment Assessment Form (PAF) to the applicant.		5 minute/s	• SEC Securities Specialist I; Corporate and Partnership Registration Division (CPRD) • SEC Securities Specialist II; Corporate and Partnership Registratio

				n Division (CPRD) • SEC Securities Examiner III; Corporate and Partnership Registration Division (CPRD) • SEC Accounting Specialist I; Corporate and Partnership Registration Division (CPRD)
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** https://espaysec.sec.gov.ph/	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: Amendment of Articles of Incorporation: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 Total: PHP 1040 **Possible Fees** Breakdown: Amendment of By-Laws: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax:	5 minute/s	• Accounting Division; Financial Management Department (FMD)

		PHP 30 **Formula Fees** Breakdown: Name Reservation Slip		
3. Submits the documentary requirements with proof of payment to the CRMD Receiving Counter, 5th Floor, The SEC Headquarters, through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** CRMD Receiving Counter, 5th Floor, The SEC Headquarters	3.1. Receives and verifies documentary requirements and proof of payment	None	5 minute/s	• SEC Computer Operator; Corporate Filing and Records Division (CFRD)
	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minute/s	• SEC Computer Operator; Corporate Filing and Records Division (CFRD)
	3.3. Prepares and generates the Certificate of Amended Articles of Incorporation and/or By-Laws		5 minute/s	• SEC Administrative Assistant II; Corporate and Partnership Registration Division (CPRD)
	3.4. Reviews the application and signs the Certificate of Amended Articles of Incorporation and/or By-Laws		3 working day/s, 7 hour/s, 10 minute/s	• SEC Assistant Director; Corporate Filing and Records Division (CFRD)
	3.5. Forwards the signed Certificate of Amended Articles of Incorporation and/or		15 minute/s	• SEC Computer Operator; Corporate Filing and

	By-Laws to the Releasing Unit.			Records Division (CFRD)
	3.6. Tags the application through the eAmend Portal to issue the Notice for Schedule of Appointment on the release of the Certificate of Amendment of Articles of Incorporation and/or By-Laws		5 minute/s	• SEC Computer Operator; Corporate Filing and Records Division (CFRD)
4. Proceeds to CRMD Releasing Section at The SEC Headquarters, 5th Floor, 7907 Makati Avenue, Makati City for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Amended Articles of Incorporation and/or By-laws **Location:** CRMD Releasing Section at The SEC Headquarters, 5th Floor, 7907 Makati Avenue, Makati City	4. Releases signed Certificate of Amended Articles of Incorporation and/or By-laws	None	5 minute/s	• SEC Computer Operator; Corporate Filing and Records Division (CFRD)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1040 See other fees below		

Possible Fees

- **Amendment of By-Laws** : 1000
- **Legal Research Fee** : 10
- **Documentary Stamp Tax** : 30

Formula / Schedule of Fees

- **Name Reservation Slip**

  Php100 per Corporate Name

  *Additional Php100 per trade name

9. Application for Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC) under eAMEND Regular Processing

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

Office or Division:	Corporate and Partnership Registration Division (CPRD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate and Partnership Registration Division
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Notice of Conversion of a One Person Corporation to Ordinary Stock Corporation in the form prescribed by the Commission (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate and Partnership Registration Division
Remarks: • *Sample form downloadable through this link: https://www.sec.gov.ph/mc-2020/mc-no-27-s-2020/* • *Original copy should be signed (wet signature) and notarized* • *Signed by the holder of shares of the outstanding shares of the capital stock;* • *Signed by the Corporation's Corporate Secretary* • *Filed with the Commission within sixty (60) days from such transfer of shares in accordance to Sections 8 to 10 of SEC MC No. 27, series of 2020*	
3. Original or Certified True Copy of the documents effecting the transfer/s of full title/ownership of shares (1) Original Copy Or (1) Photo Copy And (1) Electronic Copy	Applicant / Client

4. Certificate Authorizing Registration/Tax Clearance (2) Original Copy And (1) Electronic Copy	Bureau of Internal Revenue - BIR
5. Articles of Incorporation and By-laws of an OSC filed in accordance with the requirements provided under Section 14 of the RCC, which shall comply with and/or contain the following details; (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate and Partnership Registration Division

Remarks:

- *Section 14 of the Revised Corporation Code of the Philippines (RCC)*
- *Duly prepared, signed and acknowledged or authenticated by the stockholders who voted for their adoption, and by the corporation's treasurer;*
- *Must clearly state that signatories voluntarily agreed to convert OPC to OSC in the following manner:*

  "KNOW ALL MEN BY THESE PRESENTS:

  - *The undersigned stockholder/s, of legal age, voluntarily agreed to convert a one person corporation (OPC) to Ordinary Stock Corporation (OSC) under the laws of the Republic of the Philippines and certify the following.*
  - *Provision/article indicating the name/s and address of the original incorporator of the OPC*
  - *Provisions/articles reflecting the number of directors, their names and addresses, as well as their subscription and payment details, and;*
  - *Other details particular to an OSC shall likewise be indicated in accordance with the provisions of the RCC and guidelines that the Commission has issued and/or may hereafter issue*
  - *The following shall likewise be added as a new Article in the Articles of Incorporation of the Ordinary Stock Corporation (OSC)*

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

6. Copy of the latest Articles of Incorporation of the OPC shall be attached to the Articles of Incorporation of the Ordinary Stock Corporation (OSC) (2) Original Copy And (1) Electronic Copy	Applicant / Client
7. Monitoring Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Compliance Monitoring Division (CMD)

Remarks:

Application for Monitoring Clearance through: ewatch.sec.gov.ph

- *If there is no valid and available Monitoring Clearance, submit an Affidavit of Undertaking for Monitoring from the eAMEND System.*

- *If you have previously used an Affidavit of Undertaking for your amendment application, kindly submit a valid Monitoring Clearance issued by the Compliance Monitoring Division (CMD) for your current application.*

For Situational Requirement	
A. For amendment of the Corporate name	
A.1. Name Verification Slip (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Filing and Records Division
Remarks: *request from crmd_amend_name@sec.gov.ph*	
A.2. Undertaking to Change Corporate Name duly executed under oath by the director of the OSC, if not yet included in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)*	
B. For Clearance from other SEC departments	
Sub Situational Requirement/s	
B.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
B.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
B.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
B.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
B.c. For Financial Technology (FinTech) related business activities	
B.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Operators of payment systems;*	

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

B.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)

Remarks:

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

C. Endorsement clearance from appropriate Government agencies

Sub Situational Requirement/s

C.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services

C.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy			Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas	
C.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization				
C.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy			Insurance Commission - Insurance Commission	
D. Undertaking to Assume All Liabilities of the OPC, duly executed under oath by all stockholders of the OSC, if not yet included in the Articles of Incorporation				
D.1. Undertaking to Assume All Liabilities of the OPC, duly executed under oath by all stockholders of the OSC (2) Original Copy And (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, pays the filing fee through through eSPAYSEC and submit the application in the eAMEND portal (Regular Processing) **Location:** (https://eamend.sec.gov.ph/login)	1.1. Verifies completeness of the submitted amendment requirements and assigns the application to the CPRD Processors.	None	1 hour/s	• SEC Administrative Assistant II; Corporate and Partnership Registration Division (CPRD)
	1.2. Processes and evaluates application for amendment.		9 working day/s, 6 hour/s, 50 minute/s	• SEC Securities Examiner III; Corporate and Partnership Registration Division (CPRD) • SEC Securities Specialist I; Corporate and Partnership Registratio

					n Division (CPRD) • SEC Securities Specialist II; Corporate and Partnership Registration Division (CPRD) • SEC Accounting Specialist I; Corporate and Partnership Registration Division (CPRD)
		1.3. Issues Payment Assessment Form (PAF) to the applicant if compliant.		5 minute/s	• SEC Securities Examiner III; Corporate and Partnership Registration Division (CPRD) • SEC Securities Specialist I; Corporate and Partnership Registration Division (CPRD) • SEC Securities Specialist II; Corporate and Partnershi

				p Registration Division (CPRD) • SEC Accounting Specialist I; Corporate and Partnership Registration Division (CPRD)
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: Amendment of Articles of Incorporation: PHP 1000 Amendment of By-laws: PHP 1000 Legal Research Fee: PHP 20 Documentary Stamp Tax: PHP 60 Total: PHP 2080 **Formula Fees** Breakdown: Name Verification Fee	5 minute/s	• Accounting Officer; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the CRMD Receiving Counter, 5th Floor, The SEC Headquarters through the company's representatives or	3.1. Receives and verifies documentary requirements and proof of payment	None	5 minute/s	• SEC Computer Operator; Corporate Filing and Records Division (CFRD)

through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** CRMD Receiving Counter, 5th Floor, The SEC Headquarters	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minute/s	• SEC Computer Operator; Corporate Filing and Records Division (CFRD)
	3.3. Prepares and generates the Certificate of Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC)		10 minute/s	• SEC Administrative Assistant II; Corporate and Partnership Registration Division (CPRD)
	3.4. Reviews the application and signs the Certificate of Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC)		9 working day/s, 7 hour/s	• SEC Assistant Director; Corporate Filing and Records Division (CFRD)
	3.5. Encodes signed Certificate of Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC)		10 minute/s	• SEC Computer Operator; Corporate Filing and Records Division (CFRD)
	3.6. 3.6 Tags the application for appointment through the eAmend Portal indicating the date of release of the Certificate		5 minute/s	• SEC Computer Operator; Corporate Filing and Records Division (CFRD)
4. Proceeds to CRMD Releasing Section at the CRMD Receiving Counter, 5th Floor, The SEC	4. Releases signed Certificate of Conversion of One Person Corporation (OPC) to Ordinary	None	15 minute/s	• SEC Computer Operator; Corporate Filing and

Headquarters for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC) **Location:** CRMD Releasing Section at the CRMD Receiving Counter, 5th Floor, The SEC Headquarters	Stock Corporation (OSC)			Records Division (CFRD)
Total Processing Time:	Working Days: 20 working day/s			
Total Processing Fee:	Total Standard Fee: PHP 2080 See other fees below			

Formula / Schedule of Fees

- **Name Verification Fee**

  PHP 100 per proposed company name

  *additional Php100 per trade name/s

10. Application for Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC) under eAMEND Regular Processing

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

Office or Division:	Corporate and Partnership Registration Division (CPRD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate and Partnership Registration Division
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Notice of Conversion of an Ordinary Stock Corporation to a One Person Corporation in the form prescribed by the Commission (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate and Partnership Registration Division
Remarks: • *Sample form downloadable through this link: https://www.sec.gov.ph/mc-2020/mc-no-27-s-2020/* • *Original copy should be signed (wet signature) and notarized* • *Signed by the single stockholder who has acquired all the outstanding shares of the capital stock of an ordinary corporation* • *Signed by the Corporation's Corporate Secretary*	
3. Original or Certified True Copy of the documents effecting the transfer/s of full title/ownership of shares (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

- *Deeds of Assignment or any legal document transferring the shares to the single stockholder and if applicable;*
- *Certified True Copy of Proof of Authority to act on behalf of the Board*

4. Certificate Authorizing Registration/Tax Clearance (2) Original Copy And (1) Electronic Copy	Bureau of Internal Revenue - BIR
5. Articles of Incorporation of an OPC (with sample form at the SEC Website) (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate and Partnership Registration Division

Remarks:

- *Request sample form through this link:*

  MC No. 07 s.2019 - Guidelines on the Establishment of a One Person Corporation (OPC) - Securities and Exchange Commission

- *Must be duly prepared, signed and acknowledged or authenticated by the single stockholder and by the corporation's Treasurer;*
- *Provision/article indicating the name/s and address/es of the original incorporator/s of the OSC*
- *Provision/articles on the number of directors, their payment details were modified to reflect the name, address, subscription and payment details of the single stockholder in the form prescribed by the Commission*
- *Other details particular to an OPC indicated in MC No. 07, Series of 2019.*
- *Must contain the following as a new Article in the Articles of Incorporation of the One Person Corporation:*

  "Upon issuance by the Securities and Exchange Commission of the Certificate of Filing of Amended Articles of Incorporation, reflecting its conversion into a One Person Corporation, the attached Articles of Incorporation of the Ordinary Stock Corporation shall be deemed superseded"

6. Copy of the latest Articles of Incorporation of the Ordinary Stock Corporation (OSC) (2) Original Copy And (1) Electronic Copy	Applicant / Client
7. Notarized Secretary's Certificate of No Intra corporate Dispute (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate and Partnership Registration Division

Remarks:

Download Secretary's Certificate sample form through this link: https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx

8. Monitoring Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Compliance Monitoring Division (CMD)

Remarks: *Application for Monitoring Clearance through: ewatch.sec.gov.ph* *If there is no valid and available Monitoring Clearance, submit an Affidavit of Undertaking for Monitoring from the eAMEND System.* *If you have previously used an Affidavit of Undertaking for your amendment application, kindly submit a valid Monitoring Clearance issued by the Compliance Monitoring Division (CMD) for your current application.*	
9. Letter of acceptance of appointment by Nominee and Alternate Nominee (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate and Partnership Registration Division
Remarks: *Nominee and/or Alternate Nominee or through https://www.sec.gov.ph/wp-content/uploads/2019/10/2019_Sample-Acceptance-Letter-of-Nomi nees.docx*	
10. Self-appointed Treasurer's Bond, if applicable (2) Original Copy And (1) Electronic Copy	Applicant / Client
11. Undertaking to Assume All Liabilities of the OPC, duly executed under oath by all stockholders of the OSC, if not yet included in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client
For Situational Requirement	
A. For amendment of the Corporate name	
A.1. Name Verification Slip (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Filing and Records Division
Remarks: *request from crmd_amend_name@sec.gov.ph*	
A.2. Undertaking to Change Corporate Name duly executed under oath by the director of the OSC, if not yet included in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client
B. For Clearance from other SEC departments	
Sub Situational Requirement/s	
B.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	

B.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
B.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
B.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
B.c. For Financial Technology (FinTech) related business activities	
B.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers*	
B.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)
C. Endorsement clearance from appropriate Government agencies	
Sub Situational Requirement/s	
C.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
C.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas

C.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization				
C.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy			Insurance Commission - Insurance Commission	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, pays the filing fee through through eSPAYSEC and submit the application in the eAMEND portal (Regular Processing) **Location:** **(https://eamend.sec.gov.ph/login)**	1.1. Verifies completeness of the submitted amendment requirements and assigns the application to the CPRD Processors.	None	1 hour/s	• SEC Administrative Assistant II; Corporate and Partnership Registration Division (CPRD) • SEC Administrative Officer II; Corporate and Partnership Registration Division (CPRD)
	1.2. Processes and evaluates application for amendment.		9 working day/s, 6 hour/s, 50 minute/s	• SEC Securities Examiner III; Corporate and Partnership Registration Division (CPRD) • SEC Securities Specialist I; Corporate and Partnership

					Registration Division (CPRD) • SEC Securities Specialist II; Corporate and Partnership Registration Division (CPRD) • SEC Accounting Specialist I; Corporate and Partnership Registration Division (CPRD)
	1.3. Issues Payment Assessment Form (PAF) to the applicant if compliant			5 minute/s	• SEC Securities Examiner III; Corporate and Partnership Registration Division (CPRD) • SEC Securities Specialist I; Corporate and Partnership Registration Division (CPRD) • SEC Securities Specialist II; Corporate and

				Partnership Registration Division (CPRD) • SEC Accounting Specialist I; Corporate and Partnership Registration Division (CPRD)
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** https://espaysec.sec.gov.ph/	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: Amendment of Articles of Incorporation: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 Total: PHP 1040 **Formula Fees** Breakdown: Name Verification Fee	5 minute/s	• Accounting Officer; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the CRMD Receiving Counter, 5th Floor, The SEC Headquarters through the company's representatives or through a courier of	3.1. Receives and verifies documentary requirements and proof of payment	None	5 minute/s	• SEC Computer Operator; Corporate Filing and Records Division (CFRD)
	3.2. Retrieves and prints the source documents in the		15 minute/s	• SEC Computer Operator;

their choice (e.g. JRS, LBC, J&T, etc.) **Location:** CRMD Receiving Counter, 5th Floor, The SEC Headquarters	system and forwards the application to the Support Staff			Corporate Filing and Records Division (CFRD)
	3.3. Prepares and generates the Certificate of Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC)		10 minute/s	• SEC Administrative Assistant II; Corporate and Partnership Registration Division (CPRD)
	3.4. Reviews the application and signs the Certificate of Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC)		9 working day/s, 7 hour/s	• SEC Assistant Director; Corporate Filing and Records Division (CFRD)
	3.5. Encodes signed Certificate of Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC)		10 minute/s	• SEC Data Analyst; Corporate Filing and Records Division (CFRD)
	3.6. Tags the application for appointment through the eAmend Portal indicating the date of release of the Certificate		5 minute/s	• SEC System Computer Operator; Corporate Filing and Records Division (CFRD)
4. Proceeds to CRMD Releasing Section at the CRMD Receiving Counter, 5th Floor, The SEC Headquarters for presentment of the original proof of payment or arranges	4. Releases signed Certificate of Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC)	None	15 minute/s	• SEC Computer Operator; Corporate Filing and Records Division (CFRD)

the delivery of the Certificate through preferred courier and receives the signed Certificate of Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC) **Location:** CRMD Receiving Counter, 5th Floor, The SEC Headquarters				
Total Processing Time:	Working Days: 20 working day/s			
Total Processing Fee:	Total Standard Fee: PHP 1040 See other fees below			
Formula / Schedule of Fees • **Name Verification Fee** Php 100 per Corporate Name *Additional Php 100 per trade name/s				

11. Application for Enabling Resolution (through iMESSAGE)

This service details the procedure in applying for Enabling Resolution.

Office or Division:	Corporate and Partnership Registration Division (CPRD)
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate and Partnership Registration Division
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Enabling Resolution or Secretary's Certificate on the Enabling Resolution with the Terms and conditions attached (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *Original copy should be signed (wet signature) and notarized*	
3. Notarized Secretary's Certificate of no pending case of intra-corporate dispute (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate and Partnership Registration Division
Remarks: *Download Secretary's Certificate sample form through this link: https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx*	
4. Monitoring Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Compliance Monitoring Division (CMD)

Remarks:

Application for Monitoring Clearance through: ewatch.sec.gov.ph

For Situational Requirement

A. Download Secretary's Certificate sample form through this link: https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx

Sub Situational Requirement/s

A.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation

A.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)

A.b. Situational Requirement

A.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)

A.c. Situational Requirement

A.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)

Remarks:

- *Operators of payment systems;*
- *Payment Service Providers;*
- *Electronic Money Issuers (EMI);*
- *Non-bank EMIs;*
- *Alternative Credit Scoring Companies;*
- *Online Lending Companies;*
- *Peer-to-peer Lending Companies;*
- *AI/Big Data Companies;*
- *InsurTech Companies (InsurTech Service Providers);*
- *KYC/Security Companies (KYC Service Providers);*
- *Digital Banks;*
- *Digital Asset Exchanges;*
- *Virtual Asset Service Providers;*
- *Play-to-Earn Platforms;*
- *E-Commerce Companies;*
- *Crowdfunding Platforms;*
- *RegTech Companies (RegTech Service Providers);*

- *SupTech Companies (SupTech Service Providers); and*
- *Digital Advisers/Robo-Advisers.*

A.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)

Remarks:

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

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the application through iMESSAGE **Location:** Submits the application through iMESSAGE	1.1. Verifies completeness of the submitted enabling resolution requirements and assigns the application to the CPRD Processors.	None	1 hour/s	• SEC Administrative Assistant II; Corporate and Partnership Registration Division (CPRD) • SEC Administrative Officer II; Corporate

				and Partnership Registration Division (CPRD)
	1.2. Processes and evaluates application for Enabling Resolution		2 working day/s, 6 hour/s, 50 minute/s	• SEC Securities Examiner III; Corporate and Partnership Registration Division (CPRD) • SEC Securities Specialist I; Corporate and Partnership Registration Division (CPRD) • SEC Securities Specialist II; Corporate and Partnership Registration Division (CPRD) • SEC Accounting Specialist I; Corporate and Partnership Registration Division (CPRD)
	1.3. Issues Payment Assessment Form		5 minute/s	• SEC Securities

	(PAF) to the applicant if compliant.			Examiner III; Corporate and Partnership Registration Division (CPRD) • SEC Securities Specialist I; Corporate and Partnership Registration Division (CPRD) • SEC Securities Specialist II; Corporate and Partnership Registration Division (CPRD) • SEC Accounting Specialist I; Corporate and Partnership Registration Division (CPRD)
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: Enabling Resolution Fee: PHP 1000 Legal Research Fee: PHP 10 Documentar	5 minute/s	• Accounting Division; Financial Management Department (FMD)

		y Stamp Tax: PHP 30 Total: PHP 1040		
3. Submits the documentary requirements with proof of payment to the CRMD Receiving Counter at CRMD Receiving Counter, 5th Floor, The SEC Headquarters through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** CRMD Receiving Counter at CRMD Receiving Counter, 5th Floor, The SEC Headqua	3.1. Receives and verifies documentary requirements and proof of payment	None	5 minute/s	• SEC Computer Operator; Corporate Filing and Records Division (CFRD)
	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minute/s	• SEC Computer Operator; Corporate Filing and Records Division (CFRD)
	3.3. Prepares and generates the Certificate of filing of Enabling Resolution		5 minute/s	• SEC Administrative Assistant II; Corporate and Partnership Registration Division (CPRD)
	3.4. Reviews the application and signs the Certificate of of filing of Enabling Resolution		3 working day/s, 7 hour/s, 10 minute/s	• SEC Assistant Director; Financial Management Department (FMD)
	3.5. Encodes signed Certificate of filing of Enabling Resolution		15 minute/s	• SEC Computer Operator; Corporate Filing and Records Division (CFRD)

	3.6. Sends email for releasing appointment		5 minute/s	• SEC Computer Operator; Corporate Filing and Records Division (CFRD)
4. Proceeds to CRMD Releasing Section at SEC Headquarters for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Filing of Enabling Resolution **Location:** CRMD Releasing Section at SEC Headquarters	4. Releases Certificate of filing of Enabling Resolution	None	5 minute/s	• SEC Computer Operator; Corporate Filing and Records Division (CFRD)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1040		

12. Post-Audit of eAMEND Applications approved under Simple Processing

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

Office or Division:	Corporate and Partnership Registration Division (CPRD)
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All applications submitted and approved under Simple Processing in the eAMEND Portal
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy	Securities and Exchange Commission - Corporate and Partnership Registration Division
Remarks: *With downloadable system-generated forms in the eAmend Portal*	
2. Amendment Form (2) Original Copy	Securities and Exchange Commission - Corporate and Partnership Registration Division
Remarks: • *With downloadable system-generated forms in the eAmend Portal.* • *Original copies should be signed (wet signature) and notarized* • *notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed names*	
3. Monitoring Clearance (2) Original Copy	Securities and Exchange Commission - Corporate and Partnership Registration Division
Remarks:	

- ***(not applicable for corporation sole)***
- *If there is no valid and available Monitoring Clearance, submit an Affidavit of Undertaking for Monitoring from the eAMEND System.*
- *If you have previously used an Affidavit of Undertaking for your amendment application, kindly submit a valid Monitoring Clearance issued by the Compliance Monitoring Division (CMD) for your current application.*
- *Original copies should be signed (wet signature) and notarized*

Compliance Monitoring Division (CMD) or through cmd_amendment_monitoring@sec.gov.ph

4. And other additional documentary requirements uploaded in the eAmend portal (2) Original Copy	Applicant / Client
5. Amended Articles of Incorporation/By-Laws (2) Original Copy	Applicant / Client

Remarks:

- ***two (2) copies shall be submitted together with all the documentary requirements uploaded in the eAMEND portal***

(Please submit the Amended Articles of Incorporation/By-laws incorporating the proposed provisions. The amendments must be clearly underlined and annotated with the phrase "(As amended on [date of meeting])" immediately following the amended provision. Kindly ensure that no established facts are removed or modified in the process.)

For Situational Requirement	
A. For Clearance from other SEC departments	
Sub Situational Requirement/s	
A.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
A.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
A.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
A.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
A.c. For Financial Technology (FinTech) related business activities	

A.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)

Remarks:

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

A.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)

Remarks:

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

B. Endorsement from other government agencies	
Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For applications with Amendment of By-laws	
Sub Situational Requirement/s	
C.a. Air Transport	
C.a.1. Civil Aeronautics Board Endorsement (2) Original Copy And (1) Electronic Copy	Civil Aeronautics Board - Civil Aeronautics Board
C.b. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions	
C.b.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.c. Educational Institution: (stock & non-stock)	
C.c.1. Department of Education Endorsement for Elementary (2) Original Copy And (1) Electronic Copy	Department of Education - Department of Education
C.c.2. Commission on Higher Education Endorsement for College, Tertiary Course (2) Original Copy And (1) Electronic Copy	College, Tertiary Course - College, Tertiary Course
C.c.3. Technical Education Skills and Development Authority Endorsement for Technical Vocational Course (2) Original Copy And (1) Electronic Copy	Technical Education Skills and Development Authority - Technical Education Skills and Development Authority
C.d. Electric Power Plant/Trading of Petroleum Products	
C.d.1. Department of Energy Endorsement (2) Original Copy And (1) Electronic Copy	Department of Energy - Department of Energy
C.e. Hospital, Dental, Medical Clinics	
C.e.1. Department of Health Endorsement (2) Original Copy And (1) Electronic Copy	Department of Health - Department of Health
C.f. Insurance/Mutual Benefit Association/ Health Maintenance Organization	

C.f.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C.g. Money Changer and Remittance Services	
C.g.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.h. Non-Chartered Government Owned and Controlled Corporation	
C.h.1. Government Commission for Government-owned and Controlled Corporation Endorsement (2) Original Copy And (1) Electronic Copy	Government Commission for Government-owned and Controlled Corporation - Government Commission for Government-owned and Controlled Corporation
C.i. Professional Association	
C.i.1. Professional Regulation Commission Endorsement (2) Original Copy And (1) Electronic Copy	Professional Regulation Commission - Professional Regulation Commission
C.j. Radio, TV, Telephone, Internet Service Providers, Value-Added Service Provider	
C.j.1. National Telecommunications Commission Endorsement (2) Original Copy And (1) Electronic Copy	National Telecommunications Commission - National Telecommunications Commission
C.k. Recruitment for Overseas Employment	
C.k.1. Philippine Overseas Employment Administration Endorsement (2) Original Copy And (1) Electronic Copy	Philippine Overseas Employment Administration - Philippine Overseas Employment Administration
C.l. Security Agency/ Anti-Crime Task Force	
C.l.1. Philippine National Police Endorsement (2) Original Copy And (1) Electronic Copy	Philippine National Police - Philippine National Police
C.m. Tobacco Related Business	
C.m.1. National Tobacco Administration Endorsement (2) Original Copy And (1) Electronic Copy	National Tobacco Administration - National Tobacco Administration
C.n. Volunteer Fire Brigade	
C.n.1. Bureau of Fire Protection Endorsement (2) Original Copy And (1) Electronic Copy	Bureau of Fire Protection - Bureau of Fire Protection
C.o. Vessel/Ship Operation, Ship Management. Shipbuilding, Ship Repair, Shipping Agency, Ship Husbanding, Ship Chandling and other Maritime related activities	
C.o.1. Maritime Industry Authority Endorsement (2) Original Copy And (1) Electronic Copy	Maritime Industry Authority - Maritime Industry Authority

C.p. Water Service Providers and Waterworks	
C.p.1. Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems Endorsement (2) Original Copy And (1) Electronic Copy	Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems - Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems
D. For Amendment of Corporate Name	
D.1. Name Verification Slip for Amendment of Corporate Name with Proof of Payment of Reservation Fee (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Filing and Records Division
Remarks: *Corporate Filing and Records Division or request from crmd_amend_name@sec.gov.ph*	
E. Affidavit of a director, trustees or officer undertaking to change corporate name, if not stated in the Articles of Incorporation	
E.1. Affidavit of a director, trustees or officer undertaking to change corporate name, if not stated in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the documentary requirements with proof of payment to the CRMD Receiving Unit in the SEC Headquarters through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** CRMD Receiving Unit in the SEC Headquarters	1.1. Stamp receives the submitted documentary requirements	None	5 minute/s	• SEC Computer Operator; Corporate Filing and Records Division (CFRD)
	1.2. Prints Certificate of Amendment (Certificate)		15 minute/s	• SEC Computer Operator; Corporate Filing and Records Division (CFRD)
	1.3. Assigns to post-audit processor		10 minute/s	• SEC Administrative

				Assistant II; Corporate and Partnership Registration Division (CPRD)
	1.4. Post-evaluates the assigned application		6 working day/s, 7 hour/s	• SEC Securities Examiner III; Corporate and Partnership Registration Division (CPRD) • SEC Securities Specialist II; Corporate and Partnership Registration Division (CPRD) • SEC Securities Specialist I; Corporate and Partnership Registration Division (CPRD) • SEC Assistant Director; Corporate Filing and Records Division (CFRD)
	1.5. Tags the application as		15 minute/s	• SEC Administrat

	complete in the eAmend portal			ive Assistant II; Corporate and Partnership Registration Division (CPRD)
2. Proceeds to CRMD Receiving Counter, 5th Floor, The SEC Headquarters for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Amended Articles of Incorporation and/or By-laws **Location:** CRMD Receiving Counter, 5th Floor, The SEC Headquarters	2. Releases signed Certificate of Amended Articles of Incorporation and/or By-laws	None	15 minute/s	• SEC Computer Operator; Corporate Filing and Records Division (CFRD)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		

13. Post-Evaluation of Regular eSPARC Applications

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

Office or Division:	Corporate and Partnership Registration Division (CPRD)
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All Natural and Juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (2) Original Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *System-generated*	
2. Articles of Incorporation (2) Original Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *System-generated* *Original copy should be signed (wet signature) and notarized/authenticated*	
3. By-Laws (2) Original Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: • *Original copy should be signed (wet signature)* • *For One Person Corporations, no by-laws required.*	
4. And other additional documentary requirements based on the mode of payment of the subscription of shares.	Applicant / Client

(2) Original Copy

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the documentary requirements with proof of payment to the CRMD Receiving Counter at SEC Headquarters through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** CRMD Receiving Counter at SEC Headquarters	1.1. Stamp receives the submitted documentary requirements.	None	5 minute/s	• SEC Computer Operator; Corporate Filing and Records Division (CFRD)
	1.2. Prints Certificate of Incorporation (Certificate)		15 minute/s	• SEC Administrative Assistant II; Corporate and Partnership Registration Division (CPRD)
	1.3. Assigns to post-audit processor		5 minute/s	• SEC Administrative Assistant II; Corporate and Partnership Registration Division (CPRD)
	1.4. Post-evaluates the assigned application		6 working day/s, 7 hour/s	• SEC Securities Examiner III ; Corporate and Partnership Registration Division (CPRD)

					• SEC Securities Specialist I ; Corporate and Partnership Registration Division (CPRD) • SEC Securities Specialist II ; Corporate and Partnership Registration Division (CPRD) • SEC Accounting Specialist I; Corporate and Partnership Registration Division (CPRD)
		1.5. Tags the application as complete in the Company Registration Encoding System		10 minute/s	• SEC Securities Examiner III ; Corporate and Partnership Registration Division (CPRD) • SEC Securities Specialist I ; Corporate and Partnership Registration Division (CPRD)

				• SEC Securities Specialist II ; Corporate and Partnership Registration Division (CPRD) • SEC Accounting Specialist I; Corporate and Partnership Registration Division (CPRD)
	1.6. Emails the applicant a Notice of Schedule of Appointment on the release of the Original Certificate.		15 minute/s	• SEC Computer Operator; Corporate Filing and Records Division (CFRD)
2. Proceeds to CRMD Releasing Section at The SEC Headquarters for presentment of the proof of payment issued by the eSPAYSEC or arranges the delivery of the Certificate through preferred courier **Location:** CRMD Releasing Section at The SEC Headquarters	2. Releases original copy of the Certificate	None	10 minute/s	• SEC Computer Operator; Corporate Filing and Records Division (CFRD)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		

14. Post-Evaluation OneSEC eSPARC applications

This detail ensures compliance of the contents of the submitted hard copies of approved registration applications under eSPARC OneSEC in accordance with existing laws, rules, and regulations

Office or Division:	Corporate and Partnership Registration Division (CPRD)
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (2) Original Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *System-generated*	
2. Articles of Incorporation (2) Original Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *System-generated* *Original copy should be signed (wet signature) and notarized/authenticated*	
3. By-Laws (2) Original Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: • *Original copy should be signed (wet signature)* • *For One Person Corporations, no by-laws required.*	
4. And other additional documentary requirements based on the mode of payment of the subscription of shares.	Applicant / Client

(2) Original Copy

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the documentary requirements with proof of payment to the CRMD Receiving Counter at SEC Headquarters through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** CRMD Receiving Counter at SEC Headquarters	1.1. Stamp receives the submitted documentary requirements.	None	5 minute/s	• SEC Computer Operator; Corporate Filing and Records Division (CFRD)
	1.2. Prints Certificate of Incorporation (Certificate)		15 minute/s	• SEC Administrative Assistant II; Corporate and Partnership Registration Division (CPRD)
	1.3. Assigns to post-audit processor		10 minute/s	• SEC Administrative Assistant II; Corporate and Partnership Registration Division (CPRD)
	1.4. Post-evaluates the assigned application		6 working day/s, 7 hour/s	• SEC Securities Examiner III ; Corporate and Partnership Registration Division (CPRD)

				• SEC Securities Specialist I ; Corporate and Partnership Registration Division (CPRD) • SEC Securities Specialist II ; Corporate and Partnership Registration Division (CPRD)
	1.5. Tags the application as complete in the Company Registration Encoding System		10 minute/s	• SEC Securities Examiner III ; Corporate and Partnership Registration Division (CPRD) • SEC Securities Specialist I ; Corporate and Partnership Registration Division (CPRD) • SEC Securities Specialist II ; Corporate and Partnership Registratio

				n Division (CPRD)
	1.6. Emails the applicant a Notice of Schedule of Appointment on the release of the Original Certificate.		5 minute/s	• SEC Computer Operator; Corporate Filing and Records Division (CFRD)
2. Proceeds to CRMD Releasing Section at SEC Headquarters for presentment of the proof of payment issued by the eSPAYSEC or arranges the delivery of the Certificate through preferred courier **Location:** CRMD Releasing Section at SEC Headquarters	2. Releases original copy of the Certificate	None	15 minute/s	• SEC Computer Operator; Corporate Filing and Records Division (CFRD)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		

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

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

The following are the various company type to choose form:

- *General Partnership*
- *Professional Partnership*
- *Limited Partnership*

Type of partnership based on foreign equity participation:

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

Office or Division:	Corporate and Partnership Registration Division (CPRD)
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *System-generated*	
2. Articles of Partnership (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks:	

System-generated

Original copy should be signed (wet signature) and notarized

For Situational Requirement	
A. Endorsement/Clearance from other government agencies	
Sub Situational Requirement/s	
A.a. Money Changer and Remittance Services	
A.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
A.a.2. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
B. For Clearance from other SEC departments	
Sub Situational Requirement/s	
B.a. For Financial Technology (FinTech) related business activities	
B.a.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)

Remarks:

- *Alternative Credit Scoring Companies;*
- *AI/Big Data Companies;*
- *InsurTech Companies (InsurTech Service Providers);*
- *KYC/Security Companies (KYC Service Providers);*
- *Digital Asset Exchanges;*
- *Virtual Asset Service Providers;*
- *Play-to-Earn Platforms;*
- *E-Commerce Companies;*
- *RegTech Companies (RegTech Service Providers);*
- *SupTech Companies (SupTech Service Providers); and*
- *Digital Advisers/Robo-Advisers.*

B.a.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)

Remarks:

- *Alternative Credit Scoring Companies;*
- *AI/Big Data Companies;*
- *InsurTech Companies (InsurTech Service Providers);*
- *KYC/Security Companies (KYC Service Providers);*
- *Digital Asset Exchanges;*
- *Virtual Asset Service Providers;*

- *Play-to-Earn Platforms;*
- *E-Commerce Companies;*
- *RegTech Companies (RegTech Service Providers);*
- *SupTech Companies (SupTech Service Providers); and*
- *Digital Advisers/Robo-Advisers.*

C. Additional requirement, if applicable;

Sub Situational Requirement/s

C.a. If the Partner is a Juridical Entity

C.a.1. Authenticated/Apostilled Board Resolution approving the Corporation to be a partner and appointing their authorized representative (2) Original Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Board Resolution of the Juridical Entity allowing it to invest in the said Corporation

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ **Location:** https://esparc.sec.gov.ph/	1.1. Approves proposed company name and/or trade name/s in accordance with SEC Memorandum Circular No. 13, Series of 2019	None	2 hour/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD)
	1.2. Pre-processes all corporate information submitted		2 working day/s, 7 hour/s, 45 minute/s	• SEC Securities Examiner III ; Corporate and Partnership Registration Division (CPRD) • SEC Securities Specialist I ; Corporate and

					Partnership Registration Division (CPRD) • SEC Securities Specialist II ; Corporate and Partnership Registration Division (CPRD) • SEC Accounting Specialist I; Corporate and Partnership Registration Division (CPRD)
		1.3. CPRD Processor prepares and issues the Payment Assessment Form (PAF)		5 minute/s	• SEC Securities Examiner III; Corporate and Partnership Registration Division (CPRD) • SEC Securities Specialist I; Corporate and Partnership Registration Division (CPRD) • SEC Securities Specialist II ;

				Corporate and Partnership Registration Division (CPRD) • SEC Accounting Specialist I; Corporate and Partnership Registration Division (CPRD)
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** Aespaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Formula Fees** Breakdown: Articles of PartnershipName ReservationLegal Research FeeDocumentary Stamp Tax	5 minute/s	• Accounting Division; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the CRMD Receiving Unit in the SEC Headquarters through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc. **Location:** CRMD Receiving Unit in the SEC Headquarters	3.1. Officially receives and stamps the hard copies of the registration application and forwards to the Corporate Filing and Records Division (CFRD) for generation of the Certificate	None	5 minute/s	• SEC Computer Operator; Corporate Filing and Records Division (CFRD)
	3.2. Generates the Certificate and forwards the same with the submitted proof of payment and documentary requirements to the authorized signatory		10 minute/s	• SEC Administrative Assistant II; Corporate and Partnership Registratio

				n Division (CPRD)
	3.3. Reviews the application and signs the Certificate;		3 working day/s, 5 hour/s, 30 minute/s	• CRMD Director; Company Registration and Monitoring Department (CRMD)
	3.4. Sends appointment through email indicating the date of release of the Certificate		10 minute/s	• SEC Computer Operator; Corporate Filing and Records Division (CFRD)
4. Proceeds to CRMD Receiving Unit in the SEC Headquarters for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate **Location:** CRMD Receiving Unit in the SEC Headquarters	4. Enters company name in the Masterlist and releases the Certificate together with registration application then stamps release the official receipt	None	10 minute/s	• SEC Computer Operator; Corporate Filing and Records Division (CFRD)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Articles of Partnership**

  ⅕ of 1% of the Partnership's Capital but not less than PHP 2,000

- **Name Reservation**

  PHP 100 per Corporate Name

*Additional Php 100 per trade name/s

- **Legal Research Fee**

  1% of the computed Filing Fees

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

16. Registration of Corporations through One-day Submission and E-registration of Companies (OneSEC) with ZERO Processing for DOMESTIC STOCK CORPORATIONS

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

a. *The company classification is All Filipino, .01 to 40%, and more than 40% to 100% foreign equity participation;*
b. *The proposed corporate name may comply to the following: (a) has a name descriptor according to its industry classification; (b) does not contain any Trade Name/s ; and (c) not subject to any Letter of Appeal for reconsideration; and (d) in explicit form (any set or group of letters does not contain any acronym or meaning);*
c. *The primary purpose or main activity is predetermined and is not subject to any modification/correction;*
d. *The corporate term of existence may be determined by the applicant.*
e. *The incorporator/s, members of the Board of Directors and subscribers are Natural Person/s, of legal age;*
f. *The applicant corporation is not located in any of the economic zones, if located within an economic zone, then proceed to eSPARC ZERO Regular processing;*
g. *The share type classification contains the following : (a) Common Shares; (b) with Par Value and (c) Amount of par value is not less than P1.00 and in non-decimal currency;*
h. *The Mode of Payment for the subscription of shares is CASH;*
i. *Once the application is completed, the registration fees are paid immediately through the SEC eSPAYSEC;*
j. *The applicant corporation is not required to secure clearance/endorsement from any Department of SEC and/or other government agency/ies, if clearance/endorsement is needed please proceed to eSPARC ZERO Regular processing;*
k. *None of the incorporators, stockholders/members, directors/trustees, beneficial owners, and officers of the applicant corporation have been convicted of or have pending criminal or administrative case of felony or misdemeanor involving investment or investment-related business, fraud, false statements or omissions, wrongful taking of property, bribery, forgery, counterfeiting or extortion, or other felonies;*
l. *None of the incorporators, stockholders/members, directors/trustees, beneficial owners, and officers of the applicant corporation are included in pertinent sanctions list circularized by the Bangko Sentral ng Pilipinas (BSP), the Anti-Money Laundering Council (AMLC), the Anti-Terrorism Council (ATC), and other domestic and/or international entities or organizations, such as the Office of Foreign Assets Control (OFAC) of the U.S. Department of Treasury and the United Nations Sanctions List;*

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

Activities of Employment Agency Activities

1. *Activities of Employment Agency Activities*

2. *Activities of a Holding Company*
3. *Advertising*
4. *Agriculture*
5. *Air transportation*
6. *Arrastre and Stevedoring services*
7. *Business process outsourcing*
8. *Cargo consolidator*
9. *Cargo Sales Agent or Breakbulk Sales Agent*
10. *Cockpit*
11. *Combined Facilities Support Activities (Cleaning Activities)*
12. *Computer Programming*
13. *Construction*
14. *Courier services*
15. *Creative Arts and Entertainment of Activities*
16. *Customs Brokerage*
17. *Deep Sea Commercial Fishing*
18. *Domestic Airfreight Forwarder*
19. *Domestic Agricultural Aerial Spraying Services*
20. *Domestic Agricultural Aerial Spraying Services using Remotely Piloted Aircraft (RPA)*
21. *Domestic Non-Scheduled Air Transportation Services*
22. *Domestic Scheduled Air Transportation Services*
23. *Drugstore*
24. *Electric generation*
25. *Film production*
26. *Fishery*
27. *Funeral and Related Services*
28. *Gambling and Betting Activities*
29. *Gas station*
30. *General Sales Agent for Cargo*
31. *General Sales Agent for Passenger*
32. *Hotel*
33. *Hospital*
34. *International Airfreight Forwarder*
35. *International Non-Scheduled Air Transportation Services*
36. *International Non-Scheduled All-Cargo Air Transportation Services*
37. *International Scheduled Air Transportation Services*
38. *IT – TNVs*
39. *IT/Software applications*
40. *Landscape care and maintenance service activities*
41. *Land transportation*
42. *Laundry Services*
43. *Logistic*
44. *Management Consultancy*
45. *Mining*
46. *Non-Vessel Operating Common Carrier*
47. *Organization of Convention and Trade Shows*
48. *Other Residential Care Activities*
49. *Personal Services for Wellness except Sports Activities*
50. *Photographic Activities*
51. *Printing and Publishing*
52. *Property Management*
53. *Radio Broadcasting*
54. *Real Estate*

55. *Recruitment*
56. *Renting and Leasing Machinery*
57. *Renting and Leasing Motor Vehicles*
58. *Renting and Leasing of Personal and Household Goods*
59. *Repairs of Computers and Communications Equipment*
60. *Repair of Household Appliances and Home and Garden*
61. *Residential care activities for mental retardation, mental health and substance abuse*
62. *Residential care activities for the elderly and disabled*
63. *Residential Nursing Care Facilities*
64. *Restaurant*
65. *Retail trading of goods*
66. *Retail via mail/telephone order houses via the internet*
67. *Schools*
68. *Sea transportation*
69. *Security agency*
70. *Security Facility Sales and Installation Activities*
71. *Shipping Agency*
72. *Sound Recording*
73. *Sports Activities*
74. *Technical testing/analysis*
75. *Telecommunications*
76. *Television Programming and Broadcasting Activities*
77. *Travel agency*
78. *Veterinary Activities*
79. *Waste Collection/Disposal/Management*
80. *Wholesale and retail trading of goods*
81. *Wholesale trading of goods*
82. *Parking Spaces*
83. *Materials Recycling Facility (MRF) / Junkshop*
84. *Automotive Repair*
85. *Glass, Aluminum, and Other Metal Installations*
86. *Woodworking and Carpentry Business*
87. *Tailoring and Dressmaking Business*
88. *Hauling and Trucking Business*
89. *Storage and Warehousing Facilities Rental*
90. *Motor Vehicle Rental Business*
91. *Manufacturing and Assembly of Electronics and Semiconductor Business*
92. *Manufacturing/Assembly of Automotive Parts Business*
93. *Garment and Textile Business*
94. *Manufacturing of Medical Devices and Parts*
95. *Operation of Fishpond*
96. *Memorial Parks*
97. *Games and Amusement Activities*
98. *Bakeshop*
99. *Beauty Salon*
100. *Cold Storage*

Office or Division:	Corporate and Partnership Registration Division (CPRD)
Classification:	Simple
Type of Transaction:	G2B (Government to Business)

Who may avail:	All Natural and Juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *System-generated*	
2. Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *System-generated*	
3. By-Laws (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate and Partnership Registration Division
Remarks: • *System-generated* • ***Not applicable for One Persion Corporation (OPC)***	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ and encodes the data required. **Location:**	1. ESPARC System issues the payment assessment form	None	2 working day/s, 6 hour/s	• eSPARC system; Corporate and Partnership Registration Division (CPRD)

https://esparc.sec.gov.ph/				
2. Pays the assessed registration fee through eSPAYSEC and receives the Digital copy of the Certificate of Incorporation in the email provided in the system **Location:** https://espaysec.sec.gov.ph/	2. The system issues the electronic receipt of the payment of filing fees.	**Standard Fees** Breakdown: Articles of Incorporation : PHP 2000 By-Laws: PHP 1000 Documentary Stamp Tax: PHP 60 Legal Research Fee: PHP 20 --- Total: PHP 3080 **Possible Fees** Breakdown: Stock and Transfer Book: PHP 150 Membership Book: PHP 75 **Formula Fees** Breakdown: Filing FeeName Verification Fee	1 hour/s	• eSPARC System; Corporate and Partnership Registration Division (CPRD)
3. Generates the Digital Certificate **Location:** esoparc	3. The system issues the Digital Certificate of Incorporation	None	1 hour/s	• eSPARC System; Corporate and Partnership Registration Division (CPRD)

Total Processing Time:	Working Days: 3 working day/s
Total Processing Fee:	Total Standard Fee: PHP 3080 See other fees below

Possible Fees

- **Stock and Transfer Book** : 150
- **Membership Book** : 75

Formula / Schedule of Fees

- **Filing Fee**

  Stock corporation with par value - ⅕ of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher

  Stock corporation without par value - ⅕ of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher

  Non- Stock corporation – PHP 1,000

- **Name Verification Fee**

  Php100.00 per Corporate Name

  *additional fee of Php100.00 for each trade name/s.

17. Registration of Corporations through the Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular with ZERO Processing

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

The following are the various company type to choose form:

1. *Stock Corporation*

As to composition:

1. *One Person Corporation*
2. *Corporation with 2 to 15 incorporators*

As to ownership:

1. *All Filipino*
2. *With Foreign equity participation*

As to Company type:

1. *Domestic Corporations*

1. *Non-stock Corporation*

As to Company sub-types:

1. *Corporation Sole*
2. *Non-stock/Non-profit*
3. *Foundation*
4. *Federation*
5. *Microfinance*
6. *Religious Aggregate*
7. *Condominium Corporation*

As to ownership:

1. *All Filipino*
2. *With foreign equity participation*

Office or Division:	Corporate and Partnership Registration Division (CPRD)
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *System-generated*	
2. Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *System-generated* • *Original copy should be signed (wet signature) and notarized* • *corporate name;* • *business activity;* • *principal office address;* • *names, nationality, residences and Tax Identification Numbers (TIN) of natural Filipino incorporators/officer (for corporations composed of 2-15 incorporators) or single incorporator, nominee and alternate nominee (for One Person Corporation).* • *capital structure;* • *name of treasurer and TIN;* • *Undertaking to change company name;* • *Printed names and with original signatures of the single stockholder, nominee and alternate nominee of all incorporators for corporations with 2-15 incorporators or single stockholder, nominee and alternate nominee for One Person Corporation;* • *Notarization or Authentication*	
3. By-Laws (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Company Registration and Monitoring Department

Remarks: • *System-generated* • *Original copy should be signed (wet signature)* • *Needs to be submitted for corporations with 2 -15 incorporators only. For One Person Corporations, no by-laws required.*	
For Situational Requirement	
A. For Initial Processing of Ordinary Corporations	
A.1. Joint Affidavit of Undertaking to Change Name, in case not incorporated in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)* • *Original copy should be signed (wet signature) and notarized*	
Sub Situational Requirement/s	
A.a. If Articles of Incorporation and By-Laws are executed in a foreign jurisdiction	
A.a.1. Authenticated/Apostilled Articles of Incorporation and By-Laws and supporting documents (1) Original Copy And (1) Electronic Copy	Applicant / Client
A.b. If Incorporator/s is/are a Juridical Entity	
A.b.1. Board Resolution/Directors'/Trustees' Certificate or Secretary's Certificate (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Authenticated/Apostilled (if executed in a foreign jurisdiction)*	
B. Endorsement/Clearance from other government agencies	
Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement	Insurance Commission -

(2) Original Copy And (1) Electronic Copy	Insurance Commission
C. For Clearance from other SEC departments	
Sub Situational Requirement/s	
C.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
C.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
C.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
C.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD
C.c. For Financial Technology (FinTech) related business activities	
C.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
C.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)

Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
D. For Foundation	
D.1. Notarized certificate of bank deposit of the contribution (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *which shall not be less than P1,000,000.00*	
D.2. Statement of Willingness to allow the Commission to conduct an audit (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate and Partnership Registration Division
Remarks: *System-generated*	
E. For Federation	
E.1. of Member-Associations certified by the Corporate Secretary and attested by the President (2) Original Copy And (1) Electronic Copy	Applicant / Client
F. For Confederation	
F.1. List of Member-Federations certified by the Corporate Secretary and attested by the President (2) Original Copy And (1) Electronic Copy	Applicant / Client
G. For Condominium Corporation/Association	

G.1. Notarized Copy of the Master Deed with primary entry of the Register of Deeds (2) Original Copy And (1) Electronic Copy	Applicant / Client
G.2. Certification that there is no existing similar condominium association within the condominium project (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate and Partnership Registration Division
Remarks: *System-generated* *Applicant Condominium Corporation/Association to be executed by the Corporate Secretary*	
H. For Non-Stock Religious Aggregate	
H.1. Affidavit of Affirmation/Verification by the chief priest, rabbi, minister, or presiding elder, (not required if already part of the Articles of Incorporation) (2) Original Copy And (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ **Location:** https://esparc.sec.gov.ph/	1.1. Approves proposed company name and/or trade name/s in accordance with SEC Memorandum Circular No. 13, Series of 2019	None	2 working day/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD)
	1.2. Pre-processes all corporate information submitted		4 working day/s, 7 hour/s, 45 minute/s	• SEC Securities Examiner III; Corporate and Partnership Registration Division (CPRD) • SEC Securities Specialist I; Corporate

					and Partnership Registration Division (CPRD) • SEC Securities Specialist II; Corporate and Partnership Registration Division (CPRD) • SEC Accounting Specialist I; Corporate and Partnership Registration Division (CPRD)
		1.3. CPRD Processor prepares and issues the Payment Assessment Form (PAF)		5 minute/s	• SEC Securities Examiner III ; Corporate and Partnership Registration Division (CPRD) • SEC Securities Specialist I; Corporate and Partnership Registration Division (CPRD) • SEC Securities Specialist

				II ; Corporate and Partnership Registration Division (CPRD) • SEC Accounting Specialist I; Corporate and Partnership Registration Division (CPRD)
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: By-Laws: PHP 1000 --- Total: PHP 1000 **Formula Fees** Breakdown: Filing FeeRegistration of Stock and Transfer Book/Membership BookName ReservationLegal Research FeeDocumentary Stamp Tax	5 minute/s	• Accounting Division; Financial Management Department (FMD)
3. Generates and prints the Digital Certificate **Location:** eSPARC	3. The eSPARC system issues the Digital Certificate	None	5 minute/s	• eSPARC System; Corporate Filing and Records Division (CFRD)

Total Processing Time:	Working Days: 7 working day/s
Total Processing Fee:	Total Standard Fee: PHP 1000 See other fees below

Formula / Schedule of Fees

- **Filing Fee**

  Stock corporation with par value - ⅕ of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher

  Stock corporation without par value - ⅕ of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher

  Non- Stock corporation – PHP 1,000

- **Registration of Stock and Transfer Book/Membership Book**

  Stock and Transfer Book – PHP 150

  Membership Book – PHP 75

- **Name Reservation**

  PHP 100 per Corporate Name

  *Additional Php100 per trade name/s

- **Legal Research Fee**

  1% of the computed Filing Fees for Amended Articles of Incorporation and/or By-Laws

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

18. Registration of Corporations through the Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular ZERO where payment for subscription is other than Cash

This service details the procedure for registration of Stock Corporation where payment for subscription is other than Cash through Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular Zero.

Office or Division:	Corporate and Partnership Registration Division (CPRD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *System-generated*	
2. Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *System Generated*	
3. By-Laws (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *System-generated*	
For Situational Requirement	

A. Additional requirements based on kind of payment for subscription	
Sub Situational Requirement/s	
A.a. If subscription payment is through Land and/ Building/Condominium Unit	
A.a.1. Detailed schedule of the property showing the registered owner, location, area, TCT/CCT No., tax declaration number and the basis of transfer value (appraised/market value/assessed value/zonal value) certified by the treasurer (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.a.2. Copy of TCT/CCT and tax declaration sheet certified by Register of Deeds and Assessor's Office, respectively (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.a.3. Latest zonal value certified by BIR, if transfer value is based on zonal value (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.a.4. Appraisal report by authorized appraiser, if transfer value is based on appraised value (not more than 6 months old) (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.a.5. Deed of Assignment (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.a.6. If property is mortgaged, submit mortgage/creditor's certification on the outstanding loan balance and written consent to the transfer of property (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.a.7. For assignment of building where assignor is not owner of the land, submit lease contract on land and consent of landowner to the transfer (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.a.8. Affidavit of Undertaking by an incorporator of the corporation to submit the proof of transfer to the corporation within the prescribed period (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.b. If subscription payment is through Untitled Lands	
A.b.1. Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least thirty (30) years and the possessor had introduced improvements thereon, if any (2) Original Copy And (1) Electronic Copy	Applicant / Client

A.b.2. Duplicate original or certified true copies of the tax declaration sheets (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.b.3. Latest realty tax receipts (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.4. Affidavit by the transferor attesting continuous and open possession of the property and that the property is not tenanted (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.5. Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.6. Duplicate original or certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument affecting the property recorded in the Register of Deeds for the province or city where the land is situated (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.7. Affidavit executed by the transferor (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *attesting to the:* *1. Existence (or non-existence) of easements over the untitled property* *2. Kind/description of the easement and its location* *3. Whether the transferor is the dominant estate or the servient estate, by virtue of such easements*	
A.b.8. Under oath undertaking of the transferor/subscribed to answer for any liability that the corporation might incur by virtue if the acceptance of said property paid-up capital (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.9. Clearance or certification from the Department of Agrarian Reform (DAR) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Department of Agrarian Reform - Documentation and Coordination Division
Remarks: *attesting the following:* *1. There is no other claimant to the untitled land*	

2. *It has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party or*
3. *The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP)*

A.b.10. Blue Print Survey of the Plan as approved by the Bureau of Lands (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.11. Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/assessed value/zonal value or appraised value) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.12. Latest zonal valuation certified by BIR, if transfer value is based on zonal value (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.13. Appraisal report by authorized appraiser, if transfer value is based on appraised value (not more than 6 month old) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.14. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.15. Affidavit of undertaking to submit certified true copy of the original certificate of title in the name of transferee-corporation within one (1) year from the date of receipt of the approval of the application (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.c. If subscription payment is through Inventories/Furniture/Personal Properties	
A.c.1. Detailed schedule of the property showing the description and transfer value certified by the treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.c.2. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.d. If subscription payment is through Heavy Equipment and Machinery	
A.d.1. Detailed schedule of the properties showing the description and the transfer value certified by the treasurer	Applicant / Client

(1) Electronic Copy And (1) Original Copy And (1) Photo Copy	
A.d.2. Appraisal report by authorized appraiser (not more than 6 months old). If the property is imported, a valuation report with description of the property by the Bangko Ng Pilipinas (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.d.3. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.e. If subscription payment is through Shares of Stock	
A.e.1. Detailed schedule of the shares of stock showing the name of stockholder, stock certificate number, number of shares and the basis of transfer value whether market or book value certified by the treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.e.2. Audited financial statements of the investee company as of the last fiscal year stamped received by BIR and SEC (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.e.3. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.e.4. Certification by the Corporate Secretary of the investee company that the shares of stock are outstanding in the name of assignor (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.e.5. Photocopy of the stock certificate (present original for verification) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.e.6. Latest market quotation in newspaper or certification from stock exchange/broker as to latest market price of the shares of stock (if listed in the Stock Exchange) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.e.7. Affidavit of Undertaking by an incorporator of the corporation to submit the required proof of transfer within the prescribed period (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

A.f. If subscription payment is through Motor Vehicle	
A.f.1. Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified by the treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.f.2. Photocopy of the Certificate of Registration and latest Official Receipt of Registration (present the original for verification) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.f.3. Appraisal report by authorized appraiser (not more than six month old) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.f.4. Deed of assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.f.5. Affidavit of undertaking by an incorporator of the corporation to submit the required proof of transfer within the prescribed period (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.g. If subscription payment is through Sea Vessel/Aircraft	
A.g.1. Detailed schedule of the vessel/aircraft showing registered owner, registry number, technical description, and appraised value certified by the treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.g.2. Certified true copy of the certificate of ownership (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.g.3. Appraisal report by authorized appraiser (not more than 6 month old) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.g.4. Certificate of seaworthiness/airworthiness issued by appropriate government agency (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.g.5. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.g.6. Affidavit of Undertaking by an incorporator of the corporation to submit the required proof of transfer within	Applicant / Client

the prescribed period (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	
A.h. If subscription payment is Intangible	
A.h.1. Photocopy of the System Purchase Agreement or any documents as proof of ownership (for a software) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.h.2. Copy of Certificate of Registration of Intellectual Property Rights, mining permit for mining claims or rights (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.h.3. Appraisal report by an accredited appraisal company or licensed Filipino mining engineer for mining rights/claims (not more than 6 month old) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.h.4. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.i. If subscription payment is through Net Assets by way of conversion of single proprietorship/partnership into corporation	
A.i.1. Audited Financial Statements (AFS) of single proprietorship partnership/division of a corporation for spin-off as of last fiscal year (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.i.2. Long-form audit report of item no. 1 (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.i.3. Deed of Assignment of the assets and liabilities to the corporation (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.i.4. ist of creditors showing the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.i.5. Detailed schedule of properties with certificates of registration/title and their respective book values certified by the company accountant (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.i.6. Photocopy of the certificate of registration of the motor vehicles (present original for verification)	Applicant / Client

(1) Electronic Copy And (2) Photo Copy	
A.i.7. Copy of TCT/CCT and tax declaration sheets certified by the Register of Deeds and Assessor's Office, respectively (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.i.8. Photocopy of stock certificate (present original for verification) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.i.9. DTI Certificate of Registration (for single proprietorship) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Department of Trade and Industry - DTI Regional and Provincial Offices
A.i.10. Affidavit of Undertaking by an incorporator of the corporation to submit the required proof of transfer within the prescribed period (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.j. If subscription payment is Lands	
A.j.1. Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/assessed value/zonal value or appraised value) (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.j.2. Latest zonal valuation certified by BIR, if transfer value is based on zonal value (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.j.3. Appraisal report by authorized appraiser, if transfer value is based on appraised value (not more than 6 month old) (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.j.4. Deed of Assignment (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.j.5. Affidavit of undertaking to submit certified true copy of the original certificate of title in the name of transferee-corporation within one (1) year from the date of receipt of the approval of the application (2) Original Copy And (1) Electronic Copy	Applicant / Client
B. For One Person Corporation	
B.1. Letter of Acceptance of the Nominee and Alternate Nominee (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Sub Situational Requirement/s	

B.a. If single stockholder is a trustee, administrator, executor, guardian, conservator, custodian, or other person exercising fiduciary duties	
B.a.1. Proof of Authority (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
C. Endorsement from other government agencies	
Sub Situational Requirement/s	
C.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
C.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
D. For Clearance from other SEC departments	
Sub Situational Requirement/s	
D.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
D.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
D.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
D.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
D.c. For Financial Technology (FinTech) related business activities	
D.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;*	

- *AI/Big Data Companies;*
- *InsurTech Companies (InsurTech Service Providers);*
- *KYC/Security Companies (KYC Service Providers);*
- *Digital Banks;*
- *Digital Asset Exchanges;*
- *Virtual Asset Service Providers;*
- *Play-to-Earn Platforms;*
- *E-Commerce Companies;*
- *Crowdfunding Platforms;*
- *RegTech Companies (RegTech Service Providers);*
- *SupTech Companies (SupTech Service Providers); and*
- *Digital Advisers/Robo-Advisers.*

D.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)

Remarks:

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

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through	1.1. Approves proposed company name and/or trade name/s in accordance with SEC Memorandum	None	2 working day/s	• SEC Administrative Assistant II; Corporate Filing and

https://esparc.sec.gov.ph **Location:** https://esparc.sec.gov.ph/ **Notes/Instruction:** *If payment for subscription is other than cash, additional documentary requirements should be submitted.*	Circular No. 13, Series of 2019			Records Division (CFRD)
	1.2. Processes and evaluates the legal aspects of the registration application.		8 working day/s, 7 hour/s, 45 minute/s	• SEC Securities Examiner III; Corporate and Partnership Registration Division (CPRD) • SEC Securities Specialist I; Corporate and Partnership Registration Division (CPRD) • SEC Securities Specialist II; Corporate and Partnership Registration Division (CPRD) • SEC Accounting Specialist II; Corporate and Partnership Registration Division (CPRD)
	1.3. Processes and evaluates the financial aspects of the registration application.		9 working day/s	• SEC Securities Examiner III ; Corporate

					and Partnership Registration Division (CPRD) • SEC Securities Specialist I; Corporate and Partnership Registration Division (CPRD) • SEC Securities Specialist II ; Corporate and Partnership Registration Division (CPRD) • SEC Accounting Specialist I; Corporate and Partnership Registration Division (CPRD)
		1.4. Issues Payment Assessment Form (PAF) to the applicant		5 minute/s	• SEC Securities Examiner III; Corporate and Partnership Registration Division (CPRD) • SEC Securities Specialist

				II; Corporate and Partnership Registration Division (CPRD) • SEC Securities Specialist I; Corporate and Partnership Registration Division (CPRD) • SEC Accounting Specialist I; Corporate and Partnership Registration Division (CPRD)
2. Pays the filing fee through through eSPAYSEC **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: By-Laws: PHP 1000 --- Total: PHP 1000 **Formula Fees** Breakdown: Registration of Corporation Registration of Stock and Transfer Book/Membership BookName ReservationL	5 minute/s	• Accounting Division; Financial Management Department (FMD)

		egal Research FeeDocumentary Stamp Tax		
3. Generates and prints the Digital Certificate **Location:** eSPARC **Notes/Instruction:** Remarks: To secure the original copy of the Certificate, clients shall submit two (2) sets of originally signed documentary requirements with original proof of payment within sixty (60) calendar days from the date of issuance of the Digital Certificate	3. The eSPARC system issues the Digital Certificate	None	5 minute/s	• eSPARC System; Corporate Filing and Records Division (CFRD)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1000 See other fees below		

Formula / Schedule of Fees

- **Registration of Corporation**

  Stock corporation with par value - ⅕ of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher

  Stock corporation without par value - ⅕ of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher

  Non- Stock corporation – PHP 1,000

- **Registration of Stock and Transfer Book/Membership Book**

  Stock and Transfer Book – PHP 150

  Membership Book – PHP 75

- **Name Reservation**

  PHP 100 per Corporate Name

  *Additional Php 100 per trade name

- **Legal Research Fee**

  1% of the computed Filing Fees for Amended Articles of Incorporation and/or By-Laws

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

19. Registration of Non-Stock Corporations through the Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular Only (with Digital Certificate and Post-Audit Evaluation)

This service details the procedure for registration of the following non-stock corporation through Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular Only;

As to Company sub-types:

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

As to ownership:

a. All Filipino
b. With foreign equity participation

Office or Division:	Corporate and Partnership Registration Division (CPRD)
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *System-generated*	

2. Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Company Registration and Monitoring Department

Remarks:

System-generated

- *Original copy should be signed (wet signature) and notarized*

- *corporate name;*
- *business activity;*
- *principal office address;*
- *names, nationality, residences and Tax Identification Numbers (TIN) of natural Filipino incorporators/officer (for corporations composed of 2-15 incorporators) or single incorporator, nominee and alternate nominee (for One Person Corporation).*
- *capital structure;*
- *name of treasurer and TIN;*
- *Undertaking to change company name;*
- *Printed names and with original signatures of the single stockholder, nominee and alternate nominee of all incorporators for corporations with 2-15 incorporators or single stockholder, nominee and alternate nominee for One Person Corporation;*
- *Notarization or Authentication*

3. By-Laws (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Company Registration and Monitoring Department

Remarks:

- *System-generated*
- *Original copy should be signed (wet signature)*
- *Needs to be submitted for corporations with 2 -15 incorporators only. For One Person Corporations, no by-laws required.*

For Situational Requirement

A. Additional Requirement, if applicable;

A.1. Joint Affidavit of Undertaking to Change Name, in case not incorporated in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Company Registration and Monitoring Department

Remarks:

SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)

- *Original copy should be signed (wet signature) and notarized*

Sub Situational Requirement/s	
A.a. If Articles of Incorporation and By-Laws are executed in a foreign jurisdiction	
A.a.1. Authenticated/Apostilled Articles of Incorporation and By-Laws and supporting documents (1) Original Copy And (1) Electronic Copy	Applicant / Client
A.b. If Incorporator/s is/are a Juridical Entity	
A.b.1. Board Resolution/Directors'/Trustees' Certificate or Secretary's Certificate (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Authenticated/Apostilled (if executed in a foreign jurisdiction)*	
A.c. For non-stock religious aggregate	
A.c.1. Affidavit of Affirmation/Verification by the chief priest, rabbi, minister, or presiding elder, (not required if already part of the Articles of Incorporation) (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.d. For foundation	
A.d.1. Notarized certificate of bank deposit of the contribution, which shall not be less than P1,000,000.00 Statement of Willingness to allow the Commission to conduct an audit (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.e. For federation	
A.e.1. List of Member-Associations certified by the Corporate Secretary and attested by the President (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.f. For confederation	
A.f.1. List of Member-Federations certified by the Corporate Secretary and attested by the President (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.g. For condominium corporation/association	
A.g.1. Notarized Copy of the Master Deed with primary entry of the Register of Deeds (2) Original Copy And (1) Electronic Copy	Condominium Developer and Register of Deeds - Condominium Developer and Register of Deeds
A.g.2. Certification that there is no existing similar condominium association within the condominium project (2) Original Copy And (1) Electronic Copy	Applicant Condominium Corporation/Association to be executed by the Corporate Secretary - Applicant

	Condominium Corporation/Association to be executed by the Corporate Secretary
B. Endorsement/Clearance from other government agencies	
Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For Clearance from other SEC departments	
Sub Situational Requirement/s	
C.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
C.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
C.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
C.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
C.c. For Financial Technology (FinTech) related business activities	
C.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)

Remarks:

- *Operators of payment systems;*
- *Payment Service Providers;*
- *Electronic Money Issuers (EMI);*
- *Non-bank EMIs;*
- *Alternative Credit Scoring Companies;*
- *Online Lending Companies;*
- *Peer-to-peer Lending Companies;*
- *AI/Big Data Companies;*
- *InsurTech Companies (InsurTech Service Providers);*

- *KYC/Security Companies (KYC Service Providers);*
- *Digital Banks;*
- *Digital Asset Exchanges;*
- *Virtual Asset Service Providers;*
- *Play-to-Earn Platforms;*
- *E-Commerce Companies;*
- *Crowdfunding Platforms;*
- *RegTech Companies (RegTech Service Providers);*
- *SupTech Companies (SupTech Service Providers); and*
- *Digital Advisers/Robo-Advisers.*

C.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)

Remarks:

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

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ **Location:**	1.1. Approves proposed company name and/or trade name/s in accordance with SEC Memorandum Circular No. 13, Series of 2019	None	2 working day/s	• SEC Administrative Assistant II; Corporate Filing and Records

https://esparc.sec.gov.ph/				Division (CFRD)
	1.2. Pre-processes all corporate information submitted		4 working day/s, 7 hour/s, 40 minute/s	• SEC Securities Examiner III; Corporate and Partnership Registration Division (CPRD) • SEC Securities Specialist I; Corporate and Partnership Registration Division (CPRD) • SEC Securities Specialist II; Corporate and Partnership Registration Division (CPRD) • SEC Accounting Specialist I; Corporate and Partnership Registration Division (CPRD)
	1.3. Forward the application to FAAD for review of the payment for subscription other than cash. Note: The		5 minute/s	• SEC Securities Examiner III; Corporate and

	processing time of this process is under the Financial Analysis and Audit Division's (FAAD) Citizen's Charter.			Partnership Registration Division (CPRD) • SEC Securities Specialist I; Corporate and Partnership Registration Division (CPRD) • SEC Securities Specialist II ; Corporate and Partnership Registration Division (CPRD) • SEC Accounting Officer; Corporate and Partnership Registration Division (CPRD)
	1.4. CPRD Processor prepares and issues the Payment Assessment Form (PAF)		5 minute/s	• SEC Securities Examiner III ; Corporate and Partnership Registration Division (CPRD) • SEC Securities Specialist ISEC Securities

				Specialist I ; Corporate and Partnership Registration Division (CPRD) • SEC Securities Specialist II ; Corporate and Partnership Registration Division (CPRD) • SEC Accounting Specialist I; Corporate and Partnership Registration Division (CPRD)
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: By-Laws: PHP 1000 --- Total: PHP 1000 **Formula Fees** Breakdown: Registration of Corporation Registration of Stock and Transfer Book/Membership BookName ReservationL	5 minute/s	• Accounting Division; Financial Management Department (FMD)

		egal Research FeeDocumentary Stamp Tax		
3. Generates and prints the Digital Certificate **Location:** eSPARC **Notes/Instruction:** To secure the original copy of the Certificate, clients shall submit four (4) sets of originally signed documentary requirements with original proof of payment within sixty (60) calendar days from the date of issuance of the Digital Certificate	3. The eSPARC system issues the Digital Certificate	None	5 minute/s	• eSPARC System; Corporate Filing and Records Division (CFRD)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1000 See other fees below		

Formula / Schedule of Fees

- **Registration of Corporation**

  Stock corporation with par value - ⅕ of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher

  Stock corporation without par value - ⅕ of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher

  Non- Stock corporation – PHP 1,000

- **Registration of Stock and Transfer Book/Membership Book**

  Stock and Transfer Book – PHP 150

  Membership Book – PHP 75

- **Name Reservation**

  PHP 100 per Corporate Name

  *Additional Pgp100 per trade name

- **Legal Research Fee**

  1% of the computed Filing Fees for Amended Articles of Incorporation and/or By-Laws

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

20. Voting Trust Agreement (through iMESSAGE)

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

Office or Division:	Corporate and Partnership Registration Division (CPRD)
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate and Partnership Registration Division
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Voting Trust Agreement (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *Original copy should be signed (wet signature) and notarized*	
3. Notarized Secretary's Certificate of no pending case of intra-corporate dispute (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate and Partnership Registration Division
Remarks: *Download Secretary's Certificate sample form through this link: https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx* *Original copy should be signed (wet signature) and notarized*	
4. List of stockholders certified under oath by the Corporate Secretary showing the present capital structure of the	Applicant / Client

Company (2) Original Copy And (1) Electronic Copy	
Remarks: • *Names of stockholders, nationality, no. of shares and amount subscribed, amount of paid-up capital* • *Original copy should be signed (wet signature) and notarized*	
5. Monitoring Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Compliance Monitoring Division (CMD)
Remarks: *Application for Monitoring Clearance through: ewatch.sec.gov.ph*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the application to through iMESSAGE **Location:** https://imessage.sec.gov.ph/	1.1. Verifies completeness of the submitted Voting Trust Agreement requirements and assigns the application to the CPRD Processors.	None	5 minute/s	• SEC Administrative Assistant II; Corporate and Partnership Registration Division (CPRD)
	1.2. Processes and evaluates application		2 working day/s, 7 hour/s, 50 minute/s	• SEC Securities Examiner III; Corporate and Partnership Registration Division (CPRD) • SEC Securities Specialist I; Corporate and Partnershi

					p Registration Division (CPRD) • SEC Securities Specialist II; Corporate and Partnership Registration Division (CPRD) • SEC Accounting Specialist I; Corporate and Partnership Registration Division (CPRD)
		1.3. Issues Payment Assessment Form (PAF) to the applicant if compliant		5 minute/s	• SEC Securities Examiner III; Corporate and Partnership Registration Division (CPRD) • SEC Securities Specialist I; Corporate and Partnership Registration Division (CPRD) • SEC Securities Specialist II; Corporate

				and Partnership Registration Division (CPRD) • SEC Accounting Specialist I; Corporate and Partnership Registration Division (CPRD)
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: Documentary Stamp Tax: PHP 30 Total: PHP 30 **Formula Fees** Breakdown: Voting Trust Agreement feeLegal Research Fee	5 minute/s	• Accounting Division; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to CRMD Receiving Counter, 5th Floor, The SEC Headquarters through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:**	3.1. Receives and verifies documentary requirements and proof of payment	None	5 minute/s	• SEC Computer Operator; Corporate Filing and Records Division (CFRD)
	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minute/s	• SEC Computer Operator; Corporate Filing and Records

CRMD Receiving Counter, 5th Floor, The SEC Headquarters				Division (CFRD)
	3.3. Prepares and generates the Certificate of filing of Voting Trust Agreement		10 minute/s	• SEC Administrative Assistant II; Corporate and Partnership Registration Division (CPRD)
	3.4. Reviews the application and signs the Certificate of filing of Voting Trust Agreement		3 working day/s, 7 hour/s, 10 minute/s	• SEC Assistant Director; Financial Management Department (FMD)
	3.5. Encodes signed Certificate of filing of Voting Trust Agreement		5 minute/s	• SEC Computer Operator; Corporate Filing and Records Division (CFRD)
	3.6. Sends email for releasing appointment		5 minute/s	• SEC Computer Operator; Corporate Filing and Records Division (CFRD)
4. Proceeds to CRMD Receiving Counter, 5th Floor, The SEC Headquarters for presentation of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of filing of	4. Releases signed Certificate of filing of Voting Trust Agreement	None	5 minute/s	• SEC Computer Operator; Corporate Filing and Records Division (CFRD)

Voting Trust Agreement. **Location:** CRMD Receiving Counter, 5th Floor, The SEC Headquarters				
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 30 See other fees below		

Formula / Schedule of Fees

- **Voting Trust Agreement fee**

  Php500.00 per trustor

- **Legal Research Fee**

  1% of the total Voting Trust Agreement fee

Commission Secretariat Division (CSD)

Internal Services

1. Administration of Oath for Documents Pertinent to the Commission

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

Office or Division:	Commission Secretariat Division (CSD)
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	All personnel of the SEC Departments and Extension Offices
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	

1. ID

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

- National Commission on Indigenous Peoples (NCIP)
- Department of Migrant Workers (DMW) / Overseas Workers Welfare Administration (OWWA)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
***For Requests through walk-in transaction.** 1.A.Requests for administration of oath for documents through walk-in transaction and presents valid identification card. **Location:** 12/F The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City 1209	1.A.1. Receives the request.	None	5 minute/s	• SEC Administrative Officer V; Commission Secretariat Division (CSD) • SEC Administrative Officer IV; Commission Secretariat Division (CSD) • SEC Information Officer III; Commission Secretariat Division (CSD) • SEC Confidential Assistant III; Commission Secretariat Division (CSD) • SEC Assistant Computer Operator; Commission Secretariat

				Division (CSD)
	1.A.2. Checks and verifies the document and valid identification card presented, and transmit the same to the administering officer.		10 minute/s	• SEC Administrative Officer V; Commission Secretariat Division (CSD) • SEC Administrative Officer IV; Commission Secretariat Division (CSD) • SEC Information Officer III; Commission Secretariat Division (CSD) • SEC Confidential Assistant III; Commission Secretariat Division (CSD) • SEC Assistant Computer Operator; Commission Secretariat Division (CSD)
	1.A.3. Reviews the document and administers the oath, and release the same afterwards.		20 minute/s	• SEC Commission Secretary; Commission

				Secretariat Division (CSD) • SEC Assistant Director; Commission Secretariat Division (CSD) • SEC Chief Counsel; Commission Secretariat Division (CSD)
***For Requests through email** 1.B.Requests for administration of oath for documents through email and presents valid identification card. **Location:** Email: comsec@sec.gov.ph	1.B.1. Receives the request.	None	5 minute/s	• SEC Information Officer III; Commission Secretariat Division (CSD) • SEC Confidential Assistant III; Commission Secretariat Division (CSD)
	1.B.2. Checks and verifies the document and valid identification card presented, and transmit the same to the administering officer.		10 minute/s	• SEC Information Officer III; Commission Secretariat Division (CSD) • SEC Confidential Assistant III; Commission Secretariat Division (CSD)

	1.B.3. Reviews the document and administers the oath.		15 minute/s	• SEC Assistant Director; Commission Secretariat Division (CSD) • SEC Chief Counsel; Commission Secretariat Division (CSD)
	1.B.4. Releases the document.		5 minute/s	• SEC Information Officer III; Commission Secretariat Division (CSD) • SEC Confidential Assistant III; Commission Secretariat Division (CSD)
2. Receives the document. **Location:** Walk-in transaction: 12/F The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City 1209 Email: comsec@sec.gov.ph	2. Records the transaction on the electronic log book.	None	5 minute/s	• SEC Assistant Computer Operator; Commission Secretariat Division (CSD)
Total Processing Time:				
***For Requests through walk-in transaction.**		Working Days: 40 minute/s		
***For Requests through email**		Working Days: 40 minute/s		

Total Processing Fee:	
***For Requests through walk-in transaction.**	Total Standard Fee: None
***For Requests through email**	Total Standard Fee: None

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

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

Office or Division:	Commission Secretariat Division (CSD)
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	All SEC Departments and Extension Offices
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
No Requirements Needed	

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
***For Requests through phone call** 1.A.Requests for certified true copy of SEC Resolutions, SEC Office Orders, SEC Memorandum Circulars, SEC Guidelines, and/or SEC Rules and Regulations through phone call at (02) 8818-5478 **Location:** Telephone number: (02) 8818-5478	1.A.1. Receives the request.	None	5 minute/s	• SEC Administrative Officer V; Commission Secretariat Division (CSD) • SEC Administrative Officer IV; Commission Secretariat Division (CSD) • SEC Information Officer III; Commission Secretariat Division (CSD)

					• SEC Confidential Assistant III; Commission Secretariat Division (CSD) • SEC Assistant Computer Operator; Commission Secretariat Division (CSD)
		1.A.2. Prepares the requested SEC Resolutions, SEC Office Orders, SEC Memorandum Circulars, SEC Guidelines, and/or SEC Rules and Regulations.		2 working day/s, 7 hour/s	• SEC Assistant Director; Commission Secretariat Division (CSD) • SEC Chief Counsel; Commission Secretariat Division (CSD) • SEC Administrative Officer IV; Commission Secretariat Division (CSD) • SEC Information Officer III; Commission Secretariat Division (CSD) • SEC Confidential Assistant

				III; Commission Secretariat Division (CSD)
	1.A.3. Certifies the requested document and releases the same afterwards.		35 minute/s	• SEC Administrative Officer V; Commission Secretariat Division (CSD) • SEC Administrative Officer IV; Commission Secretariat Division (CSD) • SEC Information Officer III; Commission Secretariat Division (CSD) • SEC Confidential Assistant III; Commission Secretariat Division (CSD) • SEC Assistant Computer Operator; Commission Secretariat Division (CSD)
***For Requests through email**	1.B.1. Receives the request.	None	5 minute/s	• SEC Information

1.B.Requests for certified true copy of SEC Resolutions, SEC Office Orders, SEC Memorandum Circulars, SEC Guidelines, and/or SEC Rules and Regulations through email comsec@sec.gov.ph. **Location:** Email: comsec@sec.gov.ph				Officer III; Commission Secretariat Division (CSD) • SEC Confidential Assistant III; Commission Secretariat Division (CSD)
	1.B.2. Prepares the requested SEC Resolutions, SEC Office Orders, SEC Memorandum Circulars, SEC Guidelines, and/or SEC Rules and Regulations.		2 working day/s, 7 hour/s	• SEC Assistant Director; Commission Secretariat Division (CSD) • SEC Chief Counsel; Commission Secretariat Division (CSD) • SEC Administrative Officer IV; Commission Secretariat Division (CSD) • SEC Information Officer III; Commission Secretariat Division (CSD) • SEC Confidential Assistant III; Commission

				Secretariat Division (CSD)
	1.B.3. Certifies the requested document.		30 minute/s	• SEC Administrative Officer V; Commission Secretariat Division (CSD) • SEC Administrative Officer IV; Commission Secretariat Division (CSD) • SEC Information Officer III; Commission Secretariat Division (CSD) • SEC Confidential Assistant III; Commission Secretariat Division (CSD) • SEC Assistant Computer Operator; Commission Secretariat Division (CSD)
	1.B.4. Issues the requested document.		5 minute/s	• SEC Information Officer III; Commission

				Secretariat Division (CSD) • SEC Confidential Assistant III; Commission Secretariat Division (CSD)
***For Request through walk-in transaction** 1.C.Requests for certified true copy of SEC Resolutions, SEC Office Orders, SEC Memorandum Circulars, SEC Guidelines, and SEC Rules and Regulations through walk-in transaction **Location:** 12/F The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City 1209	1.C.1. Receives the request	None	5 minute/s	• SEC Administrative Officer V; Commission Secretariat Division (CSD) • SEC Administrative Officer IV; Commission Secretariat Division (CSD) • SEC Information Officer III; Commission Secretariat Division (CSD) • SEC Confidential Assistant III; Commission Secretariat Division (CSD) • SEC Assistant Computer Operator; Commission

				Secretariat Division (CSD)
	1.C.2. Prepares the requested SEC Resolutions, SEC Office Orders, SEC Memorandum Circulars, SEC Guidelines, and SEC Rules and Regulations.		2 working day/s, 7 hour/s	• SEC Administrative Officer V; Commission Secretariat Division (CSD) • SEC Administrative Officer IV; Commission Secretariat Division (CSD) • SEC Information Officer III; Commission Secretariat Division (CSD) • SEC Confidential Assistant III; Commission Secretariat Division (CSD) • SEC Assistant Computer Operator; Commission Secretariat Division (CSD)
	1.C.3. Certifies the requested document and releases the same afterwards.		35 minute/s	• SEC Administrative Officer V; Commissio

				n Secretariat Division (CSD) • SEC Administrative Officer IV; Commission Secretariat Division (CSD) • SEC Information Officer III; Commission Secretariat Division (CSD) • SEC Confidential Assistant III; Commission Secretariat Division (CSD) • SEC Assistant Computer Operator; Commission Secretariat Division (CSD)
2. Receives the requested document certified by the assigned personnel after submitting an accomplished Client Satisfaction Survey. **Location:** Physical copy: 12/F The SEC Headquarters, 7907 Makati Avenue,	2. Records the transaction on the electronic log book.	None	5 minute/s	• SEC Administrative Officer IV; Commission Secretariat Division (CSD) • SEC Information Officer III; Commission

Salcedo Village, Bel-Air, Makati City 1209 Digital copy: comsec@sec.gov.ph				Secretariat Division (CSD) • SEC Confidential Assistant III; Commission Secretariat Division (CSD)

Total Processing Time:	
***For Requests through phone call**	Working Days: 2 working day/s, 7 hour/s, 45 minute/s
***For Requests through email**	Working Days: 2 working day/s, 7 hour/s, 45 minute/s
***For Request through walk-in transaction**	Working Days: 2 working day/s, 7 hour/s, 45 minute/s
Total Processing Fee:	
***For Requests through phone call**	Total Standard Fee: None
***For Requests through email**	Total Standard Fee: None
***For Request through walk-in transaction**	Total Standard Fee: None

3. Request for Issuance of the Excerpts of Approved Minutes of Commission Meetings and Executive Sessions

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

Office or Division:	Commission Secretariat Division (CSD)
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	All SEC Departments and Extension Offices
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
No Requirements Needed	

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
***For Requests through walk-in transaction** 1.A.Requests an excerpt of the approved minutes of Commission Meeting/ Executive Session through walk-in transaction **Location:** 12/F The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City 1209	1.A.1. Receives the request.	None	5 minute/s	• SEC Administrative Officer IV; Commission Secretariat Division (CSD) • SEC Information Officer III; Commission Secretariat Division (CSD) • SEC Confidential Assistant III; Commission Secretariat

				Division (CSD)
	1.A.2. Prepares the excerpt of the approved minutes of the Commission Meeting or Executive Session, and transmits it for review of the SEC Assistant Director or SEC Chief Counsel.		7 hour/s	• SEC Administrative Officer IV; Commission Secretariat Division (CSD) • SEC Information Officer III; Commission Secretariat Division (CSD) • SEC Confidential Assistant III; Commission Secretariat Division (CSD)
	1.A.3. Reviews the excerpt of the approved minutes and transmit it for the review of the Commission Secretary.		1 working day/s	• SEC Assistant Director; Commission Secretariat Division (CSD) • SEC Chief Counsel; Commission Secretariat Division (CSD)
	1.A.4. Signs the excerpt of the approved minutes.		1 working day/s	• Commission Secretary; Commission Secretariat Division (CSD)

				• SEC Assistant Director; Commission Secretariat Division (CSD) • SEC Chief Counsel; Commission Secretariat Division (CSD)
	1.A.5. Releases a copy of the excerpt of the approved minutes.		5 minute/s	• SEC Administrative Officer IV; Commission Secretariat Division (CSD) • SEC Information Officer III; Commission Secretariat Division (CSD) • SEC Confidential Assistant III; Commission Secretariat Division (CSD)
***For Requests through phone call** 1.B.Requests an excerpt of the approved minutes of Commission Meeting/Executive Session through phone call. **Location:**	1.B.1. Receives the request.	None	5 minute/s	• SEC Administrative Officer IV; Commission Secretariat Division (CSD) • SEC Information

Telephone number: (02) 8818-5478				Officer III; Commission Secretariat Division (CSD)
	1.B.2. Prepares the excerpt of the approved minutes of the Commission Meeting or Executive Session, and transmits it for review of the SEC Assistant Director or SEC Chief Counsel.		7 hour/s	• SEC Administrative Officer IV; Commission Secretariat Division (CSD) • SEC Information Officer III; Commission Secretariat Division (CSD)
	1.B.3. Reviews the excerpt of the approved minutes and transmit it for the review of the Commission Secretary.		1 working day/s	• SEC Assistant Director; Commission Secretariat Division (CSD) • SEC Chief Counsel; Commission Secretariat Division (CSD)
	1.B.4. Signs the excerpt of the approved minutes.		1 working day/s	• SEC Commission Secretary; Commission Secretariat Division (CSD) • SEC Assistant Director; Commissio

				n Secretariat Division (CSD) • SEC Chief Counsel; Commission Secretariat Division (CSD)
	1.B.5. Releases a copy of the excerpt of the approved minutes.		5 minute/s	• SEC Administrative Officer IV; Commission Secretariat Division (CSD) • SEC Information Officer III; Commission Secretariat Division (CSD)
***For Request through email** 1.C.Requests an excerpt of the approved minutes of Commission Meeting/ Executive Session through email. **Location:** Email: comsec@sec.gov.ph	1.C.1. Receives the request.	None	5 minute/s	• SEC Information Officer III; Commission Secretariat Division (CSD) • SEC Confidential Assistant III; Commission Secretariat Division (CSD)
	1.C.2. Prepares the excerpt of the approved minutes of the Commission Meeting or Executive Session, and		7 hour/s	• SEC Information Officer III; Commission Secretariat

	transmits it for review of the SEC Assistant Director or SEC Chief Counsel.			Division (CSD) • SEC Confidential Assistant III; Commission Secretariat Division (CSD)
	1.C.3. Reviews the excerpt of the approved minutes and transmit it for the review of the Commission Secretary.		1 working day/s	• SEC Assistant Director; Commission Secretariat Division (CSD) • SEC Chief Counsel; Commission Secretariat Division (CSD)
	1.C.4. Signs the excerpt of the approved minutes.		1 working day/s	• SEC Commission Secretary; Commission Secretariat Division (CSD) • SEC Assistant Director; Commission Secretariat Division (CSD) • SEC Chief Counsel; Commission Secretariat Division (CSD)

	1.C.5. Releases a copy of the excerpt of the approved minutes.		5 minute/s	• SEC Information Officer III; Commission Secretariat Division (CSD) • SEC Confidential Assistant III; Commission Secretariat Division (CSD)
2. Receives the copy of the excerpt of the approved minutes of the Commission Meeting/Executive Session. **Location:** Physical copy: 12/F The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City 1209 Digital copy: comsec@sec.gov.ph	2. Records the transaction on the electronic logbook.	None	5 minute/s	• SEC Administrative Officer IV; Commission Secretariat Division (CSD) • SEC Information Officer III; Commission Secretariat Division (CSD) • SEC Confidential Assistant III; Commission Secretariat Division (CSD)
Total Processing Time:				
***For Requests through walk-in transaction**		Working Days: 2 working day/s, 7 hour/s, 15 minute/s		
***For Requests through phone call**		Working Days: 2 working day/s, 7 hour/s, 15 minute/s		

***For Request through email**	Working Days: 2 working day/s, 7 hour/s, 15 minute/s
Total Processing Fee:	
***For Requests through walk-in transaction**	Total Standard Fee: None
***For Requests through phone call**	Total Standard Fee: None
***For Request through email**	Total Standard Fee: None

Markets and Securities Regulation Department (MSRD)

Internal Services

1. Request for SEC-MSRD Certification (With or Without Secondary License)

A service that certifies whether a company or individual holds a valid Secondary License issued by the Securities and Exchange Commission – Markets and Securities Regulation Department (SEC-MSRD).

Office or Division:	Markets and Securities Regulation Department (MSRD)
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	Sec Department/Offices
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Memo request for Certification (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. File the letter or memo request **Location:** Please submit your request through any of the following channels: For Online: Email: msrdsubmission@sec.gov.ph For Walk-in Applicants: 17th Floor, SEC Building, 7907 Makati Avenue, Salcedo Village, Barangay Bel-Air, Makati City, 1209, **Notes/Instruction:**	1.1. Evaluates and assigns the Memo request and submitted documents to the appropriate Examiner/Specialist for processing.	None	30 minute/s	• Administrative Assistant of Capital Market Supervision Division 1 / Capital Market Supervision Division 2; Any of requesting office / division
	1.2. Validates the inquiry, the availability of information in online facilities and other records or Routes the request to the Corporate Filing and Records Division		1 working day/s, 4 hour/s	• SEC Administrative Assistant II / Securities Specialist; Any of requesting

***Excludes waiting time for CFRD reply**	(CFRD) via memorandum for monitoring the corporate status and verifying whether the entity or individual holds a secondary license as a Broker/Dealer, GSED, IH, ICA, MFD, or market professional.			office / division
	1.3. Drafts Certification		4 hour/s	• SEC Administrative Assistant II / Securities Specialist; Any of requesting office / division
	1.4. Reviews, affix initial to the Certification		4 hour/s	• Assistant Director; Any of requesting office / division
	1.5. Approves and signs the Certificate.		3 hour/s	• Director; Markets and Securities Regulation Department (MSRD)
2. Received the Certificate/s **Location:** Email or 17th Floor, SEC Building, 7907 Makati Avenue, Salcedo Village, Barangay Bel-Air, Makati City, 1209	2. Provides the certification by sending a soft copy via email or transmitting the original signed copy to the requesting department/office.	None	30 minute/s	• SEC Administrative Assistant II / Securities Specialist ; Any of requesting office / division
Total Processing Time:		Working Days: 3 working day/s		

Total Processing Fee:	Total Standard Fee: None

Licensing Division (LD)

Internal Services

1. Request for Certification on the Registration of Securities

This service details the procedure on how to request certification whether a company is a duly registered issuer of any securities (mutual funds, and proprietary or non-proprietary shares certificates) pursuant to Sections 8 and 12 of the Securities Regulation Code and its Amended Implementing Rules and Regulations).

Office or Division:	Licensing Division (LD)
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Other Departments/Offices of the Securities and Exchange Commission
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Office Memorandum/requesting certification (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Sends request/Memorandum via Email (cgfd_ld@sec.gov.ph) **Location:** The SEC Headquarters	1.1. Receives the written request or Office Memorandum then forwards it to the Licensing Division	None	10 minute/s	• Administrative Officer; Licensing Division (LD)
	1.2. Checks record and prepares draft Certification		4 hour/s	• Securities Specialist; Licensing Division (LD)
	1.3. Reviews the Certification and prepares Memorandum or cover email		4 hour/s	• Administrative Officer; Licensing Division (LD)
	1.4. Approves the Certification and Memorandum/ cover email		1 working day/s	• Director; Licensing Division (LD)

	1.5. Sends the signed Office Memorandum/letter and the Certification		10 minute/s	• Administrative Officer; Licensing Division (LD)
Total Processing Time:		Working Days: 2 working day/s, 20 minute/s		
Total Processing Fee:		Total Standard Fee: None		

2. Request for Comment on Articles of Incorporation and/or By-Laws of Ordinary Companies, Investment Companies, Public Companies, Issuers of Proprietary and Non-Proprietary Securities

This service details the procedure on how a business can request comment on proposed new/amended Articles of Incorporation and/or By-Laws.

Office or Division:	Licensing Division (LD)
Classification:	Highly Technical
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Representatives of Investment Company, Issuer of Proprietary and Non-Proprietary Shares or Certificates and Public Company
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Memorandum or email requesting CGFD comments on the Articles of Incorporation (AOI) and/or By-Laws (BL) (1) Electronic Copy	Applicant / Client
2. One (1) scanned copy of the Proposed Articles of Incorporation (AOI) and/or By-Laws (BL) subject for comment and Directors' Certificate covering the proposed amendments (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Email request or memo from other department/office with supporting documents **Location:** xxx	1.1. Receives email/memo and forwards to: 1.1.1 The Division for assignment. Assistant Director - for assignment to Counsel, if request pertains to an ordinary corporation and will qualify as covered company of CGFD, or 1.1.2. Securities Counsel and Securities Specialist - if request	None	10 minute/s	• SEC Administrative Assistant; Licensing Division (LD)

	pertains to a a covered company; and 1.1.3 Corporate Governance Division (CGD) via email, for comments and monitoring		
	1.2. Assigns the request to Counsel	5 minute/s	• Assistant Director; Licensing Division (LD)
	1.3. Reviews the proposed AOI and/or By-Laws 1.3.1. If request pertains to a covered company, simultaneously updates the monitoring sheet and forwards a copy to handling processor	13 working day/s, 7 hour/s, 35 minute/s	• Securities Counsel; Corporate Governance and Finance Department (CGFD) • Chief Counsel; Corporate Governance and Finance Department (CGFD)
	1.4. Receives comments from CGD and monitoring sheet from Securities Specialist/Examiner and prepares consolidated comments list containing LD and CGD's findings on the proposed AOI and/or BL as well as the status of compliance of covered companies. If no findings on the proposed AOI and/or BL and the company has no outstanding violations, prepares Clearance.	1 working day/s	• Securities Counsel; Licensing Division (LD) • Chief Counsel; Licensing Division (LD)

	1.5. Reviews and approves comments' list or clearance and draft reply and instructs dispatch to the requesting party.		5 working day/s	• Assistant Director; Licensing Division (LD)
	1.6. Sends comments' list or clearance to the requesting party via iMessage If based on the Comments' List a covered company has outstanding violations, it must comply with the requirements and settle unpaid assessed penalties, if any, and thereafter resubmit a request for comment on the revised AOI and/or BL. Repeat Step 1 .		10 minute/s	• SEC Administrative Assistant II; Licensing Division (LD) • Securities Counsel ; Licensing Division (LD) • Chief Counsel; Licensing Division (LD)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		

Corporate Governance Division (CGD)

Internal Services

1. Request for Comment on Articles of Incorporation and/or By-Laws of Ordinary Company, Publicly-listed Company, Investment Company, Exchange Traded Fund, Public Company, and Issuer of Proprietary and Non-Proprietary Securities

This service details the procedure on how to request for comment on proposed Articles of Incorporation and/or By-Laws

Office or Division:	Corporate Governance Division (CGD)
Classification:	Complex
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Department or Office of the Securities and Exchange Commission
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Office Memorandum or written request (1) Electronic Copy	Applicant / Client
2. Proposed Articles of Incorporation and/or By-Laws (AOI and BL) (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits Office Memorandum or written request together with supporting documents through electronic mail **Location:** cgfd_cgd@sec.gov.ph	1.1. Assign the request to a processor	None	10 minute/s	• Administrative Assistant; Corporate Governance Division (CGD)
	1.2. Review the proposed AOI and BL and prepare comment/s		5 working day/s, 7 hour/s, 40 minute/s	• Securities Counsel; Corporate Governance Division (CGD) • Chief Counsel; Corporate Governanc

				e Division (CGD)
	1.3. For novel cases, elevate the comment/s to Assistant Director for review and approval		1 working day/s	• Assistant Director; Corporate Governance Division (CGD)
	1.4. Sends the comment/s to the requesting Department or Office through electronic mail		10 minute/s	• Administrative Assistant; Corporate Governance Division (CGD)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		

2. Request for Comments on the Qualification and Non-Disqualification of Independent Directors and Website Template

This service applies when a company files application for registration statement with MSRD.

Office or Division:	Corporate Governance Division (CGD)
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	Markets and Securities Regulation Department (MSRD) of the Securities and Exchange Commission
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Office Memorandum (1) Electronic Copy	Applicant / Client
2. Initial Prospectus (1) Electronic Copy	Applicant / Client
3. Independent director's notarized curriculum vitae (1) Electronic Copy	Applicant / Client
4. Company website and its URL (1) Electronic Copy	Applicant / Client

Remarks:

Only applicable to companies whose securities are listed or for listing with the Philippine Stock Exchange

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the office memorandum together with supporting documents through electronic mail **Location:** cgfd_cgd@sec.gov.ph	1.1. Assign the request to a processor	None	10 minute/s	• Administrative Assistant; Corporate Governance Division (CGD)
	1.2. Validate the qualifications of		2 working day/s, 2	• Securities Specialist;

Notes/Instruction: In case of any findings, the company must comply with the requirements and settle any assessed penalties.	independent directors; eview the company's website (if applicable); and check if there is any outstanding violations related to corporate governance		hour/s, 40 minute/s	Corporate Governance Division (CGD) • Securities Examiner; Corporate Governance Division (CGD)
	1.3. Prepare the clearance and advisement letter, if with findings		3 hour/s	• Securities Specialist; Corporate Governance Division (CGD) • Securities Examiner; Corporate Governance Division (CGD)
	1.4. Review the clearance and advisement letter, if with findings		2 hour/s	• Chief Counsel; Corporate Governance Division (CGD) • Assistant Director; Corporate Governance Division (CGD) • Director; Corporate Governance and Finance Department (CGFD)
	1.5. Send the comment/s to MSRD and issue the advisement letter to the company, if with findings, through electronic mail		10 minute/s	• Administrative Assistant; Corporate Governance Division (CGD)
Total Processing Time:		Working Days: 3 working day/s		

Total Processing Fee:	Total Standard Fee: None

3. Request for Monitoring of Corporate Governance Requirements of Investment Company, Public Company, Issuer of Proprietary and Non-proprietary Shares or Certificates, and Registered Issuer under the Jurisdiction of MSRD

This service details the procedure on how to request monitoring of covered company's compliance with corporate governance requirements.

Office or Division:	Corporate Governance Division (CGD)
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	Department or Office of the Securities and Exchange Commission
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Office Memorandum or written request (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submits the Office Memorandum or written request through electronic mail **Location:** cgfd_cgd@sec.gov.ph	1.1. Assign the request to a processor	None	10 minute/s	• Administrative Assistant; Corporate Governance Division (CGD)
	1.2. Prepare the monitoring sheet and/or monitoring slip with note to the requesting Department or Office		1 working day/s, 7 hour/s, 40 minute/s	• Securities Specialist; Corporate Governance Division (CGD) • Securities Examiner; Corporate Governance Division (CGD)

	1.3. For novel cases, elevate to the Assistant Director.for review.and approval		1 working day/s	• Assistant Director; Corporate Governance Division (CGD)
	1.4. Sends the monitoring sheet and/or monitoring slip to the requesting Department or Office through electronic mail		10 minute/s	• Administrative Assistant; Corporate Governance Division (CGD)
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: None		

4. Request for Validation of Qualification of Nominees for Independent Directors of Publicly-Listed Company, Investment Company, Exchange Traded Fund, Public Company, and Issuer of Proprietary and Non-Proprietary Securities

This service details the procedure for the validation of qualifications of nominees for independent directors of covered companies

Office or Division:	Corporate Governance Division (CGD)
Classification:	Complex
Type of Transaction:	G2G (Government to Government)
Who may avail:	Department or Office of the Securities and Exchange Commission
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Office Memorandum or written request (1) Electronic Copy	Applicant / Client
2. Information Statement (SEC Form 20-IS) (1) Electronic Copy	Applicant / Client
3. Notarized Certification of Independent Director (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the office memorandum or written request together with supporting documents through electronic mail at cgfd_cgd@sec.gov.ph **Location:** cgfd_cgd@sec.gov.ph	1.1. Assign the request to a processor	None	10 minute/s	• Administrative Assistant ; Corporate Governance Division (CGD)
	1.2. Validate the qualifications of nominees for independent director and prepare office memoranda or written response addressed to the requesting		4 working day/s, 7 hour/s, 40 minute/s	• Securities Specialist; Corporate Governance Division (CGD) • Securities Examiner;

	Department or Office and EIPD.			Corporate Governance Division (CGD) • Securities Counsel; Corporate Governance Division (CGD)
	1.3. Review and approve the office memorandum or written response		1 working day/s	• Chief Counsel; Corporate Governance Division (CGD) • Assistant Director; Corporate Governance Division (CGD)
	1.4. In case of any findings for disqualification, elevate to the Director		1 working day/s	• Director; Corporate Governance and Finance Department (CGFD)
	1.5. Send the office memoranda or written response to the requesting Department or Office and EIPD through electronic mail		10 minute/s	• Administrative Assistant; Corporate Governance Division (CGD)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		

Financing and Lending Companies Department (FinLenD)

Internal Services

1. Request for Certification from Interdepartmental of Securities and Exchange Commission as to Certificate of Authority (CA) for Monitoring Only

This service details the procedure on how to request certification of status on Certificate of Authority (CA) monitoring only for the duly registered financing companies, lending companies, and online lending platform.

Office or Division:	Financing and Lending Companies Department (FinLenD)
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	Interdepartmental of Securities and Exchange Commission
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Office Memorandum/Letter requesting certification as to status of the Certificate of Authority (CA) for monitoring for G2G transaction and reason/purpose. (1) Electronic Copy	Applicant / Client

Remarks:

Requesting Department

Reference:
https://www.sec.gov.ph/notices/revised-guidelines-on-the-submission-of-documents-issuance-of-payment-assessment-form-other-requests-and-compliance/

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Emails written request or Office Memorandum to finlend @sec.gov.ph **Location:** finlend @sec.gov.ph	1.1. Receives the written request or Office Memorandum	None	30 minute/s	• SEC Administrative Assistant II; Financing and Lending Companies

				Department (FinLenD)
	1.2. Issues PAF for the G2B transaction. Go to Step 2.		50 minute/s	• SEC Credit Regulatory Officer ; Financing and Lending Companies Department (FinLenD)
	1.3. Encodes, forwards, prepares Certification and letter reply or Office Memorandum for G2G transaction		6 hour/s	• SEC Administrative Assistant II; Financing and Lending Companies Department (FinLenD) • SEC Credit Regulatory Officer; Financing and Lending Companies Department (FinLenD)
	1.4. Reviews and signs the Certification including Office Memorandum or letter reply for G2G transaction		1 working day/s	• SEC Credit Regulatory Counsel; Financing and Lending Companies Department (FinLenD) • SEC Supervising Regulatory Credit Counsel ; Financing and Lending Companies

				Department (FinLenD)
	1.5. Issues the Status of Certificate of Authority (CA) Certification together with the Office Memorandum or letter reply for G2G transaction. Go to Step 4		30 minute/s	• SEC Administrative Assistant II; Financing and Lending Companies Department (FinLenD)
2. Pays the miscellaneous fee at the Landbank or eSPAYSEC for private use channelled through any Securities and Exchange Commission Interdepartment Office. **Location:** Landbank or eSPAYSEC **Notes/Instruction:** Note : if for exclusive use of SEC Office and other government entities, no filing fee	2. Receives payment and issues electronic SEC Official Receipt (Subject to the prescribed processing time of the Cashier Treasury Division, FMD)	**Standard Fees** Breakdown: Certificate Fee: PHP 530 Total: PHP 530	1 working day/s	• Landbank or eSPAYSEC; Any of requesting office / division
3. Submits electronic SEC OR for G2B transaction **Location:** None	3.1. Receives r electronic SEC OR. Go to steps 1.3-1.5 for G2B transaction.	None	5 minute/s	• SEC Administrative Assistant II; Financing and Lending Companies Department (FinLenD)

	3.2. Issues Certificate of Authority (CA) for monitoring Certification together with the letter reply or Office Memorandum .		5 minute/s	• SEC Administrative Assistant II; Financing and Lending Companies Department (FinLenD)
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 530		

Corporate Filing and Records Division (CFRD)

External Services

1. Request for Affirmative Certification - For General Public

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

Office or Division:	Corporate Filing and Records Division (CFRD)
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	General Public
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Accomplished Certification Request Form through Google Forms (1) Electronic Copy	Applicant / Client
Remarks: *(https://forms.gle/BuXBg3x4tBYrvMnT7)*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Accomplish Certification Request Form through Google Forms (https://forms.gle/BuXBg3x4tBYrvMnT7) **Location:** https://forms.gle/BuXBg3x4tBYrvMnT7	1.1. Checks completeness of the information needed and determines request feasibility	None	5 minute/s	• SEC Administrative Officer II; Corporate Filing and Records Division (CFRD)
	1.2. Issues a Payment Assessment Form (PAF) through email, if with complete information and if the request is feasible		5 minute/s	• SEC Administrative Officer II; Corporate Filing and Records Division (CFRD)
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home or SEC accredited Land Bank branches	2. Issues payment confirmation containing the electronic Official Receipt via email	**Standard Fees** Breakdown: Certification Fee: PHP 500 Documentary Stamp Tax: PHP 30 Total: PHP 530	1 minute/s	• Financial Management Department; Financial Management Department (FMD)
3. Submits proof of payment by accomplishing the Payment Information form through Google form (https://forms.gle/S4CVTnzyjbm8YL1K9) and through email. **Location:** https://forms.gle/S4CVTnzyjbm8YL1K9 and through email (cfrd_application02@sec.gov.ph **Notes/Instruction:** *SEC Administrative Officer II*	3.1. Checks the completeness and legitimacy of payment details.	None	5 minute/s	• SEC Administrative Officer II; Corporate Filing and Records Division (CFRD)
	3.2. Validates the inquiry, the availability of information in online facilities and other records		37 minute/s	• SEC Administrative Officer II ; Corporate Filing and Records Division (CFRD)
	3.3. Routes request to the Compliance Monitoring Division (CMD) for the monitoring of the corporate status		1 working day/s, 5 hour/s	• SEC Administrative Officer II ; Corporate Filing and Records Division (CFRD) • SEC Monitoring Specialist II ; Compliance Monitoring Division (CMD)
	3.4. Drafts the Certification		1 hour/s	• SEC Administrative Officer II ; Corporate Filing and Records Division (CFRD)

	3.5. Reviews and sign the Certification		1 working day/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD) • SEC Assistant Director; Corporate Filing and Records Division (CFRD)
	3.6. Scan the signed certification		5 minute/s	• SEC Administrative Officer II ; Corporate Filing and Records Division (CFRD)
	3.7. Upload the scanned Certification in the Document Verification System to generate QR Code		5 minute/s	• SEC Administrative Officer II ; Corporate Filing and Records Division (CFRD)
	3.8. Prints the Certification with generated QR Code		5 minute/s	• SEC Administrative Officer II ; Corporate Filing and Records Division (CFRD)
	3.9. Seals the Certification		4 minute/s	• SEC Administrative Officer II ; Corporate Filing and Records Division (CFRD)
	3.10. Transmits the Certification to the SEC Robinsons Galleria Satellite Office		30 minute/s	• SEC Administrative Officer II ; Corporate Filing and Records Division (CFRD)
	3.11. Sends email for the releasing schedule/notice		10 minute/s	• SEC Administrative Officer II ; Corporate Filing and Records Division (CFRD)
4. Goes to the 5th floor, The SEC Headquarters, Makati City, and presents the proof of payment and printed releasing appointment for the release of the requested Certification **Location:** 5th floor, The SEC Headquarters, Makati City **Notes/Instruction:** Presents the proof of payment and printed releasing appointment for the release of the requested Certification	4.1. Receives the printed Confirmation of Payment and Appointment Letter	None	3 minute/s	• SEC Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
	4.2. Releases the Certification		5 minute/s	• SEC Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
General Remarks The 3-days processing time is for one client/request being served at one time. The time is extended when there are more clients/requests.				
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 530		

2. Request for Affirmative Certification - For Non-Profit Making Government Agencies

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

Office or Division:	Corporate Filing and Records Division (CFRD)
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	Other government agencies -all non profit-making agencies
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Signed letter request (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Sends letter request through email at cfrd_application01@sec.gov.ph **Location:** cfrd_application01@sec.gov.ph	1.1. Acknowledge receipt of email request	None	5 minute/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
	1.2. Validates the inquiry, the availability of information in online facilities and other records		20 minute/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
	1.3. Routes request to the Compliance Monitoring Division (CMD) for the monitoring of the corporate status		1 working day/s, 6 hour/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD) • SEC Administrative Officer II; Compliance Monitoring Division (CMD)
	1.4. Drafts Certification		1 hour/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
	1.5. Reviews and signs the Certification		5 minute/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD) • SEC Assistant Director; Corporate Filing and Records Division (CFRD)
	1.6. Uploads the scanned Certification to the Document Verification System to generate QR Code		5 minute/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
	1.7. Prints the Certification with generated QR Code		5 minute/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
	1.8. Seals the certification		5 minute/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)

	1.9. Sends email for the releasing schedule/notice		7 minute/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
2. Goes to the Corporate Filing and Records Division (CFRD) counter at the 4th floor of the SEC Headquarters and presents the original signed letter request and printed releasing appointment for the release of the requested Certification **Location:** Corporate Filing and Records Division (CFRD) counter at the 4th floor of the SEC Headquarters	2.1. Receives the original signed letter request and appointment letter	None	3 minute/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
	2.2. Releases the Certification		5 minute/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
General Remarks The 3-days processing time is for one agency/request being served at one time. The time is extended when there are more agencies/requests.				
Total Processing Time:	Working Days: 2 working day/s			
Total Processing Fee:	Total Standard Fee: None			

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

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

Office or Division:	Corporate Filing and Records Division (CFRD)
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	Other government agencies - Pag-IBIG, PhilHealth, Social Security System (SSS), Bureaus of Internal Revenue (BIR), Government Service Insurance System (GSIS) and other profit-making agencies
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Signed letter request (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Sends letter request through email at cfrd_application01@sec.gov.ph **Location:** cfrd_application01@sec.gov.ph	1.1. Acknowledge receipt of email request	None	5 minute/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
	1.2. Issues a Payment Assessment Form (PAF) through email		5 minute/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home or SEC accredited Land Bank branches	2. Issues payment confirmation containing the electronic Official Receipt via email	**Standard Fees** Breakdown: Certification Fee: PHP 500 Documentary Stamp Tax: PHP 30 Total: PHP 530	1 minute/s	• Financial Management Department; Financial Management Department (FMD)
3. Submits proof of payment through email. **Location:** cfrd_application01@sec.gov.ph	3.1. Acknowledge receipt of proof of payment with instruction to wait for the releasing appointment that will be issued through email	None	5 minute/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
	3.2. Validates the inquiry, the availability of information in online facilities and other records		25 minute/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
	3.3. Routes request to the Compliance Monitoring Division (CMD) for the monitoring of the corporate status		1 working day/s, 6 hour/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD) • SEC Monitoring Specialist II; Compliance Monitoring Division (CMD)
	3.4. Drafts Certification		50 minute/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
	3.5. Reviews and signs the Certification		1 working day/s	• SEC Administrative Officer IV; Corporate Filing

				and Records Division (CFRD) • SEC Assistant Director; Corporate Filing and Records Division (CFRD)
	3.6. Uploads the scanned Certification to the Document Verification System to generate QR Code		5 minute/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
	3.7. Prints the Certification with generated QR Code		5 minute/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
	3.8. Seals the certification		2 minute/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
	3.9. Sends email for the releasing schedule/notice		9 minute/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
4. Goes to the Corporate Filing and Records Division (CFRD) counter at the 4th floor of the SEC Headquarters and presents the original signed letter request and printed releasing appointment for the release of the requested certification **Location:** Corporate Filing and Records Division (CFRD) counter at the 4th floor of the SEC Headquarters	4.1. Receives the original signed letter request and appointment letter	None	3 minute/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
	4.2. Releases the Certification		5 minute/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
General Remarks The 3-days processing time is for one agency/request being served at one time. The time is extended when there are more agencies/requests.				
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 530		

4. Request for Certificate of No Derogatory Information

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

Office or Division:	Corporate Filing and Records Division (CFRD)
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	All SEC Registered Entities
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Duly accomplished SEC Form 2015-001 (1) Electronic Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *https://www.sec.gov.ph/wp-content/uploads/2024/03/2024Forms_Revised-Certificate-of-No-Derogatory-Information.pdf*	
For Situational Requirement	
A. For Corporations with Primary Licenses	
A.1. Monitoring Clearance (1) Electronic Copy	Securities and Exchange Commission - Compliance Monitoring Division
Remarks: *https://forms.gle/N3MMQx61C5cApzhm8*	
B. For Corporations with Secondary Licenses	
B.1. Monitoring Clearance (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department
Remarks: *msrdsubmission@sec.gov.ph*	
C. For Foundation	
C.1. Monitoring Clearance (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department
Remarks: *cgfd@sec.gov.ph*	
D. For Financing/Lending	
D.1. Monitoring Clearance (1) Electronic Copy	Securities and Exchange Commission - Financing and Lending Companies Department
Remarks: *finlend_queries@sec.gov.ph*	
E. For Partnership	
E.1. Articles of Incorporation or latest Amended Articles of Partnership, if any (1) Electronic Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *https://secexpress.ph*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

1. Sends email request with attached requirements **Location:** cfrd_application03@sec.gov.ph	1.1. Checks completeness of the requirements and verifies status of corporation through the Certification Issuance System-Unified Reference Database (CIS-URDB)	None	15 minute/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD) • SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
	1.2. Issues a Payment Assessment Form (PAF) through email, if with complete requirements and status in CIS-URDB is cleared		15 minute/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD) • SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the electronic Official Receipt via email	**Standard Fees** Breakdown: Certification Fee: PHP 500 Documentary Stamp Tax: PHP 30 Total: PHP 530	6 hour/s	• Accounting Division; Financial Management Department (FMD)
3. Submits proof of payment through email. **Location:** cfrd_application03@sec.gov.ph	3.1. Acknowledge receipt of proof of payment with instruction to wait for the releasing appointment that will be issued through email	None	10 minute/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD) • SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
	3.2. Prints the submitted SEC Form 2015-001, monitoring clearance and proof of payment		25 minute/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD) • SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
	3.3. Prints the Certificate of No Derogatory Information through the CIS-URDB		25 minute/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD) • SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
	3.4. Reviews the application and signs the Certificate of No Derogatory Information		2 working day/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD) • SEC Assistant Director; Corporate Filing and Records Division (CFRD)
	3.5. Transmits the certificate to the 5th floor, The SEC Headquarters, Makati City		10 minute/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD) • SEC Administrative Officer IV;

				Corporate Filing and Records Division (CFRD)
	3.6. Sends email for releasing appointment		10 minute/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD) • SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
4. Goes to the 5th floor, The SEC Headquarters, Makati City and presents the proof of payment and printed releasing appointment for the release of the requested Certificate **Location:** 5th floor, The SEC Headquarters, Makati City	4.1. Seals the Certificate of No Derogatory Information with the SEC logo	None	5 minute/s	• SEC Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
	4.2. Releases the Certificate of No Derogatory Information (CNDI) to the applicant		5 minute/s	• SEC Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 530		

5. Request for Certification as Broker Dealer in Securities Investment, etc., - For General Public

This service outlines the application procedures for General Public seeking Certification as Broker-Dealers in Securities Investment and related capacities.

Office or Division:	Corporate Filing and Records Division (CFRD)
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	General Public
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Accomplished Form for Request for Certification (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits e-mail request at cfrd_application01@sec.gov.ph **Location:** cfrd_application01@sec.gov.ph	1.1. Acknowledges the email and send the request form	None	5 minute/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD)
	1.2. Checks completeness of the information needed and determines request feasibility		15 minute/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD)
	1.3. Issues a Payment Assessment Form (PAF) through email, if with complete information and if the request is feasible		5 minute/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD)
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/paym ent-portal/home) or SEC accredited Land Bank branches **Location:** eSPAYSEC (espaysec.sec.gov.ph/paym ent-portal/home) or SEC accredited Land Bank branches	2. Issues payment confirmation containing the electronic Official Receipt via email	**Standard Fees** Breakdown: Certification Fee : PHP 500 Documentary Stamp Tax: PHP 30 Total: PHP 530	1 minute/s	• Financial Management Department; Financial Management Department (FMD)
3. Submits proof of payment at cfrd_application01@sec.gov.ph **Location:** cfrd_application01@sec.gov.ph	3.1. Checks the completeness and legitimacy of payment details.	None	5 minute/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD)
	3.2. Validates the inquiry, the availability of information in online facilities and other records.		30 minute/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD)
	3.3. Routes request to the Compliance Monitoring Division (CMD) as well as Licensing Unit (LU) for the monitoring of the corporate status and necessary Licenses, respectively		1 working day/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD) • SEC Monitoring Specialist II; Compliance Monitoring Division (CMD) • Securities Examiner I; Licensing Unit (LU)

	3.4. Drafts and Prints the Certification		1 hour/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD)
	3.5. Reviews and signs the Certification		6 hour/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD) • SEC Assistant Director; Corporate Filing and Records Division (CFRD)
	3.6. Scans and uploads the Certification to the Document Verification System to generate QR Code		20 minute/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD)
	3.7. Prints the Certification with generated QR Code		10 minute/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD)
	3.8. Seals the certification		5 minute/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD)
	3.9. Sends email for the releasing schedule/notice		15 minute/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD)
4. Goes to the Corporate Filing and Records Division (CFRD) counter at the 5th floor, The SEC Headquarters, Makati City and presents the proof of payment and printed releasing appointment for the release of the requested certification **Location:** Corporate Filing and Records Division (CFRD) counter at the 5th floor, The SEC Headquarters, Makati City **Notes/Instruction:** presents the proof of payment and printed releasing appointment for the release of the requested certification	4.1. Receives the printed Confirmation of Payment and Appointment Letter	None	5 minute/s	• SEC Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
	4.2. Releases the Certification		15 minute/s	• SEC Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
General Remarks **Note:** The 3-days processing time is for one client/request being served at one time. The time is extended when there are more clients/requests.				
Total Processing Time:		Working Days: 2 working day/s, 1 hour/s, 11 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 530		

6. Request for Certification as Broker Dealer in Securities Investment, etc., - For Non-Profit Making Government Agencies

This service outlines the application procedures for Non-Profit Government Agencies seeking Certification as Broker-Dealers in Securities Investment and related capacities.

Office or Division:	Corporate Filing and Records Division (CFRD)
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	Other government agencies - all non profit-making agencies
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Signed letter request (1 electronic copy) (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Sends letter request through email at cfrd_application01@sec.gov.ph **Location:** cfrd_application01@sec. gov.ph	1.1. Acknowledge receipt of email request	None	5 minute/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD)
	1.2. Validates the inquiry, the availability of information in online facilities and other records		30 minute/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD)
	1.3. Routes request to the Compliance Monitoring Division (CMD) as well as Licensing Unit (LU) for the monitoring of the corporate status and verification of Secondary License, respectively		1 working day/s, 6 hour/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD) • SEC Monitoring Specialist II; Compliance Monitoring Division (CMD) • Securities Examiner I; Licensing Unit (LU)
	1.4. Drafts Certification		1 hour/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD)
	1.5. Reviews and signs the Certification		7 hour/s, 50 minute/s	• SEC Administrative Officer IV ; Corporate Filing and Records Division (CFRD) • SEC Assistant Director; Corporate Filing and Records Division (CFRD)
	1.6. Uploads the scanned Certification to the Document Verification System to generate QR Code		10 minute/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD)
	1.7. Prints the Certification with generated QR Code		5 minute/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD)

	1.8. Seals the certification		5 minute/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD)
	1.9. Sends email for the releasing schedule/notice		7 minute/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD)
2. Goes to the Corporate Filing and Records Division (CFRD) counter at the 4th floor of the SEC Headquarters and presents the original signed letter request and printed releasing appointment for the release of the requested Certification **Location:** Corporate Filing and Records Division (CFRD) counter at the 4th floor of the SEC Headquarters **Notes/Instruction:** presents the original signed letter request and printed releasing appointment for the release of the requested Certification	2.1. Receives the original signed letter request and appointment letter	None	3 minute/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD)
	2.2. Releases the Certification		5 minute/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD)
General Remarks The 3-days processing time is for one agency/request being served at one time. The time is extended when there are more agencies/requests.				
Total Processing Time:	Working Days: 3 working day/s			
Total Processing Fee:	Total Standard Fee: None			

7. Request for Certification as Broker Dealer in Securities Investment, etc., - For Profit Making Government Agencies

This service outlines the application procedures for Profit Making Government Agencies seeking Certification as Broker-Dealers in Securities Investment and related capacities.

Office or Division:	Corporate Filing and Records Division (CFRD)
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	Other government agencies - Pag-IBIG, PhilHealth, Social Security System (SSS), Bureaus of Internal Revenue (BIR), Government Service Insurance System (GSIS) and other profit-making agencies
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Signed letter request (1 electronic copy) (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Sends letter request through email at cfrd_application01@sec.gov.ph **Location:** cfrd_application01@sec.gov.ph	1.1. Acknowledge receipt of email request	None	5 minute/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD)
	1.2. Issues a Payment Assessment Form (PAF) through email		5 minute/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD)
2. Pays throughthe eSPAYSEC (espaysec.sec.gov.ph/pa yment-portal/home) or SEC accredited Land Bank branches **Location:** eSPAYSEC (espaysec.sec.gov.ph/pa yment-portal/home) or SEC accredited Land Bank branches	2. Issues payment confirmation containing the electronic Official Receipt via email	**Standard Fees** Breakdown: Certification Fee: PHP 500 Documentary Stamp Tax: PHP 30 Total: PHP 530	1 minute/s	• Financial Management Department; Financial Management Department (FMD)
3. Submits proof of payment through email **Location:** cfrd_application01@sec.gov.ph	3.1. Acknowledge receipt of proof of payment with instruction to wait for the releasing appointment that will be issued through email	None	10 minute/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD)
	3.2. Validates the inquiry, the availability of information in online facilities and other records		30 minute/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD)
	3.3. Routes request to the Compliance Monitoring Division (CMD) as well as Licensing Unit (LU) for the monitoring of the corporate status and verification of necessary Licenses, respectively		1 working day/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD) • SEC Monitoring Specialist II; Compliance Monitoring Division (CMD) • Securities Examiner I; Licensing Unit (LU)
	3.4. Drafts and Prints the Certification		1 hour/s	• SEC Administrative Assistant II; Corporate Filing

				and Records Division (CFRD)
	3.5. Reviews and signs the Certification		6 hour/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD) • SEC Assistant Director; Corporate Filing and Records Division (CFRD)
	3.6. Scans and uploads the Certification to the Document Verification System to generate QR Code		20 minute/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD)
	3.7. Prints the Certification with generated QR Code		10 minute/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD)
	3.8. Seals the certification		5 minute/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD)
	3.9. Sends email for the releasing schedule/notice		15 minute/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD)
4. Goes to the Corporate Filing and Records Division (CFRD) counter at the 4th floor of the SEC Headquarters and presents the original signed letter request and printed releasing appointment for the release of the requested Certification **Location:** Corporate Filing and Records Division (CFRD) counter at the 4th floor of the SEC Headquarters	4.1. Receives the original signed letter request and appointment letter	None	5 minute/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD)
	4.2. Releases the Certification		15 minute/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD)
General Remarks **Note**: The 3-days processing time is for one agency/request being served at one time. The time is extended when there are more agencies/requests.				
Total Processing Time:		Working Days: 2 working day/s, 1 hour/s, 1 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 530		

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

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

Office or Division:	Corporate Filing and Records Division (CFRD)
Classification:	Simple
Type of Transaction:	G2B (Government to Business)
Who may avail:	Other government agencies - Pag-IBIG, PhilHealth, Social Security System (SSS), Bureaus of Internal Revenue (BIR), Government Service Insurance System (GSIS) and other profit-making agencies
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Signed letter request (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Sends letter request through email at cfrd_application01@sec.gov.ph **Location:** cfrd_application01@sec.gov.ph	1.1. Acknowledge receipt of email request	None	5 minute/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD)
	1.2. Issues a Payment Assessment Form (PAF) through email		5 minute/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD)
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home or SEC accredited Land Bank branches	2. Issues payment confirmation containing the electronic Official Receipt via email	**Standard Fees** Breakdown: Certification Fee: PHP 500 Documentary Stamp Tax: PHP 30 Total: PHP 530	1 minute/s	• Financial Management Department; Financial Management Department (FMD)
3. Submits proof of payment through email **Location:** cfrd_application01@sec.gov.ph	3.1. Acknowledge receipt of proof of payment with instruction to wait for the releasing appointment that will be issued through email	None	8 minute/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD)
	3.2. Validates the inquiry, the availability of information in online facilities and other records		20 minute/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD)
	3.3. Routes request to the Compliance Monitoring Division (CMD) as well as Licensing Unit (LU) for the monitoring of the corporate status and verification of Secondary License, respectively		1 working day/s, 6 hour/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD) • SEC Monitoring Specialist II; Compliance Monitoring Division (CMD) • SEC Data Controller; Licensing Unit (LU)
	3.4. Drafts Certification		50 minute/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD)

	3.5. Reviews and signs the Certification		1 working day/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD) • SEC Assistant Director; Corporate Filing and Records Division (CFRD)
	3.6. Uploads the scanned Certification to the Document Verification System to generate QR Code		5 minute/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD)
	3.7. Prints the Certification with generated QR Code		5 minute/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD)
	3.8. Seals the certification		3 minute/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD)
	3.9. Sends email for the releasing schedule/notice		10 minute/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD)
4. Goes to the Corporate Filing and Records Division (CFRD) counter at the 4th floor of the SEC Headquarters and presents the original signed letter request and printed releasing appointment for the release of the requested Certification **Location:** Corporate Filing and Records Division (CFRD) counter at the 4th floor of the SEC Headquarters	4.1. Receives the original signed letter request and appointment letter	None	3 minute/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD)
	4.2. Releases the Certification		5 minute/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD)
General Remarks The 3-days processing time is for one agency/request being served at one time. The time is extended when there are more agencies/requests				
Total Processing Time:	Working Days: 3 working day/s			
Total Processing Fee:	Total Standard Fee: PHP 530			

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

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

Office or Division:	Corporate Filing and Records Division (CFRD)
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	General Public
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Accomplished Form for Request for Certification (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submits e-mail request at cfrd_application01@sec.gov. ph **Location:** cfrd_application01@sec.gov. ph	1.1. Acknowledges the email and send the request form	None	5 minute/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD)
	1.2. Checks completeness of the information needed and determines request feasibility		5 minute/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD)
	1.3. Issues a Payment Assessment Form (PAF) through email, if with complete information and if the request is feasible		5 minute/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD)
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home or SEC accredited Land Bank branches	2. Issues payment confirmation containing the electronic Official Receipt via email	**Standard Fees** Breakdown: Certification Fee: PHP 500 Documentary Stamp Tax: PHP 30 Total: PHP 530	1 minute/s	• Financial Management Department; Financial Management Department (FMD)
3. Submits proof of payment at cfrd_application01@sec.gov.ph **Location:** cfrd_application01@sec.gov.ph	3.1. Checks the completeness and legitimacy of payment details	None	5 minute/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD)
	3.2. Validates the inquiry, the availability of information in online facilities and other records		30 minute/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD)
	3.3. Routes request to the Compliance Monitoring Division (CMD) as well as Licensing Unit (LU) for the monitoring of the corporate status and verification of Secondary License, respectively		1 working day/s, 5 hour/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD) • SEC Monitoring Specialist II ; Compliance Monitoring Division (CMD) • SEC Data Controller; Licensing Unit (LU)
	3.4. Drafts the Certification		1 hour/s	• SEC Administrative Assistant II;

				Corporate Filing and Records Division (CFRD)
	3.5. Reviews and sign the Certification		1 working day/s, 30 minute/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD) • SEC Assistant Director; Corporate Filing and Records Division (CFRD)
	3.6. Scan the signed certification		5 minute/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD)
	3.7. Upload the scanned Certification in the Document Verification System to generate QR Code		5 minute/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD)
	3.8. Prints the Certification with generated QR Code		5 minute/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD)
	3.9. Seals the Certification		3 minute/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD)
	3.10. Sends email for the releasing schedule/notice		10 minute/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD)
4. Goes to the Corporate Filing and Records Division (CFRD) counter at the 4th floor of the SEC Headquarters and presents the proof of payment and printed releasing appointment for the release of the requested certification **Location:** Corporate Filing and Records Division (CFRD) counter at the 4th floor of the SEC Headquarters **Notes/Instruction:** Present proof of payment and printed releasing appointment	4.1. Receives the printed Confirmation of Payment and Appointment Letter	None	3 minute/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD)
	4.2. Releases the Certification		5 minute/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD)
General Remarks The 3-days processing time is for one client/request being served at one time. The time is extended when there are more clients/requests.				
Total Processing Time:		Working Days: 2 working day/s, 7 hour/s, 57 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 530		

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

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

Office or Division:	Corporate Filing and Records Division (CFRD)
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	Other government agencies - all non profit-making agencies
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Signed letter request (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Sends letter request through email at cfrd_application01@sec.gov.ph **Location:** cfrd_application01@sec.gov.ph	1.1. Acknowledge receipt of email request	None	5 minute/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD)
	1.2. Validates the inquiry, the availability of information in online facilities and other records		20 minute/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD)
	1.3. Routes request to the Compliance Monitoring Division (CMD) as well as Licensing Unit (LU) for the monitoring of the corporate status and verification of Secondary License, respectively		1 working day/s, 6 hour/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD) • SEC Data Controller; Licensing Unit (LU) • SEC Monitoring Specialist II ; Compliance Monitoring Division (CMD)
	1.4. Drafts Certification		1 hour/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD)
	1.5. Reviews and signs the Certification		5 minute/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD) • SEC Assistant Director; Corporate Filing and Records Division (CFRD)
	1.6. Uploads the scanned Certification to the Document Verification System to generate QR Code		5 minute/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD)
	1.7. Prints the Certification with generated QR Code		5 minute/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD)
	1.8. Seals the certification		4 minute/s	• SEC Administrative Assistant II; Corporate Filing

				and Records Division (CFRD)
	1.9. Sends email for the releasing schedule/notice		7 minute/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD)
2. Goes to the Corporate Filing and Records Division (CFRD) counter at the 4th floor of the SEC Headquarters and presents the original signed letter request and printed releasing appointment for the release of the requested Certification **Location:** Corporate Filing and Records Division (CFRD) counter at the 4th floor of the SEC Headquarters **Notes/Instruction:** Presents the original signed letter request and printed releasing appointment for the release of the requested Certification	2.1. Receives the original signed letter request and appointment letter	None	3 minute/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD)
	2.2. Releases the Certification		5 minute/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD)
General Remarks The 3-days processing time is for one agency/request being served at one time. The time is extended when there are more agencies/requests.				
Total Processing Time:		Working Days: 1 working day/s, 7 hour/s, 59 minute/s		
Total Processing Fee:		Total Standard Fee: None		

11. Request for Name Verification for Amendment

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

Office or Division:	Corporate Filing and Records Division (CFRD)
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All SEC Registered Entities
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Accomplished Request for Name Verification Form (1) Electronic Copy	Applicant / Client

Remarks:

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

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Emails the accomplished Name Verification Form or the following information at crmd_amend_name@sec.gov.ph: - proposed name/s - name to be amended - SEC Number - meaning of acronym (if applicable) - name reservation term (number of days) - name of requesting party **Location:** crmd_amend_name@sec.gov.ph	1.1. Acknowledge receipt of email request	None	10 minute/s	• SEC Computer Maintenance Technologist; Corporate Filing and Records Division (CFRD) • SEC Administrative Officer II; Corporate Filing and Records Division (CFRD)
	1.2. Approves or denies proposed name/s or trade name/s through email		6 working day/s, 7 hour/s, 30 minute/s	• SEC Computer Maintenance Technologist ; Corporate Filing and Records Division (CFRD) • SEC Administrative Officer II ; Corporate Filing and Records Division (CFRD)
2. If name is rejected, registrant may appeal for the proposed corporate name **Location:** email address	2. Approves or denies appeal for the proposed name/s or trade name/s	None	20 minute/s	• SEC Computer Maintenance Technologist; Corporate Filing and Records Division (CFRD) • SEC Administrative Officer II; Corporate Filing and Records Division (CFRD)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		

12. Request for Negative Certification - For General Public

This service details the procedure on request for Negative Certifications.

Office or Division:	Corporate Filing and Records Division (CFRD)
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	General Public
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Accomplished Certification Request Form through Google Forms (https://forms.gle/BuXBg3x4tBYrvMnT7) through the SEC website www.sec.gov.ph (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Accomplish Certification Request Form through Google Forms (https://forms.gle/BuXBg3x4tBYrvMnT7) **Location:** https://forms.gle/BuXBg3x4tBYrvMnT7	1.1. Checks completeness of the information needed and determines request feasibility	None	5 minute/s	• SEC Administrative Officer II; Corporate Filing and Records Division (CFRD)
	1.2. Issues a Payment Assessment Form (PAF) through email, if with complete information and if the request is feasible		5 minute/s	• SEC Administrative Officer II; Corporate Filing and Records Division (CFRD)
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home or SEC accredited Land Bank branches	2. Issues payment confirmation containing the electronic Official Receipt via email	**Standard Fees** Breakdown: Certification Fee: PHP 500 Documentary Stamp Ta: PHP 30 Total: PHP 530	1 minute/s	• Financial Management Department; Financial Management Department (FMD)
3. Submits proof of payment by accomplishing the Payment Information form through Google form (https://forms.gle/S4CVTnzyjbm8YL1K9) and through email. **Location:** (https://forms.gle/S4CVTnzyjbm8YL1K9) and through email (cfrd_application02@sec.gov.ph)	3.1. Checks the completeness and legitimacy of payment details.	None	5 minute/s	• SEC Administrative Officer II; Corporate Filing and Records Division (CFRD)
	3.2. Validates the inquiry, the availability of information in online facilities and other records.		35 minute/s	• SEC Administrative Officer II; Corporate Filing and Records Division (CFRD)
	3.3. Routes request to other facilities / database for further verification of the existence of the entity being requested		1 working day/s, 5 hour/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD) • SEC Administrative Officer II; Corporate Filing and Records Division (CFRD) • SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
	3.4. Drafts the Certification		1 hour/s	• SEC Administrative Officer II; Corporate Filing and Records Division (CFRD)
	3.5. Reviews and sign the Certification		1 working day/s	• SEC Administrative Officer IV; Corporate Filing

				and Records Division (CFRD) • SEC Assistant Director; Corporate Filing and Records Division (CFRD)
	3.6. Scan the signed certification		5 minute/s	• SEC Administrative Officer II; Corporate Filing and Records Division (CFRD)
	3.7. Upload the scanned Certification in the Document Verification System to generate QR Code		5 minute/s	• SEC Administrative Officer II; Corporate Filing and Records Division (CFRD)
	3.8. Prints the Certification with generated QR Code		5 minute/s	• SEC Administrative Officer II; Corporate Filing and Records Division (CFRD)
	3.9. Seals the Certification		4 minute/s	• SEC Administrative Officer II; Corporate Filing and Records Division (CFRD)
	3.10. Transmits the Certification to the SEC Robinsons Galleria Satellite Office		30 minute/s	• SEC Administrative Officer II; Corporate Filing and Records Division (CFRD)
	3.11. Sends email for the releasing schedule/notice		10 minute/s	• SEC Administrative Officer II; Corporate Filing and Records Division (CFRD)
4. Goes to the 5th floor, The SEC Headquarters, Makati City, and presents the proof of payment and printed releasing appointment for the release of the requested certification **Location:** 5th floor, The SEC Headquarters, Makati City **Notes/Instruction:** Presents the proof of payment and printed releasing appointment	4.1. Receives the printed Confirmation of Payment and Appointment Letter	None	5 minute/s	• SEC Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
	4.2. Releases the Certification		5 minute/s	• SEC Assistant Computer Operator; Corporate Filing and Records Division (CFRD)

General Remarks

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

Total Processing Time:	Working Days: 3 working day/s
Total Processing Fee:	Total Standard Fee: PHP 530

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

This service details the procedure on request for Negative Certifications.

Office or Division:	Corporate Filing and Records Division (CFRD)
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	Other government agencies - all non profit-making agencies
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Signed letter request (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Sends letter request through email at cfrd_application01@sec.gov.ph **Location:** cfrd_application01@sec.gov.ph	1.1. Acknowledge receipt of email	None	5 minute/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
	1.2. Validates the inquiry, the availability of information in online facilities and other records		20 minute/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
	1.3. Routes request to other facilities / database for further verification of the existence of the entity being requested		1 working day/s, 6 hour/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD) • SEC Administrative Officer II; Corporate Filing and Records Division (CFRD) • SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
	1.4. Drafts Certification		1 hour/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
	1.5. Reviews and signs the Certification		5 minute/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD) • SEC Assistant Director; Corporate Filing and Records Division (CFRD)
	1.6. Uploads the scanned Certification to the Document Verification System to generate QR Code		5 minute/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
	1.7. Prints the Certification with generated QR Code		5 minute/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)

	1.8. Seals the certification		5 minute/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
	1.9. Sends email for the releasing schedule/notice		7 minute/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
2. Goes to the Corporate Filing and Records Division (CFRD) counter at the 4th floor of the SEC Headquarters and presents the original signed letter request and printed releasing appointment for the release of the requested Certification **Location:** Corporate Filing and Records Division (CFRD) counter at the 4th floor of the SEC Headquarters **Notes/Instruction:** Presents the original signed letter request and printed releasing appointment	2.1. Receives the original signed letter request and appointment letter	None	3 minute/s	• SEC Administrative Officer IV,; Corporate Filing and Records Division (CFRD)
	2.2. Releases the Certification		5 minute/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
General Remarks The 3-days processing time is for one agency/request being served at one time. The time is extended when there are more agencies/requests.				
Total Processing Time:		Working Days: 2 working day/s		
Total Processing Fee:		Total Standard Fee: None		

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

This service details the procedure on request for Negative Certifications

Office or Division:	Corporate Filing and Records Division (CFRD)
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	Other government agencies - Pag-IBIG, PhilHealth, Social Security System (SSS), Bureaus of Internal Revenue (BIR), Government Service Insurance System (GSIS) and other profit-making agencies
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Signed letter request (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Sends letter request through email at cfrd_application01@sec.gov.ph **Location:** cfrd_application01@sec.gov.ph	1.1. Acknowledge receipt of email	None	5 minute/s	• SEC Administrative Officer IV,; Corporate Filing and Records Division (CFRD)
	1.2. Issues a Payment Assessment Form (PAF) through email		5 minute/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home or SEC accredited Land Bank branches	2. Issues payment confirmation containing the electronic Official Receipt via email	**Standard Fees** Breakdown: Certification Fee: PHP 500 Documentary Stamp Tax: PHP 30 Total: PHP 530	1 minute/s	• Financial Management Department; Financial Management Department (FMD)
3. Submits proof of payment through email. **Location:** cfrd_appllication 01@sec.gov.ph	3.1. Acknowledge receipt of proof of payment with instruction to wait for the releasing appointment that will be issued through email	None	5 minute/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
	3.2. Validates the inquiry, the availability of information in online facilities and other records		20 minute/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
	3.3. Routes request to other facilities / database for further verification of the existence of the entity being requested		1 working day/s, 6 hour/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD) • SEC Administrative Officer II; Corporate Filing and Records Division (CFRD) • SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
	3.4. Drafts the Certification		50 minute/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)

	3.5. Reviews and signs the Certification		1 working day/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD) • SEC Assistant Director,; Corporate Filing and Records Division (CFRD)
	3.6. Uploads the scanned Certification to the Document Verification System to generate QR Code		5 minute/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
	3.7. Prints the Certification with generated QR Code		5 minute/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
	3.8. Seals the Certification		4 minute/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
	3.9. Sends email for the releasing schedule/notice		10 minute/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
4. Goes to the Corporate Filing and Records Division (CFRD) counter at the 4th floor of the SEC Headquarters and presents the original signed letter request and printed releasing appointment for the release of the requested Certification **Location:** Corporate Filing and Records Division (CFRD) counter at the 4th floor of the SEC Headquarters **Notes/Instruction:** Presents the original signed letter request and printed releasing appointment	4.1. Receives the original signed letter request and appointment letter	None	5 minute/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
	4.2. Releases the Certification		5 minute/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
General Remarks The 3-days processing time is for one agency/request being served at one time. The time is extended when there are more agencies/requests.				
Total Processing Time:	Working Days: 3 working day/s			
Total Processing Fee:	Total Standard Fee: PHP 530			

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

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

Office or Division:	Corporate Filing and Records Division (CFRD)
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	Other government agencies - all non profit-making agencies
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Signed letter request (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Sends letter request through email at cfrd_application01@sec.gov.ph **Location:** cfrd_application01@sec.gov.ph	1.1. Acknowledge receipt of email request	None	5 minute/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
	1.2. Validates the inquiry, the availability of information in online facilities and other records		15 minute/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
	1.3. Prepares the requested documents		5 hour/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
	1.4. Prints the requested documents		1 hour/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
	1.5. If Authenticated Copy/ies, authenticates the printed documents through stamping		1 hour/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
	1.6. Prepares the transmittal / reply letter		20 minute/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
	1.7. Signs the printed documents and transmittal / reply letter		1 working day/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD) • SEC Assistant Director; Corporate Filing and Records Division (CFRD) • SEC Chief Counsel; Corporate Filing and Records Division (CFRD)
	1.8. Sends email for the releasing schedule (for pick up) / notice (for transmittal)		10 minute/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)

2. (if for pick-up) Goes to the Corporate Filing and Records Division (CFRD) counter at the 4th floor of the SEC Headquarters and presents the original signed letter request and printed releasing appointment for the release of the requested Certification (if mailed/hand-carried) Receives the transmittal letter with attached requested document/s **Location:** Corporate Filing and Records Division (CFRD) counter at the 4th floor of the SEC Headquarters	2.1. Receives the original signed letter request and appointment letter	None	5 minute/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
	2.2. (if for pick-up) Releases the requested document/s		5 minute/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
	2.3. (if mailed/hand-carried) Transmits the signed letter reply with attached requested document/s		1 working day/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
General Remarks The 3-days processing time is for one agency/request being served at one time. The time is extended when there are more agencies/requests.				

Total Processing Time:	Working Days: 3 working day/s
Total Processing Fee:	Total Standard Fee: None

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

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

Office or Division:	Corporate Filing and Records Division (CFRD)
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	Other government agencies - Pag-IBIG, PhilHealth, Social Security System (SSS), Bureau of Internal Revenue (BIR), Government Service Insurance System (GSIS) and other profit-making agencies
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Signed letter request (1 electronic copy) (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Sends letter request through email at cfrd_application01@sec.gov.ph **Location:** cfrd_application01@sec.gov.ph	1.1. Acknowledge receipt of email request	None	5 minute/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
	1.2. Validates the inquiry, the availability of information in online facilities and other records		30 minute/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
	1.3. Issues a Payment Assessment Form (PAF) through email		5 minute/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
2. Pays through the eSPAYSEC **Location:** espaysec.sec.gov.ph/payment-portal/home or SEC accredited Land Bank branches	2. Issues payment confirmation containing the electronic Official Receipt via email	**Formula Fees** Breakdown: PHP10.00 per page	1 minute/s	• FMD; Financial Management Department (FMD)
3. Submits proof of payment through email **Location:** email address	3.1. Acknowledge receipt of proof of payment with instruction to wait for the releasing schedule / notice that will be issued through email	None	5 minute/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
	3.2. Prepares the requested documents		5 hour/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
	3.3. Prints the requested documents		50 minute/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
	3.4. If Authenticated Copy/ies, authenticates the printed documents through stamping		50 minute/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
	3.5. Prepares the transmittal / reply letter		20 minute/s	• SEC Administrative Officer IV; Corporate Filing

				and Records Division (CFRD)
	3.6. Signs the printed documents and transmittal / reply letter		1 working day/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD) • SEC Assistant Director; Corporate Filing and Records Division (CFRD)
	3.7. Sends email for the releasing schedule (for pick up) / notice (for transmittal)		5 minute/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
4.Releasing of Documents				
***For On-site Release of Requested Documents** 4.A.(if for pick-up) Goes to the Corporate Filing and Records Division (CFRD) counter at the 4th floor of the SEC Headquarters and presents the original signed letter request and printed releasing appointment for the release of the requested Certification **Location:** Corporate Filing and Records Division (CFRD) counter, 4th floor, SEC Headquarters **Notes/Instruction:** for personal pick-up	4.A.1. Receives the original signed letter request and appointment letter	None	4 minute/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
	4.A.2. Releases the requested document/s		5 minute/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
***For Delivery of Requested Documents** 4.B.Receives the transmittal letter with attached requested document/s **Location:** Address of requesting government office	4.B. Transmits the signed letter reply with attached requested document/s	None	1 hour/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)

General Remarks

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

Total Processing Time:	
***For On-site Release of Requested Documents**	Working Days: 2 working day/s
***For Delivery of Requested Documents**	Working Days: 2 working day/s, 51 minute/s
Total Processing Fee:	
***For On-site Release of Requested Documents**	Total Standard Fee: None See other fees below
***For Delivery of Requested Documents**	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

- **PHP10.00 per page**

  CTC/ Plain Copy of Documents

Compliance Monitoring Division (CMD)

External Services

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

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

Office or Division:	Compliance Monitoring Division (CMD)
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	General transacting public and business entities for: a.) Registered corporations; b.) Suspended and Revoked Corporation for purposes of filing a Petition to Set Aside Order of Suspension or Revocation; c.) Corporations with Notice of Deficiencies and Hearing or Orders; and d.) Corporations with applications to be filed with the Corporate and Partnership Registration Division, Financial Audit and Analysis Division and Corporate Filing and Records Division.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Annex G (1) Electronic Copy	Applicant / Client
Remarks: *Annex G may be found in the MC 28 series of 2020 uploaded in the SEC website (www.sec.gov.ph)*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Use and submit notice to change email address and/or mobile number (ANNEX G) application in Memorandum Circular No. 28, Series of 2020 through https://apps010.sec.gov.ph/ **Location:** https://apps010.sec.gov.ph/ **Notes/Instruction:** 1.2. Go to AMENDMENT in MC28 Portal, search either the company name or the SEC registration number. Company name will appear and be available for amendment if the application of ANNEX D for corporations or Annex E for partnerships was approved. 1.3. Download and fill out the information in the prescribed format provided in MC28, S2020 (ANNEX G). 1.4. Encode the new company details reflected in ANNEX G. 1.5. Upload ANNEX G with Sworn Certificate of No Intra Corporate Dispute, then submit the application.	1.1. Receive the amendment application through MC28 Portal including its attachments.	None	3 hour/s	• SEC Process Server; Compliance Monitoring Division (CMD)
	1.2. Browse over the SEC systems online, review and compare the information in the uploaded ANNEX G and encoded data in the portal.		5 hour/s	• SEC Process Server; Compliance Monitoring Division (CMD)
	1.3. Check the signatories of the required attachments i.e. ANNEX G and Sworn Certificate of No Intra Corporate Dispute.		1 working day/s	• SEC Process Server; Compliance Monitoring Division (CMD)
2. Receive an email notification in their official email address encoded in MC28 Portal, regarding status and remarks. **Location:** Compliance Monitoring Division **Notes/Instruction:**	2.1. If the old information from Annex D/E is consistent with the information in Annex G, consistently encoded in the portal, and with complete documents, it will be tagged as approved.	None	2 working day/s	• SEC Process Server; Compliance Monitoring Division (CMD)
	2.2. If the application is for compliance, it will be tagged as rejected (the findings are stated		3 working day/s	• SEC Process Server; Compliance

2.2. If the application is for compliance/rejected, the client must re-apply their application in MC28 Portal Amendment with the compliance from the said remarks.	as well as the possible solutions/remedies for compliance). Note: If there are filing of multiple General Information Sheets, corporations are given 15 days to file a Comment/Opposition on the subject Notice, which shall contain the documentary evidence.			Monitoring Division (CMD)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		

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

The Annex G Form with Sworn Certificate of No Intra Corporate Dispute can be downloaded in Amendment Requirement.

FORMS MUST BE NOTARIZED UPON SUBMISSION

Office or Division:	Compliance Monitoring Division (CMD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	General transacting public and business entities for: a.) Registered corporations; b.) Suspended and Revoked Corporation for purposes of filing a Petition to Set Aside Order of Suspension or Revocation; and c.) Corporations with Notice of Deficiencies and Hearing or Orders.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. NOTARIZED Annex G (1) Electronic Copy	Applicant / Client
Remarks: *Annex G may be found in the MC 28 series of 2020 uploaded in https://mc28.sec.gov.ph/*	
2. NOTARIZED SECRETARY CERTIFICATE OF NO INTRA-CORPORATE DISPUTE (1) Electronic Copy	Applicant / Client
Remarks: *Template available in MC 28 Portal : https://mc28.sec.gov.ph/*	

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Use and submit notice to change email address and/or mobile number (ANNEX G) application in Memorandum Circular No. 28, Series of 2020 through https://mc28.sec.gov.ph/ . Annex G form should be notarized. Use and submit notice to change email address and/or mobile number (ANNEX G) application in Memorandum Circular No. 28, Series of 2020 through https://mc28.sec.gov.ph/ **Location:** https://mc28.sec.gov.ph/	1.1. Receive the amendment application through MC28 Portal including its attachments.	None	3 hour/s	• SEC Process Server; Compliance Monitoring Division (CMD)
Notes/Instruction: 1.1. Go to **AMENDMENT** in MC28 Portal, the SEC registration number will appear and be available for amendment if the application of ANNEX D for corporations or Annex E for partnerships was approved. 1.2. A one-time password/OTP will be sent to the contact details previously submitted by the client. The user must validate the OTP to proceed with the amendment	1.2. Browse over the SEC systems online, review and compare the information in the uploaded ANNEX G and encoded data in the portal.		5 hour/s	• SEC Process Server; Compliance Monitoring Division (CMD)

process. 1.3. Encode the new company details reflected in ANNEX G. Then click the continue and verified contact details. After confirming the details, One-time password/OTP will be sent to the contact details provided in the form. 1.4. Upload ANNEX G with Sworn Certificate of No Intra Corporate Dispute, then submit the application.	1.3. Check the signatories of the required attachments i.e. ANNEX G and Sworn Certificate of No Intra Corporate Dispute.		3 hour/s	• SEC Process Server; Compliance Monitoring Division (CMD)
2. Receive a display confirmation indicating that the submission was successful along with reference Number assigned to the transaction at the same time a confirmation email notifying them that the submission has been successfully received and is now under reviewed by the SEC. Receive an email notification in their official email address encoded in MC28 Portal, regarding status and remarks. **Location:** Compliance Monitoring Division **Notes/Instruction:** 2.1. If the application is for compliance/rejected, client must re-apply their application in MC28 Portal Amendment with the compliance from the said remarks. 2.2 If the party no longer has access to the old information, they may select the " I don't have any access" option. This will prompt them to submit a Notarized Explanation Letter in the form of a Director's Certificate (Must be signed by the majority of the board/trustees). After seven (7) working days, if no comment has been received and the explanation is clearly stated, the request will be tagged as approved. The system will then send a link to proceed with the submission of Annex G.	2.1. If the old information from Annex D/E is consistent with the information in Annex G, consistently encoded in the portal, and with complete documents, it will be tagged as approved.	None	1 working day/s	• SEC Process Server; Compliance Monitoring Division (CMD)
	2.2. If the application is for compliance, it will be tagged as rejected (the findings are stated as well as the possible solutions/remedies for compliance).		1 working day/s	• SEC Process Server; Compliance Monitoring Division (CMD)
	2.3. After seven (7) working days, if no comment has been received and the explanation is clearly stated, the request will be tagged as approved. The system will then send a link to proceed with the submission of Annex G.		8 working day/s	• SEC Process Server; Compliance Monitoring Division (CMD)
Total Processing Time:		Working Days: 11 working day/s, 3 hour/s		
Total Processing Fee:		Total Standard Fee: None		

3. Application for Monitoring Clearance for All Types of Corporations

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

Office or Division:	Compliance Monitoring Division (CMD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	1. General transacting public and business entities for: a.) Registered corporations; b.) Suspended and Revoked Corporation for purposes of filing a Petition to Set Aside Order of Suspension or Revocation; c.) Corporations with Notice of Deficiencies and Hearing or Orders; and d.) Corporations with applications to be filed with the Corporate and Partnership Registration Division, Financial Audit and Analysis Division and Corporate Filing and Records Division. 2. Government agencies and instrumentalities like Ombudsman, NBI, AMLC, DTI, DSWD, PDIC, etc. 3. Courts like MTC, MeTC, RTC and Sandiganbayan.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Accomplished Google Form request (1) Electronic Copy	Securities and Exchange Commission - Compliance Monitoring Division
Remarks: *Application for Monitoring Clearance Google Form link: https://docs.google.com/forms/d/e/1FAIpQLSffzeJ2_H-OKhGJnNmO3W0QGo0jXixH7eEy-QLr1aEv9FvJRg/viewform*	
For Situational Requirement	
A. For Branch Office:	
A.1. Cover Sheet (4) Original Copy And (1) Electronic Copy	Applicant / Client
A.2. Notarized Covering Letter Requesting for the Acceptance of Securities Deposit (4) Original Copy And (1) Electronic Copy	Applicant / Client
Sub Situational Requirement/s	
A.a. For Treasury Bill	
A.a.1. Confirmation of Sale (4) Original Copy And (1) Electronic Copy	Applicant / Client
A.a.2. Summary of Transaction (4) Photo Copy And (1) Electronic Copy	Applicant / Client
A.b. For Stock Certificate	
A.b.1. Stock Certificate (1) Original Copy And (3) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Branch offices must purchase stocks from publicly listed corporations under the Philippine Stock Exchange*	
A.c. For Government Bonds	
A.c.1. Agrarian Reform Bond (1) Original Copy And (3) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Branch offices may purchase Agrarian Reform Bond through Landbank of the Philippines*	
B. For Regional Operating Headquarters (ROHQ) and Regional Area Headquarters (RHQ)	
B.1. Proof of Inward Remittance (1) Original Copy And (1) Electronic Copy	Applicant / Client
C. Additional requirements upon evaluation, if needed	

C.1. Secretary's Certificate (No-Intra Corporate Dispute/Clarification/explaining the double filing of General Information Sheet) (1) Original Copy And (1) Electronic Copy	Applicant / Client
C.2. Affidavit (Anti-Dummy Law/one and the same/auditor) (1) Original Copy And (1) Electronic Copy	Applicant / Client
C.3. OGA Acknowledgment (functional currency) (1) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Office of the General Accountant (OGA)
C.4. Form for Appointment of Officers for One Person Corporation (1) Electronic Copy	Applicant / Client
C.5. Surety Bond (1) Original Copy And (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Sends the request through this link: Application for Monitoring Clearance Google Form (https://docs.google.com/forms/d/e/1FAIpQLSffzeJ2_H-OKhGJnNmO3W0QGo0jXixH7eEy-QLr1aEv9FvJRg/viewform) and wait for the email acknowledgment with reference number for the said monitoring request. **Location:** https://docs.google.com/forms/d/e/1FAIpQLSffzeJ2_H-OKhGJnNmO3W0QGo0jXixH7eEy-QLr1aEv9FvJRg/viewform	1.1. Receive the request and pre-evaluate the submission of latest due reportorial requirements in the SEC Online Document Retrieval System (ODRS) and e-FAST.	None	30 minute/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD)
	1.2. If incomplete, prepare a Checklist indicating deficiencies with the requirements and send them directly to the email sender.		20 minute/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD)
	1.3. If complete, assign a Reference Number and assign the monitoring request to a particular Monitoring Specialist/Analyst.		20 minute/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD)
2. Receives the email acknowledgment with Reference Number sent by the assigned Monitoring Specialist/Analyst. **Location:** Compliance Monitoring Division **Notes/Instruction:** *If incomplete, the applicant shall comply with the submission of latest due reportorial requirements and send* ***a new request.***	2.1. Determines compliance, deficiencies and violations and prepares Monitoring Sheet (MS).	**Formula Fees** Breakdown: Penalties/Fines	1 hour/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD)
	2.2. Forward the Monitoring Sheet to the Reviewer.		20 minute/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD)
	2.3. Check and consolidate the findings of the Monitor/Analyst.		1 hour/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD)
3. Receives an update on the requested service. **Location:** Compliance Monitoring Division **Notes/Instruction:** 3.1. If the applicant receives a Monitoring Sheet without penalty – END OF TRANSACTION. 3.2. If the applicant receives a Monitoring Sheet with penalty and agreeable to the findings presented, and the Payment Assessment Form (PAF), proceed to Step 6. 3.3. If the applicant receives a tentative assessment, the applicant shall comply with the findings and submits the required documents as advised in the Monitoring Sheet.	3.1. Send the Monitoring Sheet within 10 working days.	None	10 minute/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD)
	3.2. If WITHOUT PENALTY, proceed to Step 4.		2 working day/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD)
	3.3. If WITH PENALTY, prepare and issue the Payment Assessment Form (PAF).		5 working day/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD)
	3.4. If the assessment is TENTATIVE and cannot proceed until the applicant complies with the findings, issue a tentative Monitoring Sheet. NOTE: If applicable, clarifications and further compliance may be required by the Monitor/Analyst prior to the release of the MS		3 working day/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD)

	(With the approval of the CMD's Assistant Director or CRMD Director, a clarificatory conference with the parties may be called). Upon submission of required documents, the Monitoring Specialist shall determine compliance, deficiencies and violations as indicated in Step 1 to Step 3.			
4. Present PAF to the nearest Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home **Location:** Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home **Notes/Instruction:** Send the copy of validated deposit slip/Electronic Official Receipt to the email address of the Monitoring Specialist.	4.1. Receive the copy of validated deposit slip/Electronic Official Receipt from the applicant.	**Formula Fees** Breakdown: Penalties/FinesCustodian Fee	30 minute/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD)
	4.2. Forward proof of payment and Monitoring Sheet, for review and for signature.		1 working day/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD)
	4.3. Review and sign the Monitoring Sheet.		5 working day/s	• Assistant Director/Officer-in-Charge; Compliance Monitoring Division (CMD)
	4.4. Upload the signed Monitoring Sheet in the Document Verification System to generate QR code.		10 minute/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD)
5. Receive the Confirmation of Payment (COP)/Monitoring Sheet (MS) in PDF Format. - END OF TRANSACTION **Location:** Compliance Monitoring Division	5. Release the Confirmation of Payment/Monitoring Sheet.	None	20 minute/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD)
Total Processing Time:		Working Days: 16 working day/s, 4 hour/s, 40 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Penalties/Fines**

  Guidelines on the Imposition of fines or penalties for non-compliance with reportorial requirements; Memorandum Circular No. 06, series of 2024; Memorandum Circular No. 8, series of 2009 (MC8-2009); Memorandum Circular No. 15, series of 2006; Memorandum Circular No. 17, series of 2019; Amended rules governing the distribution of excess profits of corporation; Memorandum Circular No. 8, Series of 1998 (MC8-1998); and Office Order No. 298, Series of 2010; Memorandum Circular No. 28, Series of 2020.

- **Custodian Fee**

  Memorandum Circular No. 17, series of 2019

4. Application for Monitoring Clearance for All Types of Corporations

An online platform for submitting company monitoring requests. It automatically tracks compliance with the submission of reportorial requirements of Domestic Corporations, ordinary stock and non-stock, except: foundations, publicly-listed corporations and corporations with secondary license; regular monitoring of Foreign Corporations (Branch Offices, Representative Offices, Regional Area Headquarters and Regional Operating Headquarters) except foundations.

Office or Division:	Compliance Monitoring Division (CMD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	1. General transacting public and business entities for: a.) Registered and Delinquent corporations; b.) Corporations with Notice of Deficiencies and Hearing or Orders; and c.) Corporations with applications to be filed with the Corporate and Partnership Registration Division, Foreign Investment Registration Station Division, and Corporate Filing and Records Division. 2. Government agencies and instrumentalities like Ombudsman, NBI, AMLC, DTI, DSWD, PDIC, etc. 3. Courts like MTC, MeTC, RTC and Sandiganbayan. NOTE: Branch Offices that are required to post a Securities Deposit shall file the same through imessage@sec.gov.ph
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Accomplished Google Form request (1) Electronic Copy	Securities and Exchange Commission - Compliance Monitoring Division
Remarks: *Application for Monitoring Clearance through: ewatch.sec.gov.ph*	
For Situational Requirement	
A. For Regional Operating Headquarters (ROHQ) and Regional Area Headquarters (RHQ)	
A.1. Proof of Inward Remittance (1) Original Copy And (1) Electronic Copy	Applicant / Client
B. Additional requirements upon evaluation, if needed	
B.1. Secretary's Certificate (No-Intra Corporate Dispute/Clarification/explaining the double filing of General Information Sheet) (1) Original Copy And (1) Electronic Copy	Applicant / Client
B.2. Affidavit (Anti-Dummy Law/one and the same/auditor) (1) Original Copy And (1) Electronic Copy	Applicant / Client
B.3. OGA Acknowledgment (functional currency) (1) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Office of the General Accountant (OGA)
B.4. Form for Appointment of Officers for One Person Corporation (1) Electronic Copy	Applicant / Client
B.5. Surety Bond (1) Original Copy And (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Application for Monitoring Clearance eWatch link: https://ewatch.sec.gov.ph/login Ensure that the corporation has an eSecure account and has complied with the following: • MC 28 submission • Latest due reports (AFS/GIS) • Complete company profile **Location:** https://ewatch.sec.gov.ph/login	1. The system processes the application if the corporation meets the required criteria.	None	30 minute/s	• NONE; Compliance Monitoring Division (CMD)

2. System automatically updates the status of the corporation to "For Assign" **Location:** Compliance Monitoring Division **Notes/Instruction:** *If not compliant, the applicant shall comply with the submission of the latest due reportorial requirements and send **a new request through the eWatch system.***	2.1. Determines compliance with the latest due reports and their corresponding jurisdiction	None	30 minute/s	• SEC Administrative Assistant II; Compliance Monitoring Division (CMD)
	2.2. If compliant and within the jurisdiction of SEC Head Office, the request is assigned to a Monitoring Specialist.		30 minute/s	• SEC Administrative Assistant II; Compliance Monitoring Division (CMD)
	2.3. If not compliant with the latest due reports, the request is reverted to the applicant		30 minute/s	• SEC Administrative Assistant II; Compliance Monitoring Division (CMD)
	2.4. If outside the jurisdiction of the SEC Head Office, the request is endorsed to the appropriate Extension Office (EO).		20 minute/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD)
3. Receives an update on the requested service. **Location:** Compliance Monitoring Division **Notes/Instruction:** The corporation shall comply with the findings within **seven (7)** calendar days. Failure to comply shall result in the request being automatically purged by the system and a new request must be filed.	3.1. Send the Monitoring Sheet within 10 working days.	**Formula Fees** Breakdown: Penalties/Fines	10 working day/s	• SEC Monitoring Specialist I & II, SEC Administrative Officer II, Securities Examiner I, II, & III; Compliance Monitoring Division (CMD)
	3.2. If WITHOUT PENALTY, issues a Monitoring Sheet - No Penalty - END OF TRANSACTION.		1 working day/s	• SEC Monitoring Specialist I & II, SEC Administrative Officer II, Securities Examiner I, II, & III; Compliance Monitoring Division (CMD)
	3.3. If WITH PENALTY, issue the Monitoring Sheet and Payment Assessment Form (PAF)		1 working day/s	• SEC Monitoring Specialist I & II, SEC Administrative Officer II, Securities Examiner I, II, & III; Compliance Monitoring Division (CMD)
	3.4. If for compliance, issues a TENTATIVE Monitoring Sheet with remarks		1 working day/s	• SEC Monitoring Specialist I & II, SEC Administrative Officer II, Securities Examiner I, II, & III; Compliance Monitoring Division (CMD)
4. Present PAF and pay the penalties to the nearest Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home **Location:** Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home **Notes/Instruction:** Send the copy of validated deposit slip/Electronic Official Receipt to the email address of the Monitoring Specialist.	4.1. The system will automatically validate the payment from the applicant. If Landbank Payment, posting is within 1-2 working days If ESPAYSEC, the posting of payment is real-time	**Formula Fees** Breakdown: Penalties/FinesCustodian Fee	2 working day/s	• SEC Monitoring Specialist I & II, Administrative Officer II, Securities Examiner I, II, & III; Compliance Monitoring Division (CMD)
	4.2. Once the system tags the request as Paid, the monitoring specialist will forward the proof of payment and the monitoring sheet for review and signature.		1 working day/s	• SEC Monitoring Specialist I & II, Administrative Officer II, Securities Examiner I, II, & III; Compliance Monitoring Division (CMD)
	4.3. Review and sign the Monitoring Sheet.		1 working day/s	• Assistant Director/Officer-in-Charge, CMD; Compliance

				Monitoring Division (CMD)
	4.4. The signed Monitoring Sheet is uploaded in the Document Verification System to generate QR code.		2 working day/s	• SEC Monitoring Specialist I & II, Administrative Officer II, Securities Examiner I, II, & III; Compliance Monitoring Division (CMD)
5. Receive the Confirmation of Payment (COP)/Monitoring Sheet (MS) in PDF Format. - END OF TRANSACTION **Location:** Compliance Monitoring Division	5. Release the Confirmation of Payment/Monitoring Sheet.	None	20 minute/s	• SEC Monitoring Specialist I & II, Administrative Officer II, Securities ; Compliance Monitoring Division (CMD)
Total Processing Time:		Working Days: 19 working day/s, 2 hour/s, 40 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Penalties/Fines**

  Guidelines on the Imposition of fines or penalties for non-compliance with reportorial requirements; Securities Regulation Code (SRC); Revised Corporation Code (RCC); Memorandum Circular No. 06, series of 2024; Memorandum Circular No. 8, series of 2009 (MC8-2009); Memorandum Circular No. 15, series of 2006; Memorandum Circular No. 17, series of 2019; Amended rules governing the distribution of excess profits of corporation; Memorandum Circular No. 8, Series of 1998 (MC8-1998); and Office Order No. 298, Series of 2010; Memorandum Circular No. 10 Series of 2026; Memorandum Circular No. 28, Series of 2020.

- **Custodian Fee**

  Memorandum Circular No. 17, series of 2019

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

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

Office or Division:	Compliance Monitoring Division (CMD)
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	General transacting public and business entities for registered stock and non-stock corporations.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Proof of transfer of certificate/s of ownership in the name of the corporation (1) Original Copy And (1) Electronic Copy	Applicant / Client
2. Transmittal letter (1) Original Copy And (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Present at the Compliance Monitoring Division (CMD) proof/s of transfer of certificate/s of ownership in the name of transferee corporation. **Location:** Compliance Monitoring Division	1.1. Examine certificate/s of new title/s in the name of the transferee corporation, verifying against the original documents.	None	4 hour/s	• SEC Counsel I/II; Compliance Monitoring Division (CMD)
	1.2. Endorse to the SEC Receiving Section if the new titles are valid and in accordance with law.		4 hour/s	• SEC Counsel I/II; Compliance Monitoring Division (CMD)
2. Present new certificates or titles to the SEC Receiving Section with a transmittal letter. **Location:** SEC Central Receiving	2.1. Receives transmittal letter and the new titles and certificates of ownership and forwards to the CRMD Director.	None	1 hour/s	• SEC Central Receiving; Information and Communications Technology Department (ICTD)
	2.2. Forwards certificates or new titles and certificates of ownership to CMD for evaluation and confirmation.		1 hour/s	• Director; Company Registration and Monitoring Department (CRMD)
	2.3. Assigns the certificates or new titles to Securities Counsel/Securities Specialist.		1 hour/s	• Assistant Director/Officer-in-Charge; Compliance Monitoring Division (CMD)
	2.4. Prepares draft letter/s confirming that proof/s of transfer of ownership of the property in the name of the transferee corporation/s is/are compliant with SEC rules and regulations.		3 hour/s	• SEC Counsel I/II; Compliance Monitoring Division (CMD)
	2.5. Review draft of Confirmation Letter and if sufficient, forwards to the CRMD Director.		1 hour/s	• Assistant Director/Officer-in-Charge; Compliance Monitoring Division (CMD)
	2.6. Approves and signs confirmation letter.		1 hour/s	• Director; Company Registration and Monitoring Department (CRMD)
3. Receives the Confirmation Letter.	3. Upload the signed Letter in the Document Verification System to	None	10 minute/s	• SEC Monitoring Specialist;

Location: Compliance Monitoring Division	generate QR code and release the Confirmation Letter.			Compliance Monitoring Division (CMD)
Total Processing Time:		Working Days: 2 working day/s, 10 minute/s		
Total Processing Fee:		Total Standard Fee: None		

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

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

Office or Division:	Compliance Monitoring Division (CMD)
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	General transacting public and business entities for registered stock and non-stock corporations.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Proof of transfer of certificate/s of ownership in the name of the corporation (1) Original Copy And (1) Electronic Copy	Applicant / Client
2. Transmittal letter (1) Original Copy And (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Present at the Compliance Monitoring Division (CMD) proof/s of transfer of certificate/s of ownership in the name of transferee corporation. **Location:** Compliance Monitoring Division	1.1. Examine certificate/s of new title/s in the name of the transferee corporation, verifying against the original documents.	None	4 hour/s	• SEC Counsel I/II; Compliance Monitoring Division (CMD)
	1.2. Endorse to the SEC Receiving Section if the new titles are valid and in accordance with law.		4 hour/s	• SEC Counsel I/II; Compliance Monitoring Division (CMD)
2. Present new certificates or titles to the SEC Receiving Section with a transmittal letter. **Location:** SEC Central Receiving	2.1. Receives transmittal letter and the new titles and certificates of ownership and forwards to the CRMD Director.	None	1 hour/s	• SEC Central Receiving; Information and Communications Technology Department (ICTD)
	2.2. Forwards certificates or new titles and certificates of ownership to CMD for evaluation and confirmation.		1 hour/s	• Director; Company Registration and Monitoring Department (CRMD)
	2.3. Assigns the certificates or new titles to Securities Counsel/Securities Specialist.		1 hour/s	• Assistant Director/Officer-in-Charge; Compliance Monitoring Division (CMD)
	2.4. Prepares draft letter/s confirming that proof/s of transfer of ownership of the property in the name of the transferee corporation/s is/are compliant with SEC rules and regulations.		3 hour/s	• SEC Counsel I/II; Compliance Monitoring Division (CMD)
	2.5. Review draft of Confirmation Letter and if sufficient, forwards to the CRMD Director.		1 hour/s	• Assistant Director/Officer-in-Charge; Compliance Monitoring Division (CMD)
	2.6. Approves and signs confirmation letter.		1 hour/s	• Director; Company Registration and Monitoring Department (CRMD)
3. Receives the Confirmation Letter.	3. Upload the signed Letter in the Document Verification System to	None	10 minute/s	• SEC Monitoring Specialist;

Location: Compliance Monitoring Division	generate QR code and release the Confirmation Letter.			Compliance Monitoring Division (CMD)
Total Processing Time:		Working Days: 2 working day/s, 10 minute/s		
Total Processing Fee:		Total Standard Fee: None		

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

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

Office or Division:	Compliance Monitoring Division (CMD)
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	General transacting public and business entities for: a.) Registered corporations; b.) Suspended and Revoked Corporation for purposes of filing a Petition to Set Aside Order of Suspension or Revocation; c.) Corporations with Notice of Deficiencies and Hearing or Orders; and d.) Corporations with applications to be filed with the Corporate and Partnership Registration Division, Financial Audit and Analysis Division and Corporate Filing and Records Division.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. All Annexes (Annex D or Annex E) may be found in the MC 28 series of 2020 uploaded in the SEC website (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit Email account address and cellular phone number for the compliance in Memorandum Circular No. 28 Series of 2020 through https://apps010.sec.gov.ph/ **Location:** https://apps010.sec.gov.ph/ **Notes/Instruction:** 1.2. Click NEW SUBMISSION in MC28 Portal, download and fill out the information in the prescribed format provided in MC28, S2020 (ANNEX D for corporations; or Annex E for partnerships) 1.3. Encode the company details reflected in ANNEX D for corporations; or Annex E for partnerships. 1.4. Upload ANNEX D for corporations; or Annex E for partnerships and other attachments if any, then submit the application.	1.1. Receive the application through MC28 Portal including its attachments.	None	2 hour/s	• SEC Process Server; Compliance Monitoring Division (CMD)
	1.2. Browse over the SEC systems online, review and compare the information in the uploaded ANNEX D/E and encoded data in the portal.		3 hour/s	• SEC Process Server; Compliance Monitoring Division (CMD)
	1.3. Check the authorized Person in Control and the signatories of its attachments.		3 hour/s	• SEC Process Server; Compliance Monitoring Division (CMD)
2. Receive an email notification in their official email address encoded in MC28 Portal, regarding status and remarks. **Location:** Compliance Monitoring Division **Notes/Instruction:** If the application is for compliance/rejected, the client	2.1. If the information in ANNEX D/E is valid, consistently encoded in the portal, and with complete documents, it will be tagged as approved.	None	1 working day/s	• SEC Process Server; Compliance Monitoring Division (CMD)
	2.2. If the application is for compliance, it will be tagged as rejected (the findings are stated as well as the possible		1 working day/s	• SEC Process Server; Compliance Monitoring Division (CMD)

must re-apply their application in MC28 Portal New Submission with the compliance from the said remarks.	solutions/remedies for compliance).			
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: None		

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

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

Office or Division:	Compliance Monitoring Division (CMD)
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	General transacting public and business entities for: a.) Registered corporations; b.) Suspended and Revoked Corporation for purposes of filing a Petition to Set Aside Order of Suspension or Revocation; and c.) Corporations with Notice of Deficiencies and Hearing or Orders.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Annex D for corporations or Annex E for partnerships may be found in the MC 28 series of 2020 uploaded in the SEC website - MUST BE NOTARIZED UPON SUBMISSION (1) Electronic Copy	Applicant / Client
Remarks: *ALL FORMS SHOULD BE NOTARIZED (Annex D or Annex E)*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit Email account address and cellular phone number for the compliance in Memorandum Circular No. 28 Series of 2020 through https://mc28.sec.gov.ph/ The Annex D Form can be downloaded in NEW SUBMISSION Requirement. **Location:** https://mc28.sec.gov.ph/ **Notes/Instruction:** 1.1. Click NEW SUBMISSION in MC28 Portal, enter the Correct SEC registration, and fill out the information in the prescribed format provided in MC28, S2020 (ANNEX D for corporations, or Annex E for partnerships - **ALL FORMS SHOULD BE NOTARIZED**) 1.2. Encode the company details reflected in the ANNEX D for corporations, or Annex E for partnerships. Then click the continue and verified contact details. After confirming the details, One-time password/OTP will be sent to the contact details provided in the form. A system will again display a verification page prompting the user to enter the received OTP to proceed. 1.3. Upload NOTARIZED ANNEX	1.1. Receive the application through MC28 Portal including its attachments.	None	2 hour/s	• SEC Process Server; Compliance Monitoring Division (CMD)
	1.2. Browse over the SEC systems online, review and compare the information in the uploaded ANNEX D/E and encoded data in the portal.		3 hour/s	• SEC Process Server; Compliance Monitoring Division (CMD)
	1.3. Check the authorized Person in Control and the signatories of its attachments.		3 hour/s	• SEC Process Server; Compliance Monitoring Division (CMD)

D for corporations; or NOTARIZED ANNEX E for partnerships and other attachments if any, then submit the application.				
2. Receive a display confirmation indicating that the submission was successful along with reference Number assigned to the transaction at the same time a confirmation email notifying them that the submission has been successfully received and is now under reviewed by the SEC. **Location:** Compliance Monitoring Division **Notes/Instruction:** 2.1. If the application is for compliance/rejected, the client must re-apply their application in MC28 Portal New Submission with the compliance from the said remarks.	2.1. If the information in ANNEX D/E is valid, consistently encoded in the portal, and with complete documents, it will be tagged as approved.	None	2 working day/s	• SEC Process Server; Compliance Monitoring Division (CMD)
	2.2. If the application is for compliance, it will be tagged as rejected (the findings are stated as well as the possible solutions/remedies for compliance).		3 working day/s	• SEC Process Server; Compliance Monitoring Division (CMD)
Total Processing Time:		Working Days: 6 working day/s		
Total Processing Fee:		Total Standard Fee: None		

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

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

Office or Division:	Compliance Monitoring Division (CMD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Foreign corporations who are licensed as branch office under Section 142 of the RCC and Foreign Investment Act of 1991 Exemptions: Foreign banking corporation including offshore banking units, foreign insurance corporation, foreign non-stock corporations including foreign religious corporations, foreign corporations which established representative offices in the Philippines, Regional or Area Headquarters, and Regional Operating Head Quarters
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Monitoring Clearance (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Compliance Monitoring Division
Remarks: *Application for Monitoring Clearance through* ***ewatch.sec.gov.ph***	
2. Cover Sheet (2) Original Copy And (1) Electronic Copy	Applicant / Client
3. Notarized Covering Letter Requesting for the Acceptance of Securities Deposit (1) Original Copy And (1) Electronic Copy And (1) Photo Copy	Applicant / Client
For Situational Requirement	
A. Government Debt Instruments	
A.1. Agrarian Reform Bonds - Confirmation of Sale and Certificate of Bonds (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.2. Shares of stocks in registered enterprises under the Omnibus Invest Code of 1987 (1) Original Copy And (1) Electronic Copy And (1) Photo Copy	Applicant / Client
A.3. Shares of stocks in domestic insurance corporation (1) Original Copy And (1) Electronic Copy And (1) Photo Copy	Applicant / Client
A.4. Shares of stocks in banks (1) Original Copy And (1) Electronic Copy And (1) Photo Copy	Applicant / Client
B. For solvent branch offices of airline companies availing the modified formula:	
B.1. Audited Special or Annual Income Statement (1) Original Copy And (1) Electronic Copy And (1) Photo Copy	Applicant / Client
B.2. Notarized certification of the company on the extent of its operation in the Philippines (1) Original Copy And (1) Electronic Copy And (1) Photo Copy	Applicant / Client
C. For solvent non-airline branch offices availing of deductions from gross income:	
C.1. Audited Special or Annual Income Statement (1) Original Copy And (1) Electronic Copy And (1) Photo Copy	Applicant / Client
D. For branch offices whose AFS are denominated in foreign currency:	
D.1. OGA Acknowledgment (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Office of the General Accountant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit a copy of the monitoring clearance with validated deposit slip/electronic official receipt and documentary requirements via imessage.sec.gov.ph **Location:** **imessage.sec.gov.ph**	1.1. Receive application via imessage.sec.gov.ph and assign to monitoring specialist.	None	4 hour/s	• SEC Monitoring specialist I & II, SEC Securities Examiner I, II; Compliance Monitoring Division (CMD)

Notes/Instruction: Application will be simultaneously processed with the monitoring of the corporation.	1.2. Examines online whether the documents submitted are complete in form and in substance. If complete and compliant, prepare the Final Checklist and forward the application to the Reviewing Specialist/Examiner.		3 working day/s	• SEC Monitoring specialist I & II, SEC Securities Examiner I, II; Compliance Monitoring Division (CMD)
	1.3. Reviews the Final Checklist. If compliant, orders the monitoring specialist examiner to issue payment assessment form (PAF). Otherwise, return to the monitoring specialist for further compliance.		7 working day/s	• SEC Securities Examiner III / Supervising Securities Examiner; Compliance Monitoring Division (CMD)
	1.4. Sends the Payment Assessment Form (PAF) to the applicant and instruct the applicant to submit two (2) sets of hard copies		30 minute/s	• SEC Monitoring specialist I & II, Securities Examiner I, II; Compliance Monitoring Division (CMD)
2. Pay the corresponding custodian fee through Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide. **Location:** espaysec.sec.gov.ph **Notes/Instruction:** Penalties (if any, pursuant to SEC Memorandum Circular No. 17, series of 2019) Custodian Fee (*+**) *1% of amount of securities deposit but not lower than PHP 10,000.00 but not exceeding PHP 50,000.00 **Documentary Stamp Taxes – PHP 30.00	2. Issues payment confirmation containing the electronic Official Receipt via e-mail.	**Formula Fees** Breakdown: Custodian Fee	1 working day/s	• SEC Assistant Computer Operator; Financial Management Department (FMD)
3. Secure a number through the queuing system and wait to be called to submit the complete application requirements together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip) at CRMD Receiving Unit in SEC Headquarters **Location:** Securities And Exchange Commission Headquarters 5th Floor, Compliance and Monitoring Division Receiving Unit 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209	3.1. Calls the number through the system and Receives the complete application requirements together with proof of payment and informs the applicant to wait for the appointment letter from the Compliance Monitoring Division (CMD)	None	2 hour/s	• SEC Assistant Computer Operator Data Analyst Outsourced/Third Party; Company Registration and Monitoring Department (CRMD)
	3.2. Retrieves and prints the source documents and forwards the application to the Monitoring Specialist/Examiner		1 working day/s	• SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD); Company Registration and Monitoring Department (CRMD)
	3.3. Prepares Certificate		1 working day/s	• SEC Monitoring specialist I & II, SEC Securities Examiner I, II; Company Registration and

				Monitoring Department (CRMD)
	3.4. Transmit the original copy of the Certification of Bonds or Stock Certificates to Financial Management Department for safe keeping (if applicable)		2 hour/s	• SEC Monitoring specialist I & II, SEC Securities Examiner I, II; Company Registration and Monitoring Department (CRMD)
	3.5. Approve the application and sign the Certificate		2 working day/s	• SEC Director III or Officer-in-Charge Company Registration and Monitoring Department (CRMD); Company Registration and Monitoring Department (CRMD)
	3.6. Forwards the approved application to the Releasing Unit (1 copy) and to CMD (1 copy)		2 hour/s	• SEC Assistant Computer Operator, Office of the Director (OD); Company Registration and Monitoring Department (CRMD)
	3.7. Schedules and sends email notification to the applicant on date of release of the certificate		2 hour/s	• SEC Monitoring Specialist I, II; Compliance Monitoring Division (CMD)
4. Receives appointment letter and proceeds to SEC Headquarters for presentation of original proof of payment and receives Certificate of Securities Deposit or wait for the Certificate to be delivered by SEC FASCOurier. **Location:** SEC Headquarters 5th Floor, Compliance and Monitoring Division 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209	4. Release the Certificate of Securities Deposit to the client.	None	30 minute/s	• SEC Assistant Computer Operator; Company Registration and Monitoring Department (CRMD)
Total Processing Time:		Working Days: 16 working day/s, 5 hour/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Custodian Fee**

  Penalties (if any, pursuant to SEC Memorandum Circular No. 17, series of 2019; Guidelines on the Imposition of fines or penalties for non-compliance with reportorial requirements; Memorandum Circular No. 06, series of 2024; Memorandum Circular No. 8, series of 2009 (MC8-2009); Memorandum Circular No. 28, Series of 2020).

  Custodian Fee

  (*+**)

  *1% of amount of securities deposit but not lower than PHP 10,000.00 but not exceeding PHP 50,000.00

  **Documentary Stamp Taxes – PHP 30.00

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

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

Office or Division:	Compliance Monitoring Division (CMD)
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Domestic Corporations: General transacting public and business entities for: a.) Registered corporations; b.) Suspended and Revoked Corporation for purposes of filing a Petition to Set Aside Order of Suspension or Revocation; c.) Corporations with Notice of Deficiencies and Hearing or Orders; and d.) Corporations with applications to be filed with the Corporate and Partnership Registration Division, Financial Audit and Analysis Division and Corporate Filing and Records Division.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Accomplished Google form request (1) Electronic Copy	Securities and Exchange Commission - Compliance Monitoring Division
Remarks: *Application for Monitoring Clearance Google Form link: https://docs.google.com/forms/d/e/1FAIpQLSffzeJ2_H-OKhGJnNmO3W0QGo0jXixH7eEy-QLr1aEv9FvJRg/viewform*	
2. Latest due General Information Sheet (GIS) (1) Electronic Copy	Securities and Exchange Commission - Information and Communications Technology Department
Remarks: *Download through http://odrs.sec.local:8080/DocumentRetriever/ and/or https://efast.sec.gov.ph/*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Sends the request through this link: Application for Monitoring Clearance Google Form (https://docs.google.com/forms/d/e/1FAIpQLSffzeJ2_H-OKhGJnNmO3W0QGo0jXixH7eEy-QLr1aEv9FvJRg/viewform) **Location:** https://docs.google.com/forms/d/e/1FAIpQLSffzeJ2_H-OKhGJnNmO3W0QGo0jXixH7eEy-QLr1aEv9FvJRg/viewform	1.1. Assign the request for monitoring.	None	10 minute/s	• Assistant Director/Officer-in-Charge; Compliance Monitoring Division (CMD)
	1.2. Determine or verify that there is more than one set of GIS filed with the Commission by two or more different groups. Note: Monitoring will be deferred.		30 minute/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD)
	1.3. Assign the case.		10 minute/s	• Assistant Director/Officer-in-Charge; Compliance Monitoring Division (CMD)
	1.4. Review the filings and prepare Notice for a Clarificatory Conference addressed to the different groups, indicating the schedule of the conference, within 2 working days.		2 working day/s, 1 hour/s	• SEC Counsel I/II; Compliance Monitoring Division (CMD)
	1.5. Review the Notice for a Clarificatory Conference.		20 minute/s	• Assistant Director/Officer-in-Charge; Compliance Monitoring Division (CMD)

	1.6. Revise the Notice, if there are suggested comments/revisions.		20 minute/s	• SEC Counsel I/II; Compliance Monitoring Division (CMD)
	1.7. Sign the Notice for a Clarificatory Conference.		10 minute/s	• Director; Company Registration and Monitoring Department (CRMD)
	1.8. Send the Notice for Clarificatory Conference through email.		10 minute/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD)
2. Representatives from the different groups appear at the scheduled conference. **Location:** Compliance Monitoring Division	2.1. Conduct the Clarificatory Conference and determine that there is a possible existence of an intra-corporate issue.	None	2 hour/s	• SEC Counsel I/II; Compliance Monitoring Division (CMD)
	2.2. Prepare the draft Order recommending that the GIS in question be marked as disputed. Note: Monitoring application shall be considered as closed until the dispute is resolved by appropriate courts.		1 hour/s	• SEC Counsel I/II; Compliance Monitoring Division (CMD)
	2.3. Review the draft Order.		30 minute/s	• Assistant Director/Officer-in Charge; Compliance Monitoring Division (CMD)
	2.4. Revise the draft Order, if there are suggested comments/revisions.		1 hour/s	• SEC Counsel I/II; Compliance Monitoring Division (CMD)
	2.5. Signs the Order.		10 minute/s	• Director; Compliance Monitoring Division (CMD)
	2.6. Scan and upload the signed Order in the Document Verification System to generate QR code.		10 minute/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD)
	2.7. Prints the transmittal letter, Order, and Confirmation of Payment of Fines with QR code.		10 minute/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD)
	2.8. Mail and transmits the Order to the parties, Corporate Filing and Records Division and Electronic Records Management Division. The same shall also be entered in the Certification Issuance System-Unified Reference Database.		10 minute/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD)
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: None		

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

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

Office or Division:	Compliance Monitoring Division (CMD)
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Domestic Corporations: General transacting public and business entities for: a.) Registered corporations; b.) Suspended and Revoked Corporation for purposes of filing a Petition to Set Aside Order of Suspension or Revocation; c.) Corporations with Notice of Deficiencies and Hearing or Orders; and d.) Corporations with applications to be filed with the Corporate and Partnership Registration Division, Financial Audit and Analysis Division and Corporate Filing and Records Division.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Application for Monitoring Clearance through: ewatch.sec.gov.ph (1) Electronic Copy	Securities and Exchange Commission - Compliance Monitoring Division
Remarks: *ewatch.sec.gov.ph*	
2. Latest due General Information Sheet (GIS) (1) Electronic Copy	Securities and Exchange Commission - Information and Communications Technology Department
Remarks: *Download through* *https://efast.sec.gov.ph/*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Sends the request through https://ewatch.sec.gov.ph/login **Location:** https://ewatch.sec.gov.ph/login	1.1. Assign the request for monitoring.	None	10 minute/s	• Assistant Director/Officer-in-Charge; Compliance Monitoring Division (CMD)
	1.2. Determine or verify that there is more than one set of GIS filed with the Commission by two or more different groups. Note: Monitoring will be deferred.		30 minute/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD)
	1.3. Assign the case.		10 minute/s	• Assistant Director/Officer-in-Charge; Compliance Monitoring Division (CMD)
	1.4. Review the filings and prepare Notice for a Clarificatory Conference addressed to the different groups, indicating the schedule of the conference, within 2 working days.		2 working day/s, 1 hour/s	• SEC Counsel I/II; Compliance Monitoring Division (CMD)
	1.5. Review the Notice for a Clarificatory Conference.		20 minute/s	• Assistant Director/Officer-in-Charge; Compliance Monitoring Division (CMD)
	1.6. Revise the Notice, if there are suggested comments/revisions.		20 minute/s	• SEC Counsel I/II; Compliance

				Monitoring Division (CMD)
	1.7. Sign the Notice for a Clarificatory Conference.		10 minute/s	• Director; Company Registration and Monitoring Department (CRMD)
	1.8. Send the Notice for Clarificatory Conference through email.		10 minute/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD)
2. Representatives from the different groups appear at the scheduled conference. **Location:** Compliance Monitoring Division	2.1. Conduct the Clarificatory Conference and determine that there is a possible existence of an intra-corporate issue.	None	2 hour/s	• SEC Counsel I/II; Compliance Monitoring Division (CMD)
	2.2. Prepare the draft Order recommending that the GIS in question be marked as disputed. Note: Monitoring application shall be considered as closed until the dispute is resolved by appropriate courts.		1 hour/s	• SEC Counsel I/II; Compliance Monitoring Division (CMD)
	2.3. Review the draft Order.		30 minute/s	• Assistant Director/Officer-in Charge; Compliance Monitoring Division (CMD)
	2.4. Revise the draft Order, if there are suggested comments/revisions.		1 hour/s	• SEC Counsel I/II; Compliance Monitoring Division (CMD)
	2.5. Signs the Order.		10 minute/s	• Director; Compliance Monitoring Division (CMD)
	2.6. Scan and upload the signed Order in the Document Verification System to generate QR code.		10 minute/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD)
	2.7. Prints the transmittal letter, Order, and Confirmation of Payment of Fines with QR code.		10 minute/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD)
	2.8. Mail and transmits the Order to the parties, Corporate Filing and Records Division and Electronic Records Management Division. The same shall also be entered in the Certification Issuance System-Unified Reference Database.		10 minute/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD)
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: None		

12. Petition to Lift Order of Revocation/Suspension

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

Office or Division:	Compliance Monitoring Division (CMD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All corporations whose certificates of registration were revoked or suspended by the Commission for failure to comply with the reportorial requirements and whose corporate term has not yet expired.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Highly Technical within the context of Section 179 of the Revised Corporation Code, and SEC 2016 Rules of Procedure. Historically, Section 3 of Republic Act (RA) No. 9485 ("Anti-Red Tape Act of 2007") states that those performing judicial, quasi-judicial and legislative functions are excluded from its coverage. When RA No. 9485 was amended by RA No. 11032 ("Ease of Doing Business and Efficient Government Service Delivery Act of 2018"), quasi-judicial function is still deemed excluded because Section 3 of the latter Act provides that it shall apply to all government offices that provide services covering business and nonbusiness related transactions as defined in said Act. "Government Service" is defined in Section 4 of RA No. 11032 as the process or transaction between applicants or requesting parties and government offices or agencies involving applications for any privilege, right, reward, license, clearance, permit or authorization, concession, or for any modification, renewal or extension of the enumerated applications or requests which are acted upon in the ordinary course of business of the agency or office concerned. Relatively, pertinent provision under Title XVII of the Revised Corporation Code are quoted as follows: "Sec. 179. (j) Suspend or revoke the certificate of incorporation after proper notice and hearing." Based on the foregoing provision, the SEC has inherent quasi-judicial power which authorizes it to hear and decide cases in the performance of its duty and enforce its decisions in accordance with law. It must be noted that administrative adjudication, or the authority to hear and decide cases pursuant to the laws implemented by an administrative agency, DOES NOT involve approval of applications for any privilege, right, reward, license, clearance, permit or authorization, concession, or for any modification, renewal or extension of the enumerated applications or requests. As such, administrative adjudication DOES NOT fall within the ambit of Section 3 of RA No. 11032 because it is not the "Government Service" contemplated in Section 4 thereof and is therefore, not subject to the prescribed processing times for Government Services under Section 9 of the same Act. We note that Section 9 of RA No. 11032 is entitled "Accessing Government Services", which clearly applies to "Government Service" as defined in Section 4 thereof (i.e. applications for any privilege, right, reward, license, clearance, etc.).

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Verified Petition for lifting the Order of Revocation/Suspension (1) Original Copy And (1) Electronic Copy	Applicant / Client

Remarks:

a. The Verified Petition must be signed and verified by the corporation's duly authorized representative designated in the Director's/Trustees Certificate;

b. The Verified Petition must state:

i. The date, name of the corporation, SEC registration number, principal office address, name and position of the duly authorized representative;

ii. The grounds for reconsideration;

iii. That the filing of Petition was approved by at least majority of the Directors'/Trustees' and by majority of the outstanding capital stock/members;

iv. The date of the Directors'/Trustees' Certificate;

v. The certification pursuant to SEC Memorandum Circular No. 3 Series of 2014:

"The company through its authorized representative hereby certifies that the latest financial statements that are submitted with this Petition are accurate, compliant with applicable financial reporting framework and are supported by sufficient and valid source documents and schedules. This sworn certification extends to all the beginning balances of the accounts from previous years during which the company failed to submit audited financial statements. In relation to this, attached in the Petition is a sworn certification from the company's extended auditor."

c. In case of foreign corporations, the Verified Petition must be signed by the Resident Agent.

2. Verification and Certification Against Forum Shopping (1) Original Copy And (1) Electronic Copy	Applicant / Client

Remarks:

signed by the corporation's duly authorized representative designated in the Directors'/Trustees' Certificate (Sec. 3-4, Rule 3, Part III 2016 SEC Rules of Procedure). In case of foreign corporation, this certification must be signed by the Resident Agent.

3. Directors' or Trustees' Certificate (1) Original Copy And (1) Electronic Copy	Applicant / Client

Remarks:

stating therein the following:

a. The date, place, and classification of meeting, whether regular/special;

b. The date of SEC Order of Revocation/Suspension;

c. That the Petition was approved by at least majority of the Directors'/Trustees' and by majority of the outstanding capital stock/members;

d. The name of the authorized person to sign and execute the Petition and to file the same with the Commission.

Note: Not applicable to foreign corporations

4. Sworn Certification by the External Auditor (1) Original Copy And (1) Electronic Copy	Applicant / Client

Remarks:

pursuant to SEC Memorandum Circular No. 3 series of 2014, which shall state the following:

"I, _____, the external auditor of _____hereby certify that the beginning balances of the company's financial statements as of _____are based on valid and sufficient source documents and schedules of the company, and I have conducted adequate audit procedures to attest to the correctness and accuracy of the said balances."

In case the corporation's Financial Statements is unaudited, the President and Treasurer will issue the above certification.

5. Secretary's Certificate (1) Original Copy And (1) Electronic Copy	Applicant / Client

Remarks:

stating therein the following:

a. That there is no no-intra corporate dispute filed or is pending before any Court, including third party whether administrative or criminal cases;

b. That the corporation's latest due Audited/Financial Statements (AFS/FS) and Income Tax Returns, were received by the Commission and Bureau of Internal Revenue, respectively. In case the corporation's FS is unaudited, this certification may be dispensed.

c. In case of foreign corporations, the above certification must be signed by the Resident Agent.

6. Proofs of ongoing operation, any of the following but not limited to (1) Electronic Copy	Applicant / Client

Remarks:

a. Audited Financial Statements;

b. Income Tax Returns;

c. Contracts;

d. Receipts showing payment of Real Estate Tax;

e. Certification/Recognitions/Annual Convention; or Any Similar/related documents

Note: Must submit the certified true copies

7. Latest due Mayor's/Business Permit (1) Electronic Copy	Applicant / Client

Remarks:

Must submit the certified true copy

8. Certificate of Registration issued by Bureau of Internal Revenue (1) Electronic Copy	Applicant / Client

Remarks:

Must submit the certified true copy

9. Copy of Certificate of Incorporation and latest Certificate of Filing of Amended Articles or By-Laws (if any) together with latest Articles of Incorporation and By-Laws. In case of foreign corporations, copy of SEC License and Application (1) Photo Copy	Applicant / Client
10. Latest due General Information Sheet and Amended GIS, if any (1) Photo Copy	Applicant / Client
11. Latest due Audited Financial Statements and Amended Financial Statements, if any. (1) Photo Copy	Applicant / Client
Remarks: *Provided, that if the total assets or total liabilities of the corporation are less than six hundred thousand pesos (P600,000.00) the financial statements shall be certified under oath by the corporation's treasurer and president*	
12. Proof of Registration of Stock and Transfer Book/Membership Book (1) Photo Copy	Applicant / Client
Remarks: *Note: Not applicable to foreign corporations*	
13. Proof of Compliance with SEC Memorandum Circular No. 28 series of 2020 (1) Photo Copy	Applicant / Client
Remarks: *Additional requirements for foreign corporations:* *a. Copy of latest Certificate of Securities Deposit, if any;* *b. If with Foreign Direct Cost, Special Audit Purpose Income Statement/Special Audited Financial Statement;* *c. For Branch Offices of Foreign Airline Companies, Modified Formula Computation;* *d. For Branch Office, Cover Sheet, Notarized Covering Letter Requesting for the Acceptance of Securities Deposit, Confirmation of Sale (in case of Treasury Bill) / Original copy of Government Bonds/Stock Certificates, Summary of Transaction* *For Regional Operating Headquarters (ROHQ) and Regional Area Headquarters (RHQ), Proof of Inward Remittance*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Copy of the verified petition with supporting documents shall be filed electronically by sending a Portable Document Format (PDF) to cmd_petitiontolift_suspension-revocation@sec.gov.ph with a subject title: FILING OF PETITION FOR LIFTING THE ORDER OF REVOCATION/SUSPENSION (INSERT NAME OF CORPORATION). **Location:** Compliance Monitoring Division	1.1. Acknowledge the receipt of the verified petition with supporting documents.	None	1 working day/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD)
	1.2. Record the case to the case management system (excel file).		1 working day/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD)
	1.3. Request clearance from the Office of the General Counsel and Enforcement and Investor Protection Department.		2 working day/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD)
	1.4. Assess the completeness of the verified petition with its supporting documents.		1 working day/s	• SEC Counsel I/II; Compliance Monitoring Division (CMD)
	1.5. Monitors compliance with reportorial requirements.		1 working day/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD)
	1.6. Upon confirmation of the completeness of the verified petition and assessment of penalties, the Client shall be advised for the payment of filing fee in the amount of PHP 3,060.00 and computed penalties.		1 working day/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD)

2. Upon receipt of the Payment Assessment Form (PAF), the Client may proceed to pay the filing fee via: Electronic System for Payment to SEC (eSPAYSEC) URL: https://espaysec.sec.gov.ph/payment-portal/home or Landbank of the Philippines **Location:** Electronic System for Payment to SEC (eSPAYSEC) URL: https://espaysec.sec.gov.ph/payment-portal/home or Landbank of the Philippines	2. Receive the copy of validated deposit slip/Electronic Official Receipt from the applicant.	**Formula Fees** Breakdown: Petition FeePenalties/Fines	20 minute/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD)
3. Physical copies of the original verified petition with supporting documents shall be submitted personally or over the counter at the SEC ROBINSONS GALLERIA SATELLITE OFFICE located at 4th Floor, Robinsons Galleria, Ortigas Avenue, Ortigas Center, Quezon City. **Location:** Compliance Monitoring Division **Notes/Instruction:** Note: Submission may be done through any courier via registered mail (ex. PhilPOST, LBC, JRS, J&T) addressed to the following: SEC Company Registration and Monitoring Department (CRMD) **COMPLIANCE MONITORING DIVISION (CMD)** **COMPANY REGISTRATION AND MONITORING DEPARTMENT (CRMD)** **Receiving Section, Basement 2** **7907 Makati Avenue, Barangay Bel-Air, Makati City** Please note that it cannot be done by availing GRAB, TIKTOK, LALAMOVE, et., since a form must be filled out and signed as proof submission. Date of filing shall be the date indicated on the official receipt issued to the Client upon payment of the filing fee. **Note:** In case of an order directing the submission of additional requirements and other directives deemed necessary for the timely processing of the verified petition, the running of the period provided herein, shall be tolled pending compliance of the petitioner.	3.1. Upon receipt of the proof of payment via email, the CMD shall proceed with the docketing and raffling of the Petition for lifting the Order of Revocation/Suspension. The Client shall receive an update on the requested petition.	None	1 working day/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD)
	3.2. Notation of the Petition.		1 working day/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD)
	3.3. Forward the Final Monitoring Sheet and Proof of Payment to the Assistant Director for the issuance of Confirmation of Payment of Penalties and Fines.		1 working day/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD)
	3.4. Forward the verified Petition and its attachments with proof of payment of the filing fees and penalties to CRMD-Lawyers.		1 working day/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD)
	3.5. Issuance of Order. Note: The case shall be decided or resolved for a period not exceeding one (1) year from the date of Order submitting the same for Resolution. The Order Lifting the Order of Revocation/Suspension is subject for approval of the CRMD Supervising Commissioner in behalf of the Commission En Banc.		362 working day/s	• Counsel; Compliance Monitoring Division (CMD) • Director; Company Registration and Monitoring Department (CRMD) • Commission En Banc; Office of the Commissioner • Commission En Banc; Office of the SEC Chairperson • SEC Monitoring Specialist; Compliance Monitoring Division (CMD)
Total Processing Time:		Working Days: 373 working day/s, 20 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Petition Fee**

  P3,000.00

Documentary Stamp Taxes,

P30.00

Legal Research Fee1% of the Filing Fee

P30.00

Guidelines on the Imposition of fines or penalties for non-compliance with reportorial requirements; Memorandum Circular No. 8, series of 2009 (MC8-2009); Amended rules governing the distribution of excess profits of corporation; Memorandum Circular No. 8, Series of 1998 (MC8-1998); Office Order No. 298, Series of 2010; and Memorandum Circular No. 28 series of 2020

- **Penalties/Fines**

  Guidelines on the Imposition of fines or penalties for non-compliance with reportorial requirements; Memorandum Circular No. 8, series of 2009 (MC8-2009); Amended rules governing the distribution of excess profits of corporation; Memorandum Circular No. 8, Series of 1998 (MC8-1998); Office Order No. 298, Series of 2010; and Memorandum Circular No. 28 series of 2020

13. Posting of Bond for One Person Corporation (OPC)

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

Office or Division:	Compliance Monitoring Division (CMD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Target SEC Clients/Stakeholders/Customers
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet (2) Original Copy And (1) Electronic Copy	Applicant / Client
2. Notarized covering letter requesting for posting of Bond (signed by the President of OPC) (1) Original Copy And (1) Electronic Copy And (1) Photo Copy	Applicant / Client
3. Bond issued by a company duly licensed and authorized by the Insurance Commission (1) Original Copy And (1) Electronic Copy And (1) Photo Copy	Applicant / Client
4. Undertaking to faithfully administer the funds of the One Person Corporation to be received as Treasurer, and to disburse and invest the same in accordance with the Articles of Incorporation as approved by the Commission, pursuant to Section 122 of the RCC (1) Original Copy And (1) Electronic Copy And (1) Photo Copy	Applicant / Client
Remarks: *Note: This is not required if upon incorporation, the single stockholder is designated as Treasurer in the Articles of Incorporation.*	
5. Certified copy of the title with annotation (applicable for Property Bond only) (1) Original Copy And (1) Electronic Copy And (1) Photo Copy	Applicant / Client
6. Certificate of Approval of Increase of Capital Stock (if applicable) (3) Photo Copy	Applicant / Client
7. Monitoring Sheet and Proof of payment (Electronic Official Receipt) (3) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department - Compliance Monitoring Division
Remarks: *Application for Monitoring Clearance through* ***imessage.sec.gov.ph***	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit a scanned copy of the Bond via imessage.sec.gov.ph **Location:** **imessage.sec.gov.ph**	1. Assign the ticket to a Monitoring Specialist	None	20 minute/s	• SEC Agent Head; Compliance Monitoring Division (CMD)
2. If applicant receives a tentative assessment, applicant shall comply with the findings indicated in the Monitoring Sheet **Location:** Compliance Monitoring Division **Notes/Instruction:** 2.1. Applicant submits the required documents as advised in the Monitoring Sheet 2.2. Upon receipt of the final assessment, the applicant shall proceed with	2.1. Evaluate if the amount of the Bond is compliant.	**Formula Fees** Breakdown: Custodian FeePenalties/Fines	20 minute/s	• SEC Monitoring Specialist I; Compliance Monitoring Division (CMD)
	2.2. If the amount is sufficient, proceed to Step 2.4.		20 minute/s	• SEC Monitoring Specialist I; Compliance Monitoring Division (CMD)
	2.3. If the amount is insufficient, prepare and issue a tentative Monitoring Sheet.		1 hour/s	• SEC Monitoring Specialist I; Compliance Monitoring Division (CMD)

the payment of the Custodian Fee and any applicable penalties	2.4. Determines compliance, deficiencies and violations and prepares Monitoring Sheet (MS) and Checklist of Requirements.		20 minute/s	• SEC Monitoring Specialist I; Compliance Monitoring Division (CMD)
	2.5. Forward the Monitoring Sheet with attached documents to the Reviewer.		20 minute/s	• SEC Monitoring Specialist I; Compliance Monitoring Division (CMD)
	2.6. Check and consolidate the findings of the Monitor/Analyst.		20 minute/s	• SEC Monitoring Specialist I; Compliance Monitoring Division (CMD)
	2.7. Send the Monitoring Sheet and Payment Assessment Form (PAF) within 10 working days		10 working day/s	• SEC Monitoring Specialist I; Compliance Monitoring Division (CMD)
3. Present PAF to the nearest LBP Branch or pay through the SEC Online Payment Portal www.espaysec.sec.gov.ph **Location:** www.espaysec.sec.gov.ph	3. Receive the proof of payment from the applicant via imessage.sec.gov.ph	**Formula Fees** Breakdown: Custodian FeePenalties/Fines	30 minute/s	• SEC Monitoring Specialist I; Information and Communications Technology Department (ICTD)
4. Submit the Monitoring Sheet, PAF and proof of payment and attach the original copy of the Bond together with the required document to CRMD Receiving Unit **Location:** SEC Headquarters - 5th Floor Receiving Unit 7907 Makati Avenue, Barangay Bel-Air, Makati City, 1209	4.1. Receive the documents, verify that the attached Bond is original, and forward to Compliance Monitoring Division	None	20 minute/s	• SEC CRMD Receiving Unit Staff; Company Registration and Monitoring Department (CRMD)
	4.2. Receive the proof of payment together with the required documents.		3 working day/s	• SEC Monitoring Specialist I; Compliance Monitoring Division (CMD)
	4.3. Draft the Report of the Bond and Certificate of Posting of Bond.		30 minute/s	• SEC Monitoring Specialist I; Compliance Monitoring Division (CMD)
	4.4. Forward the Report of the Bond and Certificate of Posting of Bond to the Assistant Director/Officer-in- Charge of CMD- CRMD, for review.		10 minute/s	• SEC Monitoring Specialist I; Compliance Monitoring Division (CMD)
	4.5. Reviews the Report of the Bond and Certificate of Posting of Bond and other required documents and affixes initials on the other original duplicate copies.		30 minute/s	• SEC Monitoring Specialist I; Compliance Monitoring Division (CMD)
	4.6. Transmit the Certificate of Posting of Bond with attached Report to the Director of CRMD, for signature.		5 minute/s	• SEC Monitoring Specialist I;
	4.7. Transmit the Original copy of the Bond to the Financial Management Department for safekeeping.		5 minute/s	• SEC Monitoring Specialist I; Compliance Monitoring Division (CMD)
	4.8. Reviews and signs the Certificate of Posting of Bond and its original duplicate copies.x		1 working day/s	• Director; Company Registration and Monitoring Department (CRMD)
	4.9. Scan and upload the signed Certificate in the Document		5 minute/s	• SEC Monitoring Specialist I;

	Verification System to generate QR code.			Compliance Monitoring Division (CMD)
	4.10. Prints the Certificate with QR code.		5 minute/s	• SEC Monitoring Specialist I; Compliance Monitoring Division (CMD)
	4.11. Forward the signed Certificate of Posting of Bond and other original duplicate copies to the Releasing Unit of CRMD and other SEC Departments for further encoding and other appropriate action.		5 minute/s	• SEC Monitoring Specialist I; Compliance Monitoring Division (CMD)
	4.12. Send appointment letter through email.		5 minute/s	• SEC Assistant Computer Operator; Company Registration and Monitoring Department (CRMD)
5. Receives appointment letter and proceeds to SEC Headquarters - 5th Floor Receiving Unit for presentation of original proof of payment and receives the Certificate of Posting of Bond or wait for the Certificate to be delivered by SEC FASCOurier. **Location:** SEC Headquarters - 5th Floor Receiving Unit 7907 Makati Avenue, Barangay Bel-Air, Makati City, 1209 or to be delivered by SEC FASCOurier.	5. Release the Certificate of Posting of Bond to the client.	None	10 minute/s	• SEC Assistant Computer Operator; Company Registration and Monitoring Department (CRMD)
Total Processing Time:		Working Days: 14 working day/s, 5 hour/s, 40 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Custodian Fee**

  Pursuant to SEC Memorandum Circular No. 10, series of 2026

  https://www.sec.gov.ph/mc-2026/sec-mc-no-10-series-of-2026

- **Penalties/Fines**

  Pursuant to SEC Memorandum Circular No. 10, series of 2026

  https://www.sec.gov.ph/mc-2026/sec-mc-no-10-series-of-2026

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

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

Office or Division:	Compliance Monitoring Division (CMD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Target SEC Clients/Stakeholders/Customers
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Copy of issued Monitoring Sheet (1) Electronic Copy	Securities and Exchange Commission - Compliance Monitoring Division
2. Surety Bond (1) Original Copy And (1) Electronic Copy	Applicant / Client
3. Latest due Financial Statements (1) Electronic Copy	Securities and Exchange Commission - Information and Communications Technology Department

Remarks:

Download through http://odrs.sec.local:8080/DocumentRetriever/ and/or https://efast.sec.gov.ph/

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Emails the scanned copy of Surety Bond directly to the assigned Monitoring Specialist's email address. **Location:** Compliance Monitoring Division	1.1. Evaluate if the amount of the Surety Bond is compliant.	**Formula Fees** Breakdown: Custodian FeePenalties/Fines	20 minute/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD)
	1.2. If the amount is sufficient, proceed to Step 2.		20 minute/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD)
	1.3. If the amount is insufficient, prepare and issue a tentative Monitoring Sheet.		1 hour/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD)
	1.4. Determines compliance, deficiencies and violations and prepares Monitoring Sheet (MS).		20 minute/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD)
	1.5. Forward the Monitoring Sheet with attached documents to the Reviewer.		5 working day/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD)
	1.6. Check and consolidate the findings of the Monitor/Analyst.		5 working day/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD)
	1.7. Send the Monitoring Sheet and Payment Assessment Form (PAF) within 10 working days.		20 minute/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD)

2. Present PAF to the nearest Landbank of the Philippines or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home **Location:** Landbank of the Philippines or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home	2. Receive the copy of validated deposit slip/Electronic Official Receipt from the applicant.	**Formula Fees** Breakdown: Custodian FeePenalties/Fines	30 minute/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD)
3. Present the Monitoring Sheet, PAF and validated deposit slip/Electronic Official Receipt and attach the original copy of Surety Bond to SEC Central Receiving. **Location:** Compliance Monitoring Division	3.1. Receive the documents and verify if the attached Surety Bond is original and forward to Company Registration and Monitoring Department.	None	20 minute/s	• SEC Central Receiving; Information and Communications Technology Department (ICTD)
	3.2. Receive the proof of payment together with the required documents.		3 working day/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD)
	3.3. Draft the Report of Surety Bond and generate the Certificate of Surety Bond and other duplicate originals.		30 minute/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD)
	3.4. Forward the Report of Surety Bond and Certificate of Surety Bond to the Assistant Director/Officer-in-Charge of CMD-CRMD, for review		10 minute/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD)
	3.5. Reviews the Report of Surety Bond, Certificate of Surety Bond and other required documents and affixes initials on the other original duplicate copies.		30 minute/s	• Assistant Director/Officer-in-Charge; Compliance Monitoring Division (CMD)
	3.6. Transmit the Certificate of Surety Bond with attached Report to the Director of CRMD, for signature.		10 minute/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD)
	3.7. Transmit the Original copy of Surety Bond to the Financial Management Department for safekeeping.		1 working day/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD)
	3.8. Reviews and signs the Certificate of Surety Bond and its original duplicate copies.		10 minute/s	• Director; Company Registration and Monitoring Department (CRMD)
	3.9. Scan and upload the signed Certificate in the Document Verification System to generate QR code.		5 minute/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD)
	3.10. Prints the Certificate with QR code.		5 minute/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD)
	3.11. Forward the signed Certificate of Surety Bond and other original duplicate copies to the Releasing Unit of CRMD and other SEC Departments for further		5 minute/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD)

	encoding and other appropriate action.			
	3.12. Send an appointment letter through email.		5 minute/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD)
4. Receives appointment letter and proceeds to SEC Robinsons Galleria Satellite Office for presentation of original proof of payment and receives Certificate of Surety Bond or wait for the Certificate to be delivered by SEC FASCOurier. **Location:** SEC Robinsons Galleria Satellite Office	4. Release the Certificate of Surety Bond to the client.	None	10 minute/s	• SEC Assistant Computer Operator; Company Registration and Monitoring Department (CRMD)
Total Processing Time:		Working Days: 14 working day/s, 5 hour/s, 10 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Custodian Fee**

  Pursuant to SEC Memorandum Circular No. 07, series of 2019

- **Penalties/Fines**

  Pursuant to SEC Memorandum Circular No. 07, series of 2019

15. Request for Payment of Fines in Installment Basis

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

Office or Division:	Compliance Monitoring Division (CMD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	General transacting public and business entities for stock and non-stock registered corporations.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Letter request for the installment (1) Electronic Copy	Applicant / Client
2. Copy of Monitoring Sheet with final assessment (1) Electronic Copy	Securities and Exchange Commission - Compliance Monitoring Division
Remarks: *The client may be asked to provide the copy if it is not available in the online database.*	
3. Latest due Annual Financial Statements (1) Electronic Copy	Securities and Exchange Commission - Information and Communications Technology Department
Remarks: *Download through http://odrs.sec.local:8080/DocumentRetriever/ and/or https://efast.sec.gov.ph/*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Send a letter requesting for installment of payment of fines together with attachments to crmd_monitoring@sec.gov.ph **Location:** Compliance Monitoring Division	1.1. Assign the letter request.	None	10 minute/s	• Assistant Director/Officer-in-Charge; Compliance Monitoring Division (CMD)
	1.2. Review the request if it will qualify for installment of payment of fines.		1 hour/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD)
	1.3. Prepare Memorandum to the Commission En Banc. Note: For corporations with Petition to Lift Order of Revocation/ Suspension and requesting for payment in installment, the Memorandum shall be through the Supervising Commissioner of the Department.		20 minute/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD)
	1.4. Review the Memorandum. Note: If there are corrections, return the Memorandum to the Monitoring Specialist for revision; if no corrections, forward the Memorandum to the Director, for review.		30 minute/s	• Assistant Director/Officer-in-Charge; Compliance Monitoring Division (CMD)
	1.5. Present the request to the Commission En Banc through the Supervising Commissioner as the case may be, for approval. Note: The processing time varies on the schedule of presentation to the Commission En Banc.		10 working day/s	• Director; Company Registration and Monitoring Department (CRMD)
	1.6. Approves the request for payment in installment of fines.		20 minute/s	• Commission En Banc; Office of the SEC Chairperson

				• Supervising Commissioner; Office of the Commissioner
	1.7. Secure a copy of the En Banc Resolution from the Commission Secretary.		1 working day/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD) • Administrative Officer; Office of the Commission Secretary (OCS)
	1.8. Prepare the draft letter informing the applicant about the decision of the Commission En Banc and/or Supervising Commissioner. Note: The Confirmation of Payment (COP) shall be issued upon full payment of fines.		30 minute/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD)
	1.9. Review and forward the draft letter to the Director.		20 minute/s	• Assistant Director/Officer-in-Charge; Compliance Monitoring Division (CMD)
	1.10. Approve and sign the Draft Letter.		10 minute/s	• Director; Company Registration and Monitoring Department (CRMD)
	1.11. Send the letter directly to the sender's email address.		10 minute/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD)
2. Request for the Payment Assessment Form (PAF). **Location:** Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home **Notes/Instruction:** 2.2. Pay the first and/or subsequent installments. Note: Assigned monitor will check monthly compliance of the particular corporation on their staggered payments.	2.1. Receive the Official Receipt from the applicant.	**Formula Fees** Breakdown: Penalties/Fines	10 minute/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD)
	2.2. Forward the PAF and/or Monitoring Sheet to the CMD Assistant Director/Officer-in-Charge, for review and for signature.		10 minute/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD)
	2.3. Review and sign the COP/MS upon full payment of fines. Note: COP is issued only upon full payment; For corporations with Petition to Lift the Order of Revocation/Suspension, the COP and the Order granting the Petition shall be withheld until full payment of fines.		20 minute/s	• Assistant Director/Officer-in-Charge; Compliance Monitoring Division (CMD)
3. Receives the Confirmation of Payment of Fines. **Location:** Compliance Monitoring Division	3. Release the Confirmation of Payment to the sender's email address.	None	10 minute/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD)
Total Processing Time:		Working Days: 11 working day/s, 4 hour/s, 20 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Penalties/Fines**

  Guidelines on the Imposition of fines or penalties for non-compliance with reportorial requirements; Memorandum Circular No. 06, series of 2024

SEC Resolution No. 756, s. 2013 and

SEC Resolution No. 757, s. 2013

16. Request for Payment of Fines in Installment Basis

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

Office or Division:	Compliance Monitoring Division (CMD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	General transacting public and business entities for stock and non-stock registered corporations.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Letter request for the installment (1) Electronic Copy	Applicant / Client
2. Copy of Monitoring Sheet with final assessment (1) Electronic Copy	Securities and Exchange Commission - Compliance Monitoring Division

Remarks:

The client may be asked to provide the copy if it is not available in the online database.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Send a letter requesting for installment of payment of fines together with attachments to imessage.sec.gov.ph **Location:** Compliance Monitoring Division imessage.sec.gov.ph	1.1. Assign the letter request.	None	10 minute/s	• Assistant Director/Officer-in-Charge; Compliance Monitoring Division (CMD)
	1.2. Review the request if it will qualify for installment of payment of fines.		1 hour/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD)
	1.3. Prepare Memorandum to the Commission En Banc. Note: For corporations with Petition to Lift Order of Revocation/ Suspension and requesting for payment in installment, the Memorandum shall be through the Supervising Commissioner of the Department.		20 minute/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD)
	1.4. Review the Memorandum. Note: If there are corrections, return the Memorandum to the Monitoring Specialist for revision; if no corrections, forward the Memorandum to the Director, for review.		30 minute/s	• Assistant Director/Officer-in-Charge; Compliance Monitoring Division (CMD)
	1.5. Present the request to the Commission En Banc through the Supervising Commissioner as the case may be, for approval. Note: The processing time varies on the schedule of presentation to the Commission En Banc.		10 working day/s	• Director; Company Registration and Monitoring Department (CRMD)
	1.6. Approves the request for payment in installment of fines.		20 minute/s	• Commission En Banc; Office of the SEC Chairperson • Supervising Commissioner; Office of the Commissioner
	1.7. Secure a copy of the En Banc Resolution from the Commission Secretary.		1 working day/s	• SEC Monitoring Specialist; Compliance

				Monitoring Division (CMD) • Administrative Officer; Office of the Commission Secretary (OCS)
	1.8. Prepare the draft letter informing the applicant about the decision of the Commission En Banc and/or Supervising Commissioner. Note: The Confirmation of Payment (COP) shall be issued upon full payment of fines.		30 minute/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD)
	1.9. Review and forward the draft letter to the Director.		20 minute/s	• Assistant Director/Officer-in-Charge; Compliance Monitoring Division (CMD)
	1.10. Approve and sign the Draft Letter.		10 minute/s	• Director; Company Registration and Monitoring Department (CRMD)
	1.11. Send the letter directly to the sender's email address.		10 minute/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD)
2. Request for the Payment Assessment Form (PAF). **Location:** Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home **Notes/Instruction:** 2.2. Pay the first and/or subsequent installments. Note: Assigned monitor will check monthly compliance of the particular corporation on their staggered payments.	2.1. Receive the Official Receipt from the applicant.	**Formula Fees** Breakdown: Penalties/Fines	10 minute/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD)
	2.2. Forward the PAF and/or Monitoring Sheet to the CMD Assistant Director/Officer-in-Charge, for review and for signature.		10 minute/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD)
	2.3. Review and sign the COP/MS upon full payment of fines. Note: COP is issued only upon full payment; For corporations with Petition to Lift the Order of Revocation/Suspension, the COP and the Order granting the Petition shall be withheld until full payment of fines.		20 minute/s	• Assistant Director/Officer-in-Charge; Compliance Monitoring Division (CMD)
3. Receives the Confirmation of Payment of Fines. **Location:** Compliance Monitoring Division	3. Release the Confirmation of Payment to the sender's email address.	None	10 minute/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD)
Total Processing Time:		Working Days: 11 working day/s, 4 hour/s, 20 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Penalties/Fines**

  Guidelines on the Imposition of fines or penalties for non-compliance with reportorial requirements; Memorandum Circular No. 06, series of 2024

  SEC Resolution No. 756, s. 2013 and

  SEC Resolution No. 757, s. 2013

17. Request for Reduction of Fines

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

Office or Division:	Compliance Monitoring Division (CMD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Others, please specify: For request for reduction of fines, general transacting public and business entities for: 1.) Non-stock corporations pursuing noble purposes, such as: 1. religious corporations; 2. those engaged in educational, charitable, religious, literary, scientific, cultural and civic services, and; 3. those engaged in assisting, uplifting or promoting the welfare and interest of the physically handicapped, orphans, farmers and underprivileged.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Letter request for the reduction of fines (1) Electronic Copy	Applicant / Client
2. Copy of Monitoring Sheet with final assessment (1) Electronic Copy	Securities and Exchange Commission - Compliance Monitoring Division
Remarks: *The client may be asked to produce the electronic copy of the Monitoring Sheet with final assessment if the said document is not encoded in the online database.*	
3. Latest due Annual Financial Statements (1) Electronic Copy	Securities and Exchange Commission - Information and Communications Technology Department
Remarks: *The copy of latest due Annual Financial Statement may be downloaded through http://odrs.sec.local:8080/DocumentRetriever/ and/or https://efast.sec.gov.ph/*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Send a letter requesting for reduction of fines together with attachments to crmd_monitoring@sec.gov.ph **Location:** Email crmd_monitoring@sec.gov.ph	1.1. Assign the letter request.	None	10 minute/s	• Assistant Director/Officer-in-Charge; Compliance Monitoring Division (CMD)
	1.2. Review the request if it will qualify for reduction of fines.		1 hour/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD)
	1.3. Prepare Memorandum to the Commission En Banc. Note: For corporations with Petition to Lift Order of Revocation/ Suspension and requesting for payment in installment, the Memorandum shall be through the Supervising Commissioner of the Department.		20 minute/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD)
	1.4. Inform the client that the request has been endorsed to Commission En Banc. Note: If there are corrections, return the Memorandum to the Monitoring Specialist for revision; if no		10 minute/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD)

	corrections, forward the Memorandum to the Director, for review.			
	1.5. Review the Memorandum. Note: If there are corrections, return the Memorandum to the Monitoring Specialist for revision; if no corrections, forward the Memorandum to the Director, for review.		30 minute/s	• Assistant Director/Officer-in-Charge; Compliance Monitoring Division (CMD)
	1.6. Present the request to the Commission En Banc through the Supervising Commissioner as the case may be, for approval. Note: The processing time varies on the schedule of the presentation to Commission En Banc.		10 working day/s	• Director; Company Registration and Monitoring Department (CRMD)
	1.7. Approves the request for reduction of fines.		20 minute/s	• Commission En Banc; Office of the SEC Chairperson • Supervising Commissioner; Office of the Commissioners
	1.8. Secure a copy of the En Banc Resolution from the Commission Secretary.		1 working day/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD) • Administrative Officer; Office of the Commission Secretary (OCS)
	1.9. Prepare the draft letter informing the applicant about the decision of the Commission En Banc and/or Supervising Commissioner. Note: The Confirmation of Payment (COP) shall be issued upon full payment of the total reduced amount.		30 minute/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD)
	1.10. Review and forward the draft letter to the Director.		20 minute/s	• Assistant Director/Officer-in-Charge; Compliance Monitoring Division (CMD)
	1.11. Approve and sign the Draft Letter.		10 minute/s	• Director; Company Registration and Monitoring Department (CRMD)
	1.12. Send the letter directly to the sender's email address.		10 minute/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD)
2. Request for the Payment Assessment Form (PAF). 2.1. Pay the reduced fines. **Location:** Compliance Monitoring Division	2.1. Receive the Official Receipt from the applicant.	**Formula Fees** Breakdown: Penalties/Fines	10 minute/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD)
	2.2. Forward the PAF and/or Monitoring Sheet to the CMD Assistant Director/Officer-in-Charge, for review and for signature.		10 minute/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD)
	2.3. Review and sign the COP/MS upon full payment of the total amount reduced. Note: For corporations with Petition to Lift the Order of		20 minute/s	• Assistant Director/Officer-in-Charge; Compliance

	Revocation/Suspension, the COP and the Order granting the Petition shall be withheld until full payment of the total reduced fines.			Monitoring Division (CMD)
3. Receives the Confirmation of Payment of Fines. **Location:** Compliance Monitoring Division	3. Release the Confirmation of Payment to the sender's email address.	None	10 minute/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD)
Total Processing Time:		Working Days: 11 working day/s, 4 hour/s, 30 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Penalties/Fines**

  Guidelines on the Imposition of fines or penalties for non-compliance with reportorial requirements; Memorandum Circular No. 06, series of 2024

  SEC Resolution No. 756, s. 2013 and

  SEC Resolution No. 757, s. 2013

18. Request for Reduction of Fines

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

Office or Division:	Compliance Monitoring Division (CMD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	For request for reduction of fines, general transacting public and business entities for: 1.) Non-stock corporations pursuing noble purposes, such as: I. Religious Corporations; II. Those engaged in educational, charitable, religious, literary, scientific, cultural and cicic services, and; III. Those engaged in assisting, uplifting or promoting the welfare and interest of the physically handicapped, orphans, farmers and underprivileged.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Letter request for the reduction of fines (1) Electronic Copy	Applicant / Client
2. Copy of Monitoring Sheet with final assessment (1) Electronic Copy	Securities and Exchange Commission - Compliance Monitoring Division

Remarks:

The client may be asked to produce the electronic copy of the Monitoring Sheet with final assessment if the said document is not encoded in the online database.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Send a letter requesting for reduction of fines together with attachments to imessage.sec.gov.ph **Location:** imessage.sec.gov.ph	1.1. Assign the letter request.	None	10 minute/s	• Assistant Director/Officer-in-Charge; Compliance Monitoring Division (CMD)
	1.2. Review the request if it will qualify for reduction of fines.		1 hour/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD)
	1.3. Prepare Memorandum to the Commission En Banc. Note: For corporations with Petition to Lift Order of Revocation/ Suspension and requesting for payment in installment, the Memorandum shall be through the Supervising Commissioner of the Department.		20 minute/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD)
	1.4. Inform the client that the request has been endorsed to Commission En Banc. Note: If there are corrections, return the Memorandum to the Monitoring Specialist for revision; if no corrections, forward the Memorandum to the Director, for review.		10 minute/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD)
	1.5. Review the Memorandum. Note: If there are corrections, return the Memorandum to the Monitoring Specialist for revision;		30 minute/s	• Assistant Director/Officer-in-Charge; Compliance

	if no corrections, forward the Memorandum to the Director, for review.			Monitoring Division (CMD)
	1.6. Present the request to the Commission En Banc through the Supervising Commissioner as the case may be, for approval. Note: The processing time varies on the schedule of the presentation to Commission En Banc.		10 working day/s	• Director; Company Registration and Monitoring Department (CRMD)
	1.7. Approves the request for reduction of fines.		20 minute/s	• Commission En Banc; Office of the SEC Chairperson • Supervising Commissioner; Office of the Commissioners
	1.8. Secure a copy of the En Banc Resolution from the Commission Secretary.		1 working day/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD) • Administrative Officer; Office of the Commission Secretary (OCS)
	1.9. Prepare the draft letter informing the applicant about the decision of the Commission En Banc and/or Supervising Commissioner. Note: The Confirmation of Payment (COP) shall be issued upon full payment of the total reduced amount.		30 minute/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD)
	1.10. Review and forward the draft letter to the Director.		20 minute/s	• Assistant Director/Officer-in-Charge; Compliance Monitoring Division (CMD)
	1.11. Approve and sign the Draft Letter.		10 minute/s	• Director; Company Registration and Monitoring Department (CRMD)
	1.12. Send the letter directly to the sender's email address.		10 minute/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD)
2. 2. Request for the Payment Assessment Form (PAF). 2.1. Pay the first and/or subsequent installments. Note: Assigned monitor will check monthly compliance of the particular corporation on their staggered payments. **Location:** Compliance Monitoring Division	2.1. Receive the Official Receipt from the applicant.	**Formula Fees** Breakdown: Penalties/Fines	10 minute/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD)
	2.2. Forward the PAF and/or Monitoring Sheet to the CMD Assistant Director/Officer-in-Charge, for review and for signature.		10 minute/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD)
	2.3. Review and sign the COP/MS upon full payment of the total amount reduced. Note: For corporations with Petition to Lift the Order of Revocation/Suspension, the COP and the Order granting the Petition shall be withheld until full payment of the total reduced fines.		20 minute/s	• Assistant Director/Officer-in-Charge; Compliance Monitoring Division (CMD)
3. Receives the Confirmation of Payment of Fines.	3. Release the Confirmation of Payment to the sender's email	None	10 minute/s	• SEC Monitoring Specialist;

Location: Compliance Monitoring Division	address.			Compliance Monitoring Division (CMD)
Total Processing Time:		Working Days: 11 working day/s, 4 hour/s, 30 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Penalties/Fines**

  Guidelines on the Imposition of fines or penalties for non-compliance with reportorial requirements; Memorandum Circular No. 06, series of 2024

  SEC Resolution No. 756, s. 2013 and

  SEC Resolution No. 757, s. 2013

Foreign Investment Registration Station Division (FIRST-D)

External Services

1. Application for Amendment of Articles of Incorporation and/or By-Laws of non-Philippine National Domestic Stock and Non-stock Corporations registered under FIA or before IPAs (Simple Processing)

This service details the procedure in applying for amendment of the Articles of Incorporation and/or By-Laws of non-Philippine national Stock and Non-stock domestic corporations registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs) through the eAMEND Portal under Simple Processing concerning the following provisions:

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

Office or Division:	Foreign Investment Registration Station Division (FIRST-D)
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All domestic corporations registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs)
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *System-generated document available for download through the eAMEND Portal*	
2. Amendment Form (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *System-generated document available for download through the eAMEND Portal*	
For Situational Requirement	
A. For Corporations with Primary License	
A.1. Monitoring Clearance from Compliance Monitoring Division (CMD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Compliance Monitoring Division, Company Registration and Monitoring Department
Remarks: *https://forms.gle/Nt9p8PN88j7G4LPi8*	
Sub Requirement	
A.1.A. If Monitoring Clearance is not yet available	
A.1.A.1. Affidavit of Undertaking to process a Monitoring Clearance from CMD (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *System-generated document available for download through the eAMEND Portal*	
B. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
B.1. Monitoring Clearance from Markets and Securities Regulation Department (MSRD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Markets and Securities Regulation Department
C. For Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies, and foundation	
C.1. Monitoring Clearance from Corporate Governance and Finance Department (CGFD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Corporate Governance and Finance

	Department
D. For Financing/Lending	
D.1. Monitoring Clearance from Financing and Lending Companies Department (FLCD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Financing and Lending Companies Department
E. For Financial Technology (FinTech) related business activities [Operators of payment systems; Payment Service Providers; Electronic Money Issuers (EMI); Non-bank EMIs; Alternative Credit Scoring Companies; AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); KYC/Security Companies (KYC Service Providers); Digital Banks; Digital Asset Exchanges; Virtual Asset Service Providers; Play-to-Earn Platforms; o E-Commerce Companies; Crowdfunding Platforms; RegTech Companies (RegTech Service Providers); SupTech Companies (SupTech Service Providers); and Digital Advisers/Robo-Advisers]	
E.1. PhiliFintech Innovation Office (PIO) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office
E.2. Enforcement and Investor Protection Department (EIPD) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department
F. For Banks, banking and quasi-banking institutions, pawnshops, corporations engaged in money service business (ex. Money Changer and Remittance Services), non-stock savings and loan associations (NSSLAs) and other Financial Intermediaries	
F.1. Endorsement from Bangko Sentral ng Pilipinas (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Bangko Sentral ng Pilipinas - Financial Supervision Sector
G. For Insurance/Health Maintenance Organization, preneed	
G.1. Endorsement from Insurance Commission (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Insurance Commission - Legal Services Group - Licensing Division

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the electronic copy of the requirements to the eAMEND Portal **Location:** https://eamend.sec.gov.ph/login **Notes/Instruction:** If the application is found to be for compliance during the evaluation stage, the applicant will have to go back to Step 1- Submission of requirements.	1.1. Verifies completeness of amendment requirements and assign to FIRST processors, if the documents are complete	None	5 minute/s	• SEC Administrative Assistant II; Corporate and Partnership Registration Division (CPRD) • SEC Administrative Officer II; Corporate and Partnership Registration Division (CPRD)
	1.2. Processes and evaluates application for amendment		5 working day/s, 7 hour/s, 45 minute/s	• SEC Administrative Assistant II; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D)
	1.3. Issues Payment Assessment Form (PAF)		5 minute/s	• SEC Administrative Assistant II; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D)
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: Amended Articles of Incorporation or By-Laws: PHP 1000 Total: PHP 1000 **Formula Fees** Breakdown: Legal Research FeeDocumentary Stamp Tax	1 working day/s	• Accounting Division; Financial Management Department (FMD)

3. Generates the Digital Certificate **Location:** SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209 **Notes/Instruction:** *To secure the original copy of the Certificate, the applicant has to submit two (2) sets of originally signed documentary requirements with original proof of payment within a period one (1) year from the date of issuance of the Digital Certificate*	3. Issues the Digital Certificate	None	5 minute/s	• SEC Administrative Assistant II; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1000 See other fees below		

Formula / Schedule of Fees

- **Legal Research Fee**

  1% of the computed Filing Fees for Amended Articles of Incorporation and/or By-Laws

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

2. Application for Amendment of Articles of Incorporation and/or By-Laws of of non-Philippine National Domestic Stock and Non-stock Corporations registered under FIA or before IPAs (Regular Processing)

*This service details the procedure in applying for amendment of the Articles of Incorporation and/or By-Laws of non-Philippine national Stock and Non-stock domestic corporations registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs) through the eAMEND Portal under **Regular Processing** concerning the following provisions:*

1. *Amendment of Articles of Incorporation other than those covered by Simple Processing;*
2. *Amendment of By-Laws of FIA registered corporations whether stock or non-stock other than those covered by Simple Processing;*
3. *Application for Increase of Capital Stock for One Person Corporation via Cash; and*
4. *Combination of any amendments under Simple and Regular Processing*

Office or Division:	Foreign Investment Registration Station Division (FIRST-D)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All domestic corporations registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs)
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf)*	
2. Amended Articles of Incorporation and/or By-Laws (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
For Situational Requirement	
A. For Ordinary Stock and Non-Stock Corporation	
A.1. Director's Certificate for Stock Corporation or Trustees Certificate for Non-Stock Corporation (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *SEC Website* • *Director's Certificate - https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf* • *Trustees Certificate - https://www.sec.gov.ph/wp-content/uploads/2019/11/Trustees_Certificate.pdf*	
A.2. Notarized Secretary's Certificate of no pending case of intra-corporate dispute (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx)*	
B. For One Person Corporation (OPC)	
B.1. Notarized Resolution signed by the Single Stockholder and Corporate Secretary (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm_RESOLUTION-opc.docx)*	
Sub Situational Requirement/s	
B.a. For Change of Nominee and alternate nominee	
B.a.1. Acceptance Letter for Change of Nominee and Alternate Nominee (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commissio - Company Registration and Monitoring Department

Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2019/10/2019_Sample-Acceptance-Letter-of-Nominees.docx)* *This is only required if the change is filed simultaneously with a change in the Single Stockholder or amendment of other provision/s.*	
B.b. For Change of Single Stockholder	
B.b.1. Certificate Authorizing Registration (1) Electronic Copy And (1) Original Copy And (1) Electronic Copy	Bureau of Internal Revenue - Revenue District Office
B.b.2. Deed of Assignment from the previous Single Stockholder, if the shares will be transferred to the new Single Stockholder (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
C. For Corporations with Primary License	
C.1. Monitoring Clearance from Compliance Monitoring Division (CMD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Compliance Monitoring Division, Company Registration and Monitoring Department
Remarks: *https://forms.gle/Nt9p8PN88j7G4LPi8*	
Sub Requirement	
C.1.A. If Monitoring Clearance is not yet available	
C.1.A.1. Affidavit of Undertaking to process a Monitoring Clearance from CMD (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *System-generated document available for download through the eAMEND Portal*	
D. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
D.1. Monitoring Clearance from Markets and Securities Regulation Department (MSRD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Markets and Securities Regulation Department
E. For Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies, and foundation	
E.1. Monitoring Clearance from Corporate Governance and Finance Department (CGFD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Corporate Governance and Finance Department
F. For Financing/Lending	
F.1. Monitoring Clearance from Financing and Lending Companies Department (FLCD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Financing and Lending Companies Department
G. For Financial Technology (FinTech) related business activities [Operators of payment systems; Payment Service Providers; Electronic Money Issuers (EMI); Non-bank EMIs; Alternative Credit Scoring Companies; AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); KYC/Security Companies (KYC Service Providers); Digital Banks; Digital Asset Exchanges; Virtual Asset Service Providers; Play-to-Earn Platforms; o E-Commerce Companies; Crowdfunding Platforms; RegTech Companies (RegTech Service Providers); SupTech Companies (SupTech Service Providers); and Digital Advisers/Robo-Advisers]	
G.1. PhiliFintech Innovation Office (PIO) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office
G.2. Enforcement and Investor Protection Department (EIPD) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department
H. For Banks, banking and quasi-banking institutions, pawnshops, corporations engaged in money service business (ex. Money Changer and Remittance Services), non-stock savings and loan associations (NSSLAs) and other Financial Intermediaries	
H.1. Endorsement from Bangko Sentral ng Pilipinas (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Bangko Sentral ng Pilipinas - Financial Supervision Sector
I. For Insurance/Health Maintenance Organization, preneed	
I.1. Endorsement from Insurance Commission (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Insurance Commission - Legal Services Group - Licensing Division
J. If to engage as a foreign retailer (amendment of purpose)	
J.1. Certification of Inward Remittance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks:	

Certification of Inward Remittance *of Foreign Exchange showing compliance of the foreign retailer with the minimum paid-up capital requirement of Twenty-Five Million Pesos (P25,000,000.00) or other proof, such as Bank Certification, certifying that such capital investment is deposited and maintained in a bank in the Philippines*	
J.2. Apostilled/authenticated Certificate of Reciprocity (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *to the effect that such State provides reciprocity to Filipinos*	
K. If with Amendment of Corporate Name / Trade Name / Business Name	
K.1. Name Verification Slip (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Corporate Filing and Records Division, Company Registration and Monitoring Department
Sub Situational Requirement/s	
K.a. If undertaking to change name, in compliance with Section 17 of the Revised Corporation Code of the Philippines (RCCP), is not explicitly stated in any of the submitted forms	
K.a.1. Affidavit of undertaking to change corporate name / trade name (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: • *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)* • *executed by a director, trustee or officer*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the electronic copy of the requirements to the eAMEND Portal **Location:** https://eamend.sec.gov.ph/login **Notes/Instruction:** If the application is found to be for compliance during the evaluation stage, the applicant will have to go back to Step 1- Submission of requirements.	1.1. Verifies completeness of amendment requirements and assign to FIRST processors, if the documents are complete	None	5 minute/s	• SEC Administrative Assistant II; Corporate and Partnership Registration Division (CPRD) • SEC Administrative Officer II; Corporate and Partnership Registration Division (CPRD)
	1.2. Processes and evaluates application for amendment		9 working day/s, 7 hour/s	• SEC Administrative Assistant II; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Counsel II; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D) • SEC Officer-in-Charge; Foreign Investment Registration Station Division (FIRST-D)
	1.3. Issues Payment Assessment Form (PAF)		10 minute/s	• SEC Administrative Assistant II; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Counsel II; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Specialist I; Foreign

				Investment Registration Station Division (FIRST-D) • SEC Officer-in-Charge; Foreign Investment Registration Station Division (FIRST-D)
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the electronic Official Receipt via e-mail	**Standard Fees** Breakdown: Amended Articles of Incorporation or By-Laws: PHP 1000 Total: PHP 1000 **Formula Fees** Breakdown: Legal Research FeeDocumentary Stamp TaxName Verification	1 working day/s	• Accounting Division; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the CRMD Receiving Counter at 4th level, West Wing, SEC Robinsons Galleria Satellite Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209	3.1. Receives and verifies documentary requirements and proof of payment.	None	10 minute/s	• SEC Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minute/s	• SEC Computer Operator; Corporate Filing and Records Division (CFRD)
	3.3. Prepares and generates the Certificate of Amended Articles of Incorporation and/or By-Laws		10 minute/s	• SEC Assistant Director; Corporate and Partnership Registration Division (CPRD)
	3.4. Reviews the application and signs the the Certificate of Amended Articles of Incorporation and/or By-Laws		9 working day/s	• SEC Assistant Director; Corporate Filing and Records Division (CFRD)
	3.5. Tags the application for appointment through the eAMEND Portal indicating the date of release of the certificate		5 minute/s	• SEC Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
4. Proceeds to the CRMD Releasing Section at SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209, presents the original proof of payment and receives the signed Certificate of Amended Articles of Incorporation and/or By-Laws **Location:** SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209	4. Releases original copy of the Certificate of Amended Articles of Incorporation and/or By-Laws	None	5 minute/s	• SEC Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1000 See other fees below		

Formula / Schedule of Fees

- **Legal Research Fee**

1% of the computed Filing Fees for Amended Articles of Incorporation and/or By-Laws

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

- **Name Verification**

  PHP 100 per proposed name/s or trade name/s

  *valid for 30 days

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

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

1. *Change of corporate name / trade name*
2. *Amendment of purpose/s (ex. in the event it desires to pursue other or additional purposes in the Philippines)*

Office or Division:	Foreign Investment Registration Station Division (FIRST-D)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All licensed foreign and multinational corporations
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf)*	
2. Petition for Amendment of License (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
3. Authenticated/Apostilled copy of the Board Resolution or equivalent document approving the amendment/s (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
For Situational Requirement	
A. For Corporations with Primary License	
A.1. Monitoring Clearance from Compliance Monitoring Division (CMD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Compliance Monitoring Division, Company Registration and Monitoring Department
Remarks: *https://forms.gle/Nt9p8PN88j7G4LPi8*	
B. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
B.1. Monitoring Clearance from Markets and Securities Regulation Department (MSRD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Markets and Securities Regulation Department
C. For Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies, and foundation	
C.1. Monitoring Clearance from Corporate Governance and Finance Department (CGFD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Corporate Governance and Finance Department
D. For Financing/Lending	
D.1. Monitoring Clearance from Financing and Lending Companies Department (FLCD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Financing and Lending Companies Department
E. For Financial Technology (FinTech) related business activities [Operators of payment systems; Payment Service Providers; Electronic Money Issuers (EMI); Non-bank EMIs; Alternative Credit Scoring Companies; AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); KYC/Security Companies (KYC Service Providers); Digital Banks; Digital Asset Exchanges; Virtual Asset Service Providers; Play-to-Earn Platforms; o E-Commerce Companies; Crowdfunding Platforms; RegTech Companies (RegTech Service Providers); SupTech Companies (SupTech Service Providers); and Digital Advisers/Robo-Advisers]	
E.1. PhiliFintech Innovation Office (PIO) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office
E.2. Enforcement and Investor Protection Department (EIPD) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department

F. For Banks, banking and quasi-banking institutions, pawnshops, corporations engaged in money service business (ex. Money Changer and Remittance Services), non-stock savings and loan associations (NSSLAs) and other Financial Intermediaries	
F.1. Endorsement from Bangko Sentral ng Pilipinas (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Bangko Sentral ng Pilipinas - Financial Supervision Sector
G. For Insurance/Health Maintenance Organization, preneed	
G.1. Endorsement from Insurance Commission (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Insurance Commission - Legal Services Group - Licensing Division
H. If to engage as a foreign retailer (amendment of purpose)	
H.1. Certification of Inward Remittance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *Certification of Inward Remittance of Foreign Exchange showing compliance of the foreign retailer with the minimum paid-up capital requirement of Twenty-Five Million Pesos (P25,000,000.00) or other proof, such as Bank Certification, certifying that such capital investment is deposited and maintained in a bank in the Philippines*	
H.2. Apostilled/authenticated Certificate of Reciprocity (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *to the effect that such State provides reciprocity to Filipinos*	
I. For Regional Operating Headquarters (ROHQs) and Regional/Area Headquarters (RHQs)	
I.1. Endorsement/Clearance from Board of Investments (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Board of Investments - Legal and Compliance Service
J. If with Amendment of Corporate Name / Trade Name / Business Name	
J.1. Name Verification Slip (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Corporate Filing and Records Division, Company Registration and Monitoring Department
J.2. Authenticated/Apostilled Copy of Amended Articles of Incorporation/Association of the parent company (1) Electronic Copy And (1) Original Copy And (1) Electronic Copy	Applicant / Client
Sub Situational Requirement/s	
J.a. If undertaking to change name, in compliance with Section 17 of the Revised Corporation Code of the Philippines (RCCP), is not explicitly stated in any of the submitted forms	
J.a.1. Affidavit of undertaking to change corporate name / trade name (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)* *Executed by the resident agent, director, trustee or duly authorized officer*	
K. If the amended purpose/s is based on Amended Articles of Incorporation/ Association of the parent company	
K.1. Authenticated/Apostilled Copy of Amended Articles of Incorporation/Association of the parent company (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the application to crmd_amend_foreign@sec.gov.ph **Location:** crmd_amend_foreign@sec.gov.ph **Notes/Instruction:** If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the Specialist will prepare a checklist of deficiencies and	1.1. Verifies completeness of amendment requirements and assign to processors if the documents are complete	None	4 hour/s	• SEC Administrative Officer II; Foreign Investment Registration Station Division (FIRST-D)
	1.2. Evaluates whether the documents submitted are complete in form and in substance, then prepares Final Report and forwards it to the Officer-in-Charge for review if compliant		14 working day/s	• SEC Securities Counsel II; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Specialist I; Foreign Investment

inform and return it to the applicant via email. For submission of compliance documents, the client will directly send it to the assigned Specialist's e-mail. The assigned Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.2				Registration Station Division (FIRST-D)
	1.3. Evaluates the final report, then orders the FIRST-D Specialist to issue Payment Assessment Form (PAF) if compliant		14 working day/s	• Officer-in-Charge; Foreign Investment Registration Station Division (FIRST-D)
	1.4. Issues Payment Assessment Form (PAF)		3 hour/s	• SEC Securities Counsel II; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D)
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the electronic Official Receipt via e-mail	**Standard Fees** Breakdown: Amended License: PHP 3000 Legal Research Fee: PHP 30 Documentary Stamp Tax: PHP 30 Total: PHP 3060 **Formula Fees** Breakdown: Name Verification	1 working day/s	• Accounting Division; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the CRMD Receiving Counter at SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209 through the company's representatives of through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209	3.1. Receives and verifies documentary requirements and proof of payment.	None	10 minute/s	• SEC Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		10 minute/s	• SEC Computer Operator; Corporate Filing and Records Division (CFRD)
	3.3. Prepares and generates the Certificate of Amended License of Foreign or Multinational Corporations		10 minute/s	• SEC Assistant Director; Corporate and Partnership Registration Division (CPRD)
	3.4. Reviews the application and signs the Certificate of Amended License of Foreign or Multinational Corporations		10 working day/s	• SEC Assistant Director; Corporate Filing and Records Division (CFRD)
	3.5. Encodes signed Certificate of Amended License of Foreign or Multinational Corporations		10 minute/s	• SEC Securities Specialist I; Corporate Filing and Records Division (CFRD)
	3.6. Sends email for releasing appointment		10 minute/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
4. Proceeds to the CRMD Releasing Section at SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209, presents the original proof of payment and receives the signed Certificate of Amended License of Foreign or Multinational Corporations	4. Releases signed Certificate of Amended License of Foreign or Multinational Corporations	None	10 minute/s	• SEC Assistant Computer Operator; Corporate Filing and Records Division (CFRD)

Location: SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209				
Total Processing Time:		Working Days: 40 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 3060 See other fees below		

Formula / Schedule of Fees

- **Name Verification**

  PHP 100 per proposed name/s or trade name/s

  *valid for 30 days

4. Application for Amendment of non-Philippine national Partnerships registered under FIA or before IPAs (Regular Processing)

This service details the procedure in applying for amendment of the Articles of Partnerships of non-Philippine national Partnerships registered under FIA or before Investment Promotion Agencies (IPAs) through the eAMEND Portal under Regular Processing.

Office or Division:	Foreign Investment Registration Station Division (FIRST-D)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All partnerships registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs)
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf)*	
2. Amended Articles of Partnership (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
For Situational Requirement	
A. For Financial Technology (FinTech) related business activities (Operators of payment systems; Payment Service Providers; Electronic Money Issuers (EMI); Non-bank EMIs; Alternative Credit Scoring Companies; Online Lending Companies; Peer-to-peer Lending Companies; AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); KYC/Security Companies (KYC Service Providers); Digital Banks; Digital Asset Exchanges; Virtual Asset Service Providers; Play-to-Earn Platforms; E-Commerce Companies; Crowdfunding Platforms; RegTech Companies (RegTech Service Providers); SupTech Companies (SupTech Service Providers); and Digital Advisers/Robo-Advisers)	
A.1. PhiliFintech Innovation Office (PIO) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
A.2. Enforcement and Investor Protection Department (EIPD) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)
B. For Money Changer and Remittance Services	
B.1. Endorsement from Bangko Sentral ng Pilipinas (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Bangko Sentral ng Pilipinas - Financial Supervision Sector
C. For Insurance/Health Maintenance Organization	
C.1. Endorsement from Insurance Commission (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Insurance Commission - Legal Services Group - Licensing Division
D. If with Amendment of Partnership Name / Trade Name / Business Name	
D.1. Name Verification Slip (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Corporate Filing and Records Division, Company Registration and Monitoring Department
Sub Situational Requirement/s	
D.a. If undertaking to change name, in compliance with Section 17 of the Revised Corporation Code of the Philippines (RCCP), is not explicitly stated in any of the submitted forms	
D.a.1. Undertaking of the Partner to change partnership name (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)*	
E. If the provision to be amended is the change of partners	
E.1. Deed of Assignment of partnership interest and/or documents showing withdrawal, resignation, retirement and death of a partner	Applicant / Client

(1) Electronic Copy And (1) Original Copy And (1) Photo Copy	
F. If to engage as a foreign retailer (amendment of purpose)	
F.1. Certification of Inward Remittance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *Certification of Inward Remittance of Foreign Exchange showing compliance of the foreign retailer with the minimum paid-up capital requirement of Twenty-Five Million Pesos (P25,000,000.00) or other proof, such as Bank Certification, certifying that such capital investment is deposited and maintained in a bank in the Philippines*	
F.2. Apostilled/authenticated Certificate of Reciprocity (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *to the effect that such State provides reciprocity to Filipinos*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the electronic copy of the requirements to the eAMEND Portal **Location:** https://eamend.sec.gov.ph/login **Notes/Instruction:** If the application is found to be for compliance during the evaluation stage, the applicant will have to go back to Step 1- Submission of requirements.	1.1. Verifies completeness of amendment requirements and assign to FIRST-D processors, if the documents are complete	None	5 minute/s	• SEC Administrative Assistant II; Corporate and Partnership Registration Division (CPRD) • SEC Administrative Officer II; Corporate and Partnership Registration Division (CPRD)
	1.2. Processes and evaluates application for amendment		9 working day/s, 7 hour/s	• SEC Administrative Assistant II; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Counsel II; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D) • SEC Officer-in-Charge; Foreign Investment Registration Station Division (FIRST-D)
	1.3. Issues Payment Assessment Form (PAF)		10 minute/s	• SEC Administrative Assistant II; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Counsel II; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D) • SEC Officer-in-Charge; Foreign Investment Registration Station Division (FIRST-D)

2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the electronic Official Receipt via e-mail	**Standard Fees** Breakdown: Amended Articles of Partnership: PHP 2000 Legal Research Fee: PHP 20 Documentary Stamp Tax: PHP 30 Total: PHP 2050 **Formula Fees** Breakdown: Name Verification	1 working day/s	• Accounting Division; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the CRMD Receiving Counter at SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209 through the company's representatives of through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209	3.1. Receives and verifies documentary requirements and proof of payment	None	10 minute/s	• SEC Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minute/s	• SEC Computer Operator; Corporate Filing and Records Division (CFRD)
	3.3. Prepares and generates the Certificate of Amended Articles of Partnership		10 minute/s	• SEC Assistant Director; Corporate and Partnership Registration Division (CPRD)
	3.4. Reviews the application and signs the the Certificate of Amended Articles of Partnership		9 working day/s	• SEC Assistant Director; Corporate Filing and Records Division (CFRD)
	3.5. Tags the application for appointment through the eAMEND Portal indicating the date of release of the certificate		5 minute/s	• SEC Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
4. Proceeds to the CRMD Releasing Section at SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209, presents the original proof of payment and receives the signed Certificate of Amended Articles of Partnership **Location:** SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209	4. Releases original copy of the Certificate of Amended Articles of Partnership	None	5 minute/s	• SEC Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 2050 See other fees below		

Formula / Schedule of Fees

- **Name Verification**

  PHP 100 per proposed name/s or trade name/s

  *valid for 30 days

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

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

Office or Division:	Foreign Investment Registration Station Division (FIRST-D)
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All licensed foreign and multinational corporations
Operating Hours:	8:00 AM - 5:00 PM
Statute:	(Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 7 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf)*	
2. Petition for Change of Resident Agent (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
3. Authenticated/Apostilled copy of the Board Resolution approving the change/appointment of Resident Agent (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
For Situational Requirement	
A. For Corporations with Primary License	
A.1. Monitoring Clearance from Compliance Monitoring Division (CMD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Compliance Monitoring Division, Company Registration and Monitoring Department
Remarks: *https://forms.gle/Nt9p8PN88j7G4LPi8*	
B. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
B.1. Monitoring Clearance from Markets and Securities Regulation Department (MSRD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Markets and Securities Regulation Department
C. For Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies, and foundation	
C.1. Monitoring Clearance from Corporate Governance and Finance Department (CGFD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Corporate Governance and Finance Department
D. For Financing/Lending	
D.1. Monitoring Clearance from Financing and Lending Companies Department (FLCD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Financing and Lending Companies Department
E. For Financial Technology (FinTech) related business activities [Operators of payment systems; Payment Service Providers; Electronic Money Issuers (EMI); Non-bank EMIs; Alternative Credit Scoring Companies; AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); KYC/Security Companies (KYC Service Providers); Digital Banks; Digital Asset Exchanges; Virtual Asset Service Providers; Play-to-Earn Platforms; o E-Commerce Companies; Crowdfunding Platforms; RegTech Companies (RegTech Service Providers); SupTech Companies (SupTech Service Providers); and Digital Advisers/Robo-Advisers]	
E.1. PhiliFintech Innovation Office (PIO) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office
E.2. Enforcement and Investor Protection Department (EIPD) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department
F. For Banks, banking and quasi-banking institutions, pawnshops, corporations engaged in money service business (ex. Money Changer and Remittance Services), non-stock savings and loan associations (NSSLAs) and other Financial Intermediaries	

F.1. Endorsement from Bangko Sentral ng Pilipinas (1) Electronic Copy And (1) Original Copy And (1) Photo Copy			Bangko Sentral ng Pilipinas - Financial Supervision Sector	
G. For Insurance/Health Maintenance Organization, preneed				
G.1. Endorsement from Insurance Commission (1) Electronic Copy And (1) Original Copy And (1) Photo Copy			Insurance Commission - Legal Services Group - Licensing Division	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submits the application to crmd_amend_foreign@sec.gov.ph **Location:** crmd_amend_foreign@sec.gov.ph **Notes/Instruction:** If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via email. For submission of compliance documents, the client will directly send it to the assigned Specialist's e-mail. The assigned Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.2	1.1. Verifies completeness of amendment requirements and assign to processors if the documents are complete	None	5 minute/s	• SEC Administrative Officer II; Foreign Investment Registration Station Division (FIRST-D)
	1.2. Processes and evaluates application for Appointment/Substitution of Resident Agent		6 working day/s, 7 hour/s	• SEC Securities Counsel II; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D) • SEC Administrative Assistant II; Foreign Investment Registration Station Division (FIRST-D)
	1.3. Issues Payment Assessment Form (PAF)		5 minute/s	• SEC Securities Counsel II; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D) • SEC Administrative Assistant II; Foreign Investment Registration Station Division (FIRST-D)
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Receives payment	**Standard Fees** Breakdown: Petition for Appointment/Substitution of Resident Agent: PHP 3000 Legal Research Fee: PHP 30 Documentary Stamp Tax: PHP 30 Total: PHP 3060	5 minute/s	• SEC Securities Counsel II; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D) • SEC Administrative Assistant II; Foreign Investment Registration Station Division (FIRST-D)
3. Submits the documentary requirements with proof of payment to the CRMD Receiving Counter at SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209 through the company's representatives of through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209	3.1. Receives and verifies documentary requirements and proof of payment.	None	5 minute/s	• SEC Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minute/s	• SEC Computer Operator; Corporate Filing and Records Division (CFRD)
	3.3. Prepares and generates the Certificate of Appointment/Substitution of		10 minute/s	• SEC Assistant Director; Corporate and Partnership

	Resident Agent of Foreign or Multinational Corporations			Registration Division (CPRD)
	3.4. Reviews the application and signs the Certificate of Appointment/Substitution of Resident Agent of Foreign or Multinational Corporations		7 working day/s	• SEC Assistant Director; Corporate Filing and Records Division (CFRD)
	3.5. Encodes signed Certificate of Appointment/Substitution of Resident Agent of Foreign or Multinational Corporations		5 minute/s	• SEC Securities Specialist I; Corporate Filing and Records Division (CFRD)
	3.6. Sends email for releasing appointment		5 minute/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
4. Proceeds to the CRMD Releasing Section at SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209, presents the original proof of payment and receives the signed Certificate of Appointment/Substitution of Resident Agent of Foreign or Multinational Corporations **Location:** SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209	4. Releases signed Certificate of Appointment/Substitution of Resident Agent of Foreign or Multinational Corporations	None	5 minute/s	• SEC Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
Total Processing Time:		Working Days: 14 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 3060		

6. Application for Consolidation of non-Philippine National Domestic Stock and Non-stockCorporations registered under FIA or before IPAs

This service covers the processing of applications for Consolidation of corporations with foreign equity participation, including the evaluation and registration of foreign investments arising from the consolidation, pursuant to relevant provisions of the Revised Corporation Code of the Philippines and applicable foreign investment regulations.

This service applies to domestic corporations with foreign equity required to register or update their foreign investments with the SEC through FIRST-D.

Office or Division:	Foreign Investment Registration Station Division (FIRST-D)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All domestic corporations registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs)
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover sheet (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Foreign Investment Registration Station Division (FIRST-D)
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf* *Note: The two (2) original copies will be submitted upon payment of the corresponding fees.*	
2. Articles of Consolidation (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *No Prescribed format. To be prepared by the Company in accordance with the Section 77 of the Revised Corporate Code of the Philippines.* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
3. Plan of Consolidation (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
4. List of stockholders/members of record of the constituent corporations indicating their nationalities and respective subscribed and paid-up capital/contribution as of date of the meeting approving the consolidation certified under oath by the Corporate Secretary (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
5. Certification by the Corporate Secretary on the meeting of the Board of Directors and stockholders/Board of Trustees and members of the constituent corporations approving the consolidation (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
6. Audited financial statements of the constituent corporations as of a date not earlier than 120 days prior to the date of filing of the application in accordance with PFRS 3 (Accounting Standard on Business Combination) (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Information and Communications Technology Department (ICTD)
Remarks:	

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.	
7. Certification under oath by President, Finance Officer or Treasurer of the constituent corporations stating that all creditors as of cut-off date were informed regarding the consolidation (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
8. Notarized Secretary's Certificate on non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Foreign Investment Registration Station Division (FIRST-D)
Remarks: *Download Secretary's Certificate on non-existence of intra-corporate dispute through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. If the surviving company will issue shares of stock or create additional paid-in capital:	
A.1. Long-form audit report of Audited financial statements for absorbed corporation(s) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
B. If one or more of the constituent corporation(s) is/are insolvent:	
B.1. Publisher's Affidavit on publication of the consolidation (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
C. For Corporations with Primary Licenses:	
C.1. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Compliance Monitoring Division (CMD)
Remarks: *Please send your request through https://forms.gle/Nt9p8PN88j7G4LPi8* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
D. For Financing and Lending Companies:	
D.1. Financing and Lending Companies Department (FLCD) Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Financing and Lending Companies Department (FLCD)
Remarks: *Please email your request at finlend_queries@sec.gov.ph* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
E. For Listed and Public Companies:	
E.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)
Remarks: *Please email your request at cgfd_fdn@sec.gov.ph* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

E.2. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Markets and Securities Regulation Department (MSRD)

Remarks:

Please email your request at msrdsubmission@sec.gov.ph

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

F. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:

F.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector

Remarks:

To request, please refer to BSP Citizen's Charter through this link: https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

G. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:

G.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group

Remarks:

To request, please refer to IC Citizen's Charter through this link:

https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of complete requirements for new application. **Location:** crmd_amend_foreign@sec.gov.ph **Notes/Instruction:** • The applicant may, if the application consists of voluminous documents, be advised to present the hard copies thereof. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the FIRST-D Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via email. For submission of compliance documents, the client will directly send it to the assigned FIRST-D Specialist's e-mail. The assigned FIRST-D Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.2. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any	1. Checks the completeness once the online documents are found to be complete, the applicant shall be requested to submit one (1) original signed hard copy.	None	1 working day/s	• SEC Administrative Officer III; Foreign Investment Registration Station Division (FIRST-D)

changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed terminated without prejudice to refiling. • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period.				
2. Submit the original signed hard copy. **Location:** SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209	2.1. Check the hard copies submitted once found to be complete and in order, receive the hard copy.	None	5 hour/s	• SEC Accounting Specialist I; Foreign Investment Registration Station Division (FIRST-D)
	2.2. Records and assigns the application. Sends e-mail containing acknowledgement of application and name of the assigned FIRST-D Specialist.		2 hour/s	• SEC Administrative Officer III; Foreign Investment Registration Station Division (FIRST-D)
	2.3. Examines the documents submitted are complete in form and in substance, then prepares Final Report and forwards it to the Reviewing Specialist (legal and financial aspects) for review if compliant.		14 working day/s	• SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Specialist II; Foreign Investment Registration Station Division (FIRST-D) • Securities Financial Specialist II; Foreign Investment Registration Station Division (FIRST-D) • Securities Financial Specialist III; Foreign Investment Registration Station Division (FIRST-D) • Securities Examiner III; Foreign Investment Registration Station Division (FIRST-D) • Securities Financial Specialist IV; Foreign Investment Registration Station Division (FIRST-D)
	2.4. Examines compliance with legal aspect, then forwards the application to Financial Reviewer.		3 working day/s	• SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D) • Securities Counsel II; Foreign Investment

				Registration Station Division (FIRST-D)
	2.5. Reviews financial aspect and signs the Final report and recommends issuance of the Payment Assessment Form (PAF) and receiving of the application.		13 working day/s	• Securities Financial Specialist IV; Foreign Investment Registration Station Division (FIRST-D)
3. Pay the corresponding filing fees **Location:** Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide.	3. Issues payment confirmation containing the electronic Official Receipt via e-mail	**Formula Fees** Breakdown: Consolidation	1 working day/s	• Accounting Division; Financial Management Department (FMD)
4. Submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip). **Location:** SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209 **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements).*	4.1. Calls the name of the corporation, accepts the complete application requirements together with the proof of payment, and transmits these to the Receiving officer	None	2 hour/s	• SEC Data Controller; Corporate Filing and Records Division (CFRD)
	4.2. Compares the hard copies received with the scanned copies of the application documents and, upon verification that these are complete and in order, forwards the same to the officer responsible for the preparation of the Certificate. The Receiving Officer shall inform the applicant to await the scheduled appointment date for the release of the Certificate of Approval.		5 hour/s	• SEC Data Controller; Corporate Filing and Records Division (CFRD)
	4.3. Prepares Certificate		2 working day/s	• SEC Administrative Assistant I; Foreign Investment Registration Station Division (FIRST-D) • SEC Administrative Officer II; Foreign Investment Registration Station Division (FIRST-D)
	4.4. Signs and approves the application.		2 working day/s	• SEC Director III or Officer-in-Charge; Foreign Investment Registration Station Division (FIRST-D)
	4.5. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.		6 hour/s	• SEC Data Controller; Corporate Filing and Records Division (CFRD)
	4.6. Schedules and sends email notification to the applicant on date of release of the certificate.		1 working day/s	• SEC Administrative Officer II; Foreign Investment Registration Station Division (FIRST-D)
5. Present the Official Receipt and Appointment Letter. Then, fill out the logbook for released applications and claim the Certificates of Approval. **Location:** SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209	5. Calls the name of the corporation, assists the client in filling out the logbook, and releases the Certificates of Approval.	None	4 hour/s	• SEC Administrative Assistant I; Corporate Filing and Records Division (CFRD) • SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD) • SEC Data Controller; Corporate Filing

				and Records Division (CFRD)
Total Processing Time:		Working Days: 40 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Consolidation**

  1/5 of 1% of total equity of the constituent corporation or the filing fee for Articles of Incorporation whichever is higher but not less than PHP 3,000

  plus

  Legal Research Fee – 1% of the amount of filing fee but not less than P10.00

  plus

  Documentary Stamp tax of P60.00

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

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

This service is exclusively for corporations registered under Foreign Investment Act of 1991 and those located in economic zones whose foreign equity exceeded the 40% threshold.

Office or Division:	Foreign Investment Registration Station Division (FIRST-D)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All FIA Registered One Person Corporation (OPC)
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf)*	
2. Notice of Conversion of a One Person Corporation to Ordinary Stock Corporation in the form prescribed by the Commission (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *https://www.sec.gov.ph/mc-2020/mc-no-27-s-2020/* • *Signed by the holder of shares of the outstanding shares of the capital stock;* • *Signed by the Corporation's Corporate Secretary* • *Filed with the Commission within sixty (60) days from such transfer of shares in accordance to Sections 8 to 10 of SEC MC No. 27, series of 2020*	
3. Original or Certified True Copy of the documents effecting the transfer/s of full title/ownership of shares: subscription contracts, deeds of assignment, or any legal document declaring the legal heirs of the single stockholders (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
4. Certificate Authorizing Registration/Tax Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Bureau of Internal Revenue - Revenue District Office (RDO)
5. Articles of Incorporation and By-laws of an OSC filed in accordance with the requirements provided under Section 14 of the RCC (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

Remarks:

shall comply with and/or contain the following:

- *Duly prepared, signed and acknowledged or authenticated by the stockholders who voted for their adoption, and by the corporation's treasurer;*
- *Must clearly state that signatories voluntarily agreed to convert OPC to OSC in the following manner:*

"KNOW ALL MEN BY THESE PRESENTS:

The undersigned stockholder/s, of legal age, voluntarily agreed to convert a one person corporation (OPC) to Ordinary Stock Corporation (OSC) under the laws of the Republic of the Philippines and certify the following.

- *Provision/article indicating the name/s and address of the original incorporator of the OPC*
- *Provisions/articles reflecting the number of directors, their names and addresses, as well as their subscription and payment details, and;*
- *Other details particular to an OSC shall likewise be indicated in accordance with the provisions of the RCC and guidelines that the Commission has issued and/or may hereafter issue*
- *The following shall likewise be added as a new Article in the Articles of Incorporation of the Ordinary Stock Corporation (OSC)*

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

6. Copy of the latest Articles of Incorporation of the OPC shall be attached to the Articles of Incorporation of the Ordinary Stock Corporation (OSC) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
7. Notarized Secretary's Certificate of No Intra corporate Dispute (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department

Remarks:

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

8. Name Verification Slip, for amendment of corporate name (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Corporate Filing and Records Division, Company Registration and Monitoring Department
9. Monitoring Clearance (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Compliance Monitoring Division, Company Registration and Monitoring Department

Remarks:

https://forms.gle/Nt9p8PN88j7G4LPi8

For Situational Requirement

A. For Financial Technology (FinTech) related business activities [Operators of payment systems; Payment Service Providers; Electronic Money Issuers (EMI); Non-bank EMIs; Alternative Credit Scoring Companies; AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); KYC/Security Companies (KYC Service Providers); Digital Banks; Digital Asset Exchanges; Virtual Asset Service Providers; Play-to-Earn Platforms; o E-Commerce Companies; Crowdfunding Platforms; RegTech Companies (RegTech Service Providers); SupTech Companies (SupTech Service Providers); and Digital Advisers/Robo-Advisers]

A.1. PhiliFintech Innovation Office (PIO) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office
A.2. Enforcement and Investor Protection Department (EIPD) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department

B. For Bank, banking and quasi-banking institution, pawnshop, and other financial intermediaries

B.1. Endorsement from Bangko Sentral ng Pilipinas (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Bangko Sentral ng Pilipinas - Financial Supervision Sector

C. For Insurance, preneed, Health Maintenance Organization

C.1. Endorsement from Insurance Commission (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Insurance Commission - Legal Services Group - Licensing Division

D. Undertaking to Change Corporate Name duly executed under oath by the director of the OSC, if not yet included in the Articles of Incorporation

D.1. Undertaking to Change Corporate Name duly executed under oath by the director of the OSC (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department

Remarks:

SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)

E. Undertaking to Assume All Liabilities of the OPC, duly executed under oath by all stockholders of the OSC, if not yet included in the Articles of Incorporation

E.1. Undertaking to Assume All Liabilities of the OPC, duly executed under oath by all stockholders of the OSC (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the electronic copy of the requirements to the eAMEND Portal **Location:** https://eamend.sec.gov.ph/login **Notes/Instruction:** If the application is found to be for compliance during the evaluation stage, the applicant will have to go back to Step 1- Submission of requirements.	1.1. Verifies completeness of amendment requirements and assign to FIRST processors, if the documents are complete	None	10 minute/s	• SEC Administrative Assistant II; Corporate and Partnership Registration Division (CPRD) • SEC Administrative Officer II; Corporate and Partnership Registration Division (CPRD)
	1.2. Processes and evaluates application for amendment		19 working day/s, 7 hour/s	• SEC Securities Counsel II; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D) • SEC Officer-in-Charge; Foreign Investment Registration Station Division (FIRST-D)
	1.3. Issues Payment Assessment Form (PAF)		10 minute/s	• SEC Securities Counsel II; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D) • SEC Officer-in-Charge; Foreign Investment Registration Station Division (FIRST-D)
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the electronic Official Receipt via e-mail	**Standard Fees** Breakdown: Amendment-Conversion of OPC to Ordinary Stock Corporation: PHP 2000 Legal Research Fee: PHP 20 Documentary Stamp Tax: PHP 30 Total: PHP 2050 **Formula Fees** Breakdown: Name Verification	1 working day/s	• Accounting Division; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the CRMD Receiving Counter at SEC Headquarters, 5th Floor, 7907 Makati Avenue,	3.1. Receives and verifies documentary requirements and proof of payment.	None	10 minute/s	• SEC Assistant Computer Operator; Corporate Filing

Salcedo Village, Bel-Air, Makati City, 1209 through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209				and Records Division (CFRD)
	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		10 minute/s	• SEC Computer Operator; Corporate Filing and Records Division (CFRD)
	3.3. Prepares and generates the Certificate of Amended Articles of Incorporation and/or By-Laws		10 minute/s	• SEC Assistant Director; Corporate and Partnership Registration Division (CPRD)
	3.4. Reviews the application and signs the the Certificate of Amended Articles of Incorporation and/or By-Laws		19 working day/s	• SEC Assistant Director; Foreign Investment Registration Station Division (FIRST-D)
	3.5. Tags the application for appointment through the eAMEND Portal indicating the date of release of the certificate		5 minute/s	• SEC Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
4. Proceeds to the CRMD Releasing Section at SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209, presents the original proof of payment and receives the signed Certificate of Amended Articles of Incorporation and/or By-Laws **Location:** SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209	4. Releases original copy of the Certificate of Amended Articles of Incorporation and/or By-Laws	None	5 minute/s	• SEC Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
Total Processing Time:		Working Days: 40 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 2050 See other fees below		

Formula / Schedule of Fees

- **Name Verification**

  PHP 100 per proposed name/s or trade name/s

  *valid for 30 days

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

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

Office or Division:	Foreign Investment Registration Station Division (FIRST-D)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All FIA Registered Ordinary Stock Corporation (OSC)
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf)*	
2. Notice of Conversion of Ordinary Stock Corporation to a One Person Corporation in the form prescribed by the Commission (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *https://www.sec.gov.ph/mc-2020/mc-no-27-s-2020/* • *Signed by the single stockholder who has acquired all the outstanding shares of the capital stock of an ordinary corporation;* • *Signed by the Corporation's Corporate Secretary*	
3. Original or Certified True Copy of the documents effecting the transfer/s of full title/ownership of shares (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: • *Deeds of Assignment or any legal document transferring the shares to the single stockholder and if applicable,* • *Certified True Copy of Proof of Authority to act on behalf of the trustee/estate*	
4. Certificate Authorizing Registration (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Bureau of Internal Revenue - Revenue District Office
5. Articles of Incorporation of an OPC (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: • *Must be duly prepared, signed and acknowledged or authenticated by the single stockholder and by the corporation's Treasurer* • *Provision/article indicating the name/s and address/es of the original incorporator/s of the OSC* • *Provision/articles on the number of directors, their payment details were modified to reflect the name, address, subscription and payment details of the single stockholder in the form prescribed by the Commission* • *Other details particular to an OPC indicated in MC No. 07, Series of 2019.* • *Must contain the following as a new Article in the Articles of Incorporation of the One Person Corporation:* *"Upon issuance by the Securities and Exchange Commission of the Certificate of Filing of Amended Articles of Incorporation, reflecting its conversion into a One Person Corporation, the attached Articles of Incorporation of the Ordinary Stock Corporation shall be deemed superseded "*	
6. Copy of the latest Articles of Incorporation of the Ordinary Stock Corporation (OSC) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
7. Notarized Secretary's Certificate of no pending case of intra-corporate dispute (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks:	

SEC Website (https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx)	
8. Letter of acceptance of appointment by Nominee and Alternate Nominee (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
9. Name Verification Slip, for amendment of corporate name (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Corporate Filing and Records Division, Company Registration and Monitoring Department
For Situational Requirement	
A. For Corporations with Primary License	
A.1. Monitoring Clearance from Compliance Monitoring Division (CMD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Compliance Monitoring Division, Company Registration and Monitoring Department
Remarks: *https://forms.gle/Nt9p8PN88j7G4LPi8*	
B. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
B.1. Monitoring Clearance from Markets and Securities Regulation Department (MSRD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Markets and Securities Regulation Department
C. For Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies, and foundation	
C.1. Monitoring Clearance from Corporate Governance and Finance Department (CGFD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Corporate Governance and Finance Department
D. For Financing/Lending	
D.1. Monitoring Clearance from Financing and Lending Companies Department (FLCD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Financing and Lending Companies Department
E. For Financial Technology (FinTech) related business activities [Operators of payment systems; Payment Service Providers; Electronic Money Issuers (EMI); Non-bank EMIs; Alternative Credit Scoring Companies; AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); KYC/Security Companies (KYC Service Providers); Digital Banks; Digital Asset Exchanges; Virtual Asset Service Providers; Play-to-Earn Platforms; o E-Commerce Companies; Crowdfunding Platforms; RegTech Companies (RegTech Service Providers); SupTech Companies (SupTech Service Providers); and Digital Advisers/Robo-Advisers]	
E.1. PhiliFintech Innovation Office (PIO) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office
E.2. Enforcement and Investor Protection Department (EIPD) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department
F. For Money Changer and Remittance Services	
F.1. Endorsement from Bangko Sentral ng Pilipinas (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Bangko Sentral ng Pilipinas - Financial Supervision Sector
G. For Insurance/Health Maintenance Organization	
G.1. Endorsement from Insurance Commission (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Insurance Commission - Legal Services Group - Licensing Division
H. For Self-appointed Treasurer	
H.1. Self-appointed Treasurer's Bond (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
I. For Amendment of Corporate Name, if not stated in the Articles of Incorporation	
I.1. Undertaking to Change Corporate Name duly executed under oath by the Single Stockholder (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)*	
J. Undertaking to Assume All Liabilities of the OSC, duly executed under oath by the single stockholder of the OPC, if not yet included in the Articles of Incorporation.	
J.1. Undertaking to Assume All Liabilities of the OSC, duly executed under oath by the single stockholder of the OPC (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the electronic copy of the requirements to the eAMEND Portal **Location:** https://eamend.sec.gov.ph/login **Notes/Instruction:** If the application is found to be for compliance during the evaluation stage, the applicant will have to go back to Step 1- Submission of requirements.	1.1. Verifies completeness of amendment requirements and assign to FIRST processors, if the documents are complete	None	10 minute/s	• SEC Administrative Assistant II; Corporate and Partnership Registration Division (CPRD) • SEC Administrative Officer II; Corporate and Partnership Registration Division (CPRD)
	1.2. Processes and evaluates application for amendment		19 working day/s, 7 hour/s	• SEC Securities Counsel II; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D) • SEC Officer-in-Charge; Foreign Investment Registration Station Division (FIRST-D)
	1.3. Issues Payment Assessment Form (PAF)		10 minute/s	• SEC Securities Counsel II; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D) • SEC Officer-in-Charge; Foreign Investment Registration Station Division (FIRST-D)
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the electronic Official Receipt via e-mail	**Standard Fees** Breakdown: Amended Articles of Incorporation or By-Laws: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 Total: PHP 1040 **Formula Fees** Breakdown: Name Verification	1 working day/s	• Accounting Division; Financial Management Department (FMD)

3. Submits the documentary requirements with proof of payment to the CRMD Receiving Counter at SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209 through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209	3.1. Receives and verifies documentary requirements and proof of payment.	None	10 minute/s	• SEC Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		10 minute/s	• SEC Computer Operator; Corporate Filing and Records Division (CFRD)
	3.3. Prepares and generates the Certificate of Amended Articles of Incorporation and/or By-Laws		10 minute/s	• SEC Assistant Director; Corporate and Partnership Registration Division (CPRD)
	3.4. Reviews the application and signs the the Certificate of Amended Articles of Incorporation and/or By-Laws		19 working day/s	• SEC Assistant Director; Foreign Investment Registration Station Division (FIRST-D)
	3.5. Tags the application for appointment through the eAMEND Portal indicating the date of release of the certificate		5 minute/s	• SEC Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
4. Proceeds to the CRMD Releasing Section at SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209, presents the original proof of payment and receives the signed Certificate of Amended Articles of Incorporation and/or By-Laws **Location:** SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209	4. Releases original copy of the Certificate of Amended Articles of Incorporation and/or By-Laws	None	5 minute/s	• SEC Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
Total Processing Time:		Working Days: 40 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1040 See other fees below		

Formula / Schedule of Fees

- **Name Verification**

  PHP 100 per proposed name/s or trade name/s

  *valid for 30 days

9. Application for Decrease of Capital Stock of non-Philippine national Stock Domestic Corporations registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs)

This service details the adopted online procedure and documentary requirements on application for Decrease of Capital Stock pursuant to Section 37 of the Revised Corporation Code of the Philippines.

This service is exclusively for non-Philippine national Stock domestic corporations registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs).

If the decrease of capital stock is accompanied by application for equity restructuring, comply also with the requirements for Equity Restructuring.

Office or Division:	Foreign Investment Registration Station Division (FIRST-D)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All domestic corporations registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs)
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover sheet (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Company Registration and Monitoring Department
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf* *Note: The two (2) original copies will be submitted upon payment of the corresponding fees.*	
2. Certificate of Decrease of Capital Stock (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *No Prescribed format. To be prepared by the Company in accordance with the Section 37 of the Revised Corporate Code of the Philippines.* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
3. Directors' certificate (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Company Registration and Monitoring Department
Remarks: *Download Director's Certificate through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
4. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
5. List of stockholders showing the names, nationalities and stockholdings before and after the reclassification/declassification/conversion, as certified by the corporate secretary (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
6. Audited Financial Statements (AFS) as of the last fiscal year stamped received by BIR and SEC (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Information and Communications Technology Department (ICTD)
Remarks:	

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.	
7. List of stockholders showing the names, nationalities, and their subscribed and paid-up before and after the decrease certified under oath by the Corporate Secretary (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
8. Publisher's affidavit of the publication of the decrease of capital (once in a newspaper of general circulation) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
9. Notarized Secretary's Certificate on non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Company Registration and Monitoring Department
Remarks: *Download Secretary's Certificate on non-existence of intra-corporate dispute through this link:* *https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. If with return of capital	
A.1. Long-form audit report of Audited Financial Statements (AFS) as of the last fiscal year (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
A.2. List of creditors certified by the auditor or certified under oath by the company accountant and written consent of each creditor (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
B. For Corporations with Primary Licenses:	
B.1. Monitoring Clearance from Compliance Monitoring Division (CMD) (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Compliance Monitoring Division, Company Registration and Monitoring Department
Remarks: *https://forms.gle/Nt9p8PN88j7G4LPi8*	
C. For Financing and Lending Companies:	
C.1. Financing and Lending Companies Department (FLCD) Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Financing and Lending Companies Department (FLCD)
Remarks: *Please email your request at finlend_queries@sec.gov.ph* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
D. For Listed and Public Companies:	
D.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)
Remarks:	

Please email your request at cgfd_fdn@sec.gov.ph

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

D.2. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Markets and Securities Regulation Department (MSRD)

Remarks:

Please email your request at msrdsubmission@sec.gov.ph

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

E. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:

E.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector

Remarks:

To request, please refer to BSP Citizen's Charter through this link: https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

F. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:

F.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group

Remarks:

To request, please refer to IC Citizen's Charter through this link:

https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of complete requirements at crmd_amend_foreign@sec.gov.ph **Location:** crmd_amend_foreign@sec.gov.ph **Notes/Instruction:** • The applicant may, if the application consists of voluminous documents, be advised to present the hard copies thereof. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via email. For submission of compliance documents, the client will directly send it to the assigned Specialist's e-mail. The assigned Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.4. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities	1.1. Receives the required documents and check for completeness, then records the application if complete	None	1 hour/s	• SEC Administrative Officer II; Foreign Investment Registration Station Division (FIRST-D)
	1.2. Sends e-mail containing acknowledgement of application and name of the assigned FIRST-D Specialist		15 minute/s	• SEC Administrative Officer II; Foreign Investment Registration Station Division (FIRST-D)
	1.3. Acknowledges the assigned application for pre-processing		15 minute/s	• SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Counsel II; Foreign Investment Registration Station Division (FIRST-D)
	1.4. Examines online whether the documents submitted are complete in form and in substance, then prepares Final Report and forwards it to the		14 working day/s	• SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D)

and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed terminated without prejudice to refiling. • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period.	FIRST-D Officer-in-Charge for review if compliant			• SEC Securities Counsel II; Foreign Investment Registration Station Division (FIRST-D)
	1.5. Reviews the final report, then orders the FIRST-D Specialist to issue Payment Assessment Form (PAF) if compliant		14 working day/s	• SEC Officer-in-Charge; Foreign Investment Registration Station Division (FIRST-D)
	1.6. Sends the Payment Assessment Form (PAF) to the applicant		30 minute/s	• SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Counsel II; Foreign Investment Registration Station Division (FIRST-D)
2. Pay the corresponding filing fees **Location:** Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide.	2. Issues payment confirmation containing the electronic Official Receipt via e-mail	**Formula Fees** Breakdown: Decrease of Capital Stock (Return of Capital)Decrease of Capital Stock (All others)	1 working day/s	• Accounting Division; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the CRMD Receiving Counter at SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209 **Location:** SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209 **Notes/Instruction:** ***Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)***	3.1. Receives and verifies documentary requirements and proof of payment.	None	10 minute/s	• Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
	3.2. Retrieves and prints the source documents and forwards the application to the FIRST-D Certification Officer		10 minute/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
	3.3. Prepares Certificate		1 working day/s	• SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D)
	3.4. Signs and approves the application		7 working day/s, 7 hour/s, 40 minute/s	• SEC Director III or Officer-in-Charge; Company Registration and Monitoring Department (CRMD)
	3.5. Forwards the approved application to the Releasing Unit		2 hour/s	• Office of the Director; Company Registration and Monitoring Department (CRMD)
	3.6. Schedules and sends email notification to the applicant on date of release of the certificate		1 working day/s	• SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D)

4. Proceeds to the CRMD Releasing Section at SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209, presents the original proof of payment and receives the Certificate of Approval **Location:** SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209	4.1. Receives the Official Receipt	None	2 hour/s	• Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
	4.2. Releases the signed Certificate of Approval		2 hour/s	• Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
Total Processing Time:		Working Days: 40 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Decrease of Capital Stock (Return of Capital)**

  Filing Fee- P5,000.00 plus Amended Articles of Incorporation of P1,000.00

  plus

  Legal Research Fee (LRF)- 1% of computed filing fee but not less than P10.00

  plus

  Documentary stamp tax of P30

- **Decrease of Capital Stock (All others)**

  Filing Fee- P3,000.00 plus Amended Articles of Incorporation of P1,000.00

  plus

  Legal Research Fee (LRF)- 1% of computed filing fee but not less than P10.00

  plus

  Documentary stamp tax of P30

10. Application for Dissolution (For amendment to shorten the corporate term under Section 136 of the RCC where the proposed expiration of the corporate term [must contemplate a future date] is less than one year, from approval of the application for amendment)

This service details the procedure in applying dissolution of non-Philippine national Stock and Non-stock domestic corporations registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs) through the eAMEND Portal under Regular Processing.

Office or Division:	Foreign Investment Registration Station Division (FIRST-D)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All domestic corporations registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs)
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf)*	
2. Amended Articles of Incorporation (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
3. Notarized Directors' certificate signed by majority of the directors or trustees and the corporate secretary (1) Original Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *attesting that:* *1. the dissolution by shortening of corporate term was approved by majority of the board of directors/trustees and ratified by at least 2/3 vote of the stockholders representing the outstanding capital stock including the holders of non-voting shares/members of the corporation;* *2. date and place of stockholders' or members' meeting* *3. the tax identification number of the signatories which shall be placed below their names* *SEC Website* *Director's Certificate - https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf* *Trustee's Certificate - https://www.sec.gov.ph/wp-content/uploads/2019/11/Trustees_Certificate.pdf*	
4. Audited Financial Statements as of the last fiscal year stamped received by SEC and BI (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Sub Requirement	
4.A. If the applicant has ceased operations for at least one (1) year	
4.A.1. Audited Financial Statements as of the last fiscal year of operation (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
4.A.2. Affidavit of non-operation certified under oath by the President and Treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
4.B. If the applicant has no operation since incorporation	
4.B.1. Balance Sheet certified under oath by the Treasurer and President (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
4.B.2. Affidavit of non-operation certified under oath by the President and Treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
4.B.3. Certificate of non-registration issued by the BIR (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Bureau of Internal Revenue - Revenue District Office

4.C. If the applicant corporation (stock or nonstock) is with total assets or liabilities of less than Six Hundred Thousand Pesos (Php600,000.00)	
4.C.1. Balance Sheet as of last preceding fiscal year certified under oath by the President and Treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
5. Certification under oath by the President and Treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *certifying that:* *1. the dissolution is not prejudicial to the interest of the creditors; and* *2. there is no opposition from any creditor from the time of publication of the notice of dissolution up to the filing of the dissolution with the Commission*	
6. Bureau of Internal Revenue (BIR) Tax Clearance Certificate (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Bureau of Internal Revenue - Revenue District Office
7. Publisher's Affidavit of Publication of the notice of meeting (once) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
8. Notarized Secretary's Certificate of no pending case of intra-corporate dispute (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx)*	
Sub Requirement	
8.A. If with pending intra-corporate dispute case	
8.A.1. Certification from the President (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *attesting or certifying under oath the following:* *1. Case title, docket number, name and address of the court/tribunal/administrative body, and nature of all pending cases; and* *2. That the aforementioned cases will not affect the required vote of the board of directors and of stockholders representing at least two-thirds (2/3) of the outstanding capital stock*	
For Situational Requirement	
A. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
A.1. Monitoring Clearance from Markets and Securities Regulation Department (MSRD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Markets and Securities Regulation Department
B. For Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies, and foundation	
B.1. Monitoring Clearance from Corporate Governance and Finance Department (CGFD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Corporate Governance and Finance Department
C. For Financing/Lending	
C.1. Monitoring Clearance from Financing and Lending Companies Department (FLCD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Financing and Lending Companies Department
D. For Financial Technology (FinTech) related business activities [Operators of payment systems; Payment Service Providers; Electronic Money Issuers (EMI); Non-bank EMIs; Alternative Credit Scoring Companies; AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); KYC/Security Companies (KYC Service Providers); Digital Banks; Digital Asset Exchanges; Virtual Asset Service Providers; Play-to-Earn Platforms; o E-Commerce Companies; Crowdfunding Platforms; RegTech Companies (RegTech Service Providers); SupTech Companies (SupTech Service Providers); and Digital Advisers/Robo-Advisers]	
D.1. PhiliFintech Innovation Office (PIO) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office
D.2. Enforcement and Investor Protection Department (EIPD) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department
E. For Banks, banking and quasi-banking institutions, pawnshops, corporations engaged in money service business (ex. Money Changer and Remittance Services), non-stock savings and loan associations (NSSLAs) and other Financial Intermediaries	
E.1. Endorsement from Bangko Sentral ng Pilipinas (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Bangko Sentral ng Pilipinas - Financial Supervision Sector

F. For Insurance/Health Maintenance Organization, preneed				
F.1. Endorsement from Insurance Commission (1) Electronic Copy And (1) Original Copy And (1) Photo Copy			Insurance Commission - Legal Services Group - Licensing Division	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submits the electronic copy of the requirements to the eAMEND Portal **Location:** https://eamend.sec.gov.ph/login **Notes/Instruction:** If the application is found to be for compliance during the evaluation stage, the applicant will have to go back to Step 1- Submission of requirements.	1.1. Verifies completeness of amendment requirements and assign to FIRST processors, if the documents are complete	None	10 minute/s	• SEC Administrative Assistant II; Corporate and Partnership Registration Division (CPRD) • SEC Administrative Officer II; Corporate and Partnership Registration Division (CPRD)
	1.2. Processes and evaluates application for amendment		19 working day/s, 3 hour/s	• SEC Administrative Assistant II; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Counsel II; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D) • SEC Officer-in-Charge; Foreign Investment Registration Station Division (FIRST-D)
	1.3. Issues Payment Assessment Form (PAF)		4 hour/s	• SEC Administrative Assistant II; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Counsel II; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D) • SEC Officer-in-Charge; Foreign Investment Registration Station Division (FIRST-D)
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the electronic Official Receipt via e-mail	**Standard Fees** Breakdown: Amended Articles of Incorporation or By-Laws: PHP 1000 Total: PHP 1000 **Formula Fees** Breakdown: Legal Research FeeDocumentary Stamp TaxName Verification	1 working day/s	• Accounting Division; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of	3.1. Receives and verifies documentary requirements and	None	10 minute/s	• SEC Assistant Computer

payment to the CRMD Receiving Counter at SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209 through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209	proof of payment.			Operator; Corporate Filing and Records Division (CFRD)
	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		10 minute/s	• SEC Computer Operator; Corporate Filing and Records Division (CFRD)
	3.3. Prepares and generates the Certificate of Amended Articles of Incorporation and/or By-Laws		10 minute/s	• SEC Assistant Director; Corporate and Partnership Registration Division (CPRD)
	3.4. Reviews the application and signs the the Certificate of Amended Articles of Incorporation and/or By-Laws		19 working day/s	• SEC Assistant Director; Corporate Filing and Records Division (CFRD)
	3.5. Tags the application for appointment through the eAMEND Portal indicating the date of release of the certificate		10 minute/s	• SEC Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
4. Proceeds to the CRMD Releasing Section at SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209, presents the original proof of payment and receives the signed Certificate of Amended Articles of Incorporation and/or By-Laws **Location:** SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209	4. Releases original copy of the Certificate of Amended Articles of Incorporation and/or By-Laws	None	10 minute/s	• SEC Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
Total Processing Time:		Working Days: 40 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1000 See other fees below		

Formula / Schedule of Fees

- **Legal Research Fee**

  1% of the computed Filing Fees for Amended Articles of Incorporation and/or By-Laws

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

- **Name Verification**

  PHP 100 per proposed name/s or trade name/s

  *valid for 30 days

11. Application for Dissolution of non-Philippine National Partnerships registered under FIA or before IPAs

This service details the procedure in applying for dissolution of the Articles of Partnership of non-Philippine national partnerships registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs) through the eAMEND Portal under Regular Processing.

Office or Division:	Foreign Investment Registration Station Division (FIRST-D)
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All partnerships registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs)
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 7 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *System-generated document available for download through the eAMEND Portal*	
2. Articles of Dissolution or Affidavit of Dissolution (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
3. BIR Tax Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Bureau of Internal Revenue - Revenue District Office
For Situational Requirement	
A. For Money Changer and Remittance Services	
A.1. Endorsement from Bangko Sentral ng Pilipinas (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Bangko Sentral ng Pilipinas - Financial Supervision Sector
B. For Insurance/Health Maintenance Organization	
B.1. Endorsement from Insurance Commission (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Insurance Commission - Legal Services Group - Licensing Division

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the electronic copy of the requirements to the eAMEND Portal **Location:** https://eamend.sec.gov.ph/login **Notes/Instruction:** If the application is found to be for compliance during the evaluation stage, the applicant will have to go back to Step 1- Submission of requirements.	1.1. Verifies completeness of amendment requirements and assign to FIRST processors, if the documents are complete	None	10 minute/s	• SEC Administrative Assistant II; Corporate and Partnership Registration Division (CPRD) • SEC Administrative Officer II; Corporate and Partnership Registration Division (CPRD)
	1.2. Processes and evaluates application for amendment		6 working day/s, 7 hour/s	• SEC Securities Counsel II; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D) • SEC Officer-in-Charge; Foreign Investment Registration Station Division (FIRST-D)

	1.3. Issues Payment Assessment Form (PAF)		10 minute/s	• SEC Securities Counsel II; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D) • SEC Officer-in-Charge; Foreign Investment Registration Station Division (FIRST-D)
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the electronic Official Receipt via e-mail	**Standard Fees** Breakdown: Dissolution of Partnership: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 Total: PHP 1040	1 working day/s	• Accounting Division; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the CRMD Receiving Counter at SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209 through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209	3.1. Receives and verifies documentary requirements and proof of payment.	None	10 minute/s	• SEC Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		10 minute/s	• SEC Computer Operator; Corporate Filing and Records Division (CFRD)
	3.3. Prepares and generates the Certificate of Dissolution of Partnership		10 minute/s	• SEC Assistant Director; Corporate and Partnership Registration Division (CPRD)
	3.4. Reviews the application and signs the the Certificate of Amended Articles of Incorporation and/or By-Laws		6 working day/s	• SEC Assistant Director; Corporate Filing and Records Division (CFRD)
	3.5. Tags the application for appointment through the eAMEND Portal indicating the date of release of the certificate		5 minute/s	• SEC Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
4. Proceeds to the CRMD Releasing Section at SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209, presents the original proof of payment and receives the signed Certificate of Dissolution of Partnership **Location:** SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209	4. Releases original copy of the Certificate of Dissolution of Partnership	None	5 minute/s	• SEC Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
Total Processing Time:		Working Days: 14 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1040		

12. Application for Enabling Resolution of non-Philippine National Domestic Stock Corporations registered under FIA or before IPAs

This service details the procedure in applying for Enabling Resolution of non-Philippine national Stock Domestic Corporations registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs).

Office or Division:	Foreign Investment Registration Station Division (FIRST-D)
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All FIA Registered Corporations
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 7 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf)*	
2. Enabling Resolution (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
3. Notarized Secretary's Certificate of no pending case of intra-corporate dispute (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx)*	
4. List of stockholders certified under oath by the Corporate Secretary showing the present capital structure of the Company (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: • *Names of stockholders* • *Nationality* • *No. of shares* • *Amount subscribed* • *Amount of paid-up capital*	
For Situational Requirement	
A. For Corporations with Primary License	
A.1. Monitoring Clearance from Compliance Monitoring Division (CMD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Compliance Monitoring Division, Company Registration and Monitoring Department
Remarks: *https://forms.gle/Nt9p8PN88j7G4LPi8*	
B. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
B.1. Monitoring Clearance from Markets and Securities Regulation Department (MSRD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Markets and Securities Regulation Department
C. For Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies, and foundation	
C.1. Monitoring Clearance from Corporate Governance and Finance Department (CGFD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Corporate Governance and Finance Department

D. For Financing/Lending	
D.1. Monitoring Clearance from Financing and Lending Companies Department (FLCD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Financing and Lending Companies Department
E. For Financial Technology (FinTech) related business activities [Operators of payment systems; Payment Service Providers; Electronic Money Issuers (EMI); Non-bank EMIs; Alternative Credit Scoring Companies; AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); KYC/Security Companies (KYC Service Providers); Digital Banks; Digital Asset Exchanges; Virtual Asset Service Providers; Play-to-Earn Platforms; o E-Commerce Companies; Crowdfunding Platforms; RegTech Companies (RegTech Service Providers); SupTech Companies (SupTech Service Providers); and Digital Advisers/Robo-Advisers]	
E.1. PhiliFintech Innovation Office (PIO) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Offic
E.2. Enforcement and Investor Protection Department (EIPD) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the application to crmd_amend_foreign@sec.gov.ph **Location:** crmd_amend_foreign@sec.gov.ph **Notes/Instruction:** If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via email. For submission of compliance documents, the client will directly send it to the assigned Specialist's e-mail. The assigned Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.2	1.1. Verifies completeness of requirements and assign to processors if the documents are complete	None	15 minute/s	• SEC Administrative Assistant II; Foreign Investment Registration Station Division (FIRST-D)
	1.2. Processes and evaluates application for Enabling Resolution		6 working day/s	• SEC Securities Counsel II; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D) • SEC Officer-in-Charge; Foreign Investment Registration Station Division (FIRST-D)
	1.3. Issues Payment Assessment Form (PAF)		15 minute/s	• SEC Securities Counsel II; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D) • SEC Officer-in-Charge; Foreign Investment Registration Station Division (FIRST-D)
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the electronic Official Receipt via e-mail	**Standard Fees** Breakdown: Enabling Resolution: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 Total: PHP 1040	1 working day/s	• Accounting Division; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the CRMD Receiving Counter at SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209 through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:**	3.1. Receives and verifies documentary requirements and proof of payment.	None	15 minute/s	• SEC Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minute/s	• SEC Computer Operator; Corporate Filing

SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209				and Records Division (CFRD)
	3.3. Prepares and generates the Enabling Certificate		15 minute/s	• SEC Assistant Director; Corporate and Partnership Registration Division (CPRD)
	3.4. Reviews the application and signs the Enabling Certificate		6 working day/s, 6 hour/s	• SEC Assistant Director; Corporate Filing and Records Division (CFRD)
	3.5. Encodes signed Enabling Certificate		15 minute/s	• SEC Securities Specialist I; Corporate Filing and Records Division (CFRD)
	3.6. Sends email for releasing appointment		15 minute/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
4. Proceeds to the CRMD Releasing Section at SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209, presents the original proof of payment and receives the signed Enabling Certificate **Location:** SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209	4. Releases signed Enabling Certificate	None	15 minute/s	• SEC Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
Total Processing Time:		Working Days: 14 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1040		

13. Application for Increase of Capital Stock for non-Philippine National One Person Corporation registered under FIA or before IPAs via Cash

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

Office or Division:	Foreign Investment Registration Station Division (FIRST-D)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All FIA Registered One Person Corporation (OPC)
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf)*	
2. Amended Articles of Incorporation (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
3. Secretary Certificate certifying the current/present Authorized Capital Stock, Subscribed capital and Paid-up Capital of the OPC (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
4. Monitoring Clearance (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commissio - Compliance Monitoring Division, Company Registration and Monitoring Department
Remarks: *https://forms.gle/Nt9p8PN88j7G4LPi8*	
5. Treasurer's Affidavit certifying the increase of capital stock, the amount subscribed and the amount received as payment thereto (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
6. Subscription Contract (with bank deposit slip /Acknowledgment Receipt signed by the Treasurer/Bank Statement) signed by the President/Director and the Corporate Secretary (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
7. OPC Resolution (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: • *indicating the name of OPC;* • *signed by the Sole Stockholder and Corporate Secretary;* • *indicating the proposed amendments; and* • *date of resolution*	
8. Certificate of Increase of Capital (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/03/2022SECForm_CERTIFICATE-OF-INCREASE-OF-AUTHORIZED-CAPITAL-STOCK-OF-OPC.docx)*	
For Situational Requirement	
A. For Financial Technology (FinTech) related business activities [Operators of payment systems; Payment Service Providers; Electronic Money Issuers (EMI); Non-bank EMIs; Alternative Credit Scoring Companies; AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); KYC/Security Companies (KYC Service Providers); Digital Banks; Digital Asset Exchanges; Virtual	

Asset Service Providers; Play-to-Earn Platforms; o E-Commerce Companies; Crowdfunding Platforms; RegTech Companies (RegTech Service Providers); SupTech Companies (SupTech Service Providers); and Digital Advisers/Robo-Advisers]	
A.1. PhiliFintech Innovation Office (PIO) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office
A.2. Enforcement and Investor Protection Department (EIPD) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department
B. If to engage as a foreign retailer (amendment of purpose)	
B.1. Certification of Inward Remittance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *Certification of Inward Remittance of Foreign Exchange showing compliance of the foreign retailer with the minimum paid-up capital requirement of Twenty-Five Million Pesos (P25,000,000.00) or other proof, such as Bank Certification, certifying that such capital investment is deposited and maintained in a bank in the Philippines*	
B.2. Apostilled/authenticated Certificate of Reciprocity (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *to the effect that such State provides reciprocity to Filipinos*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the electronic copy of the requirements to the eAMEND Portal **Location:** https://eamend.sec.gov.ph/login **Notes/Instruction:** If the application is found to be for compliance during the evaluation stage, the applicant will have to go back to Step 1- Submission of requirements.	1.1. Verifies completeness of amendment requirements and assign to FIRST processors, if the documents are complete	None	10 minute/s	• SEC Administrative Assistant II; Corporate and Partnership Registration Division (CPRD) • SEC Administrative Officer II; Corporate and Partnership Registration Division (CPRD)
	1.2. Evaluates whether the documents submitted are complete in form and in substance, then prepares Final Report and forwards it to the Officer-in-Charge for review if compliant		14 working day/s, 3 hour/s, 25 minute/s	• SEC Securities Counsel II; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D)
	1.3. Evaluates the final report, then orders the FIRST-D Specialist to issue Payment Assessment Form (PAF) if compliant		14 working day/s, 3 hour/s, 25 minute/s	• Officer-in-Charge; Foreign Investment Registration Station Division (FIRST-D)
	1.4. Issues Payment Assessment Form (PAF)		10 minute/s	• SEC Securities Counsel II; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D)
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the electronic Official Receipt via e-mail	**Standard Fees** Breakdown: Documentary Stamp Tax: PHP 30 Total: PHP 30 **Formula Fees**	1 working day/s	• Accounting Division; Financial Management Department (FMD)

		Breakdown: Increase of Authorized Capital Stock of an OPCLegal Research Fee		
3. Submits the documentary requirements with proof of payment to the CRMD Receiving Counter at SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209 through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209	3.1. Receives and verifies documentary requirements and proof of payment.	None	10 minute/s	• SEC Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		10 minute/s	• SEC Computer Operator; Corporate Filing and Records Division (CFRD)
	3.3. Prepares and generates the Certificate of Amended Articles of Incorporation		10 minute/s	• SEC Assistant Director; Corporate and Partnership Registration Division (CPRD)
	3.4. Reviews the application and signs the the Certificate		10 working day/s	• SEC Assistant Director; Corporate Filing and Records Division (CFRD)
	3.5. Tags the application for appointment through the eAMEND Portal indicating the date of release of the certificate		10 minute/s	• SEC Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
4. Proceeds to the CRMD Releasing Section at SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209, presents the original proof of payment and receives the signed Certificate of Amended Articles of Incorporation **Location:** SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209	4. Releases original copy of the Certificate of Amended Articles of Incorporation	None	10 minute/s	• SEC Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
Total Processing Time:		Working Days: 40 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 30 See other fees below		

Formula / Schedule of Fees

- **Increase of Authorized Capital Stock of an OPC**

  For Corporation with par value – ⅕ of 1% of the increase in capital stock but not less than PHP 3,000 or the subscription price of the subscribed capital stock whichever is higher

  For Corporation without par value – ⅕ of 1% of the increase in capital stock computed at PHP 100 per share but not less than PHP 3,000 or the issue value of the subscribed capital stock whichever is higher

- **Legal Research Fee**

  1% of the computed Filing Fees for Amended Articles of Incorporation and/or By-Laws

14. Application for Increase of Capital Stock of non-Philippine national Stock Domestic Corporations registered under FIA (“Foreign Investment Act”) or before Investment Promotion Agencies (IPAs) by way of Cash

This service details the adopted online procedure and documentary requirements for application for Increase of Capital Stock by way of Cash pursuant to Section 37 of the Revised Corporation Code of the Philippines.

This service is exclusively for non-Philippine national Stock domestic corporations registered under FIA (“Foreign Investment Act”) or before Investment Promotion Agencies (IPAs).

Office or Division:	Foreign Investment Registration Station Division (FIRST-D)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All domestic corporations registered under FIA (“Foreign Investment Act”) or before Investment Promotion Agencies (IPAs)
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover sheet (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Company Registration and Monitoring Department
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf* *Note: The two (2) original copies will be submitted upon payment of the corresponding fees.*	
2. Certificate of Increase of Capital Stock (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *No prescribed format. To be prepared by the Company in accordance with Section 37 of the Revised Corporation Code of the Philippines* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
3. Treasurer’s Affidavit (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *No prescribed format. To be prepared by the Company in accordance with Section 37 of the Revised Corporation Code of the Philippines* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
4. Directors’ certificate (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Company Registration and Monitoring Department
Remarks: *Download Director’s Certificate through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
5. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
6. List of stockholders of record as of date of meeting approving the increase, indicating their nationalities and their respective subscribed and paid-up capital on the present authorized	Applicant / Client

capital stock certified under oath by the corporate secretary (1) Original Copy Or (1) Photo Copy And (1) Electronic Copy	
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
7. Notarized Secretary's Certificate on non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Company Registration and Monitoring Department
Remarks: *Download Secretary's Certificate on non-existence of intra-corporate dispute through this link:* *https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
8. Secretary's Certificate on waiver of pre-emptive rights of non-subscribing shareholders (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Company Registration and Monitoring Department
Remarks: *Download Secretary's Certificate certifying that all non-subscribing stockholders waived their respective pre-emptive rights through this link:* *https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_Waiver_Pre_emptive_Rights.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance from Compliance Monitoring Division (CMD) (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Compliance Monitoring Division, Company Registration and Monitoring Department
Remarks: *https://forms.gle/Nt9p8PN88j7G4LPi8*	
B. For Financing and Lending Companies:	
B.1. Financing and Lending Companies Department (FLCD) Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Financing and Lending Companies Department (FLCD)
Remarks: *Please email your request at finlend_queries@sec.gov.ph* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
C. For Listed and Public Companies:	
C.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)
Remarks: *Please email your request at cgfd_fdn@sec.gov.ph* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
C.2. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Markets and Securities Regulation Department (MSRD)
Remarks: *Please email your request at msrdsubmission@sec.gov.ph* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
D. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	

D.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector
Remarks: *To request, please refer to BSP Citizen's Charter through this link: https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
E. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
E.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group
Remarks: *To request, please refer to IC Citizen's Charter through this link:* *https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
F. Additional requirement if cash payment for subscription is already reflected in the Audited Financial Statements:	
F.1. Audited Financial Statements as of the last fiscal year stamped received by BIR and SEC (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Information and Communications Technology Department (ICTD)
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
G. Additional requirement if cash payment for subscription is not yet reflected in the Audited Financial Statements:	
Sub Situational Requirement/s	
G.a. If applicant corporation is/are Listed companies; Public companies defined in the Securities Regulation Code; companies that offer or sell securities to the public; companies with secondary license; and where payment to subscription to the increase is more than P50,000,000.00	
G.a.1. Special Audit Report (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.b. Where payment to subscription to the increase is P50,000,000.00 and below	
G.b.1. Subscription Contract executed under oath among stockholder/s, treasurer and president for the corporation (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 11 Series of 2016 – Subscription Contracts through this link: https://www.sec.gov.ph/mc-2016/mc-no-11-s-2016subscription-contracts/#gsc.tab=0* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H. Additional requirement for Rural Banks:	
H.1. Notarized Certification on payment for subscriptions to be signed by majority of the rural bank's Board of Directors in accordance with the form required by BSP (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.2. List of stockholders of record showing their respective subscribed and paid-up amount before and after the increase and the list of subscribers to the increase with their respective subscription and payment as presented and approved by BSP annexed to the notarized certification (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of complete requirements at crmd_amend_foreign@sec.gov.ph **Location:** crmd_amend_foreign@sec.gov.ph **Notes/Instruction:** • The applicant may, if the application consists of voluminous documents, be advised to present the hard copies thereof. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via email. For submission of compliance documents, the client will directly send it to the assigned Specialist's e-mail. The assigned Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.4. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed terminated without prejudice to refiling. • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period.	1.1. Receives the required documents and check for completeness, then records the application if complete	None	1 hour/s	• SEC Administrative Officer II; Foreign Investment Registration Station Division (FIRST-D)
	1.2. Sends e-mail containing acknowledgement of application and name of the assigned FIRST-D Specialist		15 minute/s	• SEC Administrative Officer II; Foreign Investment Registration Station Division (FIRST-D)
	1.3. Acknowledges the assigned application for pre-processing		15 minute/s	• SEC Administrative Assistant II; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Counsel II; Foreign Investment Registration Station Division (FIRST-D)
	1.4. Examines online whether the documents submitted are complete in form and in substance, then prepares Final Report and forwards it to the FIRST-D Officer-in-Charge for review if compliant		14 working day/s	• SEC Administrative Assistant II; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Counsel II; Foreign Investment Registration Station Division (FIRST-D)
	1.5. Reviews the final report, then orders the FIRST-D Specialist to issue Payment Assessment Form (PAF) if compliant		14 working day/s	• SEC Officer-in-Charge; Foreign Investment Registration Station Division (FIRST-D)
	1.6. Sends the Payment Assessment Form (PAF) to the applicant		30 minute/s	• SEC Administrative Assistant II; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Counsel II; Foreign Investment Registration Station Division (FIRST-D)
2. Pay the corresponding filing fees	2. Issues payment confirmation containing the electronic Official	**Formula Fees** Breakdown:	1 working day/s	• Accounting Division; Financial

Location: Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide.	Receipt via e-mail	Increase of Capital Stock (For corporation with par value)Increase of Capital Stock (For corporation without par value)		Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the CRMD Receiving Counter at SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209 **Location:** SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209 **Notes/Instruction:** ***Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)***	3.1. Receives and verifies documentary requirements and proof of payment.	None	10 minute/s	• Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
	3.2. Retrieves and prints the source documents and forwards the application to the FIRST-D Certification Officer		10 minute/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
	3.3. Prepares Certificate		1 working day/s	• SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D)
	3.4. Signs and approves the application		7 working day/s, 7 hour/s, 40 minute/s	• SEC Director III or Officer-in-Charge; Company Registration and Monitoring Department (CRMD)
	3.5. Forwards the approved application to the Releasing Unit		2 hour/s	• Office of the Director; Company Registration and Monitoring Department (CRMD)
	3.6. Schedules and sends email notification to the applicant on date of release of the certificate		1 working day/s	• SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D)
4. Proceeds to the CRMD Releasing Section at SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209, presents the original proof of payment and receives the signed Certificate of Approval **Location:** SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209	4.1. Receives the Official Receipt	None	2 hour/s	• Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
	4.2. Releases the signed Certificate		2 hour/s	• Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
Total Processing Time:		Working Days: 40 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Increase of Capital Stock (For corporation with par value)**

  1/5 of 1% of the increase in capital stock but not less than P3,000.00 or the subscription price of the subscribed capital stock, whichever is higher

  plus

  Legal Research Fee (LRF) -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00

  plus

  Amended Articles of Incorporation – P1,010.00 (Inclusive of LRF of P10.00)

plus

Documentary Stamp tax of P60.00

- **Increase of Capital Stock (For corporation without par value)**

  1/5 of 1% of the increase in capital stock computed at P100.00 per share but not less than P3,000.00 or the issue value of the subscribed capital stock, whichever is higher

  plus

  Legal Research Fee (LRF) -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00

  plus

  Amended Articles of Incorporation – P1,010.00 (Inclusive of LRF of P10.00)

  plus

  Documentary Stamp tax of P60.00

15. Application for Increase of Capital Stock of non-Philippine national Stock Domestic Corporations registered under FIA (“Foreign Investment Act”) or before Investment Promotion Agencies (IPAs) through payment other than cash

This service details the adopted online procedure and documentary requirements on application for increase of capital stock by way of Cash and Non Cash, but not limited to the following:

- *Conversion of advances/liabilities to equity*
- *Stock Dividend*
- *Land, building / condominium units*
- *Untitled Lands*
- *Inventories / Furniture / Personal Properties*
- *Heavy equipment and machinery*
- *Shares of stock*
- *Motor Vehicle*
- *Sea vessel / aircraft*
- *Intangibles*
- *Net assets*
- *Other assets*

This service is exclusively for non-Philippine national Stock domestic corporations registered under FIA (“Foreign Investment Act”) or before Investment Promotion Agencies (IPAs).

Office or Division:	Foreign Investment Registration Station Division (FIRST-D)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All domestic corporations registered under FIA (“Foreign Investment Act”) or before Investment Promotion Agencies (IPAs)
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover sheet (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Company Registration and Monitoring Department
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf* *Note: The two (2) original copies will be submitted upon payment of the corresponding fees.*	
2. Certificate of Increase of Capital Stock (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *No prescribed format. To be prepared by the Company in accordance with Section 37 of the Revised Corporation Code of the Philippines* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
3. Treasurer’s Affidavit (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *No prescribed format. To be prepared by the Company in accordance with Section 37 of the Revised Corporation Code of the Philippines* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
4. Directors’ certificate (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Company Registration and Monitoring Department
Remarks: *Download Director’s Certificate through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

5. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
6. List of stockholders of record as of date of meeting approving the increase, indicating their nationalities and their respective subscribed and paid-up capital on the present authorized capital stock certified under oath by the corporate secretary (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
7. Notarized Secretary's Certificate on non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *Download Secretary's Certificate on non-existence of intra-corporate dispute through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
8. Secretary's Certificate on waiver of pre-emptive rights of non-subscribing shareholders (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Company Registration and Monitoring Department
Remarks: *Download Secretary's Certificate certifying that all non-subscribing stockholders waived their respective pre-emptive rights through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_Waiver_Pre_emptive_Rights.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance from Compliance Monitoring Division (CMD) (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Compliance Monitoring Division, Company Registration and Monitoring Department
Remarks: *https://forms.gle/Nt9p8PN88j7G4LPi8*	
B. For Financing and Lending Companies:	
B.1. Financing and Lending Companies Department (FLCD) Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Financing and Lending Companies Department (FLCD)
Remarks: *Please email your request at finlend_queries@sec.gov.ph* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
C. For Listed and Public Companies:	
C.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)
Remarks: *Please email your request at cgfd_fdn@sec.gov.ph* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
C.2. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Markets and Securities Regulation Department (MSRD)

Remarks: *Please email your request at msrdsubmission@sec.gov.ph* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
D. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
D.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector
Remarks: *To request, please refer to BSP Citizen's Charter through this link: https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
E. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
E.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group
Remarks: *To request, please refer to IC Citizen's Charter through this link:* *https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
F. Additional Requirement if the consideration for issuance of shares is in the form of Conversion of Advances / Liabilities to Equity	
F.1. Deed of Assignment of advances / liabilities (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
F.a. If the advances/liabilities are already reflected in the Audited Financial Statements (AFS):	
F.a.1. Audited Financial Statements (AFS) as of the last fiscal year stamped received by BIR and SEC (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Information and Communications Technology Department (ICTD)
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
F.b. If the advances/liabilities is not yet reflected in the Audited Financial Statements (AFS):	
F.b.1. A report to be rendered by an Independent CPA on the verification of the advances to be converted to equity (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G. Additional Requirements if the payment for issuance of shares is by way of Stock Dividend:	
G.1. List of stockholders entitled to stock dividend with their respective outstanding shares and the allocation of stock dividend certified by the corporate secretary (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.2. Audited Financial Statements as of the last fiscal year received by BIR and SEC (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Information and Communications Technology Department (ICTD)

Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
G.3. Secretary's Certificate that on the basis of the computation of the Finance Officer, the allocation of stock dividends as indicated in the Certificate of Increase is in proportion to the shareholdings of stockholders as of date of meeting approving the dividend declaration or as of record date and the treatment of resulting fractional shares, if any, are true and correct (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.4. Reconciliation of Retained Earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 16 Series of 2023- Revised Guidelines on the Determination of Retained Earnings Available for Dividend Declaration through this link: https://www.sec.gov.ph/wp-content/uploads/2023/10/2023SEC-MC-No.-16,-s.-of-2023-Revised-Guidelines-on-the-Determination-of-Retained-Earnings%20-Available-for-Dividend-Declaration.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
G.a. In case the unappropriated retained earnings is not sufficient to warrant the dividend declaration:	
G.a.1. Secretary's Certificate on the Board's resolution to reverse the appropriated retained earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H. Additional Requirement if the consideration for issuance of shares is in the form of Land, buildings / condominium units:	
H.1. Detailed schedule of property showing the registered owner, location, area, TCT/CCT no., tax declaration number and the basis of transfer value (market value, assessed value or zonal value) certified by the company accountant (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.2. Copy of TCT/CCT electronically certified and issued by Register of Deeds and tax declaration sheet certified Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.3. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.4. Certification from the transferor stating that the improvements are existing and in good condition (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.5. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to Memorandum Circular No. 14 series of 2013- Amended Guidelines Covering the Use of Properties that Require Ownership Registration as Paid-up Capital of Corporation through this link: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-*	

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Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.	
Sub Situational Requirement/s	
H.a. If transfer value is based on zonal value:	
H.a.1. Latest zonal valuation certified by BIR (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.b. If transfer value is based on appraised value:	
H.b.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.c. If property is mortgaged:	
H.c.1. Mortgagee/creditor's certification on the outstanding loan balance and his/her written consent to the transfer of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.d. For assignment of buildings where assignor is not the owner of the land:	
H.d.1. Lease contract on the land and consent of the land owner to the transfer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I. Additional Requirement if the consideration for issuance of shares is in the form of Untitled Lands:	
I.1. Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least thirty (30) years and the possessor had introduced improvements thereon, if any (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.2. Duplicate original or certified true copies of the tax declaration sheets (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.3. Latest realty tax receipts (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.4. Affidavit by the transferor attesting continuous and open possession of the property is located (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

I.5. Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.6. Duplicate original or certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument affecting the property recorded in the Register of Deeds for the province of city where the land is situated (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.7. Affidavit executed by the transferor attesting to the: (a) Existence (or non-existence) of easements over the untitled property; (b) Kind/description of the easement and its location; and (c) Whether the transferor is the dominant estate or the servient estate, by virtue of such easements (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.8. Under oath undertaking of the transferor/subscriber to answer for any liability that the corporation might incur by virtue of the acceptance of said property as paid-up capital (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.9. Clearance or certification from the Department of Agrarian Reform (DAR) attesting to the following: (a) There is no other claimant to the untitled land; (b) it has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party; or (c) The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Department of Agrarian Reform (DAR) - Department of Agrarian Reform (DAR)
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.10. Blue Print Survey of the Plan as approved by the Bureau of Lands (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.11. Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/ assessed value / zonal value or appraised value) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.12. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.13. Affidavit of undertaking to submit certified true copy of the original certificate of title in the name of the transferee-corporation within one (1) year from the date of receipt of the approval of the application (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

Sub Situational Requirement/s	
I.a. If transfer value is based on zonal value	
I.a.1. Latest zonal valuation certified by BIR (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.b. If transfer value is based on appraised value	
I.b.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J. Additional Requirement if the consideration for issuance of shares is in the form of Inventories / Furniture / Personal Properties:	
J.1. Detailed schedule of property showing the description and the basis of transfer value (market value or book value) certified by the company accountant (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.2. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
J.a. If transfer value is based on book value:	
J.a.1. Special Audit Report by an Independent CPA on the verification and valuation of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K. Additional Requirement if the consideration for issuance of shares is in the form of Heavy equipment and machinery:	
K.1. Detailed schedule of the property showing the description and the transfer value certified by the company accountant (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K.2. Appraisal report by a licensed appraiser (not more than 6-month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K.3. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K.4. Certification from the transferor stating that the properties are existing and in good condition (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L. Additional Requirement if the consideration for issuance of shares is in the form of Shares of Stock:	
L.1. Detailed schedule of the shares of stock showing the stockholder, stock certificate number, no. of shares and the basis of transfer value (market or book value) certified by the company accountant (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.2. Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Information and Communications Technology Department (ICTD)
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.3. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.4. Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the assignor (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.5. Photocopy of the stock certificate (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
L.6. Affidavit of undertaking to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to Memorandum Circular No. 14 series of 2013- Amended Guidelines Covering the Use of Properties that Require Ownership Registration as Paid-up Capital of Corporation through this link: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
L.a. If listed in the Stock Exchange:	
L.a.1. Latest market price quotation in the newspaper or certification from the stock exchange/broker as to latest market price of the shares of stock (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M. Additional Requirement if by way of Motor Vehicles	
M.1. Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified by the company accountant (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.2. Photocopy of certificate of registration and official receipt of annual registration fee (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
M.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.4. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.5. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to Memorandum Circular No. 14 series of 2013- Amended Guidelines Covering the Use of Properties that Require Ownership Registration as Paid-up Capital of Corporation through this link: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.6. Certification from the transferor stating that the motor vehicles are existing and in good running condition (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N. Additional Requirement if by way of Sea Vessel / Aircraft:	
N.1. Detailed schedule of vessel/aircraft showing registered Owner, registry number, technical description and appraised value certified by the company accountant (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.2. Certified true copy of the certificate of ownership (1) Certified True Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The certified true copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.4. Certificate of seaworthiness/airworthiness issued by appropriate government agency (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.5. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.6. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to Memorandum Circular No. 14 series of 2013- Amended Guidelines Covering the Use of Properties that Require Ownership Registration as Paid-up Capital of Corporation through this link: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O. Additional Requirement if the consideration for issuance of shares is in the form of Intangibles:	
O.1. Photocopy of System Purchase Agreement or any proof of ownership (for software) (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
O.2. Copy of Certificate of Registration of Intellectual Property Rights and mining permit for mining claims/rights (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
O.3. Appraisal report by an accredited appraisal company or by a licensed Filipino mining engineer for mining claims/rights (not more than 6 months old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.4. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.5. Affidavit of undertaking by an officer of the company to submit proof of transfer of ownership within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to Memorandum Circular No. 14 series of 2013- Amended Guidelines Covering the Use of Properties that Require Ownership Registration as Paid-up Capital of Corporation through this link: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P. Additional Requirement if the consideration for issuance of shares is in the form of Net Assets:	
P.1. Audited financial statements (AFS) of the applicant corporation as of the last fiscal year received by BIR and SEC (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Information and Communications Technology Department (ICTD)
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	

P.2. Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
P.3. Long-form audit report of Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P.4. Deed of Assignment of the assets and liabilities (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P.5. List of creditors with the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P.6. Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P.7. Photocopy of the certificate of registration of the motor vehicles (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
P.8. Copy of TCT/CCT electronically certified and issued by the Register of Deeds and tax declaration sheets certified by the Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P.9. Photocopy of stock certificates (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
P.10. DTI Certificate of Registration (for single proprietorship) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P.11. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period	Applicant / Client

(1) Original Copy And (1) Photo Copy And (1) Electronic Copy	

Remarks:

For guidance, please refer to Memorandum Circular No. 14 series of 2013- Amended Guidelines Covering the Use of Properties that Require Ownership Registration as Paid-up Capital of Corporation through this link: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of complete requirements at crmd_amend_foreign@sec.gov.ph **Location:** crmd_amend_foreign@sec.gov.ph **Notes/Instruction:** • The applicant may, if the application consists of voluminous documents, be advised to present the hard copies thereof. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via email. For submission of compliance documents, the client will directly send it to the assigned Specialist's e-mail. The assigned Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.4. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed terminated without prejudice to refiling. • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional	1.1. Receives the required documents and check for completeness, then records the application if complete	None	1 hour/s	• Office of the Director; Foreign Investment Registration Station Division (FIRST-D)
	1.2. Sends e-mail containing acknowledgement of application and name of the assigned FIRST-D Specialist		15 minute/s	• SEC Administrative Officer II; Foreign Investment Registration Station Division (FIRST-D)
	1.3. Acknowledges the assigned application for pre-processing		15 minute/s	• SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Counsel II; Foreign Investment Registration Station Division (FIRST-D)
	1.4. Examines online whether the documents submitted are complete in form and in substance, then prepares Final Report and forwards it to the FIRST-D Officer-in-Charge for review if compliant		14 working day/s	• SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Counsel II; Foreign Investment Registration Station Division (FIRST-D)
	1.5. Reviews the final report, then orders the FIRST-D Specialist to issue Payment Assessment Form (PAF) if compliant		14 working day/s	• Officer-in-Charge; Foreign Investment Registration Station Division (FIRST-D)
	1.6. Sends the Payment Assessment Form (PAF) to the applicant		30 minute/s	• SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Counsel II; Foreign Investment Registration Station Division (FIRST-D)

circumstances warrant a longer period.				
2. Pay the corresponding filing fees **Location:** Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide.	2. Issues payment confirmation containing the electronic Official Receipt via e-mail	**Formula Fees** Breakdown: Increase of Capital Stock (For corporation with par value)Increase of Capital Stock (For corporation without par value)	1 working day/s	• Accounting Division; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the CRMD Receiving Counter at SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209 **Location:** SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209 **Notes/Instruction:** ***Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)***	3.1. Receives and verifies documentary requirements and proof of payment and informs the applicant to wait for the appointment letter from FIRST-D	None	10 minute/s	• Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
	3.2. Retrieves and prints the source documents and forwards the application to the FIRST-D Certification Officer		10 minute/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
	3.3. Prepares Certificate		1 working day/s	• SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D)
	3.4. Signs and approves the application		7 working day/s, 7 hour/s, 40 minute/s	• SEC Director III or Officer-in-Charge; Company Registration and Monitoring Department (CRMD)
	3.5. Forwards the approved application to the Releasing Unit		2 hour/s	• Office of the Director; Company Registration and Monitoring Department (CRMD)
	3.6. Schedules and sends email notification to the applicant on date of release of the certificate		1 working day/s	• SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D)
4. Proceeds to the CRMD Releasing Section at SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209, presents the original proof of payment and receives the signed Certificate of Approval **Location:** SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209	4.1. Receives the Official Receipt	None	2 hour/s	• Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
	4.2. Releases the signed Certificate		2 hour/s	• Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
Total Processing Time:		Working Days: 40 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Increase of Capital Stock (For corporation with par value)**

  1/5 of 1% of the increase in capital stock but not less than P3,000.00 or the subscription price of the subscribed capital stock, whichever is higher

  plus

  Legal Research Fee (LRF) -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00

plus

Amended Articles of Incorporation – P1,010.00 (Inclusive of LRF of P10.00)

plus

Documentary Stamp tax of P60.00

- **Increase of Capital Stock (For corporation without par value)**

  1/5 of 1% of the increase in capital stock computed at P100.00 per share but not less than P3,000.00 or the issue value of the subscribed capital stock, whichever is higher

  plus

  Legal Research Fee (LRF) -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00

  plus

  Amended Articles of Incorporation – P1,010.00 (Inclusive of LRF of P10.00)

  plus

  Documentary Stamp tax of P60.00

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

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

Office or Division:	Foreign Investment Registration Station Division (FIRST-D)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All licensed foreign and multinational corporations
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf)*	
2. Petition for Withdrawal of License (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
3. Authenticated/Apostilled copy of the Board Resolution authorizing the withdrawal of license (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
4. Audited Financial Statements (AFS), stamped received by the BIR and SEC, as of the last fiscal year of operation or latest filed (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
5. Original license issued by SEC (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
6. Publisher's affidavit evidencing the publication of the notice of withdrawal (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *once a week for three [3] consecutive weeks*	
7. Tax Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Bureau of Internal Revenue - Revenue District Office
8. Certification under oath by the Resident Agent or duly authorized officer / representative (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *certification that:* *1. the dissolution is not prejudicial to the interest of the creditors;* *2. there is no opposition from any creditor from the time of publication of the notice of dissolution up to the filing of the dissolution with the Commission; and* *3. All claims which have accrued in the Philippines have been paid, compromised or settled* *Note: Not applicable if already indicated in the Petition*	
9. Depending on the creditors (Note: to be verified against the AFS) *Any of the following:*	
9.A. List of creditors, if any, and their consent (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
---- OR ----	
9.B. Notarized certification as to non-existence of creditors (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
For Situational Requirement	

A. For Corporations with Primary License	
A.1. Monitoring Clearance from Compliance Monitoring Division (CMD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Compliance Monitoring Division, Company Registration and Monitoring Department
Remarks: *https://forms.gle/Nt9p8PN88j7G4LPi8*	
B. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
B.1. Monitoring Clearance from Markets and Securities Regulation Department (MSRD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Markets and Securities Regulation Department
C. For Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies, and foundation	
C.1. Monitoring Clearance from Corporate Governance and Finance Department (CGFD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Corporate Governance and Finance Department
D. For Financing/Lending	
D.1. Monitoring Clearance from Financing and Lending Companies Department (FLCD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Financing and Lending Companies Department
E. For Financial Technology (FinTech) related business activities [Operators of payment systems; Payment Service Providers; Electronic Money Issuers (EMI); Non-bank EMIs; Alternative Credit Scoring Companies; AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); KYC/Security Companies (KYC Service Providers); Digital Banks; Digital Asset Exchanges; Virtual Asset Service Providers; Play-to-Earn Platforms; o E-Commerce Companies; Crowdfunding Platforms; RegTech Companies (RegTech Service Providers); SupTech Companies (SupTech Service Providers); and Digital Advisers/Robo-Advisers]	
E.1. PhiliFintech Innovation Office (PIO) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office
E.2. Enforcement and Investor Protection Department (EIPD) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department
F. For Banks, banking and quasi-banking institutions, pawnshops, corporations engaged in money service business (ex. Money Changer and Remittance Services), non-stock savings and loan associations (NSSLAs) and other Financial Intermediaries	
F.1. Endorsement from Bangko Sentral ng Pilipinas (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Bangko Sentral ng Pilipinas - Financial Supervision Sector
G. For Insurance/Health Maintenance Organization, preneed	
G.1. Endorsement from Insurance Commission (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Insurance Commission - Legal Services Group - Licensing Division
H. For Regional Operating Headquarters (ROHQs) and Regional/Area Headquarters (RHQs)	
H.1. Endorsement/Clearance from Board of Investments (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Board of Investments - Legal and Compliance Service

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the application to crmd_amend_foreign@sec.gov.ph **Location:** crmd_amend_foreign@sec.gov.ph **Notes/Instruction:** If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via email. For submission of compliance documents, the client will directly send it to the assigned Specialist's e-mail. The assigned Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.2	1.1. Verifies completeness of amendment requirements and assign to processors if the documents are complete	None	4 hour/s	• SEC Administrative Officer II; Foreign Investment Registration Station Division (FIRST-D)
	1.2. Evaluates whether the documents submitted are complete in form and in substance, then prepares Final Report and forwards it to the Officer-in-Charge for review if compliant		14 working day/s	• SEC Securities Counsel II; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D)
	1.3. Evaluates the final report, then orders the FIRST-D Specialist to issue Payment Assessment Form (PAF) if compliant		14 working day/s	• Officer-in-Charge; Foreign Investment Registration Station Division (FIRST-D)
	1.4. Issues Payment Assessment Form (PAF)		3 hour/s	• SEC Securities Counsel II; Foreign

				Investment Registration Station Division (FIRST-D) • SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D)
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the electronic Official Receipt via e-mail	**Standard Fees** Breakdown: Withdrawal of License of Foreign and Multinational Corporations: PHP 3000 Legal Research Fee: PHP 30 Documentary Stamp Tax: PHP 30 Total: PHP 3060	1 working day/s	• Accounting Division; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the CRMD Receiving Counter at SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209 through the company's representatives of through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209	3.1. Receives and verifies documentary requirements and proof of payment.	None	10 minute/s	• SEC Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		10 minute/s	• SEC Computer Operator; Corporate Filing and Records Division (CFRD)
	3.3. Prepares and generates the Certificate of Withdrawal of License of Foreign or Multinational Corporations		10 minute/s	• SEC Assistant Director; Corporate and Partnership Registration Division (CPRD)
	3.4. Reviews the application and signs the Certificate of Withdrawal of License of Foreign or Multinational Corporations		10 working day/s	• SEC Assistant Director; Corporate Filing and Records Division (CFRD)
	3.5. Encodes signed Certificate of Withdrawal of License of Foreign or Multinational Corporations		10 minute/s	• SEC Securities Specialist I; Corporate Filing and Records Division (CFRD)
	3.6. Sends email for releasing appointment		10 minute/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
4. Proceeds to the CRMD Releasing Section at SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209, presents the original proof of payment and receives the signed Certificate of Withdrawal of License of Foreign or Multinational Corporations **Location:** SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209	4. Releases signed Certificate of Withdrawal of License of Foreign or Multinational Corporations	None	10 minute/s	• SEC Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
Total Processing Time:		Working Days: 40 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 3060		

17. Application to do business under the Foreign Investments Act (FIA) of an existing corporation

This service details the procedure of an existing corporation increasing its foreign equity to more than 40%.

Office or Division:	Foreign Investment Registration Station Division (FIRST-D)
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered corporations
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 7 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf)*	
2. FIA Application form (F-101) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2019/11/F-101.doc)*	
3. List of stockholders before and after the increase in foreign equity certified under oath by the corporate secretary (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
4. Notarized Secretary's Certificate of no pending case of intra-corporate dispute (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx)*	
5. Audited Financial Statements as of the last fiscal year duly received by SEC and BIR showing the minimum capital requirement for FIA Registration (1) Electronic Copy And (2) Photo Copy	Applicant / Client
For Situational Requirement	
A. For Corporations with Primary License	
A.1. Monitoring Clearance from Compliance Monitoring Division (CMD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Compliance Monitoring Division, Company Registration and Monitoring Department
Remarks: *https://forms.gle/Nt9p8PN88j7G4LPi8*	
B. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
B.1. Monitoring Clearance from Markets and Securities Regulation Department (MSRD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Markets and Securities Regulation Department
C. For Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies, and foundation	
C.1. Monitoring Clearance from Corporate Governance and Finance Department (CGFD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Corporate Governance and Finance Department
D. For Financing/Lending	

D.1. Monitoring Clearance from Financing and Lending Companies Department (FLCD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Financing and Lending Companies Department
E. For Financial Technology (FinTech) related business activities [Operators of payment systems; Payment Service Providers; Electronic Money Issuers (EMI); Non-bank EMIs; Alternative Credit Scoring Companies; AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); KYC/Security Companies (KYC Service Providers); Digital Banks; Digital Asset Exchanges; Virtual Asset Service Providers; Play-to-Earn Platforms; o E-Commerce Companies; Crowdfunding Platforms; RegTech Companies (RegTech Service Providers); SupTech Companies (SupTech Service Providers); and Digital Advisers/Robo-Advisers]	
E.1. PhiliFintech Innovation Office (PIO) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Offic
E.2. Enforcement and Investor Protection Department (EIPD) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department
F. For Bank and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
F.1. Endorsement from Bangko Sentral ng Pilipinas (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Bangko Sentral ng Pilipinas - Financial Supervision Sector
G. For Insurance/Health Maintenance Organization	
G.1. Endorsement from Insurance Commission (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Insurance Commission - Legal Services Group - Licensing Division
H. In case the paid-in capital stated in item no. 5 failed to meet the minimum capital requirement	
Sub Situational Requirement/s	
H.a. If the present unissued shares are sufficient to warrant additional issuance or increase in paid-in capital is effected through payment of unpaid subscription	
H.a.1. depending on the mode of payment *Any of the following:*	
H.a.1.A. Special Audit Report (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *in accordance with SEC Memorandum Circular No. 6 series of 2008*	
Sub Requirement	
H.a.1.A.A. If payment to the subscription is P50M and below	
H.a.1.A.A.1. Subscription Contract (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *in accordance with SEC Memorandum Circular No. 11 series of 2016*	
---- OR ----	
H.a.1.B. Application for Confirmation of Valuation pursuant to Sec. 61 of the Revised Corporation Code, if the consideration for additional issuance/payment on unpaid subscription is other than cash (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
H.b. If the present unissued shares are not sufficient	
H.b.1. Application for Increase in Authorized Capital Stock (ICS) must be filed (1) Electronic Copy And (2) Photo Copy	Applicant / Client
H.c. If without issuance of shares	
H.c.1. Increase in paid-in capital may be through an application for Creation of Additional Paid-In Capital (APIC) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
I. If to engage as a foreign retailer (amendment of purpose)	
I.1. Certification of Inward Remittance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *Certification of Inward Remittance of Foreign Exchange showing compliance of the foreign retailer with the minimum paid-up capital requirement of Twenty-Five Million Pesos (P25,000,000.00) or other proof, such as Bank Certification, certifying that such capital investment is deposited and maintained in a bank in the Philippines*	
I.2. Apostilled/authenticated Certificate of Reciprocity (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

Remarks:

to the effect that such State provides reciprocity to Filipinos

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the application to crmd_amend_foreign@sec.gov.ph **Location:** crmd_amend_foreign@sec.gov.ph **Notes/Instruction:** If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via email. For submission of compliance documents, the client will directly send it to the assigned Specialist's e-mail. The assigned Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.2	1.1. Verifies completeness of requirements and assign to processors if the documents are complete	None	4 hour/s	• SEC Administrative Assistant II; Foreign Investment Registration Station Division (FIRST-D)
	1.2. Evaluates whether the documents submitted are complete in form and in substance, then prepares Final Report and forwards it to the Officer-in-Charge for review if compliant		4 working day/s	• SEC Securities Counsel II; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D)
	1.3. Evaluates the final report, then orders the FIRST-D Specialist to issue Payment Assessment Form (PAF) if compliant		4 working day/s	• Officer-in-Charge; Foreign Investment Registration Station Division (FIRST-D)
	1.4. Issues Payment Assessment Form (PAF)		3 hour/s	• SEC Securities Counsel II; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D)
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the electronic Official Receipt via e-mail	**Standard Fees** Breakdown: Foreign Investments Act: PHP 3000 Legal Research Fee: PHP 30 Documentary Stamp Tax: PHP 30 Total: PHP 3060	1 working day/s	• Accounting Division; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the CRMD Receiving Counter at SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209 through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209	3.1. Receives and verifies documentary requirements and proof of payment.	None	5 minute/s	• SEC Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minute/s	• SEC Computer Operator; Corporate Filing and Records Division (CFRD)
	3.3. Prepares and generates the Certificate of Registration under FIA		10 minute/s	• SEC Assistant Director; Corporate and Partnership Registration Division (CPRD)
	3.4. Reviews the application and signs the Certificate of Registration under FIA		4 working day/s	• SEC Assistant Director; Corporate Filing and Records Division (CFRD)
	3.5. Encodes signed Certificate of Registration under FIA		10 minute/s	• SEC Securities Specialist I; Corporate Filing

				and Records Division (CFRD)
	3.6. Sends email for releasing appointment		10 minute/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
4. Proceeds to the CRMD Releasing Section at SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209, presents the original proof of payment and receives the signed Certificate of Registration under FIA **Location:** SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209	4. Releases signed Certificate of Registration under FIA	None	10 minute/s	• SEC Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
Total Processing Time:		Working Days: 14 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 3060		

18. Cash or Stock Dividend Declaration (For shares that are not listed)

This service details the adopted online procedure and documentary requirements for the acknowledgment of cash or stock dividends pursuant to Sections 42 and 61 of the Revised Corporation Code of the Philippines. The request for acknowledgment of cash dividend declaration is only optional, whereas, the approval of the Commission for the stock dividend declaration in accordance with Section 61 of the Revised Corporation Code of the Philippines.

This service is exclusively for non-Philippine national Stock domestic corporations registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs).

Office or Division:	Foreign Investment Registration Station Division (FIRST-D)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All FIA registered corporations
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover sheet (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Company Registration and Monitoring Department
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf* *Note: The two (2) original copies will be submitted upon payment of the corresponding fees.*	
2. Audited Financial Statements as of the last fiscal year stamped received by SEC and BIR (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Information and Communications Technology Department (ICTD)
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
3. Reconciliation of Retained Earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 16 Series of 2023- Revised Guidelines on the Determination of Retained Earnings Available for Dividend Declaration through this link: https://www.sec.gov.ph/wp-content/uploads/2023/10/2023SEC-MC-No.-16,-s.-of-2023-Revised-Guidelines-on-the-Determination-of-Retained-Earnings%20-Available-for-Dividend-Declaration.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
4. Notarized Secretary's Certificate on non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Company Registration and Monitoring Department
Remarks: *Download Secretary's Certificate on non-existence of intra-corporate dispute through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. In case the unappropriated retained earnings is not sufficient to warrant the dividend declaration:	
A.1. Notarized Secretary's Certificate of the Board Resolution as to the reversal of appropriated retained earnings to unappropriated retained earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.	
B. For Corporations with Primary Licenses	
B.1. Monitoring Clearance from Compliance Monitoring Division (CMD) (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Compliance Monitoring Division, Company Registration and Monitoring Department
Remarks: *https://forms.gle/Nt9p8PN88j7G4LPi8*	
C. For Financing and Lending Companies	
C.1. Financing and Lending Companies Department (FLCD) Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Financing and Lending Companies Department (FLCD)
Remarks: *Please email your request at finlend_queries@sec.gov.ph* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
D. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services, and Operator of Designated Payment System:	
D.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector
Remarks: *To request, kindly refer to the BSP Citizen's Charter https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
E. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker	
E.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group
Remarks: *To request, kindly refer to the IC Citizen's Charter https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
F. Additional Requirements in case of Cash Dividend Declaration:	
F.1. Certification under oath by the Corporate Secretary on the board of directors' resolution declaring cash dividends (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G. Additional Requirements in case of Stock Dividend Declaration:	
G.1. Certification under oath by the Corporate Secretary on the declaration of stock dividends by majority of the directors and the stockholders representing 2/3 of the outstanding capital stock (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.2. List of stockholders with their respective subscribed capital stock as of the date meeting approving the declaration of stock dividend together with the allocation of stock dividend certified under oath by the Corporate Secretary (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.3. Analysis of capital structure certified under oath by the Treasurer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.4. Notarized Secretary's Certificate certifying that on the basis of the computation of the Finance Officer, the allocation of stock dividend as indicated in the list of stockholders of record is in proportion to the shareholdings of stockholders as of date of declaration/record date and the treatment of resulting fractional shares (if any), are true and correct (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of complete requirements at crmd_amend_foreign@sec.gov.ph **Location:** crmd_amend_foreign@sec.gov.ph **Notes/Instruction:** • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the FIRST-D Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via email. For submission of compliance documents, the client will directly send it to the assigned Specialist's e-mail. The assigned Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.2. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed terminated without prejudice to refiling. • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional	1.1. Receives the required documents, checks the completeness, and records the application. Thereafter, sends an email confirming the receipt and indicating the name of the FIRST-D Specialist assigned to evaluate the application.	None	7 hour/s	• SEC Administrative Officer II; Foreign Investment Registration Station Division (FIRST-D)
	1.2. Examines online whether the documents submitted are complete in form and in substance, then prepares Final Report and forwards it to the FIRST-D Officer-in-Charge for review if compliant		14 working day/s	• SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Counsel II; Foreign Investment Registration Station Division (FIRST-D)
	1.3. Reviews the final report, then orders the FIRST-D Specialist to issue Payment Assessment Form (PAF) if compliant		14 working day/s	• Officer-in-Charge; Foreign Investment Registration Station Division (FIRST-D)
	1.4. Sends the Payment Assessment Form (PAF) to the applicant		1 working day/s	• SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Counsel II; Foreign Investment Registration Station Division (FIRST-D)

circumstances warrant a longer period.				
2. Pay the corresponding filing fees **Location:** eSPAYSEC (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide	2. Issues payment confirmation containing the electronic Official Receipt via e-mail	**Formula Fees** Breakdown: If the amount of Cash/Stock dividend declared by Corporation whose securities are not listed is up to PHP50,000,000.00If the amount of Cash/Stock dividend declared by Corporation whose securities are not listed is over PHP50,000,000.00	1 working day/s	• Accounting Division; Financial Management Department (FMD)
3. Secure a number through the queuing system and wait to be called to submit the complete application requirements together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip) **Location:** SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209 **Notes/Instruction:** ***Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)***	3.1. Calls the number through the system and Receives the complete application requirements together with proof of payment and informs the applicant to wait for the appointment letter from the Financial Analysis and Audit Department (FAAD)	None	4 hour/s	• Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
	3.2. Prints the source documents and forwards the application to the assigned FIRST-D specialist		2 working day/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
	3.3. Compares the hard copies received with the scanned copy of the application documents. If complete and in order, prepare the Acknowledgment letter and forwards it to the Office of the Director for signature.		1 working day/s	• SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Counsel II; Foreign Investment Registration Station Division (FIRST-D)
	3.4. Reviews the application and manually signs the acknowledgement letter if compliant		3 working day/s	• SEC Director III or Officer-in-Charge; Company Registration and Monitoring Department (CRMD)
	3.5. Scans and uploads the signed Acknowledgement Letter on the Document Verification System to generate QR Code, then prints the Acknowledgement Letter		1 working day/s	• SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Counsel II; Foreign Investment Registration Station Division (FIRST-D)
	3.6. Schedules and sends email notification to the applicant on date of release of the certificate		1 working day/s	• SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Counsel II; Foreign Investment Registration Station Division (FIRST-D)
4. Present the Official Receipt and Appointment Letter upon receipt of the email notification from the assigned FIRST-D Specialist and Receive the duly signed Acknowledgment letter **Location:**	4.1. Receives the Official Receipt	None	2 hour/s	• SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Counsel II; Foreign

SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209				Investment Registration Station Division (FIRST-D)
	4.2. Releases the signed Acknowledgment letter		3 hour/s	• SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Counsel II; Foreign Investment Registration Station Division (FIRST-D)
Total Processing Time:		Working Days: 40 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **If the amount of Cash/Stock dividend declared by Corporation whose securities are not listed is up to PHP50,000,000.00**

  Cash/Stock dividend- P500.00

  plus

  Legal Research Fee (LRF)- P10.00

- **If the amount of Cash/Stock dividend declared by Corporation whose securities are not listed is over PHP50,000,000.00**

  Cash/Stock dividend- P1,000.00

  plus

  Legal Research Fee (LRF)- P10.00

19. Certification of Paid-up Capital / Capital Structure / Percentage of Ownership of non-Philippine National Domestic Corporations

This service details the adopted online procedure and documentary requirements for issuance of Certification of Paid-up Capital, Capital Structure or Percentage of Ownership based on the latest fiscal year's Audited Financial Statements; Interim Audited Financial Statements; Latest approved Increase in Authorized Capital Stock, if not reflected in the latest (AFS); Latest approved Confirmation of Valuation, if not reflected in the latest (AFS); For newly registered corporations (Articles of Incorporation); or For partnerships (Articles of Partnership or latest approved Amended Articles of Partnership).

This service is exclusively for non-Philippine national Stock domestic corporations registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs).

Office or Division:	Foreign Investment Registration Station Division (FIRST-D)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All FIA registered corporations and partnerships
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Letter request signed by corporate officer / duly authorized representative (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
2. Audited Financial Statements as of the last fiscal year, stamped received by SEC and BIR (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Information and Communications Technology Department (ICTD)
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
3. Notarized Secretary's Certificate on non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Company Registration and Monitoring Department
Remarks: *Download Secretary's Certificate on non-existence of intra-corporate dispute through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses	
A.1. Monitoring Clearance from Compliance Monitoring Division (CMD) (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Compliance Monitoring Division, Company Registration and Monitoring Department
Remarks: *https://forms.gle/Nt9p8PN88j7G4LPi8*	
B. Additional Requirement if in case there is/are payment/s to unpaid subscription/s or additional issuance of shares out of the unissued authorized capital stock thru cash infusion made after the fiscal year or after the approval of the increase in capital stock and/or confirmation of valuation:	
B.1. Audited Interim Financial Statements (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *External Auditor to be engaged by the Company* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
B.2. List of stockholders certified under oath by the Corporate Secretary showing the present capital structure of the Company (Names of stockholders, nationality, no. of shares and	Applicant / Client

amount subscribed, amount of paid-up capital) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
C. Additional Requirement if the request is Certification of Capital Structure:	
C.1. List of stockholders certified under oath by the Corporate Secretary showing the present capital structure of the Company (Names of stockholders, nationality, no. of shares and amount subscribed, amount of paid-up capital) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
C.a. In case payment for subscription is paid after the date of audited financial statements as of the last fiscal year	
C.a.1. Audited Interim Financial Statements (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
D. Additional Requirement if the request is Certification of Percentage of Ownership:	
D.1. List of stockholders certified under oath by the Corporate Secretary showing the present capital structure of the Company (Names of stockholders, nationality, no. of shares and amount subscribed, amount of paid-up capital) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
D.2. Stock and transfer book of the corporation (to be presented for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
E. If the request is Certification of Partners' Contribution for Partnership:	
E.1. Letter request signed by corporate officer / duly authorized representative (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
E.2. Articles of Partnership or Amended Articles of Partnership (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Information and Communications Technology Department (ICTD)
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
F. If the applicant is newly registered corporation:	
F.1. Letter request signed by corporate officer / duly authorized representative (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
F.2. Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Information and Communications Technology Department (ICTD)

Remarks:

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of complete requirements at crmd_amend_foreign@sec.gov.ph **Location:** crmd_amend_foreign@sec.gov.ph **Notes/Instruction:** • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the FIRST-D Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via email. For submission of compliance documents, the client will directly send it to the assigned Specialist's e-mail. The assigned Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.2. • If upon evaluation, the application does not meet the requirements of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed terminated without prejudice to refiling.	1.1. Receives the required documents, checks the completeness, and records the application. Thereafter, sends an email confirming the receipt and indicating the name of the FIRST-D Specialist assigned to evaluate the application.	None	7 hour/s	• SEC Administrative Officer II; Foreign Investment Registration Station Division (FIRST-D)
	1.2. Examines online whether the documents submitted are complete in form and in substance, then prepares Final Report and forwards it to the FIRST-D Officer-in-Charge for review if compliant		6 working day/s	• SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Counsel II; Foreign Investment Registration Station Division (FIRST-D)
	1.3. Reviews the final report, then orders the FIRST-D Specialist to issue Payment Assessment Form (PAF) if compliant		5 working day/s	• Officer-in-Charge; Foreign Investment Registration Station Division (FIRST-D)
	1.4. Sends the Payment Assessment Form (PAF) to the applicant		1 working day/s	• SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Counsel II; Foreign Investment Registration Station Division (FIRST-D)
2. Pay the corresponding filing fees **Location:** eSPAYSEC (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide	2. Issues payment confirmation containing the electronic Official Receipt via e-mail	**Standard Fees** Breakdown: Certification of Paid-up Capital: PHP 1000 Documentary Stamp Tax: PHP 30 Total: PHP 1030	1 working day/s	• Accounting Division; Financial Management Department (FMD)
3. Send the scanned copy of the proof of payment of the filing fees to the assigned FIRST-D Specialist via email and await email notification from the Assigned Specialist for the submission of hard copies and release of certificate. **Location:** Email address of assigned FIRST-D Specialist	3.1. Receives and acknowledges the receipt of proof of payment	None	2 hour/s	• SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Counsel II; Foreign Investment Registration Station Division (FIRST-D)
	3.2. Prepares the Certificate and forwards it to the FIRST-D Officer-in-Charge for review		4 hour/s	• SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Counsel II; Foreign Investment Registration Station Division (FIRST-D)

	3.3. Reviews the application and initials the certificate then forwards to Officer of the Director for signature of the Director		2 working day/s	• Officer-in-Charge; Foreign Investment Registration Station Division (FIRST-D)
	3.4. Signs the Certificate of Paid-up Capital/Capital Structure/Percentage of Ownership		2 working day/s	• Director; Company Registration and Monitoring Department (CRMD)
	3.5. Scans and uploads the signed Certificate of Paid-up Capital/Capital Structure/Percentage of Ownership on the Document Verification System to generate QR Code, then prints the Certificate of Paid-up Capital		2 hour/s	• SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Counsel II; Foreign Investment Registration Station Division (FIRST-D)
	3.6. Schedules and sends email notification to the applicant on the date of submission of the complete application requirement and release of the certificate		2 hour/s	• SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Counsel II; Foreign Investment Registration Station Division (FIRST-D)
4. Submit complete application requirements together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip) upon receipt of the email notification from the assigned FIRST-D Specialist and receive the duly signed Certificate of Paid-up Capital/Capital Structure/Percentage of Ownership **Location:** SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209 **Notes/Instruction:** *Note:* ***Hard copies of the application requirements must be the same as the documents pre-processed online***	4.1. Receives complete application requirement and proof of payment	None	2 hour/s	• SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Counsel II; Foreign Investment Registration Station Division (FIRST-D)
	4.2. Compares the hard copies received with the scanned copy of the application documents and attaches the signed and with QR Code Certificate thereto		3 hour/s	• SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Counsel II; Foreign Investment Registration Station Division (FIRST-D)
	4.3. Releases the signed Certificate of Paid-up Capital/Capital Structure/Percentage of Ownership		2 hour/s	• SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Counsel II; Foreign Investment Registration Station Division (FIRST-D)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1030		

20. Confirmation of Valuation of non-Philippine National Domestic Corporations

This service details the adopted online procedure and documentary requirements on application for confirmation of valuation of consideration for additional issuance shares out of the unissued shares pursuant to Section 61 of the Revised Corporation Code, which may be in the form of, but not limited to the following:

- *Conversion of advances/liabilities to equity*
- *Land, building / condominium units*
- *Untitled Lands*
- *Inventories / Furnitures / Personal Properties*
- *Heavy equipment and machinery*
- *Shares of stock*
- *Motor Vehicle*
- *Sea vessel / aircraft*
- *Intangibles*
- *Net assets*
- *Other assets*

This service is exclusively for non-Philippine national Stock domestic corporations registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs).

Office or Division:	Foreign Investment Registration Station Division (FIRST-D)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All domestic corporations registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs)
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover sheet (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Company Registration and Monitoring Department
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf* *Note: The two (2) original copies will be submitted upon payment of the corresponding fees.*	
2. Letter request confirming the valuation (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
3. Certification under oath by the Corporate Secretary on the board resolution approving the additional issuance of shares of stock (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
4. List of stockholders with the nationalities, amount subscribed and paid up and the subscribers to the new shares certified under oath by the Corporate Secretary (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
5. Notarized Secretary's Certificate certifying that all non-subscribing stockholders waived their respective pre-emptive rights or attesting on the resolution by the stockholders representing at least 2/3 of the outstanding capital stock approving the issuance of shares in exchange for property or previously incurred indebtedness (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Company Registration and Monitoring Department

Remarks: *Download Secretary's Certificate certifying that all non-subscribing stockholders waived their respective pre-emptive rights through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_Waiver_Pre_emptive_Rights.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
6. Notarized Secretary's Certificate on non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *Download Secretary's Certificate on non-existence of intra-corporate dispute through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance from Compliance Monitoring Division (CMD) (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Compliance Monitoring Division, Company Registration and Monitoring Department
Remarks: *https://forms.gle/Nt9p8PN88j7G4LPi8*	
B. For Financing and Lending Companies:	
B.1. Financing and Lending Companies Department (FLCD) Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Financing and Lending Companies Department (FLCD)
Remarks: *Please email your request at finlend_queries@sec.gov.ph* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
C. For Listed and Public Companies:	
C.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)
Remarks: *Please email your request at cgfd_fdn@sec.gov.ph* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
C.2. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Markets and Securities Regulation Department (MSRD)
Remarks: *Please email your request at msrdsubmission@sec.gov.ph* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
D. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
D.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector
Remarks: *To request, please refer to BSP Citizen's Charter through this link: https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
E. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	

E.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group
Remarks: *To request, please refer to IC Citizen's Charter through this link:* *https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
F. Additional Requirement if the consideration for issuance of shares is in the form of Conversion of Advances / Liabilities to Equity	
F.1. Deed of Assignment of advances / liabilities (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
F.a. If the advances/liabilities are already reflected in the Audited Financial Statements (AFS):	
F.a.1. Audited Financial Statements (AFS) as of the last fiscal year stamped received by BIR and SEC (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Information and Communications Technology Department (ICTD)
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
F.b. If the advances/liabilities is not yet reflected in the Audited Financial Statements (AFS):	
F.b.1. A report to be rendered by an Independent CPA on the verification of the advances to be converted to equity (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G. Additional Requirement if the consideration for issuance of shares is in the form of Land, buildings / condominium units:	
G.1. Detailed schedule of property showing the registered owner, location, area, TCT/CCT no., tax declaration number and the basis of transfer value (market value, assessed value or zonal value) certified by the company accountant (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.2. Copy of TCT/CCT electronically certified and issued by Register of Deeds and tax declaration sheet certified Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.3. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.4. Certification from the transferor stating that the improvements are existing and in good condition (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

G.5. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to Memorandum Circular No. 14 series of 2013- Amended Guidelines Covering the Use of Properties that Require Ownership Registration as Paid-up Capital of Corporation through this link: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
G.a. If transfer value is based on zonal value:	
G.a.1. Latest zonal valuation certified by BIR (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.b. If transfer value is based on appraised value:	
G.b.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.c. If property is mortgaged:	
G.c.1. Mortgagee/creditor's certification on the outstanding loan balance and his/her written consent to the transfer of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.d. For assignment of buildings where assignor is not the owner of the land:	
G.d.1. Lease contract on the land and consent of the land owner to the transfer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H. Additional Requirement if the consideration for issuance of shares is in the form of Untitled Lands:	
H.1. Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least thirty (30) years and the possessor had introduced improvements thereon, if any (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.2. Duplicate original or certified true copies of the tax declaration sheets (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.3. Latest realty tax receipts (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.4. Affidavit by the transferor attesting continuous and open possession of the property is located	Applicant / Client

(1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.5. Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.6. Duplicate original or certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument affecting the property recorded in the Register of Deeds for the province of city where the land is situated (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.7. Affidavit executed by the transferor attesting to the: (a) Existence (or non-existence) of easements over the untitled property; (b) Kind/description of the easement and its location; and (c) Whether the transferor is the dominant estate or the servient estate, by virtue of such easements (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.8. Under oath undertaking of the transferor/subscriber to answer for any liability that the corporation might incur by virtue of the acceptance of said property as paid-up capital (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.9. Clearance or certification from the Department of Agrarian Reform (DAR) attesting to the following: (a) There is no other claimant to the untitled land; (b) it has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party; or (c) The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Department of Agrarian Reform (DAR) - Department of Agrarian Reform (DAR)
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.10. Blue Print Survey of the Plan as approved by the Bureau of Lands (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.11. Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/ assessed value / zonal value or appraised value) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.12. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.13. Affidavit of undertaking to submit certified true copy of the original certificate of title in the name of the transferee-corporation within one (1) year from the date of receipt of the approval of the application (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
H.a. If transfer value is based on zonal value	
H.a.1. Latest zonal valuation certified by BIR (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.b. If transfer value is based on appraised value	
H.b.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I. Additional Requirement if the consideration for issuance of shares is in the form of Inventories / Furniture / Personal Properties:	
I.1. Detailed schedule of property showing the description and the basis of transfer value (market value or book value) certified by the company accountant (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.2. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
I.a. If transfer value is based on book value:	
I.a.1. Special Audit Report by an Independent CPA on the verification and valuation of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J. Additional Requirement if the consideration for issuance of shares is in the form of Heavy equipment and machinery:	
J.1. Detailed schedule of the property showing the description and the transfer value certified by the company accountant (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.2. Appraisal report by a licensed appraiser (not more than 6-month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.3. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.4. Certification from the transferor stating that the properties are existing and in good condition	Applicant / Client

(1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K. Additional Requirement if the consideration for issuance of shares is in the form of Shares of Stock:	
K.1. Detailed schedule of the shares of stock showing the stockholder, stock certificate number, no. of shares and the basis of transfer value (market or book value) certified by the company accountant (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K.2. Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Information and Communications Technology Department (ICTD)
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K.3. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K.4. Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the assignor (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K.5. Photocopy of the stock certificate (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
K.6. Affidavit of undertaking to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to Memorandum Circular No. 14 series of 2013- Amended Guidelines Covering the Use of Properties that Require Ownership Registration as Paid-up Capital of Corporation through this link: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
K.a. If listed in the Stock Exchange:	
K.a.1. Latest market price quotation in the newspaper or certification from the stock exchange/broker as to latest market price of the shares of stock (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L. Additional Requirement if by way of Motor Vehicles	
L.1. Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value	Applicant / Client

certified by the company accountant (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.2. Photocopy of certificate of registration and official receipt of annual registration fee (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
L.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.4. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.5. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to Memorandum Circular No. 14 series of 2013- Amended Guidelines Covering the Use of Properties that Require Ownership Registration as Paid-up Capital of Corporation through this link: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.6. Certification from the transferor stating that the motor vehicles are existing and in good running condition (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M. Additional Requirement if by way of Sea Vessel / Aircraft:	
M.1. Detailed schedule of vessel/aircraft showing registered Owner, registry number, technical description and appraised value certified by the company accountant (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.2. Certified true copy of the certificate of ownership (1) Certified True Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The certified true copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.4. Certificate of seaworthiness/airworthiness issued by appropriate government agency (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.5. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.6. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to Memorandum Circular No. 14 series of 2013- Amended Guidelines Covering the Use of Properties that Require Ownership Registration as Paid-up Capital of Corporation through this link: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N. Additional Requirement if the consideration for issuance of shares is in the form of Intangibles:	
N.1. Photocopy of System Purchase Agreement or any proof of ownership (for software) (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
N.2. Copy of Certificate of Registration of Intellectual Property Rights and mining permit for mining claims/rights (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
N.3. Appraisal report by an accredited appraisal company or by a licensed Filipino mining engineer for mining claims/rights (not more than 6 months old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.4. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.5. Affidavit of undertaking by an officer of the company to submit proof of transfer of ownership within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to Memorandum Circular No. 14 series of 2013- Amended Guidelines Covering the Use of Properties that Require Ownership Registration as Paid-up Capital of Corporation through this link: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O. Additional Requirement if the consideration for issuance of shares is in the form of Net Assets:	
O.1. Audited financial statements (AFS) of the applicant corporation as of the last fiscal year received by BIR and SEC (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Information and Communications Technology Department (ICTD)
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	

O.2. Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
O.3. Long-form audit report of Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.4. Deed of Assignment of the assets and liabilities (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.5. List of creditors with the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.6. Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.7. Photocopy of the certificate of registration of the motor vehicles (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
O.8. Copy of TCT/CCT electronically certified and issued by the Register of Deeds and tax declaration sheets certified by the Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.9. Photocopy of stock certificates (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
O.10. DTI Certificate of Registration (for single proprietorship) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.11. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period	Applicant / Client

(1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *For guidance, please refer to Memorandum Circular No. 14 series of 2013- Amended Guidelines Covering the Use of Properties that Require Ownership Registration as Paid-up Capital of Corporation through this link: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P. Additional Requirement if the consideration for issuance of shares is other than the identified kind of payments:	
P.1. Audited financial statements (AFS) of the applicant corporation as of the last fiscal year received by BIR and SEC (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Information and Communications Technology Department (ICTD)
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
P.2. Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC, if applicable (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Information and Communications Technology Department (ICTD)
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
P.3. Deed of Assignment of the assets (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P.4. Proof of Ownership (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P.5. Basis of Valuation (i.e. Valuation Report or Appraisal Report) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P.6. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to Memorandum Circular No. 14 series of 2013- Amended Guidelines Covering the Use of Properties that Require Ownership Registration as Paid-up Capital of Corporation through this link: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of complete requirements at crmd_amend_foreign@sec.gov.ph **Location:** crmd_amend_foreign@sec.gov.ph **Notes/Instruction:** • The applicant may, if the application consists of voluminous documents, be	1.1. Receives the required documents, checks the completeness, and records the application. Thereafter, sends an email confirming the receipt and indicating the name of the FIRST-D Specialist assigned to evaluate the application.	None	7 hour/s	• SEC Administrative Officer II; Foreign Investment Registration Station Division (FIRST-D)

advised to present the hard copies thereof. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the FIRST-D Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via email. For submission of compliance documents, the client will directly send it to the assigned Specialist's e-mail. The assigned Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.2. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed terminated without prejudice to refiling. • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period.				
	1.2. Examines online whether the documents submitted are complete in form and in substance, then prepares Final Report and forwards it to the FIRST-D Officer-in-Charge for review if compliant		14 working day/s	• SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Counsel II; Foreign Investment Registration Station Division (FIRST-D)
	1.3. Reviews the final report, then orders the FIRST-D Specialist to issue Payment Assessment Form (PAF) if compliant		14 working day/s	• Officer-in-Charge; Foreign Investment Registration Station Division (FIRST-D)
	1.4. Sends the Payment Assessment Form (PAF) to the applicant		1 working day/s	• SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Counsel II; Foreign Investment Registration Station Division (FIRST-D)
2. Pay the corresponding filing fees **Location:** Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide.	2. Issues payment confirmation containing the electronic Official Receipt via e-mail	**Formula Fees** Breakdown: Confirmation of Valuation	1 working day/s	• Accounting Division; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the CRMD Receiving Counter at SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209 through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:**	3.1. Receives and verifies documentary requirements and proof of payment.	None	2 hour/s	• Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
	3.2. Retrieves and prints the source documents and forwards the application to the FIRST-D Certification Officer		1 working day/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
	3.3. Prepares Certificate		2 working day/s	• SEC Securities Specialist I; Foreign

SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209 **Notes/Instruction:** ***Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)***				Investment Registration Station Division (FIRST-D)
	3.4. Signs and approves the application		4 working day/s	• SEC Director III or Officer-in-Charge; Company Registration and Monitoring Department (CRMD)
	3.5. Forwards the approved application to the Releasing Unit		3 hour/s	• Office of the Director; Company Registration and Monitoring Department (CRMD)
	3.6. Schedules and sends email notification to the applicant on date of release of the certificate		1 working day/s	• SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D)
4. Proceeds to the CRMD Releasing Section at SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209, presents the original proof of payment and receives the signed Certificate of Approval **Location:** SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209	4.1. Receives the Official Receipt	None	2 hour/s	• Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
	4.2. Releases the signed Certificate		2 hour/s	• SEC Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
Total Processing Time:		Working Days: 40 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Confirmation of Valuation**

  1/5 of 1% of the value of shares of stocks to be issued but not less than P3,000.00

  plus

  Legal Research Fee -equivalent to 1% of the computed filing fee Confirmation of valuation but not less than P10.00

  plus

  Documentary Stamp tax of P30.00

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

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

Office or Division:	Foreign Investment Registration Station Division (FIRST-D)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All licensed foreign and multinational corporations
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf)*	
2. Petition for Conversion of License (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
3. Authenticated/Apostilled copy of the Board Resolution approving the conversion of license (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
For Situational Requirement	
A. For Corporations with Primary License	
A.1. Monitoring Clearance from Compliance Monitoring Division (CMD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Compliance Monitoring Division, Company Registration and Monitoring Department
Remarks: *https://forms.gle/Nt9p8PN88j7G4LPi8*	
B. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
B.1. Monitoring Clearance from Markets and Securities Regulation Department (MSRD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Markets and Securities Regulation Department
C. For Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies, and foundation	
C.1. Monitoring Clearance from Corporate Governance and Finance Department (CGFD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Corporate Governance and Finance Department
D. For Financing/Lending	
D.1. Monitoring Clearance from Financing and Lending Companies Department (FLCD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Financing and Lending Companies Department
E. For Financial Technology (FinTech) related business activities [Operators of payment systems; Payment Service Providers; Electronic Money Issuers (EMI); Non-bank EMIs; Alternative Credit Scoring Companies; AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); KYC/Security Companies (KYC Service Providers); Digital Banks; Digital Asset Exchanges; Virtual Asset Service Providers; Play-to-Earn Platforms; o E-Commerce Companies; Crowdfunding Platforms; RegTech Companies (RegTech Service Providers); SupTech Companies (SupTech Service Providers); and Digital Advisers/Robo-Advisers]	
E.1. PhiliFintech Innovation Office (PIO) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office
E.2. Enforcement and Investor Protection Department (EIPD) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department
F. For Bank and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	

F.1. Endorsement from Bangko Sentral ng Pilipinas (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Bangko Sentral ng Pilipinas - Financial Supervision Sector
G. For Insurance/Health Maintenance Organization	
G.1. Endorsement from Insurance Commission (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Insurance Commission - Legal Services Group - Licensing Division
H. If foreign retailer	
H.1. Certification of Inward Remittance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *Certification of Inward Remittance of Foreign Exchange showing compliance of the foreign retailer with the minimum paid-up capital requirement of Twenty-Five Million Pesos (P25,000,000.00) or other proof, such as Bank Certification, certifying that such capital investment is deposited and maintained in a bank in the Philippines*	
H.2. Apostilled/authenticated Certificate of Reciprocity (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *to the effect that such State provides reciprocity to Filipinos*	
I. If with Amendment of Corporate Name / Trade Name / Business Name	
I.1. Name Verification Slip (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Corporate Filing and Records Division, Company Registration and Monitoring Department
I.2. Authenticated/Apostilled Copy of Amended Articles of Incorporation/Association of the parent company (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Sub Situational Requirement/s	
I.a. If undertaking to change name, in compliance with Section 17 of the Revised Corporation Code of the Philippines (RCCP), is not explicitly stated in any of the submitted forms	
I.a.1. Affidavit of undertaking to change corporate name / trade name (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)* *executed by the resident agent, director, trustee or duly authorized officer*	
J. For conversion to Branch Office	
J.1. Compliance with Financial Ratios (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: ***Ratio*** — ***Formula*** — ***Benchmark value*** ***Solvency*** — *Total Assets / Total Liabilities* — *1:1* ***Liquidity*** — *Current Assets / Current Liabilities* — *1:1* ***Debt to Equity Ratio*** — *Total Liabilities / Equity* — *3:1* *If solvency is not within the Benchmark value - application is REJECTED* *If Liquidity Ratio and / or Debt to Equity Ratio is/are not within the Benchmark Value/s - submit P1M Surety Bond*	
J.2. Notarized Proof of inward remittance such as bank certificate of inward remittance or credit advices (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

1. Submits the application to crmd_amend_foreign@sec.gov.ph **Location:** crmd_amend_foreign@sec.gov.ph **Notes/Instruction:** If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via email. For submission of compliance documents, the client will directly send it to the assigned Specialist's e-mail. The assigned Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.2	1.1. Verifies completeness of amendment requirements and assign to processors if the documents are complete	None	4 hour/s	• SEC Administrative Officer II; Foreign Investment Registration Station Division (FIRST-D)
	1.2. Evaluates whether the documents submitted are complete in form and in substance, then prepares Final Report and forwards it to the Officer-in-Charge for review if compliant		14 working day/s	• SEC Securities Counsel II; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D)
	1.3. Evaluates the final report, then orders the FIRST-D Specialist to issue Payment Assessment Form (PAF) if compliant		14 working day/s	• Officer-in-Charge; Foreign Investment Registration Station Division (FIRST-D)
	1.4. Issues Payment Assessment Form (PAF)		3 hour/s	• SEC Securities Counsel II; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D)
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the electronic Official Receipt via e-mail	**Standard Fees** Breakdown: Documentary Stamp Tax: PHP 30 Total: PHP 30 **Formula Fees** Breakdown: Conversion of LicenseLegal Research Fee	1 working day/s	• Accounting Division; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the CRMD Receiving Counter at SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209 through the company's representatives of through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209	3.1. Receives and verifies documentary requirements and proof of payment.	None	10 minute/s	• SEC Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		10 minute/s	• SEC Computer Operator; Corporate Filing and Records Division (CFRD)
	3.3. Prepares and generates the Certificate of Conversion of License of Foreign Corporations and Multinational Corporations		10 minute/s	• SEC Assistant Director; Corporate and Partnership Registration Division (CPRD)
	3.4. Reviews the application and signs the Certificate of Conversion of License of Foreign Corporations and Multinational Corporations		10 working day/s	• SEC Assistant Director; Corporate Filing and Records Division (CFRD)
	3.5. Encodes signed Certificate of Conversion of License of Foreign Corporations and Multinational Corporations		10 minute/s	• SEC Securities Specialist I; Corporate Filing and Records Division (CFRD)
	3.6. Sends email for releasing appointment		10 minute/s	• SEC Administrative Officer IV; Corporate Filing

				and Records Division (CFRD)
4. Proceeds to the CRMD Releasing Section at SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209, presents the original proof of payment and receives the signed Certificate of Conversion of License of Foreign Corporations and Multinational Corporations **Location:** SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209	4. Releases signed Certificate of Conversion of License of Foreign Corporations and Multinational Corporations	None	10 minute/s	• SEC Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
Total Processing Time:		Working Days: 40 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 30 See other fees below		

Formula / Schedule of Fees

- **Conversion of License**

  1/10 of 1% of the actual inward remittance of the corporation converted into Philippine currency, but not less than PHP 3,000

- **Legal Research Fee**

  1% of the computed Filing Fees for Conversion of License

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

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

Office or Division:	Foreign Investment Registration Station Division (FIRST-D)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All licensed foreign and multinational corporations
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf)*	
2. Petition for Conversion of License (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
3. Authenticated/Apostilled copy of the Board Resolution approving the conversion of license (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
4. Endorsement/Clearance from the Board of Investments (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Board of Investments - Legal and Compliance Service
For Situational Requirement	
A. For Corporations with Primary License	
A.1. Monitoring Clearance from Compliance Monitoring Division (CMD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Compliance Monitoring Division, Company Registration and Monitoring Department
Remarks: *https://forms.gle/Nt9p8PN88j7G4LPi8*	
B. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
B.1. Monitoring Clearance from Markets and Securities Regulation Department (MSRD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Markets and Securities Regulation Department
C. For Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies, and foundation	
C.1. Monitoring Clearance from Corporate Governance and Finance Department (CGFD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Corporate Governance and Finance Department
D. For Financing/Lending	
D.1. Monitoring Clearance from Financing and Lending Companies Department (FLCD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Financing and Lending Companies Department
E. For Financial Technology (FinTech) related business activities [Operators of payment systems; Payment Service Providers; Electronic Money Issuers (EMI); Non-bank EMIs; Alternative Credit Scoring Companies; AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); KYC/Security Companies (KYC Service Providers); Digital Banks; Digital Asset Exchanges; Virtual Asset Service Providers; Play-to-Earn Platforms; o E-Commerce Companies; Crowdfunding Platforms; RegTech Companies (RegTech Service Providers); SupTech Companies (SupTech Service Providers); and Digital Advisers/Robo-Advisers]	
E.1. PhiliFintech Innovation Office (PIO) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office
E.2. Enforcement and Investor Protection Department (EIPD) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department

F. For Bank and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
F.1. Endorsement from Bangko Sentral ng Pilipinas (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Bangko Sentral ng Pilipinas - Financial Supervision Sector
G. For Insurance/Health Maintenance Organization	
G.1. Endorsement from Insurance Commission (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Insurance Commission - Legal Services Group - Licensing Division
H. If foreign retailer	
H.1. Certification of Inward Remittance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *Certification of Inward Remittance of Foreign Exchange showing compliance of the foreign retailer with the minimum paid-up capital requirement of Twenty-Five Million Pesos (P25,000,000.00) or other proof, such as Bank Certification, certifying that such capital investment is deposited and maintained in a bank in the Philippines*	
H.2. Apostilled/authenticated Certificate of Reciprocity (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *to the effect that such State provides reciprocity to Filipinos*	
I. If with Amendment of Corporate Name / Trade Name / Business Name	
I.1. Name Verification Slip (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Corporate Filing and Records Division, Company Registration and Monitoring Department
Sub Situational Requirement/s	
I.a. If undertaking to change name, in compliance with Section 17 of the Revised Corporation Code of the Philippines (RCCP), is not explicitly stated in any of the submitted forms	
I.a.1. Affidavit of undertaking to change corporate name / trade name (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)* *executed by the resident agent, director, trustee or duly authorized officer*	
I.a.2. Authenticated/Apostilled Copy of Amended Articles of Incorporation/Association of the parent company (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
J. For Conversion to Regional Operating Headquarter	
J.1. Notarized Proof of inward remittance such as bank certificate of inward remittance or credit advices (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the application to crmd_amend_foreign@sec.gov.ph **Location:** crmd_amend_foreign@sec.gov.ph **Notes/Instruction:** If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via email. For submission of compliance documents, the client will directly send it to the assigned Specialist's	1.1. Verifies completeness of amendment requirements and assign to processors if the documents are complete	None	4 hour/s	• SEC Administrative Officer II; Foreign Investment Registration Station Division (FIRST-D)
	1.2. Evaluates whether the documents submitted are complete in form and in substance, then prepares Final Report and forwards it to the Officer-in-Charge for review if compliant		14 working day/s	• SEC Securities Counsel II; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D)
	1.3. Evaluates the final report, then orders the FIRST-D		14 working day/s	• Officer-in-Charge; Foreign Investment

e-mail. The assigned Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.2	Specialist to issue Payment Assessment Form (PAF) if compliant			Registration Station Division (FIRST-D)
	1.4. Issues Payment Assessment Form (PAF)		3 hour/s	• SEC Securities Counsel II; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D)
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the electronic Official Receipt via e-mail	**Standard Fees** Breakdown: Documentary Stamp Tax: PHP 30 Total: PHP 30 **Formula Fees** Breakdown: Conversion of LicenseLegal Research Fee	1 working day/s	• Accounting Division; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the CRMD Receiving Counter at SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209 through the company's representatives of through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209	3.1. Receives and verifies documentary requirements and proof of payment.	None	10 minute/s	• SEC Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		10 minute/s	• SEC Computer Operator; Corporate Filing and Records Division (CFRD)
	3.3. Prepares and generates the Certificate of Conversion of License of Foreign Corporations and Multinational Corporations		10 minute/s	• SEC Assistant Director; Corporate and Partnership Registration Division (CPRD)
	3.4. Reviews the application and signs the Certificate of Conversion of License of Foreign Corporations and Multinational Corporations		10 working day/s	• SEC Assistant Director; Corporate Filing and Records Division (CFRD)
	3.5. Encodes signed Certificate of Conversion of License of Foreign Corporations and Multinational Corporations		10 minute/s	• SEC Securities Specialist I; Corporate Filing and Records Division (CFRD)
	3.6. Sends email for releasing appointment		10 minute/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
4. Proceeds to the CRMD Releasing Section at SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209, presents the original proof of payment and receives the signed Certificate of Conversion of License of Foreign Corporations and Multinational Corporations **Location:**	4. Releases signed Certificate of Conversion of License of Foreign Corporations and Multinational Corporations	None	10 minute/s	• SEC Assistant Computer Operator; Corporate Filing and Records Division (CFRD)

SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209				
Total Processing Time:		Working Days: 40 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 30 See other fees below		

Formula / Schedule of Fees

- **Conversion of License**

  1% of the actual remittance but not less than 1% of peso equivalent of $200,000 at the time of remittance

- **Legal Research Fee**

  1% of the computed Filing Fees for Conversion of License

23. Creation of Additional Paid-in Capital (APIC) of non-Philippine National Domestic Corporations

This service details the adopted online procedure and documentary requirements on application for creation of Additional Paid-In Capital (APIC) through:

- *Cash*
- *Conversion of advances/liabilities to equity*
- *Land, building / condominium units*
- *Untitled Lands*
- *Inventories / Furnitures / Personal Properties*
- *Heavy equipment and machinery*
- *Shares of stock*
- *Motor Vehicle*
- *Sea vessel / aircraft*
- *Intangibles*
- *Net assets*

This service is exclusively for non-Philippine national Stock domestic corporations registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs).

Office or Division:	Foreign Investment Registration Station Division (FIRST-D)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All domestic corporations registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs)
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover sheet (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Company Registration and Monitoring Department
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf* *Note: The two (2) original copies will be submitted upon payment of the corresponding fees.*	
2. Letter request to create APIC signed by the Company's officer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
3. Certification under oath by the Corporate Secretary on the board resolution approving the creation of APIC (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
4. List of stockholders of record as of date of Board of Directors meeting approving the creation of APIC indicating their nationalities and their respective subscribed and paid-up capital certified under oath by the Corporate Secretary (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
5. Notarized Secretary's Certificate on non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Company Registration and Monitoring Department

Remarks: *Download Secretary's Certificate on non-existence of intra-corporate dispute through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance from Compliance Monitoring Division (CMD) (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Compliance Monitoring Division, Company Registration and Monitoring Department
Remarks: *https://forms.gle/Nt9p8PN88j7G4LPi8*	
B. For Financing and Lending Companies:	
B.1. Financing and Lending Companies Department (FLCD) Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Financing and Lending Companies Department (FLCD)
Remarks: *Please email your request at finlend_queries@sec.gov.ph* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
C. For Listed and Public Companies:	
C.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)
Remarks: *Please email your request at cgfd_fdn@sec.gov.ph* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
C.2. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Markets and Securities Regulation Department (MSRD)
Remarks: *Please email your request at msrdsubmission@sec.gov.ph* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
D. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
D.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector
Remarks: *To request, please refer to BSP Citizen's Charter through this link: https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
E. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
E.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group
Remarks: *To request, please refer to IC Citizen's Charter through this link:* *https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
F. Additional Requirements if by way of Conversion of Advances / Liabilities to Equity:	

F.1. Deed of Assignment of advances / liabilities (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
F.a. If the advances/liabilities are already reflected in the Audited Financial Statements (AFS):	
F.a.1. Audited Financial Statements (AFS) as of the last fiscal year stamped received by BIR and SEC (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Information and Communications Technology Department (ICTD)
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
F.b. If the advances/liabilities is not yet reflected in the Audited Financial Statements (AFS):	
F.b.1. A report to be rendered by an Independent CPA on the verification of the advances to be converted to equity (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G. Additional Requirements if by way of Land, buildings / condominium units:	
G.1. Detailed schedule of property showing the registered owner, location, area, TCT/CCT no., tax declaration number and the basis of transfer value (market value, assessed value or zonal value) certified by the company accountant (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.2. Copy of TCT/CCT electronically certified and issued by Register of Deeds and tax declaration sheet certified Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.3. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.4. Certification from the transferor stating that the improvements are existing and in good condition (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.5. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to Memorandum Circular No. 14 series of 2013- Amended Guidelines Covering the Use of Properties that Require Ownership Registration as Paid-up Capital of Corporation through this link: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

Sub Situational Requirement/s	
G.a. If transfer value is based on zonal value:	
G.a.1. Latest zonal valuation certified by BIR (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.b. If transfer value is based on appraised value:	
G.b.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.c. If property is mortgaged:	
G.c.1. Mortgagee/creditor's certification on the outstanding loan balance and his/her written consent to the transfer of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.d. For assignment of buildings where assignor is not the owner of the land:	
G.d.1. Lease contract on the land and consent of the land owner to the transfer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H. Additional Requirement if by way of Untitled Lands:	
H.1. Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least thirty (30) years and the possessor had introduced improvements thereon, if any (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.2. Duplicate original or certified true copies of the tax declaration sheets (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.3. Latest realty tax receipts (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.4. Affidavit by the transferor attesting continuous and open possession of the property is located (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.5. Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.	
H.6. Duplicate original or certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument affecting the property recorded in the Register of Deeds for the province of city where the land is situated (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.7. Affidavit executed by the transferor attesting to the: (a) Existence (or non-existence) of easements over the untitled property; (b) Kind/description of the easement and its location; and (c) Whether the transferor is the dominant estate or the servient estate, by virtue of such easements (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.8. Under oath undertaking of the transferor/subscriber to answer for any liability that the corporation might incur by virtue of the acceptance of said property as paid-up capital (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.9. Clearance or certification from the Department of Agrarian Reform (DAR) attesting to the following: (a) There is no other claimant to the untitled land; (b) it has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party; or (c) The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Department of Agrarian Reform (DAR) - Department of Agrarian Reform (DAR)
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.10. Blue Print Survey of the Plan as approved by the Bureau of Lands (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.11. Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/ assessed value / zonal value or appraised value) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.12. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.13. Affidavit of undertaking to submit certified true copy of the original certificate of title in the name of the transferee-corporation within one (1) year from the date of receipt of the approval of the application (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
H.a. If transfer value is based on zonal value	
H.a.1. Latest zonal valuation certified by BIR (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.	
H.b. If transfer value is based on appraised value	
H.b.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I. Additional Requirement if by way of Inventories / Furniture / Personal Properties:	
I.1. Detailed schedule of property showing the description and the basis of transfer value (market value or book value) certified by the company accountant (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.2. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
I.a. If transfer value is based on book value:	
I.a.1. Special Audit Report by an Independent CPA on the verification and valuation of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J. Additional Requirement if by way of Heavy equipment and machinery:	
J.1. Detailed schedule of the property showing the description and the transfer value certified by the company accountant (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.2. Appraisal report by a licensed appraiser (not more than 6-month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.3. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.4. Certification from the transferor stating that the properties are existing and in good condition (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K. Additional Requirement if by way of Shares of Stock:	
K.1. Detailed schedule of the shares of stock showing the stockholder, stock certificate number, no. of shares and the basis of transfer value (market or book value) certified by the company accountant (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K.2. Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Information and Communications Technology Department (ICTD)
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K.3. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K.4. Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the assignor (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K.5. Photocopy of the stock certificate (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
K.6. Affidavit of undertaking to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to Memorandum Circular No. 14 series of 2013- Amended Guidelines Covering the Use of Properties that Require Ownership Registration as Paid-up Capital of Corporation through this link: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
K.a. If listed in the Stock Exchange:	
K.a.1. Latest market price quotation in the newspaper or certification from the stock exchange/broker as to latest market price of the shares of stock (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L. Additional Requirement if by way of Motor Vehicles:	
L.1. Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified by the company accountant (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.2. Photocopy of certificate of registration and official receipt of annual registration fee (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:*	

- *The original copy will be presented for verification during the processing stage.*
- *The two (2) photo copies will be submitted upon payment of the corresponding fees.*

L.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.4. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.5. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to Memorandum Circular No. 14 series of 2013- Amended Guidelines Covering the Use of Properties that Require Ownership Registration as Paid-up Capital of Corporation through this link: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.6. Certification from the transferor stating that the motor vehicles are existing and in good running condition (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M. Additional Requirement if by way of Sea Vessel / Aircraft:	
M.1. Detailed schedule of vessel/aircraft showing registered Owner, registry number, technical description and appraised value certified by the company accountant (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.2. Certified true copy of the certificate of ownership (1) Certified True Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The certified true copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.4. Certificate of seaworthiness/airworthiness issued by appropriate government agency (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.5. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.6. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period	Applicant / Client

(1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *For guidance, please refer to Memorandum Circular No. 14 series of 2013- Amended Guidelines Covering the Use of Properties that Require Ownership Registration as Paid-up Capital of Corporation through this link: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N. Additional Requirement if by way of Intangibles:	
N.1. Photocopy of System Purchase Agreement or any proof of ownership (for software) (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
N.2. Copy of Certificate of Registration of Intellectual Property Rights and mining permit for mining claims/rights (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
N.3. Appraisal report by an accredited appraisal company or by a licensed Filipino mining engineer for mining claims/rights (not more than 6 months old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.4. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.5. Affidavit of undertaking by an officer of the company to submit proof of transfer of ownership within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to Memorandum Circular No. 14 series of 2013- Amended Guidelines Covering the Use of Properties that Require Ownership Registration as Paid-up Capital of Corporation through this link: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O. Additional Requirement if by way of Net Assets:	
O.1. Audited financial statements (AFS) of the applicant corporation as of the last fiscal year received by BIR and SEC (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Information and Communications Technology Department (ICTD)
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
O.2. Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
O.3. Long-form audit report of Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.	
O.4. Deed of Assignment of the assets and liabilities (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.5. List of creditors with the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.6. Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.7. Photocopy of the certificate of registration of the motor vehicles (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
O.8. Copy of TCT/CCT electronically certified and issued by the Register of Deeds and tax declaration sheets certified by the Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.9. Photocopy of stock certificates (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
O.10. DTI Certificate of Registration (for single proprietorship) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.11. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to Memorandum Circular No. 14 series of 2013- Amended Guidelines Covering the Use of Properties that Require Ownership Registration as Paid-up Capital of Corporation through this link: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

1. Submit the electronic copy of complete requirements at crmd_amend_foreign@sec.gov.ph **Location:** crmd_amend_foreign@sec.gov.ph **Notes/Instruction:** • The applicant may, if the application consists of voluminous documents, be advised to present the hard copies thereof. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the FIRST-D Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via email. For submission of compliance documents, the client will directly send it to the assigned Specialist's e-mail. The assigned Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.2. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed terminated without prejudice to refiling. • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. •	1.1. Receives the required documents, checks the completeness, and records the application. Thereafter, sends an email confirming the receipt and indicating the name of the FIRST-D Specialist assigned to evaluate the application.	None	7 hour/s	• SEC Administrative Officer II; Foreign Investment Registration Station Division (FIRST-D)
	1.2. Examines online whether the documents submitted are complete in form and in substance, then prepares Final Report and forwards it to the FIRST-D Officer-in-Charge for review if compliant		14 working day/s	• SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Counsel II; Foreign Investment Registration Station Division (FIRST-D)
	1.3. Reviews the final report, then orders the FIRST-D Specialist to issue Payment Assessment Form (PAF) if compliant		14 working day/s	• Officer-in-Charge; Foreign Investment Registration Station Division (FIRST-D)
	1.4. Sends the Payment Assessment Form (PAF) to the applicant		1 working day/s	• SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Counsel II; Foreign Investment Registration Station Division (FIRST-D)

2. Pay the corresponding filing fees **Location:** Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide.	2. Issues payment confirmation containing the electronic Official Receipt via e-mail	**Formula Fees** Breakdown: Creation of APIC	1 working day/s	• Accounting Division; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the CRMD Receiving Counter at SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209 **Location:** SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209 **Notes/Instruction:** ***Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)***	3.1. Receives and verifies documentary requirements and proof of payment.	None	2 hour/s	• Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
	3.2. Retrieves and prints the source documents and forwards the application to the FIRST-D Certification Officer		1 working day/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
	3.3. Prepares Certificate		2 working day/s	• SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D)
	3.4. Signs and approves the application		4 working day/s	• SEC Director III or Officer-in-Charge; Company Registration and Monitoring Department (CRMD)
	3.5. Forwards the approved application to the Releasing Unit		3 hour/s	• Office of the Director; Company Registration and Monitoring Department (CRMD)
	3.6. Schedules and sends email notification to the applicant on date of release of the certificate		1 working day/s	• SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D)
4. Proceeds to the CRMD Releasing Section at SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209, presents the original proof of payment and receives the signed Certificate of Approval **Location:** SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209	4.1. Receives the Official Receipt	None	2 hour/s	• Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
	4.2. Releases the signed Certificate		2 hour/s	• Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
Total Processing Time:		Working Days: 40 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Creation of APIC**

  1/5 of 1% of the amount infused but not less than P5,000.00

  plus

  Legal Research Fee- equivalent to 1% of the computed filing fee Creation of APIC but not less than P10.00

  plus

Documentary Stamp tax of P30.00

24. Creation of Bonded Indebtedness of non-Philippine National Domestic Corporations

This service details the adopted online procedure and documentary requirements on application for creation of Bonded Indebtedness pursuant to Section 37 of the Revised Corporate Code of the Philippines.

This service is exclusively for non-Philippine national Stock domestic corporations registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs).

Office or Division:	Foreign Investment Registration Station Division (FIRST-D)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All domestic corporations registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs)
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover sheet (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Company Registration and Monitoring Department
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf* *Note: The two (2) original copies will be submitted upon payment of the corresponding fees.*	
2. Certificate of Creation of Bonded Indebtedness (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *No Prescribed format. To be prepared by the Company in accordance with the Section 37 of the Revised Corporate Code of the Philippines.* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
3. Audited Financial Statements (AFS) as of the last fiscal year stamped received by BIR and SEC (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Information and Communications Technology Department (ICTD)
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
Sub Requirement	
3.A. If Audited Financial Statements (AFS) is more than six (6) month old	
3.A.1. Unaudited financial statements for the current year period certified by the company accountant (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
4. List of the company's properties, with the book value, appraised or bondable value which will be used to secure the projected bond issues, certified by the company accountant (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
5. Projected financial statements showing the utilization of the proceeds of the bonds and the redemption of the bond issues, signed by the company accountant (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
6. Trust indenture, signed by the corporation and the trustee (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
7. Sample form of the mortgaged bond certificate to be issued (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
8. Notarized Secretary's Certificate on non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Company Registration and Monitoring Department
Remarks: *Download Secretary's Certificate on non-existence of intra-corporate dispute through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Compliance Monitoring Division, Company Registration and Monitoring Department
Remarks: *https://forms.gle/Nt9p8PN88j7G4LPi8*	
B. For Financing and Lending Companies:	
B.1. Financing and Lending Companies Department (FLCD) Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Financing and Lending Companies Department (FLCD)
Remarks: *Please email your request at finlend_queries@sec.gov.ph* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
C. For Listed and Public Companies:	
C.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)
Remarks: *Please email your request at cgfd_fdn@sec.gov.ph* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
C.2. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Markets and Securities Regulation Department (MSRD)
Remarks: *Please email your request at msrdsubmission@sec.gov.ph* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
D. For Bank, banking and quasi-banking institution, pawnshop, and other financial intermediaries	
D.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector

Remarks:

To request, please refer to BSP Citizen's Charter through this link: https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

E. For Insurance, preneed, Health Maintenance Organization

E.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group

Remarks:

To request, please refer to IC Citizen's Charter through this link:

https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of complete requirements at crmd_amend_foreign@sec.gov.ph **Location:** crmd_amend_foreign@sec.gov.ph **Notes/Instruction:** • The applicant may, if the application consists of voluminous documents, be advised to present the hard copies thereof. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the FIRST-D Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via email. For submission of compliance documents, the client will directly send it to the assigned Specialist's e-mail. The assigned Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.2. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed terminated without prejudice to refiling. • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other	1.1. Receives the required documents, checks the completeness, and records the application. Thereafter, sends an email confirming the receipt and indicating the name of the FIRST-D Specialist assigned to evaluate the application.	None	7 hour/s	• SEC Administrative Officer II; Foreign Investment Registration Station Division (FIRST-D)
	1.2. Examines online whether the documents submitted are complete in form and in substance, then prepares Final Report and forwards it to the FIRST-D Officer-in-Charge for review if compliant		14 working day/s	• SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Counsel I; Foreign Investment Registration Station Division (FIRST-D)
	1.3. Reviews the final report, then orders the FIRST-D Specialist to issue Payment Assessment Form (PAF) if compliant		14 working day/s	• Officer-in-Charge; Foreign Investment Registration Station Division (FIRST-D)
	1.4. Sends the Payment Assessment Form (PAF) to the applicant		1 working day/s	• Securities Financial Specialist III; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Counsel II; Foreign Investment

analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period.SEC Securities Specialist I				Registration Station Division (FIRST-D)
2. Pay the corresponding filing fees **Location:** Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide.	2. Issues payment confirmation containing the electronic Official Receipt via e-mail	**Formula Fees** Breakdown: Creation of Bonded Indebtedness	1 working day/s	• Accounting Division; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the CRMD Receiving Counter at SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209 **Location:** SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209 **Notes/Instruction:** ***Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)***	3.1. Receives and verifies documentary requirements and proof of payment.	None	2 hour/s	• Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
	3.2. Retrieves and prints the source documents and forwards the application to the FIRST-D Certification Officer		1 working day/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
	3.3. Prepares Certificate		2 working day/s	• SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D)
	3.4. Signs and approves the application		4 working day/s	• SEC Director III or Officer-in-Charge; Company Registration and Monitoring Department (CRMD)
	3.5. Forwards the approved application to the Releasing Unit		3 hour/s	• Office of the Director; Company Registration and Monitoring Department (CRMD)
	3.6. Schedules and sends email notification to the applicant on date of release of the certificate		1 working day/s	• SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D)
4. Proceeds to the CRMD Releasing Section at SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209, presents the original proof of payment and receives the signed Certificate of Approval **Location:** SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209	4.1. Receives the Official Receipt	None	2 hour/s	• Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
	4.2. Releases the signed Certificate		2 hour/s	• Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
Total Processing Time:		Working Days: 40 working day/s		
Total Processing Fee:		Total Standard Fee: None		

	See other fees below

Formula / Schedule of Fees

- **Creation of Bonded Indebtedness**

  1/5 of 1% of the amount declared but not less than P1,000.00

  plus

  Legal Research Fee- equivalent to 1% of the computed filing fee Creation of Bonded Indebtedness but not less than P10.00

  plus

  Documentary Stamp tax of P30.00

25. Equity Restructuring of non-Philippine National Domestic Corporations

This service details the adopted online procedure and documentary requirements on application for equity restructuring, which is a process of wiping-out or reducing the deficit of a corporation.

This service is exclusively for non-Philippine national Stock domestic corporations registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs).

Office or Division:	Foreign Investment Registration Station Division (FIRST-D)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All domestic corporations registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs)
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover sheet (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Company Registration and Monitoring Department
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf* *Note: The two (2) original copies will be submitted upon payment of the corresponding fees.*	
2. Letter request to undergo equity restructuring signed by the Company's Officer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
3. Certification under oath by the Corporate Secretary on the board resolution approving the equity restructuring plan (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
4. Audited Financial Statements (AFS) as of the last fiscal year stamped received by BIR and SEC (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Information and Communications Technology Department (ICTD)
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
5. Notarized Secretary's Certificate on non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Company Registration and Monitoring Department
Remarks: *Download Secretary's Certificate on non-existence of intra-corporate dispute through this link: https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses:	

A.1. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Compliance Monitoring Division, Company Registration and Monitoring Department
Remarks: *https://forms.gle/Nt9p8PN88j7G4LPi8*	
B. For Financing and Lending Companies:	
B.1. Financing and Lending Companies Department (FLCD) Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Financing and Lending Companies Department (FLCD)
Remarks: *Please email your request at finlend_queries@sec.gov.ph* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
C. For Listed and Public Companies:	
C.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)
Remarks: *Please email your request at cgfd_fdn@sec.gov.ph* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
C.2. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Markets and Securities Regulation Department (MSRD)
Remarks: *Please email your request at msrdsubmission@sec.gov.ph* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
D. For Bank, banking and quasi-banking institution, pawnshop, and other financial intermediaries	
D.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector
Remarks: *To request, please refer to BSP Citizen's Charter through this link: https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
E. For Insurance, preneed, Health Maintenance Organization	
E.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group
Remarks: *To request, please refer to IC Citizen's Charter through this link:* *https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

1. Submit the electronic copy of complete requirements at crmd_amend_foreign@sec.gov.ph **Location:** crmd_amend_foreign@sec.gov.ph **Notes/Instruction:** • The applicant may, if the application consists of voluminous documents, be advised to present the hard copies thereof. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the FIRST-D Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via email. For submission of compliance documents, the client will directly send it to the assigned Specialist's e-mail. The assigned Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.2. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed terminated without prejudice to refiling. • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period.	1.1. Receives the required documents, checks the completeness, and records the application. Thereafter, sends an email confirming the receipt and indicating the name of the FIRST-D Specialist assigned to evaluate the application.	None	1 hour/s, 30 minute/s	• SEC Administrative Officer II; Foreign Investment Registration Station Division (FIRST-D)
	1.2. Examines online whether the documents submitted are complete in form and in substance, then prepares Final Report and forwards it to the FIRST-D Officer-in-Charge for review if compliant		14 working day/s	• SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Counsel II; Foreign Investment Registration Station Division (FIRST-D)
	1.3. Reviews the final report, then orders the FIRST-D Specialist to issue Payment Assessment Form (PAF) if compliant		14 working day/s	• Officer-in-Charge; Foreign Investment Registration Station Division (FIRST-D)
	1.4. Sends the Payment Assessment Form (PAF) to the applicant		30 minute/s	• SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Counsel II; Foreign Investment Registration Station Division (FIRST-D)
2. Pay the corresponding filing fees **Location:** Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide.	2. Issues payment confirmation containing the electronic Official Receipt via e-mail	**Formula Fees** Breakdown: Equity Restructuring	1 working day/s	• Accounting Division; Financial Management Department (FMD)

3. Submits the documentary requirements with proof of payment to the CRMD Receiving Counter at SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209 **Location:** SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209 **Notes/Instruction:** ***Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)***	3.1. Receives and verifies documentary requirements and proof of payment and informs the applicant to wait for the appointment letter from FIRST-D	None	10 minute/s	• Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
	3.2. Retrieves and prints the source documents and forwards the application to the FIRST-D Certification Officer		10 minute/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
	3.3. Prepares Certificate		1 working day/s	• SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D)
	3.4. Signs and approves the application		7 working day/s, 7 hour/s, 40 minute/s	• SEC Director III or Officer-in-Charge; Company Registration and Monitoring Department (CRMD)
	3.5. Forwards the approved application to the Releasing Unit		2 hour/s	• Office of the Director; Company Registration and Monitoring Department (CRMD)
	3.6. Schedules and sends email notification to the applicant on date of release of the certificate		1 working day/s	• SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D)
4. Proceeds to the CRMD Releasing Section at SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209, presents the original proof of payment and receives the signed Certificate of Approval **Location:** SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209	4.1. Receives the Official Receipt	None	2 hour/s	• Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
	4.2. Releases the signed Certificate		2 hour/s	• Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
Total Processing Time:		Working Days: 40 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Equity Restructuring**

  Filling fee- P5,000.00

  plus

  Legal Research Fee – 1% of the amount of filing fee but not less than P10.00

  plus

  Documentary Stamp tax of P30.00

26. Joint Certification for Applications of Increase of Capital Stock by way of Cash Infusion

This service details the adopted online procedure and documentary requirements for application for Increase of Capital Stock by way of Cash through Joint Certification pursuant to Section 37 of the Revised Corporation Code of the Philippines.

This service is exclusively for non-Philippine national Stock domestic corporations registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs).

Office or Division:	Foreign Investment Registration Station Division (FIRST-D)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All domestic corporations registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs)
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover sheet (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Company Registration and Monitoring Department
Remarks: *Download Cover Sheet through this link: https://docs.google.com/document/d/1xFahiscF9N_PvMsuwwGl7FK1cdOsWgSZ/edit?tab=t.0#heading=h.gjdgxs* *Note: The two (2) original copies will be submitted upon payment of the corresponding fees.*	
2. Joint Certifications (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download Cover Sheet through this link: https://docs.google.com/document/d/1VapOnE0ML085pdGnh9h05hUQwYz4Qttr/edit?amp;ouid=100001251167530676454&rtpof=true&sd=true&tab=t.0* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
3. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
4. Audited Financial Statements as of the last fiscal year stamped received by BIR and SEC (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Information and Communications Technology Department (ICTD)
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Compliance Monitoring Division, Company Registration and Monitoring Department
Remarks: *https://forms.gle/Nt9p8PN88j7G4LPi8*	
B. For Financing and Lending Companies:	
B.1. Financing and Lending Companies Department (FLCD) Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Financing and Lending Companies Department (FLCD)
Remarks:	

Please email your request at finlend_queries@sec.gov.ph *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
C. For Listed and Public Companies:	
C.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)
Remarks: *Please email your request at cgfd_fdn@sec.gov.ph* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
C.2. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Markets and Securities Regulation Department (MSRD)
Remarks: *Please email your request at msrdsubmission@sec.gov.ph* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
D. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
D.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector
Remarks: *To request, please refer to BSP Citizen's Charter through this link: https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
E. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
E.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group
Remarks: *To request, please refer to IC Citizen's Charter through this link:* *https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
F. Additional requirement if cash payment for subscription is not yet reflected in the Audited Financial Statements:	
Sub Situational Requirement/s	
F.a. If applicant corporation is/are Listed companies; Public companies defined in the Securities Regulation Code; companies that offer or sell securities to the public; companies with secondary license; and where payment to subscription to the increase is more than P50,000,000.00	
F.a.1. Special Audit Report (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
F.b. Where payment to subscription to the increase is P50,000,000.00 and below	
F.b.1. Subscription Contract executed under oath among stockholder/s, treasurer and president for the corporation (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

For guidance, please refer to SEC Memorandum Circular No. 11 Series of 2016 – Subscription Contracts through this link: https://www.sec.gov.ph/mc-2016/mc-no-11-s-2016subscription-contracts/#gsc.tab=0

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

G. Additional requirement for Rural Banks:	
G.1. Notarized Certification on payment for subscriptions to be signed by majority of the rural bank's Board of Directors in accordance with the form required by BSP (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.2. List of stockholders of record showing their respective subscribed and paid-up amount before and after the increase and the list of subscribers to the increase with their respective subscription and payment as presented and approved by BSP annexed to the notarized certification (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of complete requirements at crmd_amend_foreign@sec.gov.ph **Location:** crmd_amend_foreign@sec.gov.ph **Notes/Instruction:** • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed terminated without prejudice to refiling. • Failure to pay the amount of assessed fees prior to the expiration of the Payment Assessment Form (PAF) is deemed abandonment of the instant application, and the corporation shall file a new application for the increase of its authorized capital stock. • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case	1.1. Receives the required documents, checks the completeness, and records the application. Thereafter, sends an email confirming the receipt and indicating the name of the FIRST-D Specialist assigned to evaluate the application.	None	1 hour/s, 30 minute/s	• SEC Administrative Officer II; Foreign Investment Registration Station Division (FIRST-D)
	1.2. Examines online whether the documents submitted are complete in form and in substance, then prepares Final Report and forwards it to the FIRST-D Officer-in-Charge for review if compliant		14 working day/s	• SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Counsel II; Foreign Investment Registration Station Division (FIRST-D)
	1.3. Reviews the final report, then orders the FIRST-D Specialist to issue Payment Assessment Form (PAF) if compliant		14 working day/s	• Officer-in-Charge; Foreign Investment Registration Station Division (FIRST-D)
	1.4. Sends the Payment Assessment Form (PAF) to the applicant		30 minute/s	• SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Counsel II; Foreign Investment Registration Station Division (FIRST-D)

shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period.				
2. Pay the corresponding filing fees **Location:** Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide.	2. Issues payment confirmation containing the electronic Official Receipt via e-mail	**Formula Fees** Breakdown: Increase of Capital Stock (For corporation with par value)Increase of Capital Stock (For corporation without par value)	1 working day/s	• Accounting Division; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the CRMD Receiving Counter at SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209 **Location:** SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209 **Notes/Instruction:** ***Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)***	3.1. Receives and verifies documentary requirements and proof of payment and informs the applicant to wait for the appointment letter from FIRST-D	None	10 minute/s	• Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
	3.2. Retrieves and prints the source documents and forwards the application to the FIRST-D Certification Officer		10 minute/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
	3.3. Prepares Certificate		1 working day/s	• SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D)
	3.4. Signs and approves the application		7 working day/s, 7 hour/s, 40 minute/s	• SEC Director III or Officer-in-Charge; Company Registration and Monitoring Department (CRMD)
	3.5. Forwards the approved application to the Releasing Unit		2 hour/s	• Office of the Director; Company Registration and Monitoring Department (CRMD)
	3.6. Schedules and sends email notification to the applicant on the date of submission of the complete application requirement and release of the certificate.		1 working day/s	• SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D)
4. Proceeds to the CRMD Releasing Section at SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209, presents the original proof of payment and receives the signed Certificate of Approval **Location:** SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209	4.1. Receives the Official Receipt	None	2 hour/s	• Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
	4.2. Releases the signed Certificate		2 hour/s	• Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
Total Processing Time:		Working Days: 40 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Increase of Capital Stock (For corporation with par value)**

  1/5 of 1% of the increase in capital stock but not less than P3,000.00 or the subscription price of the subscribed capital stock, whichever is higher

plus

Legal Research Fee (LRF) -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00

plus

Amended Articles of Incorporation – P1,010.00 (Inclusive of LRF of P10.00)

plus

Documentary Stamp tax of P60.00

- **Increase of Capital Stock (For corporation without par value)**

  1/5 of 1% of the increase in capital stock computed at P100.00 per share but not less than P3,000.00 or the issue value of the subscribed capital stock, whichever is higher

  plus

  Legal Research Fee (LRF) -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00

  plus

  Amended Articles of Incorporation – P1,010.00 (Inclusive of LRF of P10.00)

  plus

  Documentary Stamp tax of P60.00

27. Licensing of Foreign Corporations through the ESPARC (Electronic Simplified Processing of Application for Registration of Company)

This service outlines the procedure for applying for an SEC license to operate in the Philippines as a foreign branch office, representative office, regional operating headquarters (ROHQ), or regional/area headquarters (RHQ).

Office or Division:	Foreign Investment Registration Station Division (FIRST-D)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *System-generated*	
2. Signed & notarized Application Form (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *System-generated* • *F-103 for stock branch office;* • *F-104 for stock representative office;* • *F-108 for non-stock branch/representative office, including foundations* *Note: **"Non-stock"** refers to a foreign corporation that conducts activities in its home country similar to those of a non-stock corporation in the Philippines. Non-stock corporations are typically organized for purposes such as charitable, religious, educational, professional, cultural, fraternal, literary, scientific, social, or civic service. They may also include organizations like trade, industry, or agricultural chambers, or any combination of these purposes.*	
For Situational Requirement	
A. For Foreign Branch and Representative Office	
A.1. Authenticated/Apostilled copy of the Board Resolution (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: • *Authorizing the establishment of Branch/Representative Office in the Philippines;* • *Designating the Resident Agent to whom summons and other legal processes may be served in behalf of the foreign corporation; and* • *Stipulating that in the absence of such Agent or upon cessation of its business in the Philippines, any summons or legal processes may be served to SEC as if the same is made upon the corporation at its home office*	
A.2. Authenticated/Apostilled copy of the Articles of Incorporation/Partnership/Association with an English translation thereof if in foreign language other than English (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx)*	
A.3. Authenticated/Apostilled Audited Financial Statements (FS) for the immediately preceding year at the time of filing of application (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *Audited by an independent Certified Public Accountant of the home country *Authenticated before the Philippine Consulate/Embassy*	

A.4. Compliance with Financial Ratios (1) Electronic Copy	Applicant / Client

Remarks:

Stock Branch Office

Ratio	***Formula***	***Benchmark Value***
Solvency	*Total assets/total liabilities*	*1:1*
Liquidity	*Current assets/current liabilities*	*1:1*
Debt to Equity	*Total liabilities/equity*	*3:1*

Stock Representative Office/Non-Stock Branch Office/Non-Stock Representative Office

Solvency	*Total assets/total liabilities*	*1:1*

Note:
If solvency is not within the Benchmark value - application is REJECTED
If Liquidity Ratio and / or Debt to Equity Ratio is/are not within the Benchmark Value/s - submit P1M Surety Bond

Surety bond must be conditioned upon faithful compliance of the Principal relative to the Licensing of the Foreign COrporation with Securities and Exchange Commission and the observance with the provisions of the Corporation Code of the Philippines, the Securities Regulation Code, and its implementing rules and regulations, and other pertinent laws, and regulations implemented by the Commission.

A.5. Affidavit of Undertaking to change corporate name, if not stated in the Application Form (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department

Remarks:

SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)

A.6. If Resident Agent is not the signatory in the Application Form, Resident's Agent Acceptance of Appointment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.7. Endorsement/Clearance from other SEC departments *Any of the following:*	
A.7.A. Corporate Governance and Finance Department (CGFD) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Corporate Governance and Finance Department

Remarks:

For Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation

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A.7.B. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Markets and Securities Regulation Department

Remarks:

For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House

---- OR ----

A.7.C. PhiliFintech Innovation Office (PIO) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office

Remarks:

For Financial Technology (FinTech) related business activities [Operators of payment systems; Payment Service Providers; Electronic Money Issuers (EMI); Non-bank EMIs; Alternative Credit Scoring Companies; AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); KYC/Security Companies (KYC Service Providers); Digital Banks; Digital Asset Exchanges; Virtual Asset Service Providers; Play-to-Earn Platforms; o E-Commerce Companies; Crowdfunding Platforms; RegTech Companies (RegTech Service Providers); SupTech Companies (SupTech Service Providers); and Digital Advisers/Robo-Advisers]

A.8. Endorsement from other government agencies *Any of the following:*	
A.8.A. Endorsement from Insurance Commission (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Insurance Commission - Legal Services Group - Licensing Division
Remarks: *For Insurance/Health Maintenance Organization*	
---- OR ----	
A.8.B. Endorsement from Bangko Sentral ng Pilipinas (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Bangko Sentral ng Pilipinas - Financial Supervision Sector
Remarks: *For Bank and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services*	
Sub Situational Requirement/s	
A.a. If the date of the AFS exceeds the one-year requirement	
A.a.1. Authenticated AFS that are available as of date of filing of the application (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.a.2. Authenticated Unaudited FS (AUFS) as of date not exceeding one (1) year immediately prior to the filing of the application signed by an officer of the foreign corporation (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b. For those whose home country does NOT REQUIRE AFS	
A.b.1. Authenticated Unaudited FS as of the date not exceeding one (1) year immediately prior to the filing of the application (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.2. Authenticated/Apostilled Certification signed under oath by an officer of a responsible regulatory institution or by the applicant's legal counsel that the applicant is not required to prepare and submit AFS, with citation of the law for verification purposes (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.c. For Stock Branch/Representative Office	
A.c.1. Notarized proof of Inward Remittance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *such as bank certificate of inward remittance or credit advances*	
A.d. For Non-Stock Branch/Representative Office Foundation	
A.d.1. Notarized Certificate of Bank Deposit of the amount of not less than P1,000,000.00 (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.d.2. Statement of Willingness to allow the Commission to conduct an audit (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
B. For Regional/Area Headquarters (RHQ)/ Regional Operating Headquarters (ROHQ)	
B.1. Certification from the Philippine Consulate/Embassy or the Philippine Commercial Office or from the equivalent office of the Philippine DTI in the applicant's home country that said foreign firm is an entity engaged in international trade with affiliates, subsidiaries, or branch offices in the Asia Pacific Region and other foreign markets (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *In case the Certification is issued by the equivalent office of the DTI, the same shall be authenticated by the Philippine Consulate/Embassy*	
B.2. Authenticated Certification from principal officer of the foreign entity to the effect that the said foreign entity has been authorized by its board of directors or governing body to establish its RHQ/ROHQ (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
B.3. Affidavit of Undertaking to change corporate name, if not stated in the Application Form (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks:	

SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)

B.4. Endorsement from Board of Investments (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Board of Investments - Legal and Compliance Service
Sub Situational Requirement/s	
B.a. For Financial Technology (FinTech) related business activities [Operators of payment systems; Payment Service Providers; Electronic Money Issuers (EMI); Non-bank EMIs; Alternative Credit Scoring Companies; AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); KYC/Security Companies (KYC Service Providers); Digital Banks; Digital Asset Exchanges; Virtual Asset Service Providers; Play-to-Earn Platforms; o E-Commerce Companies; Crowdfunding Platforms; RegTech Companies (RegTech Service Providers); SupTech Companies (SupTech Service Providers); and Digital Advisers/Robo-Advisers]	
B.a.1. PhiliFintech Innovation Office (PIO) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office
B.a.2. Enforcement and Investor Protection Department (EIPD) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department
C. If to engage as a foreign retailer	
C.1. Certification of Inward Remittance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *Certification of Inward Remittance of Foreign Exchange showing compliance of the foreign retailer with the minimum paid-up capital requirement of Twenty-Five Million Pesos (P25,000,000.00) or other proof, such as Bank Certification, certifying that such capital investment is deposited and maintained in a bank in the Philippines*	
C.2. Apostilled/authenticated Certificate of Reciprocity (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *to the effect that such State provides reciprocity to Filipinos*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ and encodes corporate information **Location:** https://esparc.sec.gov.ph/ **Notes/Instruction:** If the application is found to be for compliance during the evaluation stage, the applicant will have to go back to Step 1 for the submission of requirements/compliance	1.1. Verifies and approves proposed company name and/or trade name/s if compliant with SEC Memorandum Circular No. 13, Series of 2019	None	1 working day/s, 7 hour/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD) • SEC Securities Specialist I; Corporate Filing and Records Division (CFRD)
	1.2. Assigns to FIRST processors		5 minute/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD) • SEC Securities Specialist I; Corporate Filing and Records Division (CFRD)
	1.3. Reviews the application and issues Payment Assessment Form (PAF) if compliant		15 working day/s, 15 minute/s	• SEC Securities Counsel II; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D) • SEC Officer-in-Charge; Foreign Investment Registration Station Division (FIRST-D)
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-	2. Issues payment confirmation containing the electronic Official	**Standard Fees** Breakdown:	1 working day/s	• Accounting Division; Financial

portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home	Receipt via e-mail	Documentary Stamp Tax: PHP 30 Total: PHP 30 **Formula Fees** Breakdown: Legal Research FeeLicense Fee		Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the CRMD Receiving Counter at SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209 through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209	3.1. Officially receives and stamps the hard copies of the registration application and forwards to the Support Staff	None	10 minute/s	• SEC Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
	3.2. Generates the Certificate		15 minute/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD)
	3.3. Reviews the application and signs the Certificate of Incorporation		22 working day/s	• SEC Director; Company Registration and Monitoring Department (CRMD)
	3.4. Sends appointment through email indicating the date of release of the Certificate		10 minute/s	• SEC Computer Operator; Corporate Filing and Records Division (CFRD)
4. Proceeds to the CRMD Releasing Section at SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209, presents the original proof of payment and receives the signed Certificate of Incorporation **Location:** SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209	4. Enters company name in the Masterlist, releases the Certificate together with registration application and stamps release the official receipt	None	5 minute/s	• SEC Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
Total Processing Time:		Working Days: 40 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 30 See other fees below		

Formula / Schedule of Fees

- **Legal Research Fee**

  1% of the computed Filing Fees

- **License Fee**

  For Stock Foreign Corporations:

  Branch Office - 1% of the actual inward remittance of the corporation converted into Philippine currency, but not less than PHP 3,000

  Representative Office - 1/10 of 1% of the actual inward remittance of the corporation converted into Philippine currency, but not less than PHP 2,000

  For Non-Stock Foreign Corporations:

  Branch Office - PHP 3,000

  Representative Office - PHP 2,000

28. Post-Evaluation of Simple Amendment of Articles of Incorporation and/or By-Laws of non-Philippine National Domestic Stock and Non-stock Corporations registered under FIA or before IPAs

This service outlines the post-evaluation procedure to verify the compliance, completeness, and accuracy of the hard copies of application documents against the uploaded documents, as a prerequisite for the issuance of the original Certificate of Approval.

Office or Division:	Foreign Investment Registration Station Division (FIRST-D)
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All domestic corporations registered under FIA (“Foreign Investment Act”) or before Investment Promotion Agencies (IPAs)
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Photo Copy	Securities and Exchange Commission - Corporate and Partnership Registration Division
Remarks: *System-generated document available for download through the eAMEND Portal*	
2. Amendment Form (2) Original Copy	Securities and Exchange Commission - Corporate and Partnership Registration Division
Remarks: • *System-generated document available for download through the eAMEND Portal* • *Original copies should be signed (wet signature) and notarized*	
3. Monitoring Clearance (2) Original Copy	Securities and Exchange Commission - Corporate and Partnership Registration Division
Remarks: *Compliance Monitoring Division (CMD) or through cmd_amendment_monitoring@sec.gov.ph*	
Sub Requirement	
3.A. If Monitoring Clearance is not yet available.	
3.A.1. Affidavit of Undertaking (2) Original Copy	Securities and Exchange Commission - Corporate and Partnership Registration Division
Remarks: *With downloadable system-generated forms in the eAmend Portal*	
4. And other additional documentary requirements uploaded in the eAmend portal (2) Original Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the documentary requirements with proof of payment to the CRMD Receiving Counter at SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209 through the company’s representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo	1.1. Stamp receives the submitted documentary requirements.	None	10 minute/s	• SEC Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
	1.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		10 minute/s	• SEC Computer Operator; Corporate Filing and Records Division (CFRD)

Village, Bel-Air, Makati City, 1209	1.3. Prints Certificate of Amendment (Certificate)		10 minute/s	• SEC Assistant Director; Corporate and Partnership Registration Division (CPRD)
	1.4. Assigns to FIRST-D post-audit processor		10 minute/s	• SEC Administrative Assistant II; Corporate and Partnership Registration Division (CPRD)
	1.5. Post-evaluates the assigned application		6 working day/s, 6 hour/s, 50 minute/s	• SEC Securities Counsel II; Foreign Investment Registration Station Division (FIRST-D) • Officer-in-Charge; Foreign Investment Registration Station Division (FIRST-D)
	1.6. Tags the application as complete in the eAmend portal		10 minute/s	• SEC Administrative Assistant II; Foreign Investment Registration Station Division (FIRST-D)
	1.7. Tags the application for appointment through the eAMEND Portal indicating the date of release of the certificate		10 minute/s	• SEC Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
2. Proceeds to CRMD Releasing Section at SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209 for presentment of the proof of payment issued by the eSPAYSEC or arranges the delivery of the Certificate through preferred courier **Location:** SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209	2. Releases original copy of the Certificate of Amended Articles of Incorporation and/or By-Laws	None	10 minute/s	• SEC Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		

29. Property Dividend Declaration of non-Philippine National Domestic Corporations

This service details the adopted online procedure and documentary requirements on application for approval of Property Dividend Declaration pursuant to Section 42 of the Revised Corporation Code of the Philippines.

This service is exclusively for non-Philippine national Stock domestic corporations registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs).

Office or Division:	Foreign Investment Registration Station Division (FIRST-D)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All domestic corporations registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs)
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover sheet (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Company Registration and Monitoring Department
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf* *Note: The two (2) original copies will be submitted upon payment of the corresponding fees.*	
2. Certification under oath by the Corporate Secretary on the board of directors' resolution declaring the property dividend (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
3. Audited Financial Statements (AFS) as of the last fiscal year stamped received by BIR and SEC (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Information and Communications Technology Department (ICTD)
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
4. List of stockholders with their respective nationalities, subscribed and paid up capital stock as of the date of meeting approving the declaration of property dividend together with the allocation of property dividend certified under oath by the Corporate Secretary (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
5. Detailed schedule of the property account appearing in the audited financial statements (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
6. Certification by the President that the property(ies) for dividend declaration is/are no longer needed in the operation of the company (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

7. Reconciliation of Retained Earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 16 Series of 2023- Revised Guidelines on the Determination of Retained Earnings Available for Dividend Declaration through this link: https://www.sec.gov.ph/wp-content/uploads/2023/10/2023SEC-MC-No.-16,-s.-of-2023-Revised-Guidelines-on-the-Determination-of-Retained-Earnings%20-Available-for-Dividend-Declaration.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
8. Notarized Secretary's Certificate on non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Company Registration and Monitoring Department
Remarks: *Download Secretary's Certificate on non-existence of intra-corporate dispute through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. In case the unappropriated retained earnings is not sufficient to warrant the dividend declaration:	
A.1. Notarized Secretary's Certificate of the Board Resolution as to the reversal of appropriated retained earnings to unappropriated retained earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
B. In case where the property declared is in the form of investment in shares of another corporation	
B.1. A certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the applicant corporation (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
C. For Corporations with Primary Licenses:	
C.1. Monitoring Clearance from Compliance Monitoring Division (CMD) (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Compliance Monitoring Division, Company Registration and Monitoring Department
Remarks: *https://forms.gle/Nt9p8PN88j7G4LPi8*	
D. For Financing and Lending Companies:	
D.1. Financing and Lending Companies Department (FLCD) Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Financing and Lending Companies Department (FLCD)
Remarks: *Please email your request at finlend_queries@sec.gov.ph* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
E. For Listed and Public Companies:	
E.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)
Remarks: *Please email your request at cgfd_fdn@sec.gov.ph* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
E.2. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Markets and Securities Regulation Department

	(MSRD)

Remarks:

Please email your request at msrdsubmission@sec.gov.ph

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

F. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:

F.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector

Remarks:

To request, please refer to BSP Citizen's Charter through this link: https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

G. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:

G.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group

Remarks:

To request, please refer to IC Citizen's Charter through this link:

https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of complete requirements at crmd_amend_foreign@sec.gov.ph **Location:** crmd_amend_foreign@sec.gov.ph **Notes/Instruction:** • The applicant may, if the application consists of voluminous documents, be advised to present the hard copies thereof. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the FIRST-D Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via email. For submission of compliance documents, the client will directly send it to the assigned Specialist's e-mail. The assigned Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.2. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation	1.1. Receives the required documents, checks the completeness, and records the application. Thereafter, sends an email confirming the receipt and indicating the name of the FIRST-D Specialist assigned to evaluate the application.	None	1 hour/s, 30 minute/s	• SEC Administrative Officer II; Foreign Investment Registration Station Division (FIRST-D)
	1.2. Examines online whether the documents submitted are complete in form and in substance, then prepares Final Report and forwards it to the FIRST-D Officer-in-Charge for review if compliant		14 working day/s	• SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Counsel II; Foreign Investment Registration Station Division (FIRST-D)
	1.3. Reviews the final report, then orders the FIRST-D Specialist to issue Payment Assessment Form (PAF) if compliant		14 working day/s	• Officer-in-Charge; Foreign Investment Registration Station Division (FIRST-D)

and will be notified that the application is deemed terminated without prejudice to refiling. • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period.				
	1.4. Sends the Payment Assessment Form (PAF) to the applicant		30 minute/s	• SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Counsel II; Foreign Investment Registration Station Division (FIRST-D)
2. Pay the corresponding filing fees **Location:** Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide.	2. Issues payment confirmation containing the electronic Official Receipt via e-mail	**Formula Fees** Breakdown: Property Dividend	1 working day/s	• Accounting Division; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the CRMD Receiving Counter at SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209 **Location:** SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209 **Notes/Instruction:** ***Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)***	3.1. Receives and verifies documentary requirements and proof of payment.	None	10 minute/s	• Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
	3.2. Retrieves and prints the source documents and forwards the application to the FIRST-D Certification Officer		10 minute/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
	3.3. Prepares Certificate		1 working day/s	• SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D)
	3.4. Signs and approves the application		7 working day/s, 7 hour/s, 40 minute/s	• SEC Director III or Officer-in-Charge; Company Registration and Monitoring Department (CRMD)
	3.5. Forwards the approved application to the Releasing Unit		2 hour/s	• Office of the Director; Company Registration and Monitoring Department (CRMD)
	3.6. Schedules and sends email notification to the applicant on date of release of the certificate		1 working day/s	• SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D)
4. Proceeds to the CRMD Releasing Section at SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209, presents the original proof of	4.1. Receives the Official Receipt	None	2 hour/s	• Assistant Computer Operator; Corporate Filing and Records Division (CFRD)

payment and receives the Certificate of Approval **Location:** SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209	4.2. Releases the signed Certificate of Approval		2 hour/s	• Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
Total Processing Time:		Working Days: 40 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Property Dividend**

  1/5 of 1% of the value of the property being distributed as dividend but not less than P1,000.00

  plus

  Legal Research Fee – 1% of the amount of filing fee but not less than P10.00

  plus

  Documentary Stamp tax of P30.00

30. Quasi-Reorganization of non-Philippine National Domestic Corporations

This service details the adopted online procedure and documentary requirements on application for Quasi-Reorganization.

This service is exclusively for non-Philippine national Stock domestic corporations registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs).

Office or Division:	Foreign Investment Registration Station Division (FIRST-D)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All domestic corporations registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs)
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover sheet (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Company Registration and Monitoring Department
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf* *Note: The two (2) original copies will be submitted upon payment of the corresponding fees.*	
2. Letter request to undergo quasi-reorganization signed by the Company's Officer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
3. Certification under oath by the Corporate Secretary on the board resolution approving the quasi reorganization plan (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
4. Audited Financial Statements (AFS) as of the last fiscal year stamped received by BIR and SEC (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Information and Communications Technology Department (ICTD)
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
5. Schedule showing the details of appraised properties certified by the company accountant (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
6. Analysis of the revaluation increment certified by the company account (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
7. Projected Financial Statements for the next five (5) years certified by the Company Accountant (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.	
8. Certification by the President that the appraised properties are directly needed and actually used in business (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
9. Notarized Secretary's Certificate on non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Company Registration and Monitoring Department
Remarks: *Download Secretary's Certificate on non-existence of intra-corporate dispute through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. If appraisal increment is not yet reflected in the audited financial statements	
A.1. Appraisal report of the fixed assets (real properties, permanently installed fixed assets and machineries and equipment directly needed and actually used in the business) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
B. For Corporations with Primary Licenses:	
B.1. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Compliance Monitoring Division, Company Registration and Monitoring Department
Remarks: *https://forms.gle/Nt9p8PN88j7G4LPi8*	
C. For Financing and Lending Companies:	
C.1. Financing and Lending Companies Department (FLCD) Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Financing and Lending Companies Department (FLCD)
Remarks: *Please email your request at finlend_queries@sec.gov.ph* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
D. For Listed and Public Companies:	
D.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)
Remarks: *Please email your request at cgfd_fdn@sec.gov.ph* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
D.2. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Markets and Securities Regulation Department (MSRD)
Remarks: *Please email your request at msrdsubmission@sec.gov.ph* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

E. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
E.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector
Remarks: *To request, please refer to BSP Citizen's Charter through this link: https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
F. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
F.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group
Remarks: *To request, please refer to IC Citizen's Charter through this link:* *https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of complete requirements at crmd_amend_foreign@sec.gov.ph **Location:** crmd_amend_foreign@sec.gov.ph **Notes/Instruction:** • The applicant may, if the application consists of voluminous documents, be advised to present the hard copies thereof. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the FIRST-D Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via email. For submission of compliance documents, the client will directly send it to the assigned Specialist's e-mail. The assigned Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.2. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed terminated without prejudice to refiling. • The period to act upon the agency actions mentioned above may be extended whenever the said action	1.1. Receives the required documents, checks the completeness, and records the application. Thereafter, sends an email confirming the receipt and indicating the name of the FIRST-D Specialist assigned to evaluate the application.	None	1 hour/s, 30 minute/s	• SEC Administrative Officer II; Foreign Investment Registration Station Division (FIRST-D)
	1.2. Examines online whether the documents submitted are complete in form and in substance, then prepares Final Report and forwards it to the FIRST-D Officer-in-Charge for review if compliant		14 working day/s	• SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Counsel II; Foreign Investment Registration Station Division (FIRST-D)
	1.3. Reviews the final report, then orders the FIRST-D Specialist to issue Payment Assessment Form (PAF) if compliant		14 working day/s	• Officer-in-Charge; Foreign Investment Registration Station Division (FIRST-D)

requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period.	1.4. Sends the Payment Assessment Form (PAF) to the applicant		30 minute/s	• SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Counsel II; Foreign Investment Registration Station Division (FIRST-D)
2. Pay the corresponding filing fees **Location:** Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide.	2. Issues payment confirmation containing the electronic Official Receipt via e-mail	**Formula Fees** Breakdown: Quasi-Reorganization	1 working day/s	• Accounting Division; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the CRMD Receiving Counter at SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209 **Location:** SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209 **Notes/Instruction:** ***Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)***	3.1. Receives and verifies documentary requirements and proof of payment.	None	10 minute/s	• Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
	3.2. Retrieves and prints the source documents and forwards the application to the FIRST-D Certification Officer		10 minute/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
	3.3. Prepares Certificate		1 working day/s	• SEC Securities Specialist ; Foreign Investment Registration Station Division (FIRST-D)
	3.4. Signs and approves the application		7 working day/s, 7 hour/s, 40 minute/s	• SEC Director III or Officer-in-Charge; Company Registration and Monitoring Department (CRMD)
	3.5. Forwards the approved application to the Releasing Unit		2 hour/s	• Office of the Director; Company Registration and Monitoring Department (CRMD)
	3.6. Schedules and sends email notification to the applicant on date of release of the certificate		1 working day/s	• SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D)
4. Proceeds to the CRMD Releasing Section at SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209, presents the original proof of payment and receives the Certificate of Approval **Location:**	4.1. Receives the Official Receipt	None	2 hour/s	• Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
	4.2. Releases the signed Certificate of Approval		2 hour/s	• Assistant Computer Operator; Corporate Filing

SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209				and Records Division (CFRD)
Total Processing Time:	Working Days: 40 working day/s			
Total Processing Fee:	Total Standard Fee: None See other fees below			

Formula / Schedule of Fees

- **Quasi-Reorganization**

  Filling fee- P5,000.00

  plus

  Legal Research Fee – 1% of the amount of filing fee but not less than P10.00

  plus

  Documentary Stamp tax of P30.00

31. Reclassification / Declassification / Conversion of Shares / Change in par value

This service details the adopted online procedure and documentary requirements on application for Reclassification, Declassification, Conversion of Shares, or Change in par value pursuant to Section 6 and 15 of the Revised Corporation Code of the Philippines.

This service is exclusively for non-Philippine national Stock domestic corporations registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs).

Office or Division:	Foreign Investment Registration Station Division (FIRST-D)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All domestic corporations registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs)
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover sheet (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Company Registration and Monitoring Department
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf* *Note: The two (2) original copies will be submitted upon payment of the corresponding fees.*	
2. Directors' certificate (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Company Registration and Monitoring Department
Remarks: *Download Director's Certificate through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
3. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
4. List of stockholders showing the names, nationalities and stockholdings before and after the reclassification/declassification/conversion/change in par value as certified by the corporate secretary (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
5. Audited Financial Statements (AFS) as of the last fiscal year stamped received by BIR and SEC (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Information and Communications Technology Department (ICTD)
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
6. Secretary's Certificate re: treatment on resulting fractional shares (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

7. Notarized Secretary's Certificate on non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Company Registration and Monitoring Department
Remarks: *Download Secretary's Certificate on non-existence of intra-corporate dispute through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Compliance Monitoring Division, Company Registration and Monitoring Department
Remarks: *https://forms.gle/Nt9p8PN88j7G4LPi8*	
B. For Financing and Lending Companies:	
B.1. Financing and Lending Companies Department (FLCD) Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Financing and Lending Companies Department (FLCD)
Remarks: *Please email your request at finlend_queries@sec.gov.ph* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
C. For Listed and Public Companies:	
C.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)
Remarks: *Please email your request at cgfd_fdn@sec.gov.ph* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
C.2. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Markets and Securities Regulation Department (MSRD)
Remarks: *Please email your request at msrdsubmission@sec.gov.ph* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
D. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
D.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector
Remarks: *To request, please refer to BSP Citizen's Charter through this link: https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
E. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
E.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group
Remarks: *To request, please refer to IC Citizen's Charter through this link:* *https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf*	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of complete requirements at crmd_amend_foreign@sec.gov.ph **Location:** crmd_amend_foreign@sec.gov.ph **Notes/Instruction:** • The applicant may, if the application consists of voluminous documents, be advised to present the hard copies thereof. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the FIRST-D Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via email. For submission of compliance documents, the client will directly send it to the assigned Specialist's e-mail. The assigned Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.2. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed terminated without prejudice to refiling. • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period.	1.1. Receives the required documents, checks the completeness, and records the application. Thereafter, sends an email confirming the receipt and indicating the name of the FIRST-D Specialist assigned to evaluate the application.	None	1 hour/s, 30 minute/s	• SEC Administrative Officer II; Foreign Investment Registration Station Division (FIRST-D)
	1.2. Examines online whether the documents submitted are complete in form and in substance, then prepares Final Report and forwards it to the FIRST-D Officer-in-Charge for review if compliant		14 working day/s	• Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Counsel II; Foreign Investment Registration Station Division (FIRST-D)
	1.3. Reviews the final report, then orders the FIRST-D Specialist to issue Payment Assessment Form (PAF) if compliant		14 working day/s	• Officer-in-Charge; Foreign Investment Registration Station Division (FIRST-D)
	1.4. Sends the Payment Assessment Form (PAF) to the applicant		30 minute/s	• Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Counsel II; Foreign Investment Registration Station Division (FIRST-D)
2. Pay the corresponding filing fees **Location:**	2. Issues payment confirmation containing the electronic Official Receipt via e-mail	**Formula Fees** Breakdown: Amended Articles of Incorporation	1 working day/s	• Accounting Division; Financial Management Department (FMD)

Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide.				
3. Submits the documentary requirements with proof of payment to the CRMD Receiving Counter at SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209 **Location:** SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209 **Notes/Instruction:** ***Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)***	3.1. Receives and verifies documentary requirements and proof of payment.	None	10 minute/s	• Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
	3.2. Retrieves and prints the source documents and forwards the application to the CPRD Certification Officer		10 minute/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
	3.3. Prepares Certificate of Amended Articles of Incorporation		1 working day/s	• Assistant Director; Corporate and Partnership Registration Division (CPRD)
	3.4. Signs and approves the application		7 working day/s, 7 hour/s, 40 minute/s	• Assistant Director; Corporate Filing and Records Division (CFRD)
	3.5. Records and forwards the approved Amended Articles of Incorporation to the Releasing Unit		2 hour/s	• Assistant Director; Corporate Filing and Records Division (CFRD)
	3.6. Schedules and sends email notification to the applicant on date of release of the certificate		1 working day/s	• Assistant Director; Corporate Filing and Records Division (CFRD)
4. Proceeds to the CRMD Releasing Section at SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209, presents the original proof of payment and receives the Certificate of Approval **Location:** SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209	4.1. Receives the Official Receipt	None	2 hour/s	• Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
	4.2. Releases the signed Certificate of Approval		2 hour/s	• Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
Total Processing Time:		Working Days: 40 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Amended Articles of Incorporation**

  Filing Fee- P2,000.00

  plus

  Legal Research Fee (LRF)- 1% of computed filing fee but not less than P10.00

  plus

  Documentary stamp tax of P30.00

32. Registration of Corporations, with more than 40% foreign equity, through the ESPARC (Electronic Simplified Processing of Application for Registration of Company) where payment for subscription is Cash except Licensing of Foreign Corporations, Registration of Partnerships, and Licensing of Lending and Financing Companies

This service details the procedure in applying for registration of a non-Philippine national domestic corporation

Non-Philippine National shall mean a corporation organized under the laws of the Philippines of which at least 60% of the capital stock outstanding and entitled to vote is owned and held by citizens of the Philippines

Office or Division:	Foreign Investment Registration Station Division (FIRST-D)
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 7 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *System-generated*	
2. Articles of Incorporation (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *System-generated*	
3. Foreign Investments Act (FIA) Application Form (F-100) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *SEC Website* *(https://www.sec.gov.ph/wp-content/uploads/2019/11/SEC_Form_No.F-100.pdf)*	
For Situational Requirement	
A. For Ordinary Stock and Non-Stock Corporation	
A.1. By-Laws (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *System-generated* **except for Corporation Sole*	
A.2. Joint Affidavit of Undertaking to Change Name, in case not incorporated in the Articles of Incorporation (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)*	
Sub Situational Requirement/s	
A.a. In case the treasurer is a foreigner and the business activity of the registrant is a partly-nationalized activity	

A.a.1. Affidavit of Relinquishment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b. If Articles of Incorporation and By-Laws are executed in a foreign jurisdiction	
A.b.1. Authenticated/Apostilled Articles of Incorporation and By-Laws and supporting documents (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.c. If Incorporator/s is/are a Juridical Entity	
A.c.1. Board Resolution/Directors'/Trustees' Certificate or Secretary's Certificate (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *Authenticated/Apostilled if executed in a foreign jurisdiction*	
A.c.2. Certificate of Incorporation and Articles of Incorporation or latest General Information Sheet (GIS) of Filipino corporate subscriber/s (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.c.3. Proof of existence/registration of foreign corporate subscriber/s (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
B. For One Person Corporation	
B.1. Letter of Acceptance of the Nominee and Alternate Nominee (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Sub Situational Requirement/s	
B.a. If single stockholder is a trustee, administrator, executor, guardian, conservator, custodian, or other person exercising fiduciary duties	
B.a.1. Proof of Authority (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
C. For Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies, and foundation	
C.1. Clearance from Corporate Governance and Finance Department (CGFD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Corporate Governance and Finance Department
D. For Capital Market Institutions	
D.1. Clearance from Markets and Securities Regulation Department (MSRD) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Markets and Securities Regulation Department
E. For Financial Technology (FinTech) related business activities [Operators of payment systems; Payment Service Providers; Electronic Money Issuers (EMI); Non-bank EMIs; Alternative Credit Scoring Companies; AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); KYC/Security Companies (KYC Service Providers); Digital Banks; Digital Asset Exchanges; Virtual Asset Service Providers; Play-to-Earn Platforms; o E-Commerce Companies; Crowdfunding Platforms; RegTech Companies (RegTech Service Providers); SupTech Companies (SupTech Service Providers); and Digital Advisers/Robo-Advisers]	
E.1. PhiliFintech Innovation Office (PIO) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office
E.2. Enforcement and Investor Protection Department (EIPD) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department
F. For Bank and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
F.1. Endorsement from Bangko Sentral ng Pilipinas (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Bangko Sentral ng Pilipinas - Financial Supervision Sector
G. For Insurance/Health Maintenance Organization	
G.1. Endorsement from Insurance Commission (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Insurance Commission - Legal Services Group - Licensing Division
H. For foreign retailer	
H.1. Certification of Inward Remittance of Foreign Exchange showing compliance of the foreign retailer with the minimum paid-up capital requirement of Twenty-Five Million Pesos (P25,000,000.00) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
H.2. Apostilled/authenticated Certification that the Home State of the Foreign Retailer provides reciprocity to Filipinos (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

				(Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ and encodes corporate information **Location:** https://esparc.sec.gov.ph/	1.1. Verifies and approves proposed company name and/or trade name/s if compliant with SEC Memorandum Circular No. 13, Series of 2019	None	1 working day/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD) • SEC Securities Specialist I; Corporate Filing and Records Division (CFRD)
	1.2. Assigns to FIRST processors		5 minute/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD) • SEC Securities Specialist I; Corporate Filing and Records Division (CFRD)
	1.3. Reviews the application and issues Payment Assessment Form (PAF) if compliant		5 working day/s, 15 minute/s	• SEC Securities Counsel II; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D) • SEC Officer-in-Charge; Foreign Investment Registration Station Division (FIRST-D)
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the electronic Official Receipt via e-mail	**Standard Fees** Breakdown: By-Laws: PHP 1000 Foreign Investments Act: PHP 3000 Total: PHP 4000 **Formula Fees** Breakdown: Registration of CorporationRegistration of Stock and Transfer Book/Membership BookName ReservationLegal Research FeeDocumentary Stamp Tax	1 working day/s	• Accounting Division; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the CRMD Receiving Counter at SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209 through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209	3.1. Officially receives and stamps the hard copies of the registration application and forwards to the Support Staff	None	10 minute/s	• SEC Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
	3.2. Generates the Certificate of Incorporation		10 minute/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD)
	3.3. Reviews the application and signs the Certificate of Incorporation		6 working day/s, 7 hour/s	• SEC Director; Company Registration and Monitoring Department (CRMD)

	3.4. Sends appointment through email indicating the date of release of the Certificate		10 minute/s	• SEC Computer Operator; Corporate Filing and Records Division (CFRD)
4. Proceeds to the CRMD Releasing Section at SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209, presents the original proof of payment and receives the signed Certificate of Incorporation **Location:** SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209	4. Enters company name in the Masterlist, releases the Certificate together with registration application and stamps release the official receipt	None	10 minute/s	• SEC Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
Total Processing Time:		Working Days: 14 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 4000 See other fees below		

Formula / Schedule of Fees

- **Registration of Corporation**

  Stock corporation with par value - ⅕ of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher

  Stock corporation without par value - ⅕ of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher

  Non- Stock corporation – PHP 1,000

- **Registration of Stock and Transfer Book/Membership Book**

  Stock and Transfer Book – PHP 150

  Membership Book – PHP 75

- **Name Reservation**

  PHP 100 per proposed name/s or trade name/s

- **Legal Research Fee**

  1% of the computed Filing Fees for Amended Articles of Incorporation and/or By-Laws

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

33. Registration of Corporations, with more than 40% foreign equity, through the ESPARC (Electronic Simplified Processing of Application for Registration of Company) where payment for subscription is other than Cash except Licensing of Foreign Corporations, Registration of Partnerships, and Licensing of Lending and Financing Companies

This service details the procedure in applying for registration of a non-Philippine national domestic corporation

Non-Philippine National shall mean a corporation organized under the laws of the Philippines of which at least 60% of the capital stock outstanding and entitled to vote is owned and held by citizens of the Philippines

Office or Division:	Foreign Investment Registration Station Division (FIRST-D)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *System-generated*	
2. Articles of Incorporation (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *System-generated*	
3. Foreign Investments Act (FIA) Application Form (F-100) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *SEC Website* *(https://www.sec.gov.ph/wp-content/uploads/2019/11/SEC_Form_No.F-100.pdf)*	
For Situational Requirement	
A. For Ordinary Stock and Non-Stock Corporation	
A.1. By-Laws (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *System-generated* **except for Corporation Sole*	
A.2. Joint Affidavit of Undertaking to Change Name, in case not incorporated in the Articles of Incorporation (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)*	
Sub Situational Requirement/s	
A.a. In case the treasurer is a foreigner and the business activity of the registrant is a partly-nationalized activity	

A.a.1. Affidavit of Relinquishment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b. If Articles of Incorporation and By-Laws are executed in a foreign jurisdiction	
A.b.1. Authenticated/Apostilled Articles of Incorporation and By-Laws and supporting documents (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.c. If subscription payment is through Building/Condominium Unit	
A.c.1. Detailed schedule of the property showing the registered owner, location, area, TCT/CCT No., tax declaration number and the basis of transfer value (appraised/market value/assessed value/zonal value) certified by the treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.c.2. Copy of TCT/CCT and tax declaration sheet certified by Register of Deeds and Assessor's Office, respectively (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.c.3. Appraisal report by authorized appraiser, if transfer value is based on appraised value (not more than 6 months old) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.c.4. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.c.5. If property is mortgaged, submit mortgage/creditor's certification on the outstanding loan balance and written consent to the transfer of property (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.c.6. For assignment of building where assignor is not owner of the land, submit lease contract on land and consent of landowner to the transfer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.c.7. Affidavit of Undertaking by an incorporator of the corporation to submit the proof of transfer to the corporation within the prescribed period (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.d. If subscription payment is through Inventories/Furniture/Personal Properties	
A.d.1. Detailed schedule of the property showing the description and transfer value certified by the treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.d.2. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.e. If subscription payment is through Heavy Equipment and Machinery	
A.e.1. Detailed schedule of the properties showing the description and the transfer value certified by the treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.e.2. Appraisal report by authorized appraiser (not more than 6 months old). If the property is imported, a valuation report with description of the property by the Bangko Ng Pilipinas (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.e.3. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.e.4. Affidavit of undertaking by the transferor that the machinery is in good running condition (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.f. If subscription payment is through Shares of Stock	
A.f.1. Detailed schedule of the shares of stock showing the name of stockholder, stock certificate number, number of shares and the basis of transfer value whether market or book value certified by the treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.f.2. Audited financial statements of the investee company as of the last fiscal year stamped received by BIR and SEC (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.f.3. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.f.4. Certification by the Corporate Secretary of the investee company that the shares of stock are outstanding in the name of assignor (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.f.5. Photocopy of the stock certificate (present original for verification) (1) Electronic Copy And (2) Photo Copy	Applicant / Client

A.f.6. Latest market quotation in newspaper or certification from stock exchange/broker as to latest market price of the shares of stock (if listed in the Stock Exchange) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.f.7. Affidavit of Undertaking by an incorporator of the corporation to submit the required proof of transfer within the prescribed period (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.g. If subscription payment is through Motor Vehicle	
A.g.1. Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified by the treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.g.2. Photocopy of the Certificate of Registration and latest Official Receipt of Registration (present the original for verification) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.g.3. Appraisal report by authorized appraiser (not more than six month old) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.g.4. Deed of assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.g.5. Affidavit of undertaking by an incorporator of the corporation to submit the required proof of transfer within the prescribed period (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.g.6. Affidavit of undertaking by the transferor that the motor vehicle is in good running condition (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.h. If subscription payment is through Sea Vessel/Aircraft	
A.h.1. Detailed schedule of the vessel/aircraft showing registered owner, registry number, technical description, and appraised value certified by the treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.h.2. Certified true copy of the certificate of ownership (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.h.3. Appraisal report by authorized appraiser (not more than 6 month old) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.h.4. Certificate of seaworthiness/airworthiness issued by appropriate government agency (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.h.5. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.h.6. Affidavit of Undertaking by an incorporator of the corporation to submit the required proof of transfer within the prescribed period (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.i. If subscription payment is Intangible	
A.i.1. Photocopy of the System Purchase Agreement or any documents as proof of ownership (for a software) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.i.2. Copy of Certificate of Registration of Intellectual Property Rights, mining permit for mining claims or rights (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.i.3. Appraisal report by an accredited appraisal company or licensed Filipino mining engineer for mining rights/claims (not more than 6 month old) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.i.4. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.j. If subscription payment is through Net Assets by way of conversion of single proprietorship/partnership into corporation	
A.j.1. Audited Financial Statements (AFS) of single proprietorship partnership/division of a corporation for spin-off as of last fiscal year (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.j.2. Long-form audit report of item no. 1 (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.j.3. Deed of Assignment of the assets and liabilities to the corporation (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.j.4. ist of creditors showing the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant and written	Applicant / Client

consent of creditors (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	
A.j.5. Detailed schedule of properties with certificates of registration/title and their respective book values certified by the company accountant (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.j.6. Photocopy of the certificate of registration of the motor vehicles (present original for verification) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.j.7. Copy of TCT/CCT and tax declaration sheets certified by the Register of Deeds and Assessor's Office, respectively (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.j.8. Photocopy of stock certificate (present original for verification) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.j.9. DTI Certificate of Registration (for single proprietorship) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Department of Trade and Industry - DTI Regional and Provincial Offices
A.j.10. Affidavit of Undertaking by an incorporator of the corporation to submit the required proof of transfer within the prescribed period (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.k. If Incorporator/s is/are a Juridical Entity	
A.k.1. Board Resolution/Directors'/Trustees' Certificate or Secretary's Certificate (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *Authenticated/Apostilled if executed in a foreign jurisdiction*	
A.k.2. Certificate of Incorporation and Articles of Incorporation or latest General Information Sheet (GIS) of Filipino corporate subscriber/s (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.k.3. Proof of existence/registration of foreign corporate subscriber/s (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
B. For One Person Corporation	
B.1. Letter of Acceptance of the Nominee and Alternate Nominee (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Sub Situational Requirement/s	
B.a. If single stockholder is a trustee, administrator, executor, guardian, conservator, custodian, or other person exercising fiduciary duties	
B.a.1. Proof of Authority (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
C. For Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies, and foundation	
C.1. Clearance from Corporate Governance and Finance Department (CGFD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Corporate Governance and Finance Department
D. For Capital Market Institutions	
D.1. Clearance from Markets and Securities Regulation Department (MSRD) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Markets and Securities Regulation Department
E. For Financial Technology (FinTech) related business activities [Operators of payment systems; Payment Service Providers; Electronic Money Issuers (EMI); Non-bank EMIs; Alternative Credit Scoring Companies; AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); KYC/Security Companies (KYC Service Providers); Digital Banks; Digital Asset Exchanges; Virtual Asset Service Providers; Play-to-Earn Platforms; o E-Commerce Companies; Crowdfunding Platforms; RegTech Companies (RegTech Service Providers); SupTech Companies (SupTech Service Providers); and Digital Advisers/Robo-Advisers]	
E.1. PhiliFintech Innovation Office (PIO) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office
E.2. Enforcement and Investor Protection Department (EIPD) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department
F. For Bank and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
F.1. Endorsement from Bangko Sentral ng Pilipinas (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Bangko Sentral ng Pilipinas - Financial Supervision Sector
G. For Insurance/Health Maintenance Organization	

G.1. Endorsement from Insurance Commission (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Insurance Commission - Legal Services Group - Licensing Division
H. For foreign retailer	
H.1. Certification of Inward Remittance of Foreign Exchange showing compliance of the foreign retailer with the minimum paid-up capital requirement of Twenty-Five Million Pesos (P25,000,000.00) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
H.2. Apostilled/authenticated Certification that the Home State of the Foreign Retailer provides reciprocity to Filipinos (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ and encodes corporate information **Location:** https://esparc.sec.gov.ph/	1.1. Verifies and approves proposed company name and/or trade name/s if compliant with SEC Memorandum Circular No. 13, Series of 2019	None	1 working day/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD) • SEC Securities Specialist I; Corporate Filing and Records Division (CFRD)
	1.2. Assigns to FIRST processors		5 minute/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD) • SEC Securities Specialist I; Corporate Filing and Records Division (CFRD)
	1.3. Examines online whether the documents submitted are complete in form and in substance, then forwards it to the FIRST-D Officer-in-Charge for further review		13 working day/s, 15 minute/s	• SEC Securities Counsel II; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D)
	1.4. Reviews the application, then orders the FIRST-D Specialist to issue Payment Assessment Form (PAF) if compliant		14 working day/s	• Officer-in-Charge; Foreign Investment Registration Station Division (FIRST-D)
	1.5. Sends the Payment Assessment Form (PAF) to the applicant		30 minute/s	• SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Counsel II; Foreign Investment Registration Station Division (FIRST-D)
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the electronic Official Receipt via e-mail	**Standard Fees** Breakdown: By-Laws: PHP 1000 Foreign Investments Act: PHP 3000 Total: PHP 4000 **Formula Fees** Breakdown: Registration of CorporationRegistration of Stock and Transfer	1 working day/s	• Accounting Division; Financial Management Department (FMD)

		Book/Membership BookName ReservationLegal Research FeeDocumentary Stamp Tax		
3. Submits the documentary requirements with proof of payment to the CRMD Receiving Counter at SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209 through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209	3.1. Officially receives and stamps the hard copies of the registration application and forwards to the Support Staff	None	10 minute/s	• SEC Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
	3.2. Generates the Certificate of Incorporation		10 minute/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD)
	3.3. Reviews the application and signs the Certificate of Incorporation		10 working day/s, 6 hour/s, 30 minute/s	• SEC Director; Company Registration and Monitoring Department (CRMD)
	3.4. Sends appointment through email indicating the date of release of the Certificate		10 minute/s	• SEC Computer Operator; Corporate Filing and Records Division (CFRD)
4. Proceeds to the CRMD Releasing Section at SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209, presents the original proof of payment and receives the signed Certificate of Incorporation **Location:** SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209	4. Enters company name in the Masterlist, releases the Certificate together with registration application and stamps release the official receipt	None	10 minute/s	• SEC Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
Total Processing Time:		Working Days: 40 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 4000 See other fees below		

Formula / Schedule of Fees

- **Registration of Corporation**

  Stock corporation with par value - ⅕ of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher

  Stock corporation without par value - ⅕ of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher

  Non- Stock corporation – PHP 1,000

- **Registration of Stock and Transfer Book/Membership Book**

  Stock and Transfer Book – PHP 150

  Membership Book – PHP 75

- **Name Reservation**

  PHP 100 per proposed name/s or trade name/s

- **Legal Research Fee**

  1% of the computed Filing Fees for Amended Articles of Incorporation and/or By-Laws

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

34. Registration of Partnerships, with 0.01% foreign equity or more, through the ESPARC (Electronic Simplified Processing of Application for Registration of Company)

This service details the procedure in applying for registration of a non-Philippine national domestic partnerships

Non-Philippine National shall mean a domestic partnership that is wholly owned by citizens of the Philippines

Office or Division:	Foreign Investment Registration Station Division (FIRST-D)
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 7 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *System-generated*	
2. Signed & Notarized Articles of Partnership (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *System-generated* **with Tax Identification Numbers (TIN) of Filipino partners including domestic partnership (to be written in the Articles of partnership and applicable document/s) and/or Tax Identification Numbers (TIN) or passport numbers of foreign partners (to be written in the Articles of Partnership and applicable document/s)* **must be Authenticated/Apostilled, if executed in a foreign jurisdiction*	
3. Foreign Investments Act (FIA) Application Form (F-105) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2019/11/F-105.doc)* **must be Authenticated/Apostilled, if executed in a foreign jurisdiction*	
For Situational Requirement	
A. If a partner in the partnership is a Foreign Company	
A.1. Proof of existence of foreign company (if a partner in the partnership agreement is signed in the home country) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.2. Board Resolution of the Foreign Company authorizing it to be a partner in a Contract of Partnership (Authenticated/Apostilled Document) and designating the authorized signatures (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
B. For Financial Technology (FinTech) related business activities [Operators of payment systems; Payment Service Providers; Electronic Money Issuers (EMI); Non-bank EMIs; Alternative Credit Scoring Companies; AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); KYC/Security Companies (KYC Service Providers); Digital Banks; Digital Asset Exchanges; Virtual Asset Service Providers; Play-to-Earn Platforms; o E-Commerce Companies; Crowdfunding Platforms; RegTech Companies (RegTech Service Providers); SupTech Companies (SupTech Service Providers); and Digital Advisers/Robo-Advisers]	
B.1. PhiliFintech Innovation Office (PIO) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office
B.2. Enforcement and Investor Protection Department (EIPD) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Enforcement and Investor Protection

	Department
C. For Bank and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
C.1. Endorsement from Bangko Sentral ng Pilipinas (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Bangko Sentral ng Pilipinas - Financial Supervision Sector
D. For Insurance/Health Maintenance Organization	
D.1. Endorsement from Insurance Commission (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Insurance Commission - Legal Services Group - Licensing Division
E. For foreign retailer	
E.1. Certification of Inward Remittance of Foreign Exchange showing compliance of the foreign retailer with the minimum paid-up capital requirement of Twenty-Five Million Pesos (P25,000,000.00) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
E.2. Apostilled/authenticated Certification that the Home State of the Foreign Retailer provides reciprocity to Filipinos (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ and encodes corporate information **Location:** https://esparc.sec.gov.ph/ **Notes/Instruction:** If the application is found to be for compliance during the evaluation stage, the applicant will have to go back to Step 1 for the submission of requirements	1.1. Verifies and approves proposed company name and/or trade name/s if compliant with SEC Memorandum Circular No. 13, Series of 2019	None	1 working day/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD) • SEC Securities Specialist I; Corporate Filing and Records Division (CFRD)
	1.2. Assigns to FIRST-D processors		5 minute/s	• SEC Securities Specialist I; Corporate Filing and Records Division (CFRD) • SEC Securities Counsel II; Foreign Investment Registration Station Division (FIRST-D)
	1.3. Reviews the application and issues Payment Assessment Form (PAF) if compliant		5 working day/s, 15 minute/s	• SEC Securities Counsel II; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D) • SEC Officer-in-Charge; Foreign Investment Registration Station Division (FIRST-D)
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the electronic Official Receipt via e-mail	**Standard Fees** Breakdown: Foreign Investments Act: PHP 3000 Total: PHP 3000 **Formula Fees** Breakdown: Articles of PartnershipName ReservationLegal Research FeeDocumentary Stamp Tax	1 working day/s	• Accounting Division; Financial Management Department (FMD)

3. Submits the documentary requirements with proof of payment to the CRMD Receiving Counter at SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209 through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209	3.1. Officially receives and stamps the hard copies of the registration application and forwards to the Support Staff	None	10 minute/s	• SEC Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
	3.2. Generates the Certificate		10 minute/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD)
	3.3. Reviews the application and signs the Certificate of Incorporation		6 working day/s, 7 hour/s	• SEC Director; Company Registration and Monitoring Department (CRMD)
	3.4. Sends appointment through email indicating the date of release of the Certificate		10 minute/s	• SEC Computer Operator; Corporate Filing and Records Division (CFRD)
4. Proceeds to the CRMD Releasing Section at SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209, presents the original proof of payment and receives the signed Certificate of Incorporation **Location:** SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209	4. Enters company name in the Masterlist, releases the Certificate together with registration application and stamps release the official receipt	None	10 minute/s	• SEC Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
Total Processing Time:		Working Days: 14 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 3000 See other fees below		

Formula / Schedule of Fees

- **Articles of Partnership**

  ⅕ of 1% of the Partnership's Capital but not less than PHP 2,000

- **Name Reservation**

  PHP 100 per proposed name/s or trade name/s

- **Legal Research Fee**

  1% of the computed Filing Fees

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

35. Voting Trust Agreement

This service details the procedure in applying for the Voting Trust Agreement for non-Philippine national Stock domestic corporations registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs).

Office or Division:	Foreign Investment Registration Station Division (FIRST-D)
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All domestic corporations registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs)
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 7 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf)*	
2. Voting Trust Agreement (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
3. Notarized Secretary's Certificate of no pending case of intra-corporate dispute (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx)*	
4. List of stockholders certified under oath by the Corporate Secretary showing the present capital structure of the Company (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: • *Names of stockholders* • *Nationality* • *No. of shares* • *Amount subscribed* • *Amount of paid-up capital*	
5. Endorsement/Clearance from the Board of Investments (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Board of Investments - Legal and Compliance Service
For Situational Requirement	
A. For Corporations with Primary License	
A.1. Monitoring Clearance from Compliance Monitoring Division (CMD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Compliance Monitoring Division, Company Registration and Monitoring Department
Remarks: *https://forms.gle/Nt9p8PN88j7G4LPi8*	
B. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
B.1. Monitoring Clearance from Markets and Securities Regulation Department (MSRD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Markets and Securities Regulation Department
C. For Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies, and foundation	

C.1. Monitoring Clearance from Corporate Governance and Finance Department (CGFD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Corporate Governance and Finance Department
D. For Financing/Lending	
D.1. Monitoring Clearance from Financing and Lending Companies Department (FLCD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Financing and Lending Companies Department
E. For Financial Technology (FinTech) related business activities [Operators of payment systems; Payment Service Providers; Electronic Money Issuers (EMI); Non-bank EMIs; Alternative Credit Scoring Companies; AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); KYC/Security Companies (KYC Service Providers); Digital Banks; Digital Asset Exchanges; Virtual Asset Service Providers; Play-to-Earn Platforms; o E-Commerce Companies; Crowdfunding Platforms; RegTech Companies (RegTech Service Providers); SupTech Companies (SupTech Service Providers); and Digital Advisers/Robo-Advisers]	
E.1. PhiliFintech Innovation Office (PIO) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Offic
E.2. Enforcement and Investor Protection Department (EIPD) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department
F. For Bank and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
F.1. Endorsement from Bangko Sentral ng Pilipinas (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Bangko Sentral ng Pilipinas - Financial Supervision Sector
G. For Insurance/Health Maintenance Organization	
G.1. Endorsement from Insurance Commission (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Insurance Commission - Legal Services Group - Licensing Division

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the application to crmd_amend_foreign@sec.gov.ph **Location:** crmd_amend_foreign@sec.gov.ph	1.1. Verifies completeness of requirements and assign to processors if the documents are complete	None	5 minute/s	• SEC Administrative Assistant II; Foreign Investment Registration Station Division (FIRST-D)
	1.2. Processes and evaluates application for Voting Trust Agreement		7 working day/s	• SEC Securities Counsel II; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D) • SEC Officer-in-Charge; Foreign Investment Registration Station Division (FIRST-D)
	1.3. Issues Payment Assessment Form (PAF)		5 minute/s	• SEC Securities Counsel II; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D) • SEC Officer-in-Charge; Foreign Investment Registration Station Division (FIRST-D)
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Receives payment	**Standard Fees** Breakdown: Voting Trust Agreement: PHP 500 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30	5 minute/s	• SEC Securities Counsel II; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D)

		Total: PHP 540		• SEC Officer-in-Charge; Foreign Investment Registration Station Division (FIRST-D)
3. Submits the documentary requirements with proof of payment to the CRMD Receiving Counter at SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209 through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209	3.1. Receives and verifies documentary requirements and proof of payment.	None	5 minute/s	• SEC Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minute/s	• SEC Computer Operator; Corporate Filing and Records Division (CFRD)
	3.3. Prepares and generates the Certificate of Voting Trust Agreement		10 minute/s	• SEC Assistant Director; Corporate and Partnership Registration Division (CPRD)
	3.4. Reviews the application and signs the Certificate of Voting Trust Agreement		6 working day/s, 7 hour/s	• SEC Assistant Director; Corporate Filing and Records Division (CFRD)
	3.5. Encodes signed Certificate of Voting Trust Agreement		5 minute/s	• SEC Securities Specialist I; Corporate Filing and Records Division (CFRD)
	3.6. Sends email for releasing appointment		5 minute/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
4. Proceeds to the CRMD Releasing Section at SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209, presents the original proof of payment and receives the signed Certificate of Voting Trust Agreement **Location:** SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209	4. Releases signed Certificate of Voting Trust Agreement	None	5 minute/s	• SEC Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
Total Processing Time:		Working Days: 14 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 540		

Corporate Adjudication Division (CAD)

External Services

1. Request for Case Status Update (via email) - for one-party petitions

This service refers to the request for case status update through email for one-party petitions (cad_onepartycomplaint-petitions@sec.gov.ph) which are currently pending and tagged in CLAD.

***One-party petitions** are those with only one party is concerned such as: Verified Petition to Correct Entries in the Company Registration Documents; Verified Petition on matters with respect to the payment in the form of property other than cash for the subscription of shares that is used as part of the paid-up capital of a corporation; Verified Request for Dissolution where no Creditors are Affected (Section 134, RCC); Verified Petition for Voluntary Dissolution where Creditors are Affected (Section 135, RCC); and Petition for Revival of Corporate Existence.*

Note: Request for Case Status Update shall be strictly confined to procedural matters and shall under no circumstances include legal advice, interpretation, or the release of pleadings, and any request shall be outrightly denied for failure to present sufficient and satisfactory proof of the requesting party's identity or authority.

Office or Division:	Corporate Adjudication Division (CAD)
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Parties to the Case
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Proof of identity of the requesting party; (1) Electronic Copy	Applicant / Client
2. Email request using the email address of the requesting party based on the records of the case (1) Electronic Copy	Applicant / Client
3. If through a representative, clean Scanned Copy of the Special Power of Attorney, Secretary's Certificate or Director's Certificate. If through a counsel, clean Scanned Copy of the Formal Entry of Appearance with conforme of the client if still not counsel of record. (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Send an email request to cad_onepartycomplaint-petitions@sec.gov.ph and attach the requirements indicating the name of the corporation involved in the subject. **Location:** cad_onepartycomplaint-petitions@sec.gov.ph	1.1. Refer the email request to the handling lawyer for their instruction.	None	3 working day/s	• Administrative Assistant II; Corporate Adjudication Division (CAD) • Administrative Officer II; Corporate Adjudication Division (CAD) • Securities Counsel I; Corporate Adjudication Division (CAD) • Securities Counsel II; Corporate Adjudication Division (CAD)
	1.2. Provide updates on the status of the case to the requesting party, upon instruction of the handling lawyer.		2 working day/s	• Administrative Officer II; Corporate Adjudication Division (CAD) • Administrative Assistant II; Corporate Adjudication Division (CAD)

Total Processing Time:	Working Days: 5 working day/s
Total Processing Fee:	Total Standard Fee: None

2. Request for Case Status Update (via email) - for two-party complaints

This service refers to the request for case status update through email for two-party complaints (cad_twopartycomplaints-petitions@sec.gov.ph) which are currently pending and tagged in CLAD.

***Two-party complaints** are those with two or more parties are concerned such as: Verified Petition for Revocation of Certificate of Incorporation; Verified Complaint to Mark the General Information Sheet (GIS) as Disputed; Verified Complaint for Violation of Right to Inspect and/or Reproduce Corporate Books/Records, except those falling within the authority of other Operating Departments; and Verified Petition for Disqualification of Directors, Trustees, and Officers of a Corporation, except those falling within the authority of other Operating Departments.*

Note: Request for Case Status Update shall be strictly confined to procedural matters and shall under no circumstances include legal advice, interpretation, or the release of pleadings, and any request shall be outrightly denied for failure to present sufficient and satisfactory proof of the requesting party's identity or authority.

Office or Division:	Corporate Adjudication Division (CAD)
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Parties to the Case
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Proof of identity of the requesting party; (1) Electronic Copy	Applicant / Client
2. Email request using the email address of the requesting party based on the records of the case (1) Electronic Copy	Applicant / Client
3. If through a representative, clean Scanned Copy of the Special Power of Attorney, Secretary's Certificate or Director's Certificate. If through a counsel, clean Scanned Copy of the Formal Entry of Appearance with conforme of the client if still not counsel of record. (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Send an email request to cad_twopartycomplaints-petitions@sec.gov.ph with attached requirements. Note: Subject title in the email must be: "NAME OF THE CORPORATION - FOR THE PETITIONER/ COMPLAINANT/ RESPONDENT" ex. XYZ CORPORATION - FOR THE PETITIONER; XYZ CORPORATION - FOR THE COMPLAINANT; XYZ CORPORATION - FOR THE RESPONDENT; **Location:** cad_twopartycomplaints-petitions@sec.gov.ph	1.1. Refer the email request to the handling lawyer for their instruction.	None	3 working day/s	• Administrative Assistant II; Corporate Adjudication Division (CAD) • Administrative Officer II; Corporate Adjudication Division (CAD) • Securities Counsel I; Corporate Adjudication Division (CAD) • Securities Counsel II; Corporate Adjudication Division (CAD)
	1.2. Provide updates on the status of the case to the requesting party, upon instruction of the handling lawyer.		2 working day/s	• Administrative Officer II; Corporate Adjudication Division (CAD) • Administrative Assistant II; Corporate Adjudication Division (CAD)

Total Processing Time:	Working Days: 5 working day/s
Total Processing Fee:	Total Standard Fee: None

3. Request for Case Status Update (Walk-in Inquiry)

This service allows walk-in clients who are a party to the case to request a case status update for cases that are currently pending and tagged in CLAD, including one-party petitions and two-party complaints.

***One-party petitions** are those with only one party is concerned such as: Verified Petition to Correct Entries in the Company Registration Documents; Verified Petition on matters with respect to the payment in the form of property other than cash for the subscription of shares that is used as part of the paid-up capital of a corporation; Verified Request for Dissolution where no Creditors are Affected (Section 134, RCC); Verified Petition for Voluntary Dissolution where Creditors are Affected (Section 135, RCC); and Petition for Revival of Corporate Existence.*

***Two-party complaints** are those with two or more parties are concerned such as: Verified Petition for Revocation of Certificate of Incorporation; Verified Complaint to Mark the General Information Sheet (GIS) as Disputed; Verified Complaint for Violation of Right to Inspect and/or Reproduce Corporate Books/Records, except those falling within the authority of other Operating Departments; and Verified Petition for Disqualification of Directors, Trustees, and Officers of a Corporation, except those falling within the authority of other Operating Departments.*

Note: Request for Case Status Update shall be strictly confined to procedural matters and shall under no circumstances include legal advice, interpretation, or the release of pleadings, and any request shall be outrightly denied for failure to present sufficient and satisfactory proof of the requesting party's identity or authority.

Office or Division:	Corporate Adjudication Division (CAD)
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Parties to the Case
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Proof of identity of the requesting party; (1) Electronic Copy Or (1) Original Copy Or (1) Photo Copy	Applicant / Client
2. Case information such as CRMD Case Docket Number, Case Title and Names of the Parties (1) Electronic Copy Or (1) Photo Copy	Applicant / Client
3. If through the authorized representative, one (1) Original Copy of the Special Power of Attorney, Secretary's Certificate or Director's Certificate. If through a counsel, one (1) Original Copy of the Formal Entry of Appearance with conforme of the client if still not counsel of record. (1) Original Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Present the requirements to the CAD Officer of the Day (OD) **Location:** The SEC Headquarters, 4th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City	1.1. Verify the completion of the requirements and the identity of the requesting party.	None	1 hour/s	• Administrative Assistant II; Corporate Adjudication Division (CAD) • Administrative Officer II; Corporate Adjudication Division (CAD)
	1.2. OD to discuss with the handling lawyer for their instruction.		1 hour/s	• Securities Counsel II; Corporate Adjudication Division (CAD) • Securities Counsel I; Corporate Adjudication Division (CAD) • Administrative Officer II; Corporate Adjudication Division (CAD) • Administrative Assistant II; Corporate Adjudication Division (CAD)
	1.3. Provide updates on the status of the case to the requesting party.		1 hour/s	• Administrative Officer II; Corporate

				Adjudication Division (CAD) • Administrative Assistant II; Corporate Adjudication Division (CAD)
Total Processing Time:		Working Days: 3 hour/s		
Total Processing Fee:		Total Standard Fee: None		

4. Request for Requirements for Petitions/Complaints under CLAD (via email)

This service refers to the request for requirements through email for one-party petitions (cad_onepartycomplaint-petitions@sec.gov.ph) and two-party complaints (cad_twopartycomplaints-petitions@sec.gov.ph) which are under the jurisdiction of CLAD.

***One-party petitions** are those with only one party is concerned such as: Verified Petition to Correct Entries in the Company Registration Documents; Verified Petition on matters with respect to the payment in the form of property other than cash for the subscription of shares that is used as part of the paid-up capital of a corporation; Verified Request for Dissolution where no Creditors are Affected (Section 134, RCC); Verified Petition for Voluntary Dissolution where Creditors are Affected (Section 135, RCC); and Petition for Revival of Corporate Existence.*

***Two-party complaints** are those with two or more parties are concerned such as: Verified Petition for Revocation of Certificate of Incorporation; Verified Complaint to Mark the General Information Sheet (GIS) as Disputed; Verified Complaint for Violation of Right to Inspect and/or Reproduce Corporate Books/Records, except those falling within the authority of other Operating Departments; and Verified Petition for Disqualification of Directors, Trustees, and Officers of a Corporation, except those falling within the authority of other Operating Departments.*

Office or Division:	Corporate Adjudication Division (CAD)
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Any person who wants to file a petition/complaint which CRMD-CLAD has jurisdiction thereof.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
No Requirements Needed	

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Email cad_onepartycomplaint-petitions@sec.gov.ph for requirements for One-Party Petitions and cad_twopartycomplaints-petitions@sec.gov.ph for Requirements for Two-Party Complaints **Location:** cad_onepartycomplaint-petitions@sec.gov.ph and cad_twopartycomplaints-petitions@sec.gov.ph	1. CAD Officer of the Day (OD) would reply to the requestor within 3 working days for the requirements of the petition/complaint requested.	None	3 working day/s	• Administrative Officer II; Corporate Adjudication Division (CAD) • Administrative Assistant II; Corporate Adjudication Division (CAD)

Total Processing Time:	Working Days: 3 working day/s
Total Processing Fee:	Total Standard Fee: None

5. Request for Requirements for Petitions/Complaints under CLAD (Walk-in Inquiry)

This service refers to the request for requirements through walk-in inquiry for petitions/complaints which are under the jurisdiction of CLAD.

***One-party petitions** are those with only one party is concerned such as: Verified Petition to Correct Entries in the Company Registration Documents; Verified Petition on matters with respect to the payment in the form of property other than cash for the subscription of shares that is used as part of the paid-up capital of a corporation; Verified Request for Dissolution where no Creditors are Affected (Section 134, RCC); Verified Petition for Voluntary Dissolution where Creditors are Affected (Section 135, RCC); and Petition for Revival of Corporate Existence.*

***Two-party complaints** are those with two or more parties are concerned such as: Verified Petition for Revocation of Certificate of Incorporation; Verified Complaint to Mark the General Information Sheet (GIS) as Disputed; Verified Complaint for Violation of Right to Inspect and/or Reproduce Corporate Books/Records, except those falling within the authority of other Operating Departments; and Verified Petition for Disqualification of Directors, Trustees, and Officers of a Corporation, except those falling within the authority of other Operating Departments.*

Office or Division:	Corporate Adjudication Division (CAD)			
Classification:	Simple			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)			
Who may avail:	Any person who wants to file a petition/complaint which CRMD-CLAD has jurisdiction thereof.			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			**WHERE TO SECURE**	
No Requirements Needed				
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Request the requirements from the CAD Officer of the Day (OD). **Location:** The SEC Headquarters, 4th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City.	1. CAD Officer of the Day (OD) would provide the requirements for the requested petition/complaint and the email address where to submit said requirements.	None	3 hour/s	• Administrative Officer II; Corporate Adjudication Division (CAD) • Administrative Assistant II; Corporate Adjudication Division (CAD)
Total Processing Time:		Working Days: 3 hour/s		
Total Processing Fee:		Total Standard Fee: None		

Licensing Unit (LU)

External Services

1. Application for Amendment of Articles of Incorporation and/or By-laws of Lending/Financing Companies

This service outlines the online procedure adopted for the amendment of the Articles of Incorporation and/or By-laws of Lending and Financing Companies. Preprocessing is conducted by submitting scanned copies of the required documents for amendment through email at lu_application01@sec.gov.ph.

Office or Division:	Licensing Unit (LU)
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Coversheet (3) Original Copy	Applicant / Client
Remarks: *May secure a Checklist of requirements and sample formats from the Licensing Unit or through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf.*	
2. Amended Articles of Incorporation/By-laws (1) Original Copy And (2) Photo Copy	Applicant / Client
3. Directors` Certificate - notarized and signed by majority of the directors and the corporate secretary, certifying (i) the amendment of the Articles of Incorporation and indicating the amended provisions, (ii) the vote of the directors and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their names (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *May secure a copy through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf*	
4. Notarized Secretary's Certificate on no pending case of intra-corporate dispute (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *May secure a copy through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf*	
5. Monitoring Clearance (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *Through Financing and Lending Companies Department (FinLend)* *https://docs.google.com/forms/d/e/1FAIpQLSeYaCEh_PQ2uq3gq0sS4ppKsbuolUzyTBCQfboQAsHZty-WYA/viewform*	
For Situational Requirement	
A. If the provision to be amended is the corporate name	
A.1. Name Verification Slip (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *Corporate Filing and Records Division or through crmd_amend_name@sec.gov.ph*	
A.2. Affidavit of a director or officer undertaking to change corporate name, if not stated in the AI (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *May secure a copy through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/2019_FormsUndertakingtoChangeName.pdf*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. For pre-processing, send a scanned copy of documentary requirements to lu_application01@sec.gov.ph and wait for the result on the requested service. **Location:** 4th Floor, The SEC Headquarters 7907 Makati Ave., Salcedo Vill., Brgy. Bel-Air, Makati City 1209 **Notes/Instruction:** **Remarks:** If documents are incomplete and non-compliant, return to clients for compliance by issuing a checklist of deficiencies.	1.1. Receive, assign and forward to the LU processor the scanned copy of documentary requirements.	None	15 minute/s	• Data Controller; Licensing Unit (LU)
	1.2. LU Processor reviews and evaluates the submitted documentary requirements.		1 working day/s	• Securities Specialist I; Licensing Unit (LU) • Data Controller; Licensing Unit (LU)
2. Receives update on the requested service through email. **Location:** 4th Floor, The SEC Headquarters 7907 Makati Ave., Salcedo Vill., Brgy. Bel-Air, Makati City 1209 **Notes/Instruction:** **Remarks:** If an applicant receives a checklist of deficiencies, immediately comply and send back to the assigned LU processor.	2. Checks the Compliances on the deficiencies or lacking documentary requirements	None	1 working day/s	• Securities Specialist I; Licensing Unit (LU) • Data Controller; Licensing Unit (LU)
3. Pay the filing fee at selected Landbank branches (over the counter), or SEC Online Payment Portal. **Location:** 4th Floor, The SEC Headquarters 7907 Makati Ave., Salcedo Vill., Brgy. Bel-Air, Makati City 1209 **Notes/Instruction:** **Remarks:** https://www.sec.gov.ph/mc-2017/mc-no-03-s-2017-consolidated-schedule-of-fees-and-charges/ SEC Online Payment Portal through this link https://espaysec.sec.gov.ph/ For over the counter payment at Landbank: **FUND ACCOUNT:** SEC RCC Current Account **ACCOUNT NO.:** 3752-2220-44	3. Receive and acknowledge payment	**Possible Fees** Breakdown: Amended Articles of Incorporation: PHP 1000 Amended By-Laws: PHP 1000 Documentary Stamp Tax: PHP 30 Name Verification: PHP 100 **Formula Fees** Breakdown: Legal Research Fee	15 minute/s	• Securities Specialist I; Licensing Unit (LU) • Data Controller; Licensing Unit (LU)

4. Submits the hard copies at the Robinson's Galleria Satellite Office. **Location:** Robinson's Galleria Satellite Office	4.1. Receive and verify documentary requirements and proof of payment.	None	10 minute/s	• Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
	4.2. Forward the documents to LU for the preparation of certificate		10 minute/s	• Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
	4.3. Prepare the Certificate for Lending/Financing Companies		15 minute/s	• Data Controller; Licensing Unit (LU)
	4.4. Review the certificate		15 minute/s	• Assistant Director; Licensing Unit (LU)
	4.5. Sign the certificate.		15 minute/s	• Director; Company Registration and Monitoring Department (CRMD)
	4.6. Forward the Certificate to Licensing Unit for releasing		5 minute/s	• Assistant Computer Operator; Company Registration and Monitoring Department (CRMD)
5. Receive Notice thru email that the Certificate is already signed. **Location:** 4th Floor, The SEC Headquarters 7907 Makati Ave., Salcedo Vill., Brgy. Bel-Air, Makati City 1209	5. Notify the Applicant thru email that the certificate is already signed.	None	5 minute/s	• Data Controller; Licensing Unit (LU)
6. Proceed to CRMD Licensing Unit for presentment of the original proof of payment and receive the signed Certificate of Lending/Financing Companies **Location:** 4th Floor, The SEC Headquarters 7907 Makati Ave., Salcedo Vill., Brgy. Bel-Air, Makati City 1209	6. Release signed Certificate of Branch Office of Lending/Financing Companies	None	15 minute/s	• Securities Specialist I; Licensing Unit (LU) • Data Controller; Licensing Unit (LU)
Total Processing Time:		Working Days: 2 working day/s, 2 hour/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Possible Fees

- **Amended Articles of Incorporation** : 1000
- **Amended By-Laws** : 1000
- **Documentary Stamp Tax** : 30
- **Name Verification** : 100

Formula / Schedule of Fees

- **Legal Research Fee**

  1/10 of 1% of Amendment Fee

2. Application for Amendment of Lending/Financing Branch Offices

This service outlines the online procedure adopted for amending branch offices of Lending and Financing Companies. Preprocessing is conducted by submitting scanned copies of the required documents for branch office amendments via email at lu_application01@sec.gov.ph.

Office or Division:	Licensing Unit (LU)
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Coversheet (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: *May secure a Checklist of requirements and sample formats from the Licensing Unit or through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf.*	
2. Letter request signed by any authorized representative stating the amended provision in the Certificate of Authority. (1) Original Copy And (3) Photo Copy	Applicant / Client
3. Original Certificate of Authority (1) Original Copy And (3) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. For pre-processing, send a scanned copy of documentary requirements to lu_application01@sec.gov.ph and wait for the result on the requested service. **Location:** 4th Floor, The SEC Headquarters 7097 Makati Ave., Salcedo Vill., Brgy. Bel-Air, Makati City,1209 **Notes/Instruction:** Remarks: *If documents are incomplete and non-compliant, return to clients for compliance by issuing a checklist of deficiencies.	1.1. Receive, assign and forward to the LU processor the scanned copy of documentary requirements.	None	15 minute/s	• Data Controller; Licensing Unit (LU)
	1.2. LU Processor reviews and evaluates the submitted documentary requirements.		15 minute/s	• Data Controller; Licensing Unit (LU)
2. Receives update on the requested service through email. **Location:** 4th Floor, The SEC Headquarters 7097 Makati Ave., Salcedo Vill., Brgy. Bel-Air, Makati City,1209 **Notes/Instruction:** Remarks: If an applicant receives a checklist of deficiencies, immediately comply and send back to the assigned LU processor.	2. Checks the Compliances on the deficiencies or lacking documentary requirements	None	30 minute/s	• Data Controller; Licensing Unit (LU)
3. Pay the filing fee at selected Landbank branches (over the counter), or SEC Online Payment Portal. **Location:**	3. Receive and acknowledge payment	None	10 minute/s	• Securities Specialist I; Licensing Unit (LU) • Data Controller; Licensing Unit (LU)

4th Floor, The SEC Headquarters 7097 Makati Ave., Salcedo Vill., Brgy. Bel-Air, Makati City,1209 **Notes/Instruction:** SEC Online Payment Portal through this link https://espaysec.sec.gov.ph/ For over the counter payment at Landbank: **FUND ACCOUNT**: SEC RCC Current Account **ACCOUNT NO.:** 3752-2220-44				
4. Submits the hard copies at the Robinson's Galleria Satellite Office. **Location:** 4th Floor, The SEC Headquarters 7097 Makati Ave., Salcedo Vill., Brgy. Bel-Air, Makati City,1209	4.1. Receive and verify documentary requirements and proof of payment.	None	10 minute/s	• Assistant Computer Operator; Company Registration and Monitoring Department (CRMD)
	4.2. Forward the documents to LU for the preparation of certificate		10 minute/s	• Assistant Computer Operator; Company Registration and Monitoring Department (CRMD)
	4.3. Prepare the certificate for Branch Office of Lending/Financing Companies		15 minute/s	• Data Controller; Licensing Unit (LU)
	4.4. Review the certificate.		15 minute/s	• Assistant Director; Licensing Unit (LU)
	4.5. Sign the certificate.		15 minute/s	• Director; Company Registration and Monitoring Department (CRMD)
	4.6. Forward the Certificate to Licensing Unit for releasing		5 minute/s	• Assistant Computer Operator; Company Registration and Monitoring Department (CRMD)
5. Receive Notice thru email that the Certificate is already signed. **Location:** 4th Floor, The SEC Headquarters 7097 Makati Ave., Salcedo Vill., Brgy. Bel-Air, Makati City,1209	5. Notify the Applicant thru email that the certificate is already signed.	None	5 minute/s	• Data Controller; Licensing Unit (LU)
6. Proceed to CRMD Licensing Unit for presentment of the original proof of payment and receive the signed Certificate of Lending/Financing Companies **Location:** 4th Floor, The SEC Headquarters 7097 Makati Ave., Salcedo Vill., Brgy. Bel-Air, Makati City,1209	6. Release signed Certificate of Branch Office of Lending/Financing Companies	None	15 minute/s	• Securities Specialist I; Licensing Unit (LU) • Data Controller; Licensing Unit (LU)
Total Processing Time:		Working Days: 2 hour/s, 40 minute/s		
Total Processing Fee:		Total Standard Fee: None		

3. Application for Branch Offices of Lending/Financing Companies

This service outlines the online procedure for establishing branch offices of Lending and Financing Companies. Preprocessing is conducted by submitting scanned copies of the required branch office documents via email at lu_application01@sec.gov.ph.

Office or Division:	Licensing Unit (LU)
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Coversheet (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: *May secure a Checklist of requirements and sample formats from the Licensing Unit or through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf.*	
2. Personal Information Sheet of Officers of the Branch Office (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: • *Using the prescribed format & notarized* *May secure a Checklist of requirements and sample formats from the Licensing Unit or through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf.*	
3. Information Sheet (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: *May secure Checklist of requirements and sample formats from the Licensing Unit or through the Commission's website at https://www.sec.gov.ph/forms-and-fees/second-license/.*	
4. Valid NBI Clearance of ALL Officers of the Branch (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: • *With right thumbprint and signature* • *Reflecting the residential address as stated in the Information Sheet* *National Bureau of Investigation (NBI)*	
5. Monitoring Clearance (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: *Through Financing and Lending Companies Department (FinLend)* *https://docs.google.com/forms/d/e/1FAIpQLSeYaCEh_PQ2uq3gq0sS4ppKsbuolUzyTBCQfboQAsHZty-WYA/viewform*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. For pre-processing, send a scanned copy of documentary requirements to lu_application01@sec.gov.ph and wait for the result on the requested service. **Location:**	1.1. Receive, assign and forward to the LU processor the scanned copy of documentary requirements.	None	15 minute/s	• Data Controller; Licensing Unit (LU)
	1.2. LU Processor reviews and evaluates the submitted		30 minute/s	• Securities Specialist I;

4th Floor, The SEC Headquarters 7097 Makati Ave., Salcedo Vill., Brgy. Bel-Air, Makati City,1209 **Notes/Instruction:** Remarks: *If documents are incomplete and non-compliant, return to clients for compliance by issuing a checklist of deficiencies.	documentary requirements.			Licensing Unit (LU) • Securities Specialist II; Licensing Unit (LU) • Data Controller; Licensing Unit (LU)
2. Receives update on the requested service through email. **Location:** 4th Floor, The SEC Headquarters 7097 Makati Ave., Salcedo Vill., Brgy. Bel-Air, Makati City,1209 **Notes/Instruction:** **Remarks:** If an applicant receives a checklist of deficiencies, immediately comply and send back to the assigned LU processor.	2. Checks the Compliances on the deficiencies or lacking documentary requirements	None	30 minute/s	• Securities Specialist I; Licensing Unit (LU) • Securities Specialist II; Licensing Unit (LU) • Data Controller; Licensing Unit (LU)
3. Pay the filing fee at selected Landbank branches (over the counter), or SEC Online Payment Portal. **Location:** 4th Floor, The SEC Headquarters 7097 Makati Ave., Salcedo Vill., Brgy. Bel-Air, Makati City,1209 **Notes/Instruction:** SEC Online Payment Portal through this link https://espaysec.sec.gov.ph/ For over the counter payment at Landbank: **FUND ACCOUNT:** SEC RCC Current Account **ACCOUNT NO.:** 3752-2220-44	3. Receive and acknowledge payment	**Possible Fees** Breakdown: Documentary Stamp Tax: PHP 30 **Formula Fees** Breakdown: License fees for Lending and Financing CosLegal Research Fee	10 minute/s	• Securities Specialist I; Licensing Unit (LU) • Securities Specialist II; Licensing Unit (LU) • Data Controller; Licensing Unit (LU)
4. Submits the hard copies at the Robinson's Galleria Satellite Office. **Location:** Robinson's Galleria Satellite Office	4.1. Receive and verify documentary requirements and proof of payment.	None	10 minute/s	• Assistant Computer Operator; Company Registration and Monitoring Department (CRMD)
	4.2. Forward the documents to LU for the preparation of certificate		10 minute/s	• Assistant Computer Operator; Company Registration and Monitoring Department (CRMD)
	4.3. Prepare the certificate for Branch Office of Lending/Financing Companies		15 minute/s	• Data Controller; Licensing Unit (LU)
	4.4. Review the certificate		15 minute/s	• Assistant Director; Licensing Unit (LU)
	4.5. Sign the certificate.		15 minute/s	• Director; Company Registration and

				Monitoring Department (CRMD)
	4.6. Forward the Certificate to Licensing Unit for releasing		5 minute/s	• Assistant Computer Operator; Company Registration and Monitoring Department (CRMD)
5. Receive Notice thru email that the Certificate is already signed. **Location:** 4th Floor, The SEC Headquarters 7097 Makati Ave., Salcedo Vill., Brgy. Bel-Air, Makati City,1209	5. Notify the Applicant thru email that the certificate is already signed.	None	5 minute/s	• Data Controller; Licensing Unit (LU)
6. Proceed to CRMD Licensing Unit for presentment of the original proof of payment and receive the signed Certificate of Lending/Financing Companies **Location:** 4th Floor, The SEC Headquarters 7097 Makati Ave., Salcedo Vill., Brgy. Bel-Air, Makati City,1209	6. Release signed Certificate of Branch Office of Lending/Financing Companies	None	15 minute/s	• Securities Specialist I; Licensing Unit (LU) • Data Controller; Licensing Unit (LU)
Total Processing Time:		Working Days: 2 hour/s, 55 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Possible Fees

- **Documentary Stamp Tax** : 30

Formula / Schedule of Fees

- **License fees for Lending and Financing Cos**

  1/10 of 1% of the assigned capital of the Branch

- **Legal Research Fee**

  1% of the Filing Fee but not less than P 10.00

4. Application for Conversion of Ordinary Corporation to Lending/Financing Companies and Lending to Financing Corporation and vice versa.

This service outlines the online procedure adopted for the conversion from an Ordinary Corporation to a Lending/Financing Corporation, or from a Lending Corporation to a Financing Corporation (and vice versa). Preprocessing is conducted by submitting scanned copies of the required documents for amendment of the Articles of Incorporation and/or By-laws via email at lu_application01@sec.gov.ph.

Office or Division:	Licensing Unit (LU)
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Coversheet (3) Original Copy	Securities and Exchange Commission - Licensing Unit
Remarks: *May secure a Checklist of requirements and sample formats from the Licensing Unit or through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf.*	
2. Amended Articles of Incorporation/By-laws (1) Original Copy And (2) Photo Copy	Applicant / Client
3. Directors` Certificate - notarized and signed by majority of the directors and the corporate secretary, certifying (i) the amendment of the Articles of Incorporation and indicating the amended provisions, (ii) the vote of the directors and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their names (1) Original Copy And (2) Photo Copy	Applicant / Client
4. Notarized Secretary's Certificate on no pending case of intra-corporate dispute (1) Original Copy And (2) Photo Copy	Applicant / Client
5. Monitoring Clearance (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *Through Compliance Monitoring Division - https://forms.gle/N3MMQx61C5cApzhm8*	
6. Name Verification Slip, if the provision to be amended is the corporate name (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *Corporate Filing and Records Division or through crmd_amend_name@sec.gov.ph*	
7. Affidavit of a director or officer undertaking to change corporate name, if not stated in the AI (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *May secure a copy through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/2019_FormsUndertakingtoChangeName.pdf*	
For Situational Requirement	
A. FROM ORDINARY CORPORATION TO LENDING CORPORATION	
A.1. Application Form (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *May secure a copy through the Commission's website at https://www.sec.gov.ph/forms-and-fees/second-license/.*	
A.2. Information Sheet (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks:	

May secure a copy through the Commission's website at https://www.sec.gov.ph/forms-and-fees/second-license/.	
A.3. Additional Requirements for FOREIGN Directors and Officers (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *1. Photocopy of Alien Certificate of Registration Card/Immigrant Certificate of Residence Card** *2. Photocopy of Passport Showing Valid Visa or Stay in the Philippines** *3. Clearance from the Bureau of Immigration*	
A.4. Sworn Certification required under SEC Memorandum Circular No. 29, Series of 2020 (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: • *Shall include an undertaking that the applicant shall submit hard and soft copies of its MTPP to the AMLD-EIPD within ten (10) days from receipt of its Certificate of Registration and/or secondary license from the Commission* • *Stamped received by the Anti-Money Laundering Division of the Enforcement and Investor Protection Department (AMLD-EIPD)*	
A.5. Valid NBI Clearance of ALL Incorporators and Stockholders (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: • *With right thumb print and signature* • *Reflecting the residential address as stated in the Information Sheet & Articles of Incorporation*	
B. FROM ORDINARY CORPORATION TO FINANCING CORPORATION	
B.1. Application Form (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *May secure a copy through the Commission's website at https://www.sec.gov.ph/forms-and-fees/second-license/.*	
B.2. Information Sheet (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *May secure a copy through the Commission's website at https://www.sec.gov.ph/forms-and-fees/second-license/.*	
B.3. Personal Information Sheet of Directors & Officers (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *• Using the prescribed format & notarized* *May secure a copy through the Commission's website at https://www.sec.gov.ph/forms-and-fees/second-license/.*	
B.4. Valid NBI Clearance of ALL Incorporators and Stockholders (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: • *With right thumb print and signature* • *Reflecting the residential address as stated in the Information Sheet & Articles of Incorporation (AI)/General Information Sheet (GIS)*	
B.5. Additional Requirements for FOREIGN Directors and Officers (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *1. Photocopy of Alien Certificate of Registration Card/Immigrant Certificate of Residence Card** *2. Photocopy of Passport Showing Valid Visa or Stay in the Philippines** *3. Clearance from the Bureau of Immigration*	
B.6. Manual on Corporate Governance (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *If foreign participation in voting stock is more than 40%; or* *-If total assets is PhP50M or more; or*	

-If commercial paper issue, either exempt or registered

B.7. Sworn Certification required under SEC Memorandum Circular No. 29, Series of 2020 (1) Original Copy And (2) Photo Copy	Applicant / Client

Remarks:

- *Shall include an undertaking that the applicant shall submit hard and soft copies of its MTPP to the AMLD-EIPD within ten (10) days from receipt of its Certificate of Registration and/or secondary license from the Commission*
- *Stamped received by the Anti-Money Laundering Division of the Enforcement and Investor Protection Department (AMLD-EIPD)*

B.8. Format of Disclosure Statement on Loan/Credit Transactions (1) Original Copy And (2) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. For pre-processing, send a scanned copy of documentary requirements to lu_application01@sec.gov.ph and wait for the result on the requested service. **Location:** 4th Floor, The SEC Headquarters 7097 Makati Ave., Salcedo Vill., Brgy. Bel-Air, Makati City,1209 **Notes/Instruction:** Remarks: If documents are incomplete and non-compliant, return to clients for compliance by issuing a checklist of deficiencies.	1.1. Receive, assign and forward to the LU processor the scanned copy of documentary requirements.	None	15 minute/s	• Data Controller; Licensing Unit (LU)
	1.2. LU Processor reviews and evaluates the submitted documentary requirements.		3 working day/s	• Securities Specialist I; Licensing Unit (LU) • Data Controller; Licensing Unit (LU)
2. Receives update on the requested service through email. **Location:** 4th Floor, The SEC Headquarters 7097 Makati Ave., Salcedo Vill., Brgy. Bel-Air, Makati City,1209 **Notes/Instruction:** Remarks: If an applicant receives a checklist of deficiencies, immediately comply and send back to the assigned LU processor.	2. Checks the Compliances on the deficiencies or lacking documentary requirements	None	3 working day/s	• Securities Specialist I; Licensing Unit (LU) • Data Controller; Licensing Unit (LU)
3. Pay the filing fee at selected Landbank branches (over the counter), or SEC Online Payment Portal **Location:** 4th Floor, The SEC Headquarters 7097 Makati Ave., Salcedo Vill., Brgy. Bel-Air, Makati City,1209 **Notes/Instruction:** SEC Online Payment Portal through this link https://espaysec.sec.gov.ph/ For over the counter payment at Landbank: **FUND ACCOUNT:** SEC RCC Current Account	3. Receive and acknowledge payment	**Possible Fees** Breakdown: Amended Articles of Incorporation: PHP 1000 Amended By-Laws: PHP 1000 Documentary Stamp Tax: PHP 30 Name Verification: PHP 100 **Formula Fees** Breakdown: License fees for Lending and Financing CosLegal Research Fee	15 minute/s	• Securities Specialist I; Licensing Unit (LU) • Data Controller; Licensing Unit (LU)

ACCOUNT NO.: 3752-2220-44				
4. Submits the hard copies at the Robinson's Galleria Satellite Office. **Location:** Robinson's Galleria Satellite Office.	4.1. Receive and verify documentary requirements and proof of payment.	None	10 minute/s	• Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
	4.2. Forward the documents to LU for the preparation of certificate		10 minute/s	• Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
	4.3. Prepare the certificate for Lending/Financing Companies		15 minute/s	• Data Controller; Licensing Unit (LU)
	4.4. Review the certificate		15 minute/s	• Assistant Director; Licensing Unit (LU)
	4.5. Sign the certificate.		15 minute/s	• Director; Company Registration and Monitoring Department (CRMD)
	4.6. Forward the Certificate to Licensing Unit for releasing		5 minute/s	• Assistant Computer Operator; Company Registration and Monitoring Department (CRMD)
5. Receive Notice thru email that the Certificate is already signed. **Location:** 4th Floor, The SEC Headquarters 7097 Makati Ave., Salcedo Vill., Brgy. Bel-Air, Makati City,1209	5. Notify the Applicant thru email that the certificate is already signed.	None	5 minute/s	• Data Controller; Licensing Unit (LU)
6. Proceed to CRMD Licensing Unit for presentment of the original proof of payment and receive the signed Certificate of Lending/Financing Companies **Location:** 4th Floor, The SEC Headquarters 7097 Makati Ave., Salcedo Vill., Brgy. Bel-Air, Makati City,1209	6. Release signed Certificate of Branch Office of Lending/Financing Companies	None	15 minute/s	• Securities Specialist I; Licensing Unit (LU) • Data Controller; Licensing Unit (LU)
Total Processing Time:		Working Days: 6 working day/s, 2 hour/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Possible Fees

- **Amended Articles of Incorporation** : 1000
- **Amended By-Laws** : 1000
- **Documentary Stamp Tax** : 30
- **Name Verification** : 100

Formula / Schedule of Fees

- **License fees for Lending and Financing Cos**

  1/10 of 1% of the Paid-Up Capital

- **Legal Research Fee**

  1/10 of 1% of the Filing Fee

5. Application for Payment of Annual Fees of Capital Market Participants through Electronic Registry of Application for Market Participants (eRAMP)

This service details the procedure for applying for Payment of Annual Fees of Capital Market Institutions and Professionals through Electronic Registry of Application for Market Participants (eRAMP).

Office or Division:	Licensing Unit (LU)
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All Capital Markets Institutions and Professionals through their Authorized Representatives.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet (3) Original Copy	Securities and Exchange Commission - Licensing Unit
Remarks: *CRMD Licensing Unit or through the Commission's website at* *https://www.sec.gov.ph/forms-and-fees/capital-market-professionals/*	
2. SEC Form NELET-AF (Notarized Endorsement Letter- Annual Fees) (1) Original Copy And (2) Photo Copy	Securities and Exchange Commission - Licensing Unit
Remarks: *CRMD Licensing Unit or through the Commission's website at* *https://www.sec.gov.ph/forms-and-fees/capital-market-professionals/*	
3. SEC Form TLIST-AF-P (Tabular List of Applicants-Annual Fees-Professionals) (1) Original Copy And (2) Photo Copy	Securities and Exchange Commission - Licensing Unit
Remarks: *CRMD Licensing Unit or through the Commission's website at* *https://www.sec.gov.ph/forms-and-fees/capital-market-professionals/*	
4. 1 x 1 colored ID picture (3) Original Copy	Applicant / Client
Remarks: *Colored ID taken within the last 6 months.*	
5. eRAMP Form 1 (Undertaking) (1) Original Copy	Applicant / Client
Remarks: *CRMD Licensing Unit or through the Commission's website at* *https://www.sec.gov.ph/forms-and-fees/capital-market-professionals/*	
6. eRAMP Form 2 (Secretary's Certificate) (1) Original Copy	Applicant / Client
Remarks: *CRMD Licensing Unit or through the Commission's website at* *https://www.sec.gov.ph/forms-and-fees/capital-market-professionals/*	
7. eRAMP Form 3 (User Designation Form) (1) Original Copy	Applicant / Client
Remarks: *CRMD Licensing Unit or through the Commission's website at*	

https://www.sec.gov.ph/forms-and-fees/capital-market-professionals/

For Situational Requirement

A. Situational Requirement

A.1. Surety Bond (1) Original Copy And (2) Photo Copy	Applicant / Client

Remarks:

Applies only to Broker/Dealer in Securities.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Log in in the eSECURE user account. **Location:** Through Electronic Registry of Application for Market Participants (eRAMP) - https://eramp.sec.gov.ph/	1. Process Account Request and Approval - The CRMD Staff evaluates the completeness of the forms uploaded by the company representative before approving the request.	None	15 minute/s	• Data Controller; Licensing Unit (LU)
2. Fill out the eRAMP fillable form and upload the following forms: eRAMP Form 1- Undertaking, eRAMP 2- Secretary's Certificate, eRAMP Form 3- User Designation Form and click the "UPLOAD BUTTON". **Location:** Through Electronic Registry of Application for Market Participants (eRAMP) https://eramp.sec.gov.ph/	2. The CRMD Staff evaluates the completeness of the uploaded application. *Remarks: If the uploaded documents are complete and compliant, approve the request for an account. If incomplete and non-compliant, the Company's Authorized Filer will be notified through email	None	30 minute/s	• Data Controller; Licensing Unit (LU)
3. Selecting Data for Renewal - On "Institution tab" click the toggle switch button for the license type. On "Professional" tab click the toggle switch button for the Professional/s. On "Branch" tab click the toggle switch button for the Branche/s. **Location:** Through Electronic Registry of Application for Market Participants (eRAMP) https://eramp.sec.gov.ph/ **Notes/Instruction:** **Remarks:** Additional requirement for Broker/Dealer of Securities: Surety Bond	3.1. Process Application for Payment of Annual Fees - The CRMD Staff evaluates the completeness of the uploaded application.	**Possible Fees** Breakdown: Associated Person/Compliance Officer : PHP 1500 Certified Investment Solicitor : PHP 1200 Salesman/Fixed Income Market Salesman : PHP 1000 **Formula Fees** Breakdown: Confirmation of Payment of Annual Fees	2 hour/s, 59 minute/s	• Securities Specialist I; Licensing Unit (LU) • Securities Specialist II; Licensing Unit (LU) • Securities Examiner I; Licensing Unit (LU) • Monitoring Specialist II; Licensing Unit (LU) • Data Controller; Licensing Unit (LU)
	3.2. If with deficiency/ies, the company's Authorized Representative will be informed		2 hour/s, 59 minute/s	• Securities Specialist I; Licensing Unit (LU) • Securities Specialist II; Licensing Unit (LU) • Securities Examiner I; Licensing Unit (LU) • Monitoring Specialist II; Licensing Unit (LU) • Data Controller; Licensing Unit (LU)
	3.3. If there are no deficiency/ies, the CRMD Staff will calculate fees and send Payment Assessment Form (PAF) details and the company's Authorized Representative		2 hour/s, 59 minute/s	• Securities Specialist I; Licensing Unit (LU) • Securities Specialist II; Licensing Unit (LU)

				• Securities Examiner I; Licensing Unit (LU) • Monitoring Specialist II; Licensing Unit (LU) • Data Controller; Licensing Unit (LU)
4. Pay Fees **Location:** ESPAYSEC https://espaysec.sec.gov.ph/ For over the counter payment at Landbank: **FUND ACCOUNT:** SEC RCC Current Account **ACCOUNT NO.:** 3752-2220-44 **Notes/Instruction:** 30 minutes per capital market institution or capital market professional	4.1. Receive Payment	**Possible Fees** Breakdown: Associated Person/Compliance Officer : PHP 1500 Certified Investment Solicitor : PHP 1200 Salesman/Fixed Income Market Salesman : PHP 1000 Documentary Stamp Tax: PHP 30 **Formula Fees** Breakdown: Confirmation of Payment of Annual FeesLegal Research Fee	1 working day/s	• Securities Specialist I; Licensing Unit (LU) • Securities Specialist II; Licensing Unit (LU) • Securities Examiner I; Licensing Unit (LU) • Monitoring Specialist II; Licensing Unit (LU) • Data Controller; Licensing Unit (LU)
	4.2. The CRMD Staff will print the Confirmation of Payment of Annual Fee (COP)		15 minute/s	• Securities Specialist I; Licensing Unit (LU) • Securities Specialist II; Licensing Unit (LU) • Securities Examiner I; Licensing Unit (LU) • Monitoring Specialist II; Licensing Unit (LU) • Data Controller; Licensing Unit (LU)
	4.3. Review the COP.		15 minute/s	• Assistant Director; Licensing Unit (LU)
	4.4. Sign the COP.		10 minute/s	• Director; Licensing Unit (LU)
	4.5. Notify the party thru eRAMP that the COP was already signed.		10 minute/s	• Data Controller; Licensing Unit (LU)
5. Submit Original copies of documents and claim signed COP - (1 set original and two sets photocopy) at the Licensing Unit counter, the company representative will receive a receiving copy, and the signed COP. **Location:** 4th Floor, The SEC Headquarters 7907 Makati Ave., Salcedo Vill., Brgy. Bel-Air, Makati City 1209	5. CRMD Staff will stamp received and affix initial on the submitted documents and Official Receipt before releasing the Confirmation of Payment (COP) to the Company's Authorized Representative.	None	5 minute/s	• Data Controller; Licensing Unit (LU)
Total Processing Time:		Working Days: 2 working day/s, 2 hour/s, 37 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Possible Fees

- **Associated Person/Compliance Officer** : 1500
- **Certified Investment Solicitor** : 1200
- **Salesman/Fixed Income Market Salesman** : 1000
- **Documentary Stamp Tax** : 30

Formula / Schedule of Fees

- **Confirmation of Payment of Annual Fees**

  All Institutions (head office) - 1/2,000 of 1% of total value turnover/underwriting commitments/average end-of-month value of assets managed covering the period of Oct. 1 of the previous year to Sept. 30 of the current year but in no case shall be less than P 30,000 nor more than P

100,000. Except for IH/US-GSED: Total of annual fees of IH + Total annual fees of GSED

Institutions (branch office) – P 15,000

- **Legal Research Fee**

  1% of Confirmation of Payment of Annual Fee

Note: Last Quarter Registration Fee for Professionals: ¼ of New Registration Fee + Renewal Fee

6. Application for Registration of Capital Market Institutions

This service details the adopted online procedure in applying for registration of Capital Market Institutions. The preprocessing is done by sending the scanned copy of documentary requirements to lu_application02@sec.gov.ph.

Office or Division:	Licensing Unit (LU)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All Capital Markets Institutions and Professionals through their Authorized Representatives.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: *CRMD Licensing Unit or through the Commission's website at* *https://www.sec.gov.ph/forms-and-fees/capital-market-professionals*	
For Situational Requirement	
A. REGISTRATION OF BROKER/DEALER OF SECURITIES (Applicant who is either Exchange Trading Participant or Non-Exchange Broker-Dealer)	
A.1. Application Form (SEC Form 28-BD/28-BDA) (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *CRMD Licensing Unit or through the Commission's website at* *https://www.sec.gov.ph/forms-and-fees/capital-market-professionals/*	
A.2. Application (and supporting documents) for: Associated Person and Salesman (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: • *at least 1 Associated Person; and* • *at least 1 Salesman* *CRMD Licensing Unit or through the Commission's website at* *https://www.sec.gov.ph/forms-and-fees/capital-market-professionals/*	
A.3. Continuing authorization for the Commission's duly authorized representative to verify all of the applicant's bank accounts (1) Original Copy And (2) Photo Copy	Applicant / Client
A.4. Proof of compliance with paid-up capital requirements pursuant to SRC Rule 28.1-1E(v) par.1 (1) Original Copy And (2) Photo Copy	Applicant / Client
A.5. Certified True Copy of the valid work permit of foreigners who are officers or employees of the applicant issued by the Department of Labor and Employment or any appropriate agency (1) Original Copy And (2) Photo Copy	Applicant / Client
A.6. Copies of identity cards/passports (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *a. Individual applicants* • *Associated Person* • *Salesman* *b.Directors*	

c. Officers

d. Persons who control more than 10% of a class of voting securities the of applicant

A.7. Written Supervision and Control Procedures, including procedures for establishing and maintaining a "Chinese Wall" in accordance with SRC Rule 34.1 par. 2; taking into consideration the applicable requirements under the Anti-Money Laundering Act of 2001 (RA 9160 AA) and the Code of Corporate Governance (SEC MC 2, S 2002) (1) Original Copy And (2) Photo Copy	Applicant / Client
A.8. Schedule of minimum commission charges as required by SRC Rule 30.2 par.5 (1) Original Copy And (2) Photo Copy	Applicant / Client
A.9. Calculation of risk based capital adequacy requirements in accordance with SRC Rule 28.1-1E(ii) and SRC Rule49.1 par 1; OR any other financial ratio/measure which the Commission may mandate in the future (1) Original Copy And (2) Photo Copy	Applicant / Client
A.10. Certified True Copy of educational, professional/technical or other academic qualification (SEC Form-Bio Data) (1) Original Copy And (2) Photo Copy	Applicant / Client

Remarks:

The following person should submit:

- *Directors*
- *Officers*
- *Associated Person/s*
- *Salesman/men with 2 pcs. 2x2 current ID picture*

  - *attached to the original & a copy of the Bio Data*
  - *stapled at the top edge*
  - *dorsal side of each picture must contain the printed name & signature of the Director/Officer/ Associated Person/Salesman*

A.11. Latest Audited Financial Statements (1) Original Copy And (2) Photo Copy	Applicant / Client
A.12. Where the applicant has been in existence for more than one-year, certified copies of Income Tax Returns for the 2 years preceding date of application (1) Original Copy And (2) Photo Copy	Applicant / Client
A.13. Detailed description of Organizational and Functional Charts, the names and designations of the officers, including Branch Offices (1) Original Copy And (2) Photo Copy	Applicant / Client
A.14. If the applicant is a foreign corporation, the certified copy of the following documents: (1) Original Copy And (2) Photo Copy	Applicant / Client

Remarks:

- *signed by the Corporate Secretary*
- *under oath*

a. With respect to a foreign corporation, a certificate that the Board of Directors has authorized, in a resolution, the President and Corporate Secretary, to sign an irrevocable consent to service of process upon the Commission as service to the corporation

b. Articles of Incorporation indicating that the purpose of the applicant is to engage in the business of a Broker-Dealer

c. Board Resolution attesting to particulars contained in the application

A.15. Business Plan regarding proposed and/or current operations, including projected volume of business (1) Original Copy And (2) Photo Copy	Applicant / Client

Remarks:

- *should reflect the applicant's ability & plans to engage in a profitable level of business*

A.16. A yearly schedule/timetable on the implementation of the training program for the staff (1) Original Copy And (2) Photo Copy	Applicant / Client

Remarks:

Training program for the staff, which specifies, among others,

- *the description of the training program,*
- *date of implementation, &*
- *name of participants*
- *in accordance with SRC Rule 30.2 D*

A.17. If the applicant is not a member of or participant in an SRO, or has not applied for such membership or participation therein, a written undertaking that he will become a member or participant in an SRO in the near future (1) Original Copy And (2) Photo Copy	Applicant / Client
A.18. List of the Board of Directors, Officers, & Employees (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: • *Board of Directors,* • *Officers, &* • *Employees* *a. identifying respective positions signed by the applicant's President*	
A.19. Manual on Corporate Governance (1) Original Copy And (2) Photo Copy	Applicant / Client
A.20. Board Resolution on the Adoption of the Manuals Sworn (1) Original Copy And (2) Photo Copy	Applicant / Client
A.21. Board Resolution on the Adoption of the Manuals Sworn Risk Management Manual and Internal Control Procedures (applicable only to Broker-Dealer in Equity Securities) (1) Original Copy And (2) Photo Copy	Applicant / Client
A.22. Business Continuity and Disaster Recovery Plan (applicable only to Broker-Dealer in Equity Securities) (1) Original Copy And (2) Photo Copy	Applicant / Client
A.23. Comprehensive Information Technology Plan (applicable only to Broker-Dealer in Equity Securities) (1) Original Copy And (2) Photo Copy	Applicant / Client
A.24. Sworn Certification required under SEC Memorandum Circular No. 29, Series of 2020 (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: • *Shall include an undertaking that the applicant shall submit hard and soft copies of its MTPP to the AMLD-EIPD within ten (10) days from receipt of its Certificate of Registration and/or secondary license from the Commission.* • *Stamped received by the Anti-Money Laundering Division of the Enforcement and Investor Protection Department (AMLD-EIPD)*	
A.25. Copies of proposed contract of any activities or services that are being outsourced. (1) Original Copy And (2) Photo Copy	Applicant / Client
A.26. All documents required for incorporation/ Filing of Amended Articles of Incorporation/Certificate of Increase in Capital Stock (1) Original Copy And (2) Photo Copy	Applicant / Client
A.27. Monitoring Clearance from appropriate Department/Division, if applicable (1) Original Copy And (2) Photo Copy	Applicant / Client
B. REGISTRATION OF INVESTMENT HOUSE/UNDERWRITER OF SECURITIES	
B.1. Application Form (SEC Form IHU-A) (1) Original Copy And (2) Photo Copy	Applicant / Client
B.2. Application (and supporting documents) for: Compliance Officer and Fixed Income Market Salesman (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: • *at least 1 Compliance Officer; and* • *at least 1 Fixed Income Market Salesman*	
B.3. Continuing authorization for the Commission's duly authorized representative to verify the applicant's bank accounts. The authorization shall be for all banks wherein accounts are maintained by the applicant, its subsidiaries and affiliates, and persons under common control with or by the applicant (1) Original Copy And (2) Photo Copy	Applicant / Client
B.4. Proof of compliance with minimum capital requirements (1) Original Copy And (2) Photo Copy	Applicant / Client
B.5. Bio-data of current Directors and Officers (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: • *using the prescribed format* • *notarized*	

- *with 2x2 ID picture*

B.6. Registration approval from the Bureau of Immigration of resident foreign Directors and Officers, if any (1) Original Copy And (2) Photo Copy	Applicant / Client
B.7. Valid Work Permit from the DOLE of all foreign Stockholders, Officers, and other foreigners connected in any capacity with the applicant (1) Original Copy And (2) Photo Copy	Applicant / Client
B.8. Written Supervision and Control Procedures, including procedures to ensure compliance with PD 129 (IH Law), its IRR, and other applicable rules pertaining to IH, and the SRC, including procedures for establishing and maintaining a “Chinese Wall” in accordance with SRC Rule 34.1-3 (1) Original Copy And (2) Photo Copy	Applicant / Client
B.9. Latest Audited Financial Statements and Latest Interim Financial Statements as of the end of the month prior to filing the application (1) Original Copy And (2) Photo Copy	Applicant / Client
B.10. Statement justifying its operations, signed by the President (1) Original Copy And (2) Photo Copy	Applicant / Client
B.11. Organization Chart, including Branch Offices (1) Original Copy And (2) Photo Copy	Applicant / Client
B.12. Certified copy of the Board Resolution attesting to particulars contained in the application (1) Original Copy And (2) Photo Copy	Applicant / Client
B.13. Business Plan regarding proposed and/or current operations, including investment direction and volume (1) Original Copy And (2) Photo Copy	Applicant / Client
B.14. Where more than 40% of the voting stock of the applicant is owned by foreigners: (1) Original Copy And (2) Photo Copy	Applicant / Client

Remarks:

- *a copy of the Certification from the Embassy of the country of which the applicant is a national attesting to the fact that the laws of that country/state of the applicant allow Filipino citizens and corporations the same or similar rights*

OR

- *an authenticated Certification by the authorized official of the appropriate foreign government of that country, attesting to the fact that the laws of that country/state of the applicant allow Filipino citizens and corporations the same or similar rights*

B.15. For foreign applicants: (1) Original Copy And (2) Photo Copy	Applicant / Client

Remarks:

- *Verification that the applicant has an EKB license from the BSP*
- *A copy of the favorable 2nd endorsement from the BSP if the applicant has an EKB license, trust investment management & quasi banking functions & is a subsidiary of a bank*

B.16. NBI Clearance of Directors and Officers (1) Original Copy And (2) Photo Copy	Applicant / Client
B.17. Manual on Corporate Governance (1) Original Copy And (2) Photo Copy	Applicant / Client
B.18. Board Resolution on the Adoption of the Manuals (1) Original Copy And (2) Photo Copy	Applicant / Client
B.19. Sworn Certification required under SEC Memorandum Circular No. 29, Series of 2020 (1) Original Copy And (2) Photo Copy	Applicant / Client

Remarks:

- *Shall include an undertaking that the applicant shall submit hard and soft copies of its MTPP to the AMLD-EIPD within ten (10) days from receipt of its Certificate of Registration and/or secondary license from the Commission.*
- *Stamped received by the Anti-Money Laundering Division of the Enforcement and Investor Protection Department (AMLD-EIPD)*

B.20. All documents required for incorporation/ Filing of Amended Articles of Incorporation/Certificate of Increase in Capital Stock (1) Original Copy And (2) Photo Copy	Applicant / Client

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

C.18. Sworn Certification required under SEC Memorandum Circular No. 29, Series of 2020 (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: • *Shall include an undertaking that the applicant shall submit hard and soft copies of its MTPP to the AMLD-EIPD within ten (10) days from receipt of its Certificate of Registration and/or secondary license from the Commission.* • *Stamped received by the Anti-Money Laundering Division of the Enforcement and Investor Protection Department (AMLD-EIPD)*	
C.19. Proof of financial capacity of stockholders (1) Original Copy And (2) Photo Copy	Applicant / Client
C.20. All documents required for incorporation/Filing of Amended Articles of Incorporation/Certificate of Increase in Capital Stock (1) Original Copy And (2) Photo Copy	Applicant / Client
C.21. Monitoring Clearance from appropriate Department/Division, if applicable (1) Original Copy And (2) Photo Copy	Applicant / Client
D. REGISTRATION OF MUTUAL FUND DISTRIBUTOR	
D.1. Application Form (1) Original Copy And (2) Photo Copy	Applicant / Client
D.2. Application (and supporting documents) for Compliance Officer/Associated Person and Certified Investment Solicitor (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: • *at least 1 Compliance Officer/Associated Person; and* • *at least 1 Certified Investment Solicitor*	
D.3. Cover letter, signed by the President, identifying the: Names Certificate of Registration Numbers Tax Identification Numbers of the applicant's CIS (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: • *Names* • *Certificate of Registration Numbers* • *Tax Identification Numbers of the applicant's CIS*	
D.4. Photocopy of the current Distribution Agreement (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: • *between the ICA/MFD and the applicant* • *certified by the AP/CO* • *valid for the whole licensing year*	
D.5. Written undertaking (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: • *containing the conditions set by the SEC (with format)* • *signed by an authorized officer of the applicant* • *under oath*	
D.6. Amended Written Supervisory Procedures to include procedures under the Distribution Agreement (1) Original Copy And (2) Photo Copy	Applicant / Client
D.7. Sworn Certification required under SEC Memorandum Circular No. 29, Series of 2020 (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: • *Shall include an undertaking that the applicant shall submit hard and soft copies of its MTPP to the AMLD-EIPD within ten (10) days from receipt of its Certificate of Registration and/or secondary license from the Commission.* • *Stamped received by the Anti-Money Laundering Division of the Enforcement and Investor Protection Department (AMLD-EIPD)*	
D.8. Monitoring Clearance from appropriate Department/Division, if applicable (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *Secure from Compliance Monitoring Division (CMD) and/or*	

Market and Securities Regulation Department (MSRD)	
E. REGISTRATION OF TRANSFER AGENTS	
E.1. SEC FORM 36 TA- Application for Registration of Transfer Agents (1) Original Copy And (2) Photo Copy	Applicant / Client
E.2. For an existing corporation (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: • *Certified True Copy of Articles of Incorporation* • *Certified True Copy of By-Laws* • *Latest Annual Audited Financial Statements;* • *General Information Sheet* *For newly registered corporations* • *Certified True Copy of Articles of Incorporation;* • *Certified True Copy of By-Laws;* • *List of Officers and Stockholders*	
E.3. Photocopy of license and identification of the CPA, with original presented for verification (1) Original Copy And (2) Photo Copy	Applicant / Client
E.4. Transfer Agent Rules and Procedures, certified true and correct by its President, including procedures on withdrawal as transfer agent and successor transfer agent (1) Original Copy And (2) Photo Copy	Applicant / Client
E.5. Organizational Chart (1) Original Copy And (2) Photo Copy	Applicant / Client
E.6. Business Plan (1) Original Copy And (2) Photo Copy	Applicant / Client
E.7. Manual on Anti-Money Laundering or a copy, if an existing corporation (1) Original Copy And (2) Photo Copy	Applicant / Client
E.8. Manual of Corporate Governance or a copy, if an existing corporation (1) Original Copy And (2) Photo Copy	Applicant / Client
E.9. Schedule of fees and charges for approval of the Commission. Such schedule shall not be effective until and unless approved by the Commission (1) Original Copy And (2) Photo Copy	Applicant / Client
E.10. Copy of the sample engagement letter containing, among others, the identification of the services to be rendered and specification of the responsibilities of the transfer agent (1) Original Copy And (2) Photo Copy	Applicant / Client
E.11. Undertaking to conduct due diligence prior to engagement to warrant the completeness and reliability of the records to be received from the company or its former transfer agent (1) Original Copy And (2) Photo Copy	Applicant / Client
E.12. Undertaking to assume the obligation in relation to the stock transfer services as provided in the engagement letter during the period of engagement (1) Original Copy And (2) Photo Copy	Applicant / Client
E.13. Undertaking under oath with the rules and regulations, orders, memorandum circulars and policies promulgated by the Commission, and of other rules, procedures, standards and policies set by other market participants and duly approved by the Commission, and its own internal rules and procedures set for transfer agency operation (1) Original Copy And (2) Photo Copy	Applicant / Client
E.14. Undertaking under oath to be a member of an association/organization (PASTRA) and to submit a copy of transfer agent agreement with issuer companies (1) Original Copy And (2) Photo Copy	Applicant / Client
E.15. Endorsement from applicable Department. (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *Secure from Compliance Monitoring Division (CMD) and/or* *Market and Securities Regulation Department (MSRD)*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

1. Sends email request for registration including the documentary requirements at lu_application02@sec.gov.ph **Location:** 4th Floor, The SEC Headquarters 7097 Makati Ave., Salcedo Vill., Brgy. Bel-Air, Makati City,1209 **Notes/Instruction:** **Remarks:** If documents are incomplete, return documents to clients for compliance. Remarks: If the application is complete in form and in substance, email the applicant and require the submission of the original copies of the documentary requirements. If the application is for compliance, return the Checklist and the requirements to the applicant via email.	1.1. Acknowledged the receipt of the email	None	1 hour/s	• Securities Examiner I; Licensing Unit (LU)
	1.2. Forward the application to Assistant Director/Officer-in-Charge for assignment to Lawyers.		4 hour/s	• Securities Examiner I; Licensing Unit (LU)
	1.3. Assign the application to a CRMD Lawyer thru email.		30 minute/s	• Securities Examiner I; Licensing Unit (LU)
	1.4. Pre-process the application and prepares a Checklist.		7 working day/s	• SEC Counsel I; Licensing Unit (LU) • SEC Counsel II; Licensing Unit (LU)
2. Submit the documentary requirements. **Location:** 4th Floor, The SEC Headquarters 7097 Makati Ave., Salcedo Vill., Brgy. Bel-Air, Makati City,1209 **Notes/Instruction:** Remarks: If with corrections/ revisions, revise the Memorandum.	2.1. Receive the documents.	None	4 hour/s, 5 minute/s	• Securities Examiner I; Licensing Unit (LU)
	2.2. Prepares Memorandum and routes the same to the concerned Departments (Markets and Securities Regulation Department, Enforcement and Investor Protection Department, and Office of the General Counsel).		7 hour/s	• Securities Examiner I; Licensing Unit (LU)
	2.3. Prepare the draft Memorandum to En Banc.		7 hour/s	• SEC Counsel I; Licensing Unit (LU) • SEC Counsel II; Licensing Unit (LU)
	2.4. Review the draft Memorandum to En Banc.		6 hour/s	• Assistant Director; Licensing Unit (LU)
	2.5. Review the draft Memorandum.		6 hour/s	• Director; Licensing Unit (LU)
	2.6. Present the Memorandum to Commission En Banc, for approval.		8 working day/s	• Director; Licensing Unit (LU)
3. Pay the filing fee at selected Landbank branches (over the counter), or SEC Online Payment Portal **Location:** 4th Floor, The SEC Headquarters 7097 Makati Ave., Salcedo Vill., Brgy. Bel-Air, Makati City,1209 **Notes/Instruction:** SEC Online Payment Portal through this link https://espaysec.sec.gov.ph/ For over the counter payment at Landbank:	3. Receives the Payment for filing fees	**Possible Fees** Breakdown: Broker-Dealer: PHP 75000 Broker/Dealer: PHP 40000 Investment House/Underwriter: PHP 75000 Investment House/Underwriter with Government Securities Eligible Dealers (GSED): PHP 75000 Government Securities Eligible Dealers (GSED): PHP 75000 Investment Company Adviser: PHP 15000	30 minute/s	• Securities Examiner I; Licensing Unit (LU)

FUND ACCOUNT: SEC RCC Current Account **ACCOUNT NO.:** 3752-2220-44		Mutual Fund Distributor: PHP 5000 Transfer Agent: PHP 10000 Documentary Stamp Tax: PHP 30 **Formula Fees Breakdown:** Legal Research Fee		
4. Email the machine validated proof of payment to lu_application02@sec.gov.ph. **Location:** 4th Floor, The SEC Headquarters 7097 Makati Ave., Salcedo Vill., Brgy. Bel-Air, Makati City,1209	4.1. Acknowledge the receipt of proof of payment thru return email and inform forward the copy thereof to the Handling Lawyer.	None	10 minute/s	• Securities Examiner I; Licensing Unit (LU)
	4.2. Forward the hard copies of the documentary requirement to the Receiving Section of the CRMD		10 minute/s	• Securities Examiner I; Licensing Unit (LU)
	4.3. Forward the received hard copies of the documentary requirement to Licensing Unit (LU) for the preparation of the certificate.		10 minute/s	• Assistant Computer Operator; Licensing Unit (LU)
	4.4. Prepare the certificate.		15 minute/s	• Securities Examiner I; Licensing Unit (LU)
	4.5. Review the certificate.		15 minute/s	• Assistant Director; Licensing Unit (LU)
	4.6. Sign the Certificate.		5 minute/s	• Director; Licensing Unit (LU)
	4.7. Notify the client via e-mail that the Certificate was already signed.		5 minute/s	• Securities Examiner I; Licensing Unit (LU)
5. Proceed to CRMD Licensing Unit for presentment of the original proof of payment and to receive the signed Certificate of Capital Market Institution **Location:** 4th Floor, The SEC Headquarters 7097 Makati Ave., Salcedo Vill., Brgy. Bel-Air, Makati City,1209	5. Release the signed Certificate of Capital Market Institution	None	5 minute/s	• Data Controller; Licensing Unit (LU)
Total Processing Time:		Working Days: 19 working day/s, 5 hour/s, 20 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Possible Fees

- **Broker-Dealer** : 75000
- **Broker/Dealer** : 40000
- **Investment House/Underwriter** : 75000
- **Investment House/Underwriter with Government Securities Eligible Dealers (GSED)** : 75000
- **Government Securities Eligible Dealers (GSED)** : 75000
- **Investment Company Adviser** : 15000
- **Mutual Fund Distributor** : 5000
- **Transfer Agent** : 10000
- **Documentary Stamp Tax** : 30

Formula / Schedule of Fees

- **Legal Research Fee**

  1% of the Filing Fee

7. Application for Registration of Capital Market Participants through Electronic Registry of Application for Market Participants (eRAMP)

This service details applying for a license as a Capital Market Participant through Electronic Registry of Application for Market Participants (eRAMP).

Office or Division:	Licensing Unit (LU)
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All Capital Markets Institutions and Professionals through their Authorized Representatives.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. 1. eRAMP Form 1 (Undertaking) (1) Original Copy	Securities and Exchange Commission - Licensing Unit
Remarks: *CRMD Licensing Unit or through the Commission's website at* *https://www.sec.gov.ph/forms-and-fees/capital-market-professionals/*	
2. 2. eRAMP Form 2 (Secretary's Certificate) (1) Original Copy	Securities and Exchange Commission - Licensing Unit
Remarks: *CRMD Licensing Unit or through the Commission's website at* *https://www.sec.gov.ph/forms-and-fees/capital-market-professionals/*	
3. 3. eRAMP Form 3 (User Designation Form) (1) Original Copy	Securities and Exchange Commission - Licensing Unit
Remarks: *CRMD Licensing Unit or through the Commission's website at* *https://www.sec.gov.ph/forms-and-fees/capital-market-professionals/*	
4. Cover Sheet (3) Original Copy	Securities and Exchange Commission - Licensing Unit
Remarks: *CRMD Licensing Unit or through the Commission's website at* *https://www.sec.gov.ph/forms-and-fees/capital-market-professionals/*	
5. Two (2) pieces of recent colored ID pictures (2) Original Copy	Applicant / Client
6. Photocopy of valid ID (2) Photo Copy	Applicant / Client
7. Written evidence that the company has agreed to employ the applicant contingent upon the Commission's approval of his registration (1) Original Copy And (2) Photo Copy	Applicant / Client
8. Application Form based on the License Applied for *Any of the following:*	
8.A. Registration of Associated Person of a Broker Dealer (1) Original Copy And (2) Photo Copy	Securities and Exchange Commission - Licensing Unit
Remarks: *SEC Form 28-AP/28 AMD* *CRMD Licensing Unit or through the Commission's website at* *https://www.sec.gov.ph/forms-and-fees/capital-market-professionals/*	

---- OR ----	
8.B. Registration of Salesman of a Broker Dealer (1) Original Copy And (2) Photo Copy	Securities and Exchange Commission - Licensing Unit
Remarks: *SEC Form 28-S/28 AMD* *CRMD Licensing Unit or through the Commission's website at* *https://www.sec.gov.ph/forms-and-fees/capital-market-professionals/*	
---- OR ----	
8.C. Application for Registration of Associated Person/ Compliance Officer of Investment House/Underwriter of Securities and Government Securities Eligible Dealers (1) Original Copy And (2) Photo Copy	Securities and Exchange Commission - Licensing Unit
Remarks: *SEC Form IHU/GSED-CO-AP* *CRMD Licensing Unit or through the Commission's website at* *https://www.sec.gov.ph/forms-and-fees/capital-market-professionals/*	
---- OR ----	
8.D. Registration of a Compliance Officer of an Investment Company Adviser/Manager (1) Original Copy And (2) Photo Copy	Securities and Exchange Commission - Licensing Unit
Remarks: *SEC Form ICA-CO* *CRMD Licensing Unit or through the Commission's website at* *https://www.sec.gov.ph/forms-and-fees/capital-market-professionals/*	
---- OR ----	
8.E. Registration of a Certified Investment Solicitor of an Investment Company Adviser/Manager (1) Original Copy And (2) Photo Copy	Securities and Exchange Commission - Licensing Unit
Remarks: *SEC Form ICA-CIS* *CRMD Licensing Unit or through the Commission's website at* *https://www.sec.gov.ph/forms-and-fees/capital-market-professionals/*	
For Situational Requirement	
A. Situational Requirement	
A.1. Proof of passing (for first time registrant) (1) Original Copy And (2) Photo Copy	Securities and Exchange Commission - Licensing Unit
Remarks: *Through Commission's website through URL https://www.sec.gov.ph/forms-and-fees/capital-market-professionals/*	
A.2. Notice of Termination (for transferee or change of employer) (1) Original Copy And (2) Photo Copy	Securities and Exchange Commission - Licensing Unit
Remarks: *From applicant's previous employer, must be duly received by SEC*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Log in the eSECURE user account. **Location:** CRMD Licensing Unit or through the Commission's website at	1. Process Account Request and Approval - The CRMD Staff evaluates the completeness of the forms uploaded by the company representative before approving the request.	None	15 minute/s	• Data Contoller; Licensing Unit (LU)

https://www.sec.gov.ph/forms-and-fees/capital-market-professionals/				
2. Fill out the eRAMP fillable form and upload the following forms: eRAMP Form 1- Undertaking, eRAMP 2- Secretary's Certificate, eRAMP Form 3- User Designation Form and click the "UPLOAD BUTTON **Location:** CRMD Licensing Unit or through the Commission's website at https://www.sec.gov.ph/forms-and-fees/capital-market-professionals/ **Notes/Instruction:** **Remarks**: If the uploaded documents are complete and compliant, approve the request for an account. If incomplete and non-compliant, the Company's Authorized Filer will be notified through email	2. The CRMD Staff evaluates the completeness of the uploaded application.	None	30 minute/s	• Data Controller; Licensing Unit (LU)
3. Upload the documents for registration. **Location:** CRMD Licensing Unit or through the Commission's website at https://www.sec.gov.ph/forms-and-fees/capital-market-professionals/ **Notes/Instruction:** **Remarks:** If the uploaded document is complete and compliant, issue a Payment Assessment Form and if the uploaded document is incomplete and non-compliant, return the documents to the Authorized filer.	3. Evaluate the completeness of the uploaded documents.	None	1 working day/s	• Securities Specialist I; Licensing Unit (LU) • Securities Specialist II; Licensing Unit (LU) • Securities Examiner I; Licensing Unit (LU) • Monitoring Specialist II; Licensing Unit (LU) • Data Controller; Licensing Unit (LU)
4. Pay the filing fee at selected Landbank branches (over the counter), or SEC Online Payment Portal through this link https://espaysec.sec.gov.ph/ For over the counter payment at Landbank: FUND ACCOUNT: SEC RCC Current Account ACCOUNT NO.: 3752-2220-44 **Location:** Landbank branches (over the counter) SEC Online Payment Portal through this link https://espaysec.sec.gov.ph/ For over the counter payment at Landbank: **FUND ACCOUNT:** SEC RCC Current Account **ACCOUNT NO.:** 3752-2220-44	4.1. Receive Payment	**Possible Fees** Breakdown: Associated Person/ Compliance Officer: PHP 3000 Fixed Income Market Salesman/Salesman : PHP 2020 Certified Investment Solicitor: PHP 2525 Documentary Stamp Tax: PHP 30 **Formula Fees** Breakdown: Legal Research Fee	1 working day/s	• Securities Specialist I; Licensing Unit (LU) • Securities Specialist II; Licensing Unit (LU) • Securities Examiner I; Licensing Unit (LU) • Monitoring Specialist II; Licensing Unit (LU) • Data Controller; Licensing Unit (LU)
	4.2. The CRMD Staff will print the Certificate of Registration.		15 minute/s	• Securities Specialist I; Licensing Unit (LU) • Securities Specialist II; Licensing Unit (LU) • Securities examiner I; Licensing Unit (LU) • Monitoring Specialist II; Licensing Unit (LU) • Data Controller; Licensing Unit (LU)

	4.3. Review the Certificate of Registration.		15 minute/s	• Assistant Director; Licensing Unit (LU)
	4.4. Sign the Certificate of Registration		10 minute/s	• Director; Company Registration and Monitoring Department (CRMD)
	4.5. Notify the party thru eRAMP that the Certificate of Registration was already signed.		10 minute/s	• Data Controller; Licensing Unit (LU)
5. Submit Original copies of documents and claim signed Certificate of Registration - (1 set original and two sets photocopy) at the Licensing Unit counter, the company representative will receive a receiving copy, and the signed Certificate of Registration **Location:** 4th Floor, The SEC Headquarters, 7907 Makati Ave., Salcedo Vill., Brgy. Bel-Air, Makati City 1209 **Notes/Instruction:** **Remarks:** If non-compliant, notify the Authorized Filer through eRAMP.	5. CRMD Staff will stamp received and affix initial on the submitted documents and Official Receipt before releasing the Certificate of Registration to the Company's Authorized Representative.	None	10 minute/s	• Data Controller; Licensing Unit (LU)
Total Processing Time:		Working Days: 2 working day/s, 1 hour/s, 45 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Possible Fees

- **Associated Person/ Compliance Officer** : 3000
- **Fixed Income Market Salesman/Salesman** : 2020
- **Certified Investment Solicitor** : 2525
- **Documentary Stamp Tax** : 30

Formula / Schedule of Fees

- **Legal Research Fee**

  1% of the filing fee

8. Application for Renewal of License for Transfer Agents

This service details the adopted online procedure in applying for renewal of license for Transfer Agents. The pre-processing is done by sending the scanned copy of documentary requirements for renewal of Transfer Agents at lu_application02@sec.gov.ph.

Office or Division:	Licensing Unit (LU)
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All Capital Markets Institutions and Professionals through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Coversheet (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Licensing Unit
Remarks: *May secure a Checklist of requirements and sample formats from the Licensing Unit or through the Commission's website at https://www.sec.gov.ph/forms-and-fees/second-license/.*	
2. SEC FORM 36-TAA-RENEWAL (1) Original Copy And (2) Photo Copy	Applicant / Client
3. MSRD Clearance with computation of filing fee (1) Original Copy	Securities and Exchange Commission - Markets and Securities Regulation Department
Remarks: *Secure copy from MSRD.*	
4. Old License (1) Original Copy	Applicant / Client
5. Undertaking under oath to comply with the rules and regulations, orders, memorandum circulars, and policies promulgated by the Commission, and of other rules, procedures, standards and policies set by other Exchanges or Self-Regulatory Organizations and duly approved by the Commission, and its own internal rules and procedures set for transfer agency operation (1) Original Copy And (2) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. For pre-processing, send a scanned copy of documentary requirements to lu_application02@sec.gov.ph and wait for the result on the requested service **Location:** Through email lu_application02@sec.gov.ph **Notes/Instruction:** **Remarks:** If documents are incomplete and non-compliant, return them to clients for compliance by issuing a checklist of deficiencies.	1.1. Receive, assign, and forward the scanned copy of documentary requirements to the LU processor.	None	15 minute/s	• Monitoring Specialist I; Licensing Unit (LU)
	1.2. LU Processor review and evaluates the submitted documentary requirements.		1 working day/s	• Securities Specialist I; Licensing Unit (LU) • Securities Specialist II; Licensing Unit (LU) • Securities Examiner I; Licensing Unit (LU) • Monitoring Specialist II; Licensing Unit (LU) • Data Controller; Licensing Unit (LU)
2. Receives update on the requested service through email. **Location:** Through lu_application02@sec.gov.ph **Notes/Instruction:**	2. Checks the Compliances on the deficiencies or lacking documentary requirements	None	1 working day/s	• Securities Specialist II; Licensing Unit (LU) • Securities Specialist I; Licensing Unit (LU) • Administrative Officer II; Licensing Unit (LU)

Remarks: If the applicant receives a checklist of deficiencies, immediately comply and send it back to the assigned LU processor**.**				• Monitoring Specialist I; Licensing Unit (LU) • Data Controller; Licensing Unit (LU)
3. Pay the filing fee at selected Landbank branches (over the counter), or SEC Online Payment Portal through this link https://espaysec.sec.gov.ph/ or over the counter payment at Landbank **Location:** Landbank branches (over the counter), or SEC Online Payment Portal through this link https://espaysec.sec.gov.ph/ For over the counter payment at Landbank: **FUND ACCOUNT:** SEC RCC Current Account **ACCOUNT NO.:** 3752-2220-44	3. Receives the Payment for filing fees	**Formula Fees** Breakdown: Confirmation of Payment Annual Fees	15 minute/s	• Securities Specialist II; Licensing Unit (LU) • Securities Specialist I; Licensing Unit (LU) • Securities Examiner I; Licensing Unit (LU) • Monitoring Specialist II; Licensing Unit (LU) • Data Controller; Licensing Unit (LU)
4. Submit four (4) sets of documentary requirements (1 set original and three sets photocopy) at the Licensing Unit counter. **Location:** 4th Floor, The SEC Headquarters 7907 Makati Ave., Salcedo Vill., Brgy. Bel-Air, Makati City 1209	4.1. Receive and verify documentary requirements and proof of payment.	None	10 minute/s	• Securities Specialist II; Licensing Unit (LU) • Securities Specialist I; Licensing Unit (LU) • Securities Examiner I; Licensing Unit (LU) • Monitoring Specialist II; Licensing Unit (LU) • Data Controller; Licensing Unit (LU)
	4.2. Prepare the certificate for Transfer Agent.		10 minute/s	• Data Controller; Licensing Unit (LU)
	4.3. Review the certificate.		15 minute/s	• Assistant Director; Licensing Unit (LU)
	4.4. Sign the certificate.		15 minute/s	• Director; Company Registration and Monitoring Department (CRMD)
	4.5. Forward the Certificate to Licensing Unit for releasing		15 minute/s	• Assistant Computer Operator; Company Registration and Monitoring Department (CRMD)
	4.6. Notify the Applicant via email that the certificate is already signed.		5 minute/s	• Data Controller; Licensing Unit (LU)
5. Proceed to CRMD Licensing Unit for presentment of the original proof of payment and receive the signed Certificate of Transfer Agent. **Location:**	5. Release signed Certificate of Transfer Agent	None	15 minute/s	• Data Controller; Licensing Unit (LU)

4th Floor, The SEC Headquarters 7907 Makati Ave., Salcedo Vill., Brgy. Bel-Air, Makati City 1209				
Total Processing Time:		Working Days: 2 working day/s, 1 hour/s, 55 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Confirmation of Payment Annual Fees**

  P10,000 + P500 per issue handled (total not exceeding P10,000) as per MC#3 S. 2017

9. Cancellation Certificate of Authority of Lending/Financing Branch Offices

This service outlines the online procedure adopted for the cancellation of the Certificate of Authority of Lending and Financing Companies. Preprocessing is conducted by submitting scanned copies of the required documents for Certificate of Authority cancellation via email at lu_application01@sec.gov.ph.

Office or Division:	Licensing Unit (LU)
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Coversheet (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: *May secure a Checklist of requirements and sample formats from the Licensing Unit or through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf.*	
2. Letter addressed to the Director signifying its intention to surrender the Certificate of Authority. (1) Original Copy And (3) Photo Copy	Applicant / Client
3. Original Certificate of Authority (1) Original Copy And (3) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. For pre-processing, send a scanned copy of documentary requirements to lu_application01@sec.gov.ph and wait for the result on the requested service. **Location:** 4th Floor, The SEC Headquarters 7097 Makati Ave., Salcedo Vill., Brgy. Bel-Air, Makati City,1209 **Notes/Instruction:** Remarks: *If documents are incomplete and non-compliant, return to clients for compliance by issuing a checklist of deficiencies.	1.1. Receive, assign and forward to the LU processor the scanned copy of documentary requirements.	None	15 minute/s	• Data Controller; Licensing Unit (LU)
	1.2. LU Processor reviews and evaluates the submitted documentary requirements.		15 minute/s	• Data Controller; Licensing Unit (LU)
2. Receives update on the requested service through email. **Location:** 4th Floor, The SEC Headquarters 7097 Makati Ave., Salcedo Vill., Brgy. Bel-Air, Makati City,1209 **Notes/Instruction:** Remarks: If an applicant receives a checklist of deficiencies, immediately comply and send back to the assigned LU processor.	2. Checks the Compliances on the deficiencies or lacking documentary requirements	None	30 minute/s	• Data Controller; Licensing Unit (LU)
3. Submits the hard copies at the Licensing Unit counter **Location:**	3.1. Receive and verify documentary requirements.	None	10 minute/s	• Data Controller; Licensing Unit (LU)

4th Floor, The SEC Headquarters 7097 Makati Ave., Salcedo Vill., Brgy. Bel-Air, Makati City,1209	3.2. Prepare the acknowledgement letter.		10 minute/s	• Data Controller; Licensing Unit (LU)
	3.3. Review the acknowledgement letter.		15 minute/s	• Assistant Director; Licensing Unit (LU)
	3.4. Sign the acknowledgement letter.		15 minute/s	• Director; Company Registration and Monitoring Department (CRMD)
	3.5. Forward the acknowledgement letter to Licensing Unit for releasing		15 minute/s	• Assistant Computer Operator; Company Registration and Monitoring Department (CRMD)
4. Receive Notice thru email that the Acknowledgement letter is already signed. **Location:** 4th Floor, The SEC Headquarters 7097 Makati Ave., Salcedo Vill., Brgy. Bel-Air, Makati City,1209	4.1. Notify the Applicant thru email that the Acknowledgement letter is already signed.	None	5 minute/s	• Data Controller; Licensing Unit (LU)
	4.2. Scans the signed Acknowledgement letter.		5 minute/s	• Data Controller; Licensing Unit (LU)
5. Proceed to CRMD Licensing Unit for presentation of the original Certificate of Authority and receive the signed Acknowledgement Letter. **Location:** 4th Floor, The SEC Headquarters 7097 Makati Ave., Salcedo Vill., Brgy. Bel-Air, Makati City,1209	5. Release signed Acknowledgement Letter.	None	15 minute/s	• Data Controller; Licensing Unit (LU)
Total Processing Time:		Working Days: 2 hour/s, 30 minute/s		
Total Processing Fee:		Total Standard Fee: None		

10. Primary Registration and Secondary License for Lending and Financing Company through the ESPARC (Electronic Simplified Processing of Application for Registration of Company)

The Electronic Simplified Processing of Application for Registration of Company (SEC – ESPARC) is a facility to cater application for registration of Lending and Financing Corporations of Domestic corporations with 2 or more incorporators who may either be natural person, partnership, association or corporations, singly or jointly with others but not more than fifteen (15) in number. The system allows the registrant or his duly appointed representative to submit the proposed company name and input the details of the Articles of Incorporation.

The following are the various company type to choose from:

- *Lending Corporation*
- *Financing Corporation*

Office or Division:	Licensing Unit (LU)
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Coversheet (3) Original Copy	Securities and Exchange Commission - Licensing Unit
Remarks: *System generated*	
2. Articles of Incorporation (1) Original Copy And (2) Photo Copy	Securities and Exchange Commission - Licensing Unit
Remarks: *Articles of Incorporation reflecting the:* • *Corporate name;* • *Business activity;* • *Principal office address;* • *Name, nationality, residences and Tax Identification Number (TIN) of Filipino or foreign incorporators, directors, stockholders including corporate subscribers, the foreign incorporators, directors and stockholders may also state their passport numbers* • *Capital structure;* • *Name of Treasurer and TIN;* • *Undertaking to change company name;* • *Printed names and Signature of incorporators;* • *Notarization/Authentication* *** System generated*	
3. By-laws (1) Original Copy And (2) Photo Copy	Securities and Exchange Commission - Licensing Unit
Remarks: *System generated*	
4. Notarized Bank Certificate of Deposit (1) Original Copy And (2) Photo Copy	Applicant / Client
5. Joint Affidavit of Undertaking to Change Name, in case not incorporated in the Articles of Incorporation) (1) Original Copy And (2) Photo Copy	Applicant / Client
6. Affidavit of Relinquishment, in case the treasurer is a foreigner and the business activity of the registrant is a partly-nationalized activity (1) Original Copy And (2) Photo Copy	Applicant / Client
7. Authenticated/Apostilled Articles of Incorporation and By-Laws and supporting documents, if the same were executed in a foreign jurisdiction (1) Original Copy And (2) Photo Copy	Applicant / Client

8. For Clearance from other SEC departments, if applicable (1) Original Copy And (2) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO); Enforcement and Investor Protection Department (EIPD)

Remarks:

For Financial Technology (FinTech) related business activities

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

9. Application Form (1) Original Copy And (2) Photo Copy	Securities and Exchange Commission - Licensing Unit

Remarks:

System generated

10. Information Sheet (1) Original Copy And (2) Photo Copy	Securities and Exchange Commission - Licensing Unit

Remarks:

System generated

11. Valid NBI Clearance of ALL Incorporators and Stockholders (1) Original Copy And (2) Photo Copy	Applicant / Client

Remarks:

- *With right thumb print and signature*
- *Reflecting the residential*

12. Additional Requirements for FOREIGN Directors and Officers (1) Original Copy And (2) Photo Copy	Applicant / Client

Remarks:

*a. Photocopy of Alien Certificate of Registration Card/Immigrant Certificate of Residence Card**

*b.Photocopy of Passport Showing Valid Visa or Stay in the Philippines**

c. Clearance from the Bureau of Immigration

13. Sworn Certification required under SEC Memorandum Circular No. 29, Series of 2020 (1) Original Copy And (2) Photo Copy	Applicant / Client

Remarks:

- *Shall include an undertaking that the applicant shall submit hard and soft copies of its MTPP to the AMLD-EIPD within ten (10) days from receipt of its Certificate of Registration and/or secondary license from the Commission*
- *Stamped received by the Anti-Money Laundering Division of the Enforcement and Investor Protection Department (AMLD-EIPD)*

**For Situational Requirement*

https://www.sec.gov.ph/mc-2020/mc-no-29-s-2020/

For Situational Requirement

A. For Financing Corporations

A.1. Personal Information Sheet of Directors & Officers (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Licensing Unit
Remarks: *System generated*	
A.2. Additional Requirements for FOREIGN Directors and Officers (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: • *Photocopy of Alien Certificate of Registration Card/Immigrant Certificate of Residence Card** • *Photocopy of Passport Showing Valid Visa or Stay in the Philippines** • *Clearance from the Bureau of Immigration*	
A.3. Clearance from Bangko Sentral ng Pilipinas (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *If applicant is a subsidiary or affiliate of a bank and/or non-bank financial institution with quasi-banking license*	
A.4. Manual on Corporate Governance (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *-If foreign participation in voting stock is more than 40%; or* *-If total assets is PhP50M or more; or* *-If commercial paper issue, either exempt or registered*	
A.5. Format of Disclosure Statement on Loan/Credit Transactions (1) Original Copy And (2) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph **Location:** Through https://esparc.sec.gov.ph	1.1. System receives submitted application.	None	15 minute/s	• Administrative Assistant II; Corporate Filing and Records Division (CFRD) • Administrative Officer II; Corporate Filing and Records Division (CFRD) • Securities Specialist I; Corporate Filing and Records Division (CFRD)
	1.2. Approves or disapproves proposed company name and/or trade name/s in accordance with SEC Memorandum Circular No. 13, Series of 2019 and assigns the application to the LU Processors.		2 working day/s	• Administrative Assistant II; Corporate Filing and Records Division (CFRD) • Administrative Officer II; Corporate Filing and Records Division (CFRD) • Securities Specialist I; Corporate Filing and Records Division (CFRD)
	1.3. Processes and evaluates application for Registration		4 working day/s	• Securities Specialist I; Licensing Unit (LU)
	1.4. Issues Payment Assessment Form(PAF) to the applicant through eSPARC		10 minute/s	• Securities Specialist I; Licensing Unit (LU)
2. Pays the assessed license fee attached in the email notification.	2. Issues payment confirmation containing Electronic Official	**Possible Fees** Breakdown:	10 minute/s	• Securities Specialist I;

Location: 4th Floor, The SEC Headquarters, 7907 Makati Ave., Salcedo Vill., Brgy. Bel-Air, Makati City 1209	Receipt via email.	By-Laws: PHP 1000 Documentary Stamp Tax: PHP 30 Name Verification: PHP 100 Registration of Stock and Transfer Book: PHP 150 **Formula Fees** Breakdown: Registration of CorporationLicense fees for Lending and Financing Cos		Licensing Unit (LU)
3. Submits the documentary requirements with proof of payment to the CRMD Receiving Counter at SEC Satellite Office-Robinson's Galleria through the company's representatives or through courier of their choice (e.g. JRS, LBC, J&T etc.) **Location:** SEC Satellite Office-Robinson's Galleria	3. Officially receives and stamps the hard copies of the registration application and forwards to the Corporate Filing and Records Division (CFRD) for generation of the Certificate	None	15 minute/s	• Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
4. Proceed to CRMD Licensing Unit for presentment of the original proof of payment and receive the signed Certificate of Lending/Financing Companies. **Location:** 4th Floor, The SEC Headquarters 7907 Makati Ave., Salcedo Vill., Brgy. Bel-Air, Makati City 1209	4. Release signed Certificate of Branch Office of Lending/Financing Companies.	None	15 minute/s	• Securities Specialist I; Licensing Unit (LU) • Data Controller;
Total Processing Time:		Working Days: 6 working day/s, 1 hour/s, 5 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Possible Fees

- **By-Laws** : 1000
- **Documentary Stamp Tax** : 30
- **Name Verification** : 100
- **Registration of Stock and Transfer Book** : 150

Formula / Schedule of Fees

- **Registration of Corporation**

  1/5 of 1% of the Authorized Capital Stock

- **License fees for Lending and Financing Cos**

  1/10 of1% of the Paid-Up Capital

Systems Operations Division (SOD)

External Services

1. REVIEW AND VERIFICATION OF ENROLLED ACCOUNT IN ELECTRONIC FILING AND SUBMISSION TOOL (eFAST)

Conduct post review and verification of accounts enrolled in eFast of walk-in applicants.

Office or Division:	Systems Operations Division (SOD)
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Target SEC Clients/Stakeholders/Customers
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Enrolled account and compliance with MC28 series of 2020 (https://www.sec.gov.ph/mc28-submission-portal/#gsc.tab=0) and MC3 series of 2021 (https://www.sec.gov.ph/mc-2021/mc-no-03-s-2021/#gsc.tab=0) (Sample: 1 enrolled account)	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Enroll an account in eFast portal both for company and authorized filer. **Location:** https://efast.sec.gov.ph/user/login	1.1. Review the enrolled account including the attached document as compliance both in Electronic Filing and Submission Tool (eFast) and MC28 portal.	None	5 minute/s	• SOD Assigned Reviewer; Information and Communications Technology Department (ICTD)
	1.2. Verify the account if it complies with the requirements otherwise, there is a reason/s to be indicated in the account as findings/remarks.		2 minute/s	• SOD Assigned Reviewer; Information and Communications Technology Department (ICTD)
Total Processing Time:		Working Days: 7 minute/s		
Total Processing Fee:		Total Standard Fee: None		

Electronic Records Management Division (ERMD)

External Services

1. Receiving walk-in of correspondence and other documents

This is where the public can submit their written inquiries or government requests

Office or Division:	Electronic Records Management Division (ERMD)
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	ALL
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Letter request for inquiries/comments or a government request (Sample: 1 1 Original copy)	Securities and Exchange Commission - Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit letter/ correspondence documents **Location:** 3rd Floor, SEC Headquarters 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209	1.1. Stamped receipt the documents. Return 1 copy as proof of receipt	None	5 minute/s	• SEC Computer Operator; Electronic Records Management Division (ERMD)
	1.2. Encode, scan, and upload the documents in the Electronic Networked Document Organization Workbench (ENDOW), and generate a Quick Response (QR) code		30 minute/s	• SEC Computer Operator; Electronic Records Management Division (ERMD)
	1.3. Transmit letters to the concerned department or addressee		30 minute/s	• SEC Computer Operator ; Electronic Records Management Division (ERMD)
Total Processing Time:		Working Days: 1 hour/s, 5 minute/s		
Total Processing Fee:		Total Standard Fee: None		

2. Request by Enrolled Government Agencies for Digital Plain copy/copies of Corporate Documents via SCORE

This is where the enrolled government agency can obtain a digital plain copy(s) of corporate records filed with the Commission.

Office or Division:	Electronic Records Management Division (ERMD)
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	Government Agency
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Email Request (Sample: 1 electronic copy)	Securities and Exchange Commission - email it to: isdmd@sec.gov.ph

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. 1. Request for an account to SEC Swift Corporate and Other Records Exchange Protocol (SCORE) **Location:** isdmd@sec.gov.ph	1. Review the account, including the Memorandum of Agreement between the Securities and Exchange Commission	None	5 minute/s	• SEC Officer I Information Systems Development & Management Division; Information and Communications Technology Department (ICTD)
2. 2. Login using the credentials count, Search the company, and select the requested document **Location:** http://score.sec.gov.ph/user/login	2. Log in to view the requested documents	None	2 minute/s	• SEC Information Technology Officer I; Electronic Records Management Division (ERMD)
3. Download the requested document **Location:** https://score.sec.gov.ph/user/login	3. Approved the document	None	3 minute/s	• SEC Information Technology Officer I; Electronic Records Management Division (ERMD)
Total Processing Time:		Working Days: 10 minute/s		
Total Processing Fee:		Total Standard Fee: None		

3. Request for Digital Plain Copies of Corporate Documents via eSEARCH

This is where the public can secure a digital plain copy of corporate documents filed with the Commission.

Office or Division:	Electronic Records Management Division (ERMD)
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	ALL
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. eSECURE Online registration form (Sample: 1 electronic copy)	Securities and Exchange Commission - https://esecure.sec.gov.ph/register/local-resident/contact-info

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Creates an account to eSECURE to access the eSEARCH facility **Location:** https://esecure.sec.gov.ph/register/local-resident/contact-info	1. Review the enrolled account and send the OTP verification	None	10 minute/s	• SEC Administrative Officer II Information Systems Development & Management Division; Information and Communications Technology Department (ICTD)
2. Click on the eSEARCH tab on the SEC website and log in using the eSECURE credentials **Location:** www.sec.gov.ph>Online Services>eSEARCH	2. Verifies the username and password	None	5 minute/s	• SEC Information Technology Officer I Information Systems Development & Management Division; Information and Communications Technology Department (ICTD)
3. Search the company, select the document, add it to the cart, and Pay the fee through the eSPAYSEC **Location:** espaysec.sec.gov.ph/payment-portal/home **Notes/Instruction:** Fees are based on the issuance of SEC MC 6, s. 2025	3. Payment Assessment Form (PAF) sent via email	**Possible Fees** Breakdown: Financial Statement: PHP 375 General Information Sheet: PHP 375 Combined Articles and Bylaws: PHP 375 Articles of Inc./Amended: PHP 375 Articles of Partnership: PHP 375	10 minute/s	• SEC Administrative Officer II,; Electronic Records Management Division (ERMD)
4. After payment, log in using the credentials to access the digital copy of the document within the downloadable period of 7 days **Location:** https://esearch.sec.gov.ph/user/login	4. Any problem encountered or have concerns, please lodge a ticket through iMessage online ticketing system at imessage.sec.gov.ph	None	10 minute/s	• SEC Administrative Assistant II; Electronic Records Management Division (ERMD) • SEC Administrative Officer II; Electronic Records Management Division (ERMD)
Total Processing Time:		Working Days: 35 minute/s		
Total Processing Fee:		Total Standard Fee: None		

	See other fees below

Possible Fees

- **Financial Statement** : 375
- **General Information Sheet** : 375
- **Combined Articles and Bylaws** : 375
- **Articles of Inc./Amended** : 375
- **Articles of Partnership** : 375

4. Request for Plain and/or Authenticated Copies of Documents via Call Center Agent or SEC Online Request Portal

This is where the public can secure a plain or authenticated copy of corporate documents on file with the Commission through delivery services

Office or Division:	Electronic Records Management Division (ERMD)
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. 1. Fill Out Customer Details Online (Sample: 1 Electronic copy)	Securities and Exchange Commission - www.secexpress.ph or Telephone No. 8737-8888

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Make an order through a call or by going online **Location:** www.secexpress.ph or Telephone No. 8737-8888 **Notes/Instruction:** Note: ● Services are through SEC Third-party provider ● Fees and Charges based on the MC 6, s. of 2025	1.1. Receives order and gets required information; emails fee to be paid; or amount of payment is shown on the order form for online request.	None	10 minute/s	• SEC Computer Operator ; Electronic Records Management Division (ERMD)
	1.2. If documents are available in the SEC data system, the client will proceed to the Payment assessment.		15 minute/s	• SEC Computer Operator; Public Reference Unit
	1.3. If the documents are not available, the request will be marked for manual searching, and the client will receive feedback within 24 hours		1 working day/s	• SEC Computer Operator ; Public Reference Unit
2. Pay using online banking, payment counters, or credit card **Location:** Visa and Mastercard credit cards, Maya wallet, Gcash, BDO , UnionBank, ChinaBank, BPI Express, Metrobank,SM Supermarket outlet,Robinson's Department Store, ECPay partner outlet, and Cebuana Lhuillier Pawnshop **Notes/Instruction:** Note: The retrieval of the Original File from the SEC Ortigas on a scheduled basis is needed for the following reasons: • Documents have missing page/s • Document is unreadable • Other findings - Retrieval period is 3 days	2.1. Issues Payment Assessment Form (PAF), through email	**Possible Fees** Breakdown: Plain Copy: AI/AAI: PHP 750 BL/ABL: PHP 750 GIS: PHP 750 ICS: PHP 750 Resolution: PHP 750 Secretary's Certificate: PHP 750 Board Resolution: PHP 750 RDS: PHP 750 Deed of Assign: PHP 750 Other documents per pages: PHP 25 Authenticated Copy: AI/AAI: PHP 1000 BL/ABL: PHP 1000 GIS: PHP 1000 ICS: PHP 1000 Resolution: PHP 1000 RDS: PHP 1000 Deed of Assign: PHP 1000 Other documents per pages: PHP 50	10 minute/s	• SEC Computer Operator ; Electronic Records Management Division (ERMD)
	2.2. Verifies orders and prints all documents.		1 working day/s	• SEC Computer Operator ; Electronic Records Management Division (ERMD)
	2.3. Checks the completeness, clarity, and correctness of the period covered, and form type. The Certified copy officer will initial before forwarding to the signatory		1 working day/s	• SEC Computer Operator ; Public Reference Unit • SEC Administrative Assistant II; Public Reference Unit
	2.4. Sign authenticated document(s) and transmit for delivery		1 working day/s	• SEC Supervising Administrative Officer ; Electronic Records Management Division (ERMD) • SEC Administrative Officer IV ; Public Reference Unit
	2.5. Dispatch the documents The charges will depend on the weight of the package, and the delivery period in Visayas and Mindanao may be extended if there are issues with weather conditions, force majeure, or airline		1 working day/s	• SEC Computer Operator ; Public Reference Unit

	congestion. With advisory posted @ www.secexpress.ph NCR – 5 working days upon the release of documents from the SEC Outside NCR - 7 working days upon the release of documents from the SEC			
Total Processing Time:		Working Days: 5 working day/s, 35 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Possible Fees

- **Plain Copy: AI/AAI** : 750
- **BL/ABL** : 750
- **GIS** : 750
- **ICS** : 750
- **Resolution** : 750
- **Secretary's Certificate** : 750
- **Board Resolution** : 750
- **RDS** : 750
- **Deed of Assign** : 750
- **Other documents per pages** : 25
- **Authenticated Copy: AI/AAI** : 1000

5. Request via iMessage online ticketing system at imessage.sec.gov.ph

This platform allows the public to create a ticket via iMessage for the following helps topics:

1. Concerns or inquiries regarding the Issuance of Certified True Copies and plain copies of SEC documents

2. Request for documents not available in eSEARCH

3. Status of latest FS, GIS and other secondary reports submissions

4. Submitted documents through eFAST and

5. Electronic SEC Education, Analysis, and Research Computing Hub (eSEARCH) Inquiry.

Office or Division:	Electronic Records Management Division (ERMD)
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. eSECURE Online registration /https://esecure.sec.gov.ph Tax Identification Number	
For Situational Requirement	
A. Situational Requirement	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. 1. Log in using eSECURE account credentials at imessage.sec.gov.ph, open a new ticket, and select the applicable service. Fill out the required fields then create ticket **Location:** https://imessage.sec.gov.ph/	1.1. Receives the created ticket	None	10 minute/s	• SEC Information Technology Officer I; Electronic Records Management Division (ERMD) • SEC Administrative Officer IV; Electronic Records Management Division (ERMD) • SEC Administrative Officer II; Electronic Records Management Division (ERMD) • SEC Administrative Assistant II; Electronic Records Management Division (ERMD)
	1.2. Reviews the request based on the details in the submitted ticket		7 hour/s	• SEC Information Technology Officer I ; Electronic Records Management Division (ERMD) • SEC Administrative Officer IV; Electronic Records Management Division (ERMD) • SEC Administrative Officer II; Electronic Records Management Division (ERMD) • SEC Administrative Assistant II;

				Electronic Records Management Division (ERMD)
	1.3. Responds to the request		10 minute/s	• SEC Information Technology Officer I; Electronic Records Management Division (ERMD) • SEC Administrative Officer IV; Electronic Records Management Division (ERMD) • SEC Administrative Officer II; Electronic Records Management Division (ERMD) • SEC Administrative Assistant II; Electronic Records Management Division (ERMD)
2. Receive the response **Location:** https://imessage.sec.gov.ph/	2. Close the ticket	None	10 minute/s	• SEC Information Technology Officer I; Electronic Records Management Division (ERMD) • SEC Administrative Officer IV; Electronic Records Management Division (ERMD) • SEC Administrative Officer II; Electronic Records Management Division (ERMD) • SEC Administrative Assistant II; Electronic Records Management Division (ERMD)
Total Processing Time:		Working Days: 7 hour/s, 30 minute/s		
Total Processing Fee:		Total Standard Fee: None		

6. Submission and Acceptance of Corporate Reportorial Requirements, and Issuance of Quick Response (QR) Code via eFAST

Receiving reports submitted through the Electronic Filing and Submission Tool (eFAST) by corporations periodically, such as General Information Sheet, Financial Statements, and Secondary reports, etc.

Office or Division:	Electronic Records Management Division (ERMD)
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Registered Companies
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. 1. Accomplished reports such as General Information Sheets, Financial Statements, and other Secondary Reports in a prescribed format (Sample: 1 Electronic PDF)	Securities and Exchange Commission - https://efast.sec.gov.ph/

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. 1. Filer log in to their eFAST accounts to upload and submit reports. Select "View" to upload forms and "Submit New Form" and "Form type" to be Uploaded and "Choose File" button to select file. When done, click Upload and submit documents. **Location:** https://efast.sec.gov.ph/	1.1. Log in to eFAST, and review for compliance with the prescribed format, clarity of images, completeness of pages, presence of signatures, and notarization.	None	15 minute/s	• SEC Assistant Computer Operator; Receiving Unit • SEC Computer Operator, ; Receiving Unit
	1.2. Accepts reports and issues a Quick Response (QR) code or		5 minute/s	• SEC Computer Operator; Receiving Unit • SEC Assistant Computer Operator ; Receiving Unit
	1.3. Reverts report by indicating the reason/s via email		5 minute/s	• SEC Computer Operator; Receiving Unit • SEC Assistant Computer Operator ; Receiving Unit
2. Receive Quick Response (QR) code **Location:** https://efast.sec.gov.ph/ **Notes/Instruction:** *During the peak period submission filing period, the schedule is based on the issuance of SEC Memorandum Circular. An increase in the volume of submitted reports may lead to extended processing time.*	2. Reports that have passed the QA are uploaded to the SEC database and available to the public through the SEC Online Request System.	None	2 working day/s	• SEC Computer Operator; Receiving Unit • SEC Assistant Computer Operator; Receiving Unit
Total Processing Time:		Working Days: 2 working day/s, 25 minute/s		
Total Processing Fee:		Total Standard Fee: None		

7. Submission and Acceptance of Reports Not Available in eFAST, and Issuance of Quick Response (QR) code via iMessage online ticketing system at imessage.sec.gov.ph

Receiving reports not available in the Electronic Filing and Submission Tool (eFAST)

Office or Division:	Electronic Records Management Division (ERMD)
Classification:	Simple
Type of Transaction:	G2B (Government to Business)
Who may avail:	Registered Companies and Foreign Exempt Issuer
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Reports that need to be submitted (Sample: 1 PDF file copy)	Securities and Exchange Commission - imessage.sec.gov.ph

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Scan the document and save it as a PDF file for submission **Location:** **imessage.sec.gov.ph**	1.1. The Agent Head will assign the ticket number to the Agent User	None	5 minute/s	• SEC Supervising Administrative Officer ; Micrographics Unit • SEC Information Technology Officer I; Micrographics Unit
	1.2. The Agent User will download and check the clarity of the images, ensure the completeness of pages, and the presence of signatures. Issues a Quick Response (QR) code if compliant or		30 minute/s	• SEC Computer Operator ; Micrographics Unit
	1.3. Reverts non- compliant report by indicating the reason/s via imessage.sec.gov.ph or		10 minute/s	• SEC Computer Operator ; Micrographics Unit
	1.4. Transfer to another department if not related to ERMD.		5 minute/s	• SEC Information Technology Officer I ; Micrographics Unit
	1.5. Issues QR code and closed the ticket The steps for encoding and uploading to the SEC Electronic Networked Document Organization Workbench (ENDOW), are as follows: a. Download the accepted report, encode, and upload to the ENDOW. The system will generate the QR code b. Download the QR code and attach to the email correspondence		2 hour/s	• SEC Computer Operator ; Micrographics Unit
2. Receives the Quick Response (QR) code **Location:** imessage.sec.gov.ph **Notes/Instruction:** Note: During the peak submission period, an increase in the volume of submitted reports may lead to longer processing time	2. Accepted reports are encoded and uploaded to the SEC database and will be made available to the public through the SEC Online Request System.	None	1 working day/s	• SEC Computer Operator ; Micrographics Unit

Total Processing Time:	Working Days: 1 working day/s, 2 hour/s, 50 minute/s
Total Processing Fee:	Total Standard Fee: None

Information Systems Development and Management Division (ISDMD)

External Services

1. Complex assistance to the various Securities and Exchange Commission (SEC) Online Systems

Provide complex support for clients of the Securities and Exchange Commission (SEC) online systems. It includes troubleshooting systems technical issues, addressing technical user concerns, and ensuring the efficient operation of the following digital platforms:

- Electronic Securities and Exchange Commission Universal Registration Environment (eSECURE)

- Electronic Application for Modification of Entity Data (eAMEND)

- Application Program Interface (API) Marketplace

Office or Division:	Information Systems Development and Management Division (ISDMD)
Classification:	Complex
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Target SEC Clients/Stakeholders/Customer
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Electronic Securities and Excahnge Commission Universal Registration Environment (eSECURE) Account (1) Electronic Copy	Securities and Exchange Commission (SEC) - Information Systems Development and Management Division (ISDMD)

Remarks:

imessage.sec.gov.ph

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Create and submit ticket thru Securities and Exchange Commission (SEC) iMessage **Location:** imessage.sec.gov.ph	1. 1. Receives created and submitted tickets. 1.1. Attends to the request based on the details stated in the ISDMD Service Request Form/ fillable 1.2. Responds to the ticket that the request has been completed thru SEC iMessage 1.3. Sends the Customer Client Satisfaction Survey link	None	6 working day/s, 7 hour/s, 30 minute/s	• Information Technology Officer II; Information Systems Development and Management Division (ISDMD) • Information Systems Analyst II; Information Systems Development and Management Division (ISDMD) • Information Systems Analyst I; Information Systems Development and Management Division (ISDMD) • Data Controller; Information Systems Development and Management Division (ISDMD) • Administrative Assistant II; Information Systems Development and Management Division (ISDMD)
2. Submits accomplished Customer Client Satisfaction Survey **Location:**	2. Receives the Customer Client Satisfaction Survey ratings	None	30 minute/s	• Information Systems Analyst I; Information Systems Development and Management Division (ISDMD)

www.tinyurl.com/ICTD-ISDMD-External				
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		

2. Complex Request for Listing

We provide the client list of registered corporations together with the name of corporation, registration number, date registered and address for thesis and business purposes. Specific listing covered by this service are as follows:

- *Registered for more than a year and maximum of five (5) years*
- *Two (2) to three (3) codes/divisions as per industry classification within a year*
- *Registered within one (1) or two (2) cities/provinces more than a year and maximum of five (5) years*

Office or Division:	Information Systems Development and Management Division (ISDMD)
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Target SEC Clients/Stakeholders/Customer
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Fully Accomplished Request Form (1) Electronic Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Securities and Exchange Commission (SEC) Website

Remarks:

www.sec.gov.ph

imessage.sec.gov.ph

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Create and submit ticket thru Securities and Exchange Commission (SEC) iMessage Fill-up request form and submit to ICTD for review and preparation of Payment Assessment Form (PAF) for the Initial Payment of request. **Location:** www.sec.gov.ph , imessage.sec.gov.ph	1. Review request and prepare Payment Assessment Form (PAF) for the initial payment	None	30 minute/s	• Information System Analyst I; Information Systems Development and Management Division (ISDMD)
2. Make payment for the initial fee using the payment options stated in Payment Assessment Form (PAF) . a. Thru Electronic System for Payment to SEC (eSPAYSEC) at https://espaysec.sec.gov.ph b. Over the Counter Payment at any LandBank branch nationwide Send the proof of payment or the electronic Official Receipt (eOR) to Information and Communications Technology Department (ICTD) via email for the generation of the requested data listing. **Location:** Payment should be made thru Electronic Systems for Payment to SEC (eSPAYSEC) at https://espaysec.sec.gov.ph or over the counter payment at any Landbank branch nationwide **Notes/Instruction:**	2. Acknowledge the copy of proof of payment.. Generates the requested listings, as follows: - Registered for more than a year and maximum of five (5) years - Two (2) to three (3) codes/divisions as per industry classification within a year - Registered within one (1) or two (2) cities/provinces more than a year and maximum of five (5) years	**Standard Fees** Breakdown: Initial Payment: PHP 200 Total: PHP 200	6 working day/s, 6 hour/s, 30 minute/s	• Information Systems Analyst I; Information Systems Development and Management Division (ISDMD) • Information Technology Officer I; Systems Operations Division (SOD)

Acknowledgement of proof of payment is subject to the processing of the client's payment				
3. Make payment for the final fee using the payment options stated in Payment Assessment Make Form (PAF) . a. Thru eSPAYSEC at https://espaysec.sec.gov.ph b. Over the Counter Payment at any LandBank branch nationwide **Location:** Make payment at https://espaysec.sec.gov.ph or over the counter at any Landbank branches nationwide nationwide **Notes/Instruction:** Acknowledgement of Proof of Payment is subject to the processing of client's payment	3. Prepares and email Payment Assessment Form (PAF) for the additional/final payment.	**Possible Fees** Breakdown: Special Program Fee for Researchers : PHP 1000 **Formula Fees** Breakdown: Computer Processing Fee	30 minute/s	• Information Technology Officer I; Systems Operations Division (SOD) • Information Systems Anslyst I; Information Systems Development and Management Division (ISDMD)
4. Send the Proof of Payment or the Electronic Official Receipt (eOR) to ICTD via email for the release of the requested data listing **Location:** mjmpaquiz@sec.gov.ph / imessage.sec.gov.ph	4. Accept Proof of Payment and release of data requested. Send link for the Customer Client Satisfaction Survey (CCSS)	None	15 minute/s	• Information Systems Analyst I; Information Systems Development and Management Division (ISDMD)
5. Submit accomplished Customer Client Satisfaction Survey (CCSS) **Location:** www.tinyurl.com/ICTD-ISDMD-External	5. Receives the Customer Client Satisfaction Survey (CCSS) rating	None	15 minute/s	• Information Systems Analyst I; Information Systems Development and Management Division (ISDMD)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 200 See other fees below		

Possible Fees

- **Special Program Fee for Researchers** : 1000

Formula / Schedule of Fees

- **Computer Processing Fee**

  P4.00 per minute

3. Highly Technical Assistance to the various Securities and Exchange Commission (SEC) Online Systems

Provide highly technical support for clients of the Securities and Exchange Commission (SEC) online systems. It includes troubleshooting systems technical issues, addressing technical user concerns, and ensuring the efficient operation of the following digital platforms:

- Electronic Securities and Exchange Commission Universal Registration Environment (eSECURE)

- Electronic Application for Modification of Entity Data (eAMEND)

- Application Program Interface (API) Marketplace

Office or Division:	Information Systems Development and Management Division (ISDMD)
Classification:	Highly Technical
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Target SEC Clients/Stakeholders/Customer
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Electronic Securities and Excahnge Commission Universal Registration Environment (eSECURE) Account (1) Electronic Copy	Securities and Exchange Commission (SEC) - Information Systems Development and Management Division (ISDMD)

Remarks:

imessage.sec.gov.ph

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Create and submit ticket thru Securities and Exchange Commission (SEC) iMessage **Location:** imessage.sec.gov.ph	1. 1. Receives created and submitted tickets. 1.1. Attends to the request based on the details stated in the ISDMD Service Request Form/ fillable 1.2. Responds to the ticket that the request has been completed thru SEC iMessage 1.3. Sends the Customer Client Satisfaction Survey link	None	19 working day/s, 7 hour/s, 30 minute/s	• Information Technology Officer II; Information Systems Development and Management Division (ISDMD) • Information Systems Analyst II; Information Systems Development and Management Division (ISDMD) • Information Systems Analyst I; Information Systems Development and Management Division (ISDMD) • Data Controller; Information Systems Development and Management Division (ISDMD) • Administrative Assistant II; Information Systems Development and Management Division (ISDMD)
2. Submits accomplished Customer Client Satisfaction Survey **Location:**	2. Receives the Customer Client Satisfaction Survey ratings	None	30 minute/s	• Information Systems Analyst I; Information Systems Development and Management Division (ISDMD)

www.tinyurl.com/ICTD-ISDMD-External				
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		

4. Highly Technical Request for Listing

We provide the cient list of registered corporations together with the name of corporation, registration number, date registered and address for thesis and business purposes. Specific listings covered by this service are as follows:

- *More than three (3) codes/divisions industry classification (regardless of period covered)*
- *Registered within three (3) or more cities or provinces*
- *Registered for more than five (5) years*

Office or Division:	Information Systems Development and Management Division (ISDMD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Target SEC Clients/Stakeholders/Customers
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Fully Accomplished Request Form (1) Electronic Copy	Securities and Exchange Commission - Information and Communications Technology Department

Remarks:

www.sec.gov.ph , imessage.sec.gov.ph

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Create and submit ticket thru Securities and Exchange Commission (SEC) iMessage 1.1 Fill-up request form and submit to ICTD for review and preparation of Payment Assessment Form (PAF) for the Initial Payment of request. **Location:** www.sec.gov.ph , imessage.sec.gov.ph	1. Review request and prepare Payment Assessment Form (PAF) for the initial payment.	None	30 minute/s	• Information Systems Analyst I; Information Systems Development and Management Division (ISDMD)
2. Make payment for the initial fee using the payment options stated in Payment Assessment Form (PAF). a. Thru Electronic System for Payment to SEC (eSPAYSEC) at https://espaysec.sec.gov.ph b. Over the Counter Payment at any LandBank branch nationwide Send the proof of payment or the electronic Official Receipt (eOR) to ICTD via email for the generation of the requested data listing. **Location:** Make payment at https://espaysec.sec.gov.ph or over the counter at any Lanbank branches nationwide **Notes/Instruction:** Acknowledgement of Proof of payment is subject to the processing of client's payment	2. Acknowledge the copy of proof of payment. 2.1. Generates the requested listings, as follows: - Registered for more than a year and maximum of five (5) years - Two (2) to three (3) codes/divisions as per industry classification within a year - Registered within one (1) or two (2) cities/provinces more than a year and maximum of five (5) years	**Standard Fees** Breakdown: Initial Payment: PHP 200 Total: PHP 200	19 working day/s, 6 hour/s, 30 minute/s	• Information Systems Analyst I; Information Systems Development and Management Division (ISDMD) • Information Technology Officer I; Systems Operations Division (SOD)
3. Make payment for the final fee using the payment options stated in Payment Assessment Make Form (PAF) . a.Thru eSPAYSEC	3. Prepares and email Payment Assessment Form (PAF) for the additional/final payment.	**Possible Fees** Breakdown: Special Program Fee for Researchers:	30 minute/s	• Information System Analyst I; Information Systems

at https://espaysec.sec.gov.ph b. Over the Counter Payment at any LandBank branch nationwide **Location:** Make payment at https://espaysec.sec.gov.ph or over the counter at any Landbank branches nationwide **Notes/Instruction:** Acknowledgement of Proof of Payment is subject to the processing of client's payment		PHP 1000 **Formula Fees** Breakdown: Computer Processing Fee		Development and Management Division (ISDMD) • Information Technology Officer I; Systems Operations Division (SOD)
4. Send the proof of payment or the Electronic Official Receipt (eOR) to Information and Communications Technology Department (ICTD) via email for the release of the requested data listing. **Location:** mjmpaquiz@sec.gov.ph imessage@sec.gov.ph	4. Accept Proof of Payment and release of data requested. Send link for the Customer Client Satisfaction Survey (CCSS)	None	15 minute/s	• Information Systems Analyst I; Information Systems Development and Management Division (ISDMD)
5. Submit accomplished Customer Client Satisfaction Survey(CCSS) **Location:** www.tinyurl.com/ICTD-ISDMD-External	5. Receives the Customer Client Satisfaction Survey ratings	None	15 minute/s	• Information Systems Analyst I; Information Systems Development and Management Division (ISDMD)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 200 See other fees below		

Possible Fees

- **Special Program Fee for Researchers** : 1000

Formula / Schedule of Fees

- **Computer Processing Fee**

  P4.00 per minute

5. Simple assistance to the various Securities and Exchange Commission (SEC) Online Systems

Provide simple support for clients of the Securities and Exchange Commission (SEC) online systems. It includes troubleshooting systems technical issues, addressing technical user concerns, and ensuring the efficient operation of the following digital platforms:

- Electronic Securities and Exchange Commission Universal Registration Environment (eSECURE)

- Electronic Application for Modification of Entity Data (eAMEND)

- Application Program Interface (API) Marketplace

Office or Division:	Information Systems Development and Management Division (ISDMD)
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Target SEC Clients/Stakeholders/Customer
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Electronic Securities and Excahnge Commission Universal Registration Environment (eSECURE) Account (1) Electronic Copy	Securities and Exchange Commission (SEC) - Information Systems Development and Management Division (ISDMD)

Remarks:

imessage.sec.gov.ph

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Create and submit ticket thru Securities and Exchange Commission (SEC) iMessage **Location:** imessage.sec.gov.ph	1. 1. Receives created and submitted tickets. 1.1. Attends to the request based on the details stated in the ISDMD Service Request Form/ fillable 1.2. Responds to the ticket that the request has been completed thru SEC iMessage 1.3. Sends the Customer Client Satisfaction Survey link	None	2 working day/s, 7 hour/s, 30 minute/s	• Information Technology Officer II; Information Systems Development and Management Division (ISDMD) • Information Systems Analyst II; Information Systems Development and Management Division (ISDMD) • Information Systems Analyst I; Information Systems Development and Management Division (ISDMD) • Data Controller; Information Systems Development and Management Division (ISDMD) • Administrative Assistant II; Information Systems Development and Management Division (ISDMD)
2. Submits accomplished Customer Client Satisfaction Survey **Location:**	2. Receives the Customer Client Satisfaction Survey ratings	None	30 minute/s	• Information Systems Analyst I; Information Systems Development and Management Division (ISDMD)

www.tinyurl.com/ICTD-ISDMD-External				
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: None		

6. Simple request for Listing

We provide the client list of registered corporations together with the name of corporation registration number, date registered and address for thesis and business purposes. Specific listing covered by this service are as follows:

- *Registered for a period of one (1) year*
- *One (1) code/division as per industry classification within a year*

Office or Division:	Information Systems Development and Management Division (ISDMD)
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Target SEC Clients/Stakeholders/Customers
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Accomplished request Form (1) Electronic Copy	Securities and Exchange Commission - SEC Website
Remarks: *www.sec.gov.ph* *imessage.sec.gov.ph*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Create and submit ticket thru Securities and Exchange Commission (SEC) iMessage 1.1 Fill-up request form and submit to ICTD for review and preparation of Payment Assessment Form (PAF) for the Initial Payment of request. **Location:** www.sec.gov.ph imessage.sec.gov.ph	1. Review request and prepare Payment Assessment Form (PAF) for the initial payment.	None	30 minute/s	• Information Systems Analyst I; Information Systems Development and Management Division (ISDMD)
2. Make payment for the initial fee using the payment options stated in Payment Assessment Form (PAF) . a. Thru Electronic System for Payment to SEC (eSPAYSEC) at https://espaysec.sec.gov.ph b. Over the Counter Payment at any LandBank branch nationwide Send the proof of payment or the electronic Official Receipt (eOR) to Information and Communications technology Department (ICTD) via email for the generation of the requested data listing. **Location:** Make payment thru Electronic System for Payment to SEC (ePAYSEC) at https://espaysec.sec.gov.ph or Over the Counter Payment at any Landbank Branches nationwide **Notes/Instruction:** Acknowledgement of Proof of Payment is subject to the processing of the client's payment	2. 2. Acknowledge the copy of proof of payment.. 2.1. Generates the requested listings, as follows: -Registered for more than a year and maximum of five (5) years - Two (2) to three (3) codes/divisions as per industry classification within a year - Registered within one (1) or two (2) cities/provinces more than a year and maximum of five (5) years	**Standard Fees** Breakdown: Initial Fee: PHP 200 Total: PHP 200	2 working day/s, 6 hour/s, 30 minute/s	• Information Systems Analyst I; Information Systems Development and Management Division (ISDMD) • InformationTechnology Officer I; Systems Operations Division (SOD)

3. Make payment for the final fee using the payment options stated in Payment Assessment Make Form (PAF) . a. Thru Electronic System for Payment to SEC (ePAYSEC) at https://espaysec.sec.gov.ph b. Over the Counter Payment at any LandBank branch nationwide **Location:** Make payment thru Electronic System for Payment to SEC (ePAYSEC) at https://espaysec.sec.gov.ph or Over the Counter Payment at any Landbank Branches nationwide **Notes/Instruction:** Acknowledgement of Proof of paymeny is subject to the processing of client's payment	3. Prepares and email Payment Assessment Form (PAF) for the additional/final payment.	**Possible Fees** Breakdown: Special Program Fee for Researchers: PHP 1000 **Formula Fees** Breakdown: Computer Processing Fee	30 minute/s	• Information Technology Officer I ; Systems Operations Division (SOD) • Information System Analyst I; Information Systems Development and Management Division (ISDMD)
4. Send the proof of payment or the Electronic Official Receipt (eOR) to ICTD via email for the release of the requested data listing. **Location:** mjmpaquiz@sec.gov.ph imessage.sec.gov.ph	4. Accept Proof of Payment and release of data requested. Send link for the Customer Client Satisfaction Survey (CCSS)	None	15 minute/s	• Information Systems Analyst I; Information Systems Development and Management Division (ISDMD)
5. Submit accomplished Customer Client Satisfaction Survey(CCSS) **Location:** www.tinyurl.com/ICTD-ISDMD-External	5. Receives the Customer Client Satisfaction Survey ratings	None	15 minute/s	• Information Systems Analyst I; Information Systems Development and Management Division (ISDMD)
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 200 See other fees below		

Possible Fees

- **Special Program Fee for Researchers** : 1000

Formula / Schedule of Fees

- **Computer Processing Fee**

  P4.00 per minute

Company Analytics and Statistics Division (CASD)

External Services

1. Certification of Rank in the Philippines Top 1000 Corporations

This presents the process flow for requesting a certification of a corporation's rank in the Top Philippine Corporations in a given fiscal year, which is prepared by and in the custody of the Economic Research and Training Department (ERTD). Any of the company's duly authorized representatives may request a Certification for whatever legal purpose it may serve (e.g., securing of employment or travel visas, proof of qualification for public bidding, client prospecting activities).

Office or Division:	Company Analytics and Statistics Division (CASD)
Classification:	Simple
Type of Transaction:	G2B (Government to Business)
Who may avail:	Corporations included in the Annual Ranking
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Letter of request (1) Electronic Copy	Applicant / Client

Remarks:

Letter of request signed by the company head or authorized officer containing the following information:

- *Information about the company (i.e., Name, Address, Contact Number, Email Address);*
- *Purpose of the request; and*
- *Fiscal Year covered*

For Situational Requirement	
A. If requesting a hard copy of the certificate, the following additional requirements must be provided and presented upon claiming it:	
A.1. Letter of Request (1) Electronic Copy	Applicant / Client

Remarks:

Letter of request must be signed by the company head or authorized officer containing the following information:

- *Information about the company (i.e., Name, Address, Contact Number, Email Address);*
- *Purpose of the request; and*
- *Fiscal Year covered*

A.2. Signed Authorization Letter (1) Original Copy	Applicant / Client

Remarks:

This is an additional requirement in case the client requests a hard copy of the certificate, which must be provided and presented upon claiming.

A.3. Valid Government Issued I.D.

- Philippine National I.D.
- Philippine Passport
- Driver's License
- Unified Multi-Purpose ID (UMID)
- Social Security System (SSS) ID
- Professional Regulation Commission (PRC) ID
- Taxpayer Identification Number (TIN) ID
- Voter's ID
- Company ID

Remarks:

This is an additional requirement in case the client requests a hard copy of the certificate, which must be provided and presented upon claiming.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit a request with an attached letter.	1.1. Acknowledge receipt of the request and coordinate with the	None	1 hour/s	• SEC Information Officer III;

Location: Through the iMessage portal using eSECURE (https://esecure.sec.gov.ph/) **Notes/Instruction:** *The letter of request should contain the complete information enumerated in the Checklist of Requirements.* *Submit a request with attached request letter via the iMessage portal using eSECURE log-in credentials, by either:* • *Search for "Certification of Rank in the Philippines; Top 1000 Corporations" in the "Service" section; or* • *Choose "Certification of Rank in the Philippines; Top 1000 Corporations" under the Economic Research and Training Department.*	client through iMessage to clarify and confirm the details.			Company Analytics and Statistics Division (CASD)
	1.2. Issue the Payment Assessment Form and advise client via iMessage regarding the payment procedures and release date of the certificate.		1 hour/s	• SEC Information Officer III; Company Analytics and Statistics Division (CASD)
2. Pay the processing fee indicated in the Payment Assessment Form. **Location:** Payment Options: 1. Online payment thru Electronic System for Payment to SEC (eSPAYSEC): sec.gov.ph/payment-portal/home 2. Over the Counter Payment at any LandBank branch nationwide from 8:30 am up to 3:00 pm only. **Notes/Instruction:** • *The processing time, which includes only business days, will stop upon issuance of the Payment Assessment Form and will resume upon client's payment of the assessed fee.* • *The assessed processing fee excludes the service fees charged by payment channels (e.g., PayMaya, GCASH, credit card company).* • *The Electronic System for Payment to SEC will issue an electronic Official Receipt to the client, copied to the processor who issued the Payment Assessment Form.*	2.1. Prepare the Certification of Rank in the Top Philippine Corporation upon validation of payment and endorse the same for review by the Supervising Statistical Specialist and Division Assistant Director.	**Standard Fees** Breakdown: Document fee: PHP 330 Total: PHP 330	2 hour/s	• SEC Information Officer III; Company Analytics and Statistics Division (CASD)
	2.2. Review the completeness of the document and affix initial below the Department Director's signature portion of the Certificate.		2 hour/s	• SEC Assistant Director, SEC Supervising Statistical Specialist; Company Analytics and Statistics Division (CASD)
	2.3. Approve and sign the certificate.		1 hour/s	• SEC Director III; Company Analytics and Statistics Division (CASD)
	2.4. Release the digital certificate via iMessage or the hard copy by appointment.		1 hour/s	• SEC Information Officer III; Company Analytics and Statistics Division (CASD)
Total Processing Time:		Working Days: 1 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 330		

2. Complex Request for SEC Statistics, Reports, and Data (SRD)

This presents the process flow of acquiring Statistics, Reports and Data (e.g., compiled data, official statistics, other data/reports on registered and regulated entities), which can be generated by the Securities and Exchange Commission (SEC) and may be provided to institutional and individual researchers, subject to further inputs and processing by the SEC Department/Office concerned.

Office or Division:	Company Analytics and Statistics Division (CASD)
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	• Government Agencies • Private Institution • Academe • Student
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. iMessage Request (Sample: 1 Pieces)	Applicant / Client

Remarks:

iMessage request containing the following information:

- *Information about the client (i.e., Name, Contact Number, Email Address);*
- *Purpose of the request; and*
- *Details of requested Statistics, Report or Data (e.g. period covered, industry classification, geographical location, specific data elements).*

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit a request. **Location:** Through the iMessage portal using eSECURE (https://esecure.sec.gov.ph/) **Notes/Instruction:** *The iMessage request should contain the complete information enumerated in the Checklist of Requirements.* *Submit a request via the iMessage portal using eSECURE (https://esecure.sec.gov.ph/) log-in credential by either:* • *Search for "SEC Statistics, Reports, and Data (SRD) - Complex" in the "Service" section; or* • *Choose "SEC Statistics, Reports, and Data (SRD) - Complex" under the Economic Research and Training Department.*	1.1. Acknowledge receipt of the request and coordinate with the client through iMessage to clarify and confirm the details.	None	7 hour/s	• SEC Information Officer III; Company Analytics and Statistics Division (CASD)
	1.2. Issue the Payment Assessment Form and advise client via iMessage regarding the payment procedures and release date of the requested Statistics, Reports or Data.		3 hour/s	• SEC Information Officer III; Company Analytics and Statistics Division (CASD)
2. Pay the processing fee indicated in the Payment Assessment Form. **Location:** Payment Options: 1. Online payment thru Electronic System for Payment to SEC (eSPAYSEC):	2.1. Generate the requested Statistics, Report, or Data upon payment validation, based on the client's confirmed details and specifications.	**Standard Fees** Breakdown: Special Program Fee: PHP 1000 Total: PHP 1000 **Formula Fees** Breakdown:	3 working day/s	• Securities Financial Specialist III, SEC Information Systems Analyst II, SEC Statistician, SEC Financial Analyst; Company Analytics and Statistics Division (CASD)

sec.gov.ph/payment-portal/home 2. Over the Counter Payment at any LandBank branch nationwide from 8:30 am up to 3:00 pm only **Notes/Instruction:** • *The processing time, which includes only business days, will stop upon issuance of the Payment Assessment Form and will resume upon client's payment of the assessed fee.* • *The assessed processing fee excludes the service fees charged by payment channels (e.g., PayMaya, GCASH, credit card company).* • *The Electronic System for Payment to SEC will issue an electronic Official Receipt to the client, copied to the processor who issued the Payment Assessment Form.*		Computer Processing Charge		
	2.2. Review and approve the prepared Statistics, Report or Data and endorse the same for release.		5 hour/s	• SEC Assistant Director, SEC Supervising Statistical Specialist; Company Analytics and Statistics Division (CASD)
	2.3. Release the requested Statistics, Reports or Data to the client via iMessage.		1 hour/s	• SEC Information Officer III; Company Analytics and Statistics Division (CASD)
Total Processing Time:		Working Days: 5 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1000 See other fees below		

Formula / Schedule of Fees

- **Computer Processing Charge**

  PhP 4.00 per minute

3. Highly Technical Request for SEC Statistics, Reports, and Data (SRD)

This presents the process flow of acquiring Statistics, Reports, and Data (e.g., compiled data, official statistics, other data/reports on registered and regulated entities), which can be generated by the Securities and Exchange Commission (SEC) and may be provided to institutional and individual researchers, subject to further inputs and processing by the SEC Department/Office concerned, and/or approval by higher-level authorities concerned.

Office or Division:	Company Analytics and Statistics Division (CASD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	• Government Agencies • Private Institution • Academe • Student
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. iMessage request. (Sample: 1 Piece)	Applicant / Client

Remarks:

iMessage request containing the following information:

- *Information about the client (i.e., Name, Contact Number, Email Address);*
- *Purpose of the request; and*
- *Details of requested Statistics, Report or Data (e.g. period covered, industry classification, geographical location, specific data elements).*

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit a request. **Location:** Through the iMessage portal using eSECURE (https://esecure.sec.gov.ph/) **Notes/Instruction:** *The iMessage request should contain the complete information enumerated in the Checklist of Requirements.* *Submit a request via the iMessage portal using eSECURE (https://esecure.sec.gov.ph/) log-in credential by either:* • *Search for "SEC Statistics, Reports, and Data (SRD) – Highly Technical" in the "Service" section; or* • *Choose "SEC Statistics, Reports, and Data (SRD) – Highly Technical" under the Economic Research and Training Department.*	1.1. Acknowledge receipt of the request and coordinate with the client through iMessage to clarify and confirm the details.	None	5 hour/s	• SEC Information Officer III; Company Analytics and Statistics Division (CASD)
	1.2. Issue the Payment Assessment Form and advise client via iMessage regarding the payment procedures and release date of the requested Statistics, Report or Data.		2 hour/s	• SEC Information Officer III; Company Analytics and Statistics Division (CASD)
2. Pay the processing fee indicated in the Payment Assessment Form. **Location:** Payment Options: 1. Online payment thru Electronic System for Payment to SEC (eSPAYSEC):	2.1. Generate the requested Statistics, Report or Data upon payment validation, based on the client's confirmed details and specifications.	**Standard Fees** Breakdown: Special Program Fee: PHP 1000 Total: PHP 1000 **Formula Fees** Breakdown:	12 working day/s	• Securities Financial Specialist III, SEC Information Systems Analyst II, SEC Statistician, SEC Economist III, SEC Financial Analyst II, SEC Data Controller; Company Analytics

sec.gov.ph/payment-portal/home 2. Over the Counter Payment at any LandBank branch nationwide from 8:30 am up to 3:00 pm only **Notes/Instruction:** • *The processing time, which includes only business days, will stop upon issuance of the Payment Assessment Form and will resume upon client's payment of the assessed fee.* • *The assessed processing fee excludes the service fees charged by payment channels (e.g., PayMaya, GCASH, credit card company).* • *The Electronic System for Payment to SEC will issue an electronic Official Receipt to the client, copied to the processor who issued the Payment Assessment Form.*		Computer Processing Charge		and Statistics Division (CASD)
	2.2. Review and approve the prepared Statistics, Report or Data and endorse the same for release.		2 working day/s	• SEC Assistant Director, SEC Supervising Statistical Specialist; Company Analytics and Statistics Division (CASD)
	2.3. Release the requested Statistics, Report, or Data to the client via iMessage.		1 hour/s	• SEC Information Officer III; Company Analytics and Statistics Division (CASD)
Total Processing Time:		Working Days: 15 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1000 See other fees below		
Formula / Schedule of Fees • **Computer Processing Charge** PhP 4.00 per minute				

4. Provision of Copy of the Philippines Top 1000 Corporations

This presents the process flow for requesting a copy of the latest available Annual Ranking of Top Philippine Corporations, which is produced by and in custody of the Economic Research and Training Department (ERTD) and may be requested by and provided to institutional and individual researchers.

Office or Division:	Company Analytics and Statistics Division (CASD)
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	• Government Agencies • Private Institution • Academe • Student
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. iMessage request (Sample: 1 Pieces)	Applicant / Client

Remarks:

iMessage request containing the following information:

- *Information about the client (i.e., Name, Contact Number, Email Address);*
- *Purpose of the request; and*
- *Details of the requested document (e.g. period covered, industry classification, geographical location, specific data elements).*

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit a request. **Location:** Through the iMessage portal using eSECURE (https://esecure.sec.gov.ph/) **Notes/Instruction:** *The iMessage request should contain the complete information enumerated in the Checklist of Requirements.* *Submit a request via the iMessage portal using eSECURE (https://esecure.sec.gov.ph/) log-in credential by either:* • *Search for "Provision of Copy of the Philippines Top 1000 Corporations" in the "Service" section; or* • *Choose "Provision of Copy of the Philippines Top 1000 Corporations" under the Economic Research and Training Department.*	1.1. Acknowledge receipt of the request and coordinate with the client through iMessage to clarify and confirm the details.	None	2 hour/s	• SEC Information Officer III; Company Analytics and Statistics Division (CASD)
	1.2. Issue the Payment Assessment Form and advise client via iMessage regarding the payment procedures and release date of the publication.		1 hour/s	• SEC Information Officer III; Company Analytics and Statistics Division (CASD)
2. Pay the processing fee indicated in the Payment Assessment Form. **Location:** Payment Options: 1. Online payment thru Electronic System for Payment to SEC (eSPAYSEC):	2.1. Retrieve the requested document upon payment validation, based on the client's confirmed details and specifications.	**Formula Fees** Breakdown: Narrative ReportSchedules Directory	2 hour/s	• Securities Financial Specialist III, SEC Financial Analyst II; Company Analytics and Statistics Division (CASD)

sec.gov.ph/payment-portal/home 2. Over the Counter Payment at any LandBank branch nationwide from 8:30 am up to 3:00 pm only **Notes/Instruction:** • *The processing time, which includes only business days, will stop upon issuance of the Payment Assessment Form and will resume upon client's payment of the assessed fee.* • *The assessed processing fee excludes the service fees charged by payment channels (e.g., PayMaya, GCASH, credit card company).* • *The Electronic System for Payment to SEC will issue an electronic Official Receipt to the client, copied to the processor who issued the Payment Assessment Form.*	2.2. Review the completeness of the requested document and endorse the same for release.		2 hour/s	• SEC Assistant Director, SEC Supervising Statistical Specialist; Company Analytics and Statistics Division (CASD)
	2.3. Release the requested document to the client via iMessage.		1 hour/s	• SEC Information Officer III; Company Analytics and Statistics Division (CASD)
Total Processing Time:		Working Days: 1 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Narrative Report**

  PhP 3,000 in PDF format

- **Schedules**

  Ranging from PhP 1,000 - PhP 4,000 per schedule in excel format

- **Directory**

  PhP 5,000 in PDF format

  PhP 10,000 in excel format

5. Simple Request for SEC Statistics, Reports, and Data (SRD)

This presents the process flow of acquiring readily available Statistics, Reports, and Data (e.g. SEC compiled data, official statistics, other data/reports on registered and regulated entities) which are produced by and in the custody of the Economic Research and Training Department (ERTD) and may be requested by and provided to institutional and individual researchers.

Office or Division:	Company Analytics and Statistics Division (CASD)
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	• Government Agencies • Private Institution • Academe • Student
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. iMessage request (Sample: 1 Piece)	Applicant / Client

Remarks:

iMessage request containing the following information:

- *Information about the client (i.e., Name, Contact Number, Email Address);*
- *Purpose of the request; and*
- *Details of requested Statistics, Report or Data (e.g. period covered, industry classification, geographical location, specific data elements).*

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit a request. **Location:** Through the iMessage portal using eSECURE (https://esecure.sec.gov.ph/) **Notes/Instruction:** *The iMessage request should contain the complete information enumerated in the Checklist of Requirements.* *Submit a request via the iMessage portal using eSECURE (https://esecure.sec.gov.ph/) log-in credential by either:* • *Searching for "SEC Statistics, Reports, and Data (SRD) – Simple" in the "Service" section; or* • *Choose "SEC Statistics, Reports, and Data (SRD) – Simple" under the Economic Research and Training Department.*	1.1. Acknowledge receipt of the request and coordinate with the client through iMessage to clarify and confirm the details.	None	2 hour/s	• SEC Information Officer III; Company Analytics and Statistics Division (CASD)
	1.2. Retrieve the requested Statistics, Reports, or Data based on the client's confirmed details and specifications.		4 hour/s	• SEC Information Officer III, SEC Statistician; Company Analytics and Statistics Division (CASD)
	1.3. Review the completeness of the requested Statistics, Reports, or Data and endorse the same for release.		1 hour/s	• SEC Supervising Statistical Specialist; Company Analytics and Statistics Division (CASD)
	1.4. Release the requested Statistics, Reports, or Data to the client via iMessage.		1 hour/s	• SEC Information Officer III; Company Analytics and Statistics Division (CASD)

Total Processing Time:	Working Days: 1 working day/s
Total Processing Fee:	Total Standard Fee: None

Market Professionals Development Division (MPDD)

External Services

1. Application for the Phase 1 or Phase 2 (Phase 1 Passers from 01 July 2025 onward via SEC ACES) SEC Certification Examination for Prospective Capital Market Professionals at the SEC Headquarters

This service outlines the procedure for prospective capital market professionals to apply for the SEC Certification Examinations at the SEC Headquarters:

- *Individuals applying for the Phase 1 SEC Certification Examination*
- *Phase 1 passers from July 1, 2025 onward applying for the Phase 2 SEC Certification Examinations via SEC ACES*

Passing the SEC Certification Examinations is required for individuals seeking registration as Certified Investment Solicitor (CISol), Equity Securities Salesman (ESS), Fixed Income Market Salesman (FIMS), or Compliance Officer/Associated Person (CO/AP) for Broker Dealers in the Equities Market.

The SEC Certification Examination consists of two phases:

Phase 1 is the technical and foundational module covering general topics on securities and investment regulations. Passing Phase 1 is a perquisite for Phase 2 Specialization module.

1. *Fundamentals of Securities*
2. *Economic Principles and Market Theories*
3. *Risk Management*
4. *Fundamentals of Securities Regulation*
5. *Corporate Governance*
6. *Anti-Money Laundering*

Phase 2 is the specialization module for those who passed Phase 1. It must be taken according to the applicant's chosen role:

- *Phase 2-7A: Certified Investment Solicitors (CISols)*
- *Phase 2-7B: Equity Securities Salesmen (ESS)*
- *Phase 2-7C: Fixed Income Market Salesmen (FIMS)*
- *Phase 2-7D: Compliance Officers/Associated Persons (CO/AP) for Broker Dealers in the Equities Market*

Applicants for Phase 2-7B and Phase 2-7D are required to attend the corresponding SEC Certification Webinar prior to taking the Phase 2 examination.

The latest schedule and online application procedure may be viewed through the following link: https://bit.ly/SECCertExamHQ or under Services of the SEC Home page (www.sec.gov.ph), click Certification Examinations under the Capital Market Professionals.

Office or Division:	Market Professionals Development Division (MPDD)
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	All
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. One (1) scanned copy of any of the following valid ID cards.	

One (1) scanned copy of any of the following valid ID cards.

- Alien Certificate of Registration Identity Card
- Bureau of Internal Revenue ID/Taxpayer's ID
- Commission on Election Voter's ID
- Company/Office ID
- Civil Service Commission Eligibility Card
- Driver's License
- Latest School/University ID
- National Bureau of Investigation Clearance
- Philippine Passport
- Philippine Health Insurance Corporation ID
- PhilID
- Philippine National Police Clearance
- Philippine Postal ID
- Professional Regulation Commission License
- PWD ID
- Senior Citizen ID
- Solo Parent ID
- Social Security System ID
- Universal Multipurpose ID

Valid IDs may be obtained from any of the following:

- Bureau of Immigration Philippines
- Bureau of Internal Revenue
- Commission on Elections
- Company/Office ID
- Civil Service Commission
- Land Transportation Office
- School/University
- National Bureau of Investigation
- Department of Foreign Affairs
- Philippine Health Insurance Corporation
- Philippine Statistics Authority
- Philippine National Police
- Philippine Postal Corporation
- Professional Regulation Commission
- Local Government Unit (LGU)
- LGU
- LGU
- Social Security System (SSS)
- Government Service Insurance System/SSS

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Access SEC Automated Certification Examination System (SEC ACES) at aces.sec.gov.ph using a registered Electronic SEC Universal Registration Environment (eSECURE) account and select an available schedule in the examination calendar. **Location:** aces.sec.gov.ph **Notes/Instruction:** If none yet, create an eSECURE account first through esecure.sec.gov.ph. Only the initial account registration is required to access the SEC ACES. The completion of the eSECURE credentialing process is not required for this purpose. Account creation requires the following information: • Complete Name • Date of Birth • Sex • Citizenship • Civil Status • Complete Address • Valid identification card • Passport ID photo	1. SEC ACES redirects the applicant to Electronic System for Payment to SEC (eSPAYSEC) website to complete payment.	None	1 minute/s	• SEC Training Officer III; Market Professionals Development Division (MPDD) • SEC Securities Specialist II ; Market Professionals Development Division (MPDD)
2. Pay the corresponding fee within one hour via Electronic	2.1. eSPAYSEC processes the payment and issues an electronic	**Standard Fees** Breakdown:	1 minute/s	• SEC Training Officer III; Market

System for Payment to SEC (eSPAYSEC). **Location:** espaysec.sec.gov.ph **Notes/Instruction:** The service fee from partner payment channels is not included in the total fees.	official receipt.	Examination Fee-Headquarters: PHP 500 Total: PHP 500		Professionals Development Division (MPDD) • SEC Securities Specialist II ; Market Professionals Development Division (MPDD)
	2.2. SEC Automated Certification Examination System (SEC ACES) confirms the schedule through the applicant's account and via email notification.		1 minute/s	• SEC Training Officer III; Market Professionals Development Division (MPDD) • SEC Securities Specialist II; Market Professionals Development Division (MPDD)
Total Processing Time:		Working Days: 3 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 500		

2. Application for the Phase 1 or Phase 2 SEC Certification Examination (Paper-and-Pen) at the SEC Extension Offices

This service outlines the procedure for prospective capital market professionals to apply for the SEC Certification Examinations at the SEC Extension Offices.

The Securities and Exchange Commission (SEC) requires individuals seeking to register as capital market professionals to complete its Certification Program, which includes webinars and a two-phase written examination. The program ensures that applicants have the necessary knowledge and competence to perform their roles responsibly and in compliance with market regulations. Passing the examination is a prerequisite for registration under the Securities Regulation Code (RA 8799) and the Investment Company Act (RA 2629).

The SEC Certification Examination consists of two phases. Phase 1 is a general examination required for all capital market professions and must be passed before proceeding to Phase 2. It covers general topics:

1. *Fundamentals of Securities*
2. *Economic Principles and Market Theories*
3. *Risk Management*
4. *Fundamentals of Securities Regulation*
5. *Corporate Governance*
6. *Anti-Money Laundering*

Phase 2 is profession-specific and must be taken according to the applicant's chosen role:

- *Phase 2-7A: Certified Investment Solicitors (CISols)*
- *Phase 2-7B: Equity Securities Salesmen (ESS)*
- *Phase 2-7C: Fixed Income Market Salesmen (FIMS)*
- *Phase 2-7D: Compliance Officers/Associated Persons (CO/AP) for Broker Dealers in the Equities Market*

Applicants for Phase 2-7B and Phase 2-7D are required to attend the corresponding SEC Certification Webinar prior to taking the Phase 2 examination.

The latest schedule and online application procedure may be viewed through the following link: https://bit.ly/SECCertExamEO or under Services of the SEC Home page (www.sec.gov.ph), click Certification Examinations under the Capital Market Professionals.

Office or Division:	Market Professionals Development Division (MPDD)
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	All
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. One (1) Scanned copy of any of the following valid ID cards.	
· Alien Certificate of Registration Identity Card	· Bureau of Immigration Philippines
· Bureau of Internal Revenue ID/Taxpayer's ID	· Bureau of Internal Revenue
· Commission on Election Voter's ID	· Commission on Elections
· Company/Office ID	· Company/Office ID
· Civil Service Commission Eligibility Card	· Civil Service Commission
· Driver's License	· Land Transportation Office
· Latest School/University ID	· School/University
· National Bureau of Investigation Clearance	· National Bureau of Investigation
· Philippine Passport	· Department of Foreign Affairs
· Philippine Health Insurance Corporation ID	· Philippine Health Insurance Corporation
· PhilID	· Philippine Statistics Authority
· Philippine National Police Clearance	· Philippine National Police
· Philippine Postal ID	· Philippine Postal Corporation
· Professional Regulation Commission License	· Professional Regulation Commission
· PWD ID	· Local Government Unit (LGU)
· Senior Citizen ID	· LGU

· Solo Parent ID	· LGU
· Social Security System ID	· Social Security System (SSS)
· Universal Multipurpose ID	· Government Service Insurance System/SSS

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Access iMessage at imessage.sec.gov.ph using a registered Electronic SEC Universal Registration Environment (eSECURE) account then search for the appropriate application: • Phase 1: "Application for the SEC Certification Examination for Prospective Capital Market Professionals (Phase 1)" • Phase 2: "Application for the SEC Certification Examination for Prospective Capital Market Professionals (Phase 2)" **Location:** iMessage: https://imessage.sec.gov.ph/ **Notes/Instruction:** If none yet, create an account first through esecure.sec.gov.ph. Only the initial account registration is required to access the iMessage. The completion of the eSECURE credentialing process is not required for this purpose. Account creation requires the following information: • Complete Name • Date of Birth • Sex • Citizenship • Civil Status • Complete Address • Valid identification card • Passport ID photo	1. Issues the Payment Assessment Form (PAF) via iMessage regarding the payment procedure.	None	1 minute/s	• SEC Training Officer III; Market Professionals Development Division (MPDD) • SEC Information Officer II; Market Professionals Development Division (MPDD)
2. Pay the corresponding fee via Electronic System for Payment to SEC (eSPAYSEC). **Location:** Electronic System for Payment to SEC (eSPAYSEC): https://espaysec.sec.gov.ph/payment-portal/paf-search **Notes/Instruction:** • Service fee from partner payment channels is not included in the total fees. • Processing time covers only the agency actions and not the client steps. Hence, processing time will stop upon issuance of PAF and resume only upon submission of the e-OR by the client.	2. eSPAYSEC processes the payment and issues an electronic official receipt to the email address provided by the registrant during payment.	**Standard Fees** Breakdown: Examination Fee: PHP 1500 Total: PHP 1500	1 minute/s	• SEC Training Officer III; Market Professionals Development Division (MPDD) • SEC Information Officer II; Market Professionals Development Division (MPDD)
3. Submit a copy of the electronic official receipt to the existing iMessage ticket.	3. Verifies the payment and confirms the schedule via iMessage.	None	1 minute/s	• SEC Training Officer III; Market Professionals

Location: iMessage: https://imessage.sec.gov.ph/				Development Division (MPDD) • SEC Information Officer II; Market Professionals Development Division (MPDD)
Total Processing Time:		Working Days: 3 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 1500		

3. Application for the Phase 2 SEC Certification Examination for Prospective Capital Market Professionals (Phase 1 Passers at SEC HQ between May 11, 2017 to June 30, 2025 or Phase 1 Passers in Provinces from May 11, 2017 to present) at the SEC Headquarters

This service outlines the procedure for prospective capital market professionals to apply for the Phase 2 SEC Certification Examination at the SEC Headquarters:

- *Phase 1 passers at SEC Headquarters between May 11, 2017 and June 30, 2025, either through paper-and-pen or computer-based modalities,*
- *Phase 1 Passers in Provinces from May 11, 2017 to present*

The Securities and Exchange Commission (SEC) requires individuals seeking to register as capital market professionals to complete its Certification Program, which includes webinars and a two-phase written examination. The program ensures that applicants have the necessary knowledge and competence to perform their roles responsibly and in compliance with market regulations. Passing the examination is a prerequisite for registration under the Securities Regulation Code (RA 8799) and the Investment Company Act (RA 2629).

The SEC Certification Examination consists of two phases. Phase 1 is a general examination required for all capital market professions and must be passed before proceeding to Phase 2. It covers general topics:

1. *Fundamentals of Securities*
2. *Economic Principles and Market Theories*
3. *Risk Management*
4. *Fundamentals of Securities Regulation*
5. *Corporate Governance*
6. *Anti-Money Laundering*

Phase 2 is profession-specific and must be taken according to the applicant's chosen role:

- *Phase 2-7A: Certified Investment Solicitors (CISols)*
- *Phase 2-7B: Equity Securities Salesmen (ESS)*
- *Phase 2-7C: Fixed Income Market Salesmen (FIMS)*
- *Phase 2-7D: Compliance Officers/Associated Persons (CO/AP) for Broker Dealers in the Equities Market*

Applicants for Phase 2-7B and Phase 2-7D are required to attend the corresponding SEC Certification Webinar prior to taking the Phase 2 examination.

The latest schedule and online application procedure may be viewed through the following link: https://bit.ly/SECCertExamHQ or under Services of the SEC Home page (www.sec.gov.ph), click Certification Examinations under the Capital Market Professionals.

Office or Division:	Market Professionals Development Division (MPDD)
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	All
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. One (1) scanned copy of any of the following valid ID cards.	
One (1) scanned copy of any of the following valid ID cards. · Alien Certificate of Registration Identity Card · Bureau of Internal Revenue ID/Taxpayer's ID · Commission on Election Voter's ID · Company/Office ID · Civil Service Commission Eligibility Card · Driver's License · Latest School/University ID · National Bureau of Investigation Clearance · Philippine Passport · Philippine Health Insurance Corporation ID · PhilID · Philippine National Police Clearance	Valid IDs may be obtained from any of the following: · Bureau of Immigration Philippines · Bureau of Internal Revenue · Commission on Elections · Company/Office ID · Civil Service Commission · Land Transportation Office · School/University · National Bureau of Investigation · Department of Foreign Affairs · Philippine Health Insurance Corporation · Philippine Statistics Authority · Philippine National Police

· Philippine Postal ID	· Philippine Postal Corporation
· Professional Regulation Commission License	· Professional Regulation Commission
· PWD ID	· Local Government Unit (LGU)
· Senior Citizen ID	· LGU
· Solo Parent ID	· LGU
· Social Security System ID	· Social Security System (SSS)
· Universal Multipurpose ID	· Government Service Insurance System/SSS

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Access iMessage at imessage.sec.gov.ph using a registered Electronic SEC Universal Registration Environment (eSECURE) account then search for “Application for the SEC Certification Examination for Prospective Capital Market Professionals (Phase 2)” and complete all required fields. **Location:** imessage.sec.gov.ph **Notes/Instruction:** If none yet, create an eSECURE account first through esecure.sec.gov.ph. Only the initial account registration is required to access the iMessage. The completion of the eSECURE credentialing process is not required for this purpose. Account creation requires the following information: • Complete Name • Date of Birth • Sex • Citizenship • Civil Status • Complete Address • Valid identification card • Passport ID photo	1. Issues the Payment Assessment Form (PAF) via iMessage regarding the payment procedure.	None	1 minute/s	• SEC Training Officer III ; Market Professionals Development Division (MPDD) • SEC Information Officer II; Market Professionals Development Division (MPDD)
2. Pay the corresponding fee via Electronic System for Payment to SEC (eSPAYSEC). **Location:** espaysec.sec.gov.ph **Notes/Instruction:** The service fee from partner payment channels is not included in the total fees.	2. eSPAYSEC processes the payment and issues an electronic official receipt to the email address provided by the registrant during payment.	**Standard Fees** Breakdown: Examination Fee-Headquarters: PHP 500 Total: PHP 500	1 minute/s	• SEC Training Officer III ; Market Professionals Development Division (MPDD) • SEC Information Officer II; Market Professionals Development Division (MPDD)
3. Submit a copy of the electronic official receipt to the existing iMessage ticket. **Location:** imessage.sec.gov.ph	3. Verifies the payment and confirms the schedule via iMessage.	None	1 minute/s	• SEC Training Officer III ; Market Professionals Development Division (MPDD) • SEC Information Officer II ; Market Professionals

				Development Division (MPDD)
Total Processing Time:		Working Days: 3 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 500		

4. Registration for the SEC Certification Webinars for Prospective Capital Market Professionals

This service outlines the procedure for prospective capital market professionals and other interested individuals to register for the following SEC Certification Webinars prior to taking the corresponding Certification Examinations:

- *SEC Certification Webinar for Phase 1*
- *SEC Certification Webinar for prospective Equity Securities Salesmen (ESS)*
- *SEC Certification Webinar for prospective Compliance Officers/Associated Persons (CO/AP) for Broker Dealers in the Equities Market*

The SEC Certification Webinars are designed to equip applicants with the foundational knowledge and understanding of relevant laws, rules, and market best practices necessary to prepare for the SEC Certification Examinations which as a prerequisite for registration under the Securities Regulation Code (RA 8799).

Participation in the SEC Certification Webinar for Phase 1 of the SEC Certification Examinations is optional. However, attendance in the SEC Certification Webinar for prospective Equity Securities Salesmen (ESS) and SEC Certification Webinar for prospective Compliance Officers/Associated Persons (CO/AP) for Broker Dealers in the Equities Market is mandatory prior to taking the corresponding Phase 2 of the SEC Certification Examination.

The latest webinar schedules may be viewed through this link: https://bit.ly/SECCertWebinar or under Services of the SEC Home page (www.sec.gov.ph), click Certification Webinars under the Capital Market Professionals.

The SEC shall issue an e-certificate of attendance to participants who have registered, attended the webinar, and accomplished the evaluation form within the announced deadline.

Office or Division:	Market Professionals Development Division (MPDD)
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	All
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. One (1) scanned copy of any of the following valid ID cards.	
· Alien Certificate of Registration Identity Card	· Bureau of Immigration Philippines
· Bureau of Internal Revenue ID/Taxpayer's ID	· Bureau of Internal Revenue
· Commission on Election Voter's ID	· Commission on Elections
· Company/Office ID	· Company/Office ID
· Civil Service Commission Eligibility Card	· Civil Service Commission
· Driver's License	· Land Transportation Office
· Latest School/University ID	· School/University
· National Bureau of Investigation Clearance	· National Bureau of Investigation
· Philippine Passport	· Department of Foreign Affairs
· Philippine Health Insurance Corporation ID	· Philippine Health Insurance Corporation
· PhilID	· Philippine Statistics Authority
· Philippine National Police Clearance	· Philippine National Police
· Philippine Postal ID	· Philippine Postal Corporation
· Professional Regulation Commission License	· Professional Regulation Commission
· PWD ID	· Local Government Unit (LGU)
· Senior Citizen ID	· LGU
· Solo Parent ID	· LGU
· Social Security System ID	· Social Security System (SSS)
· Universal Multipurpose ID	· Government Service Insurance System/SSS

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**

				(Designation; Office)
1. Access iMessage at imessage.sec.gov.ph using a registered Electronic SEC Universal Registration Environment (eSECURE) account. After logging in to iMessage, search for “Registration for the SEC Certification Webinar for Prospective Capital Market Professionals” and complete all required fields. **Location:** iMessage: https://imessage.sec.gov.ph/ **Notes/Instruction:** If none yet, create an eSECURE account first through esecure.sec.gov.ph. Only the initial account registration is required to access the iMessage. The completion of the eSECURE credentialing process is not required for this purpose. Account creation requires the following information: • Complete Name • Date of Birth • Sex • Citizenship • Civil Status • Complete Address • Valid identification card • Passport ID photo	1. Issues the Payment Assessment Form (PAF) via iMessage regarding the payment procedure.	None	1 minute/s	• SEC Training Officer III; Market Professionals Development Division (MPDD) • SEC Information Officer II; Market Professionals Development Division (MPDD)
2. Pay the corresponding fee via Electronic System for Payment to SEC (eSPAYSEC). **Location:** Electronic System for Payment to SEC (eSPAYSEC): https://espaysec.sec.gov.ph/payment-portal/paf-search **Notes/Instruction:** • Service fee from partner payment channels is not included in the total fees. • Processing time covers only the agency actions and not the client steps. Hence, processing time will stop upon issuance of PAF and resume only upon submission of the e-OR by the client.	2. eSPAYSEC processes the payment and issues an electronic official receipt to the email address provided by the registrant during payment.	**Standard Fees** Breakdown: Webinar Fee: PHP 7000 Total: PHP 7000	1 minute/s	• SEC Training Officer III; Market Professionals Development Division (MPDD) • SEC Information Officer II; Market Professionals Development Division (MPDD)
3. Submit a copy of the electronic official receipt to the existing iMessage ticket. **Location:** iMessage: https://imessage.sec.gov.ph/	3. Verifies the payment and confirms the schedule via iMessage.	None	1 minute/s	• SEC Training Officer III; Market Professionals Development Division (MPDD) • SEC Information Officer II; Market Professionals Development Division (MPDD)
Total Processing Time:		Working Days: 3 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 7000		

Human Resources Management Division (HRMD)

External Services

1. Request for Issuance of Certificates for Former SEC Officials and Employees

This service allows former SEC officials and employees to request various certifications including Certificate of Employment, Certificate of Actual Last Day, and Certificate of Leave Without Pay for whatever legal purpose these may serve.

Office or Division:	Human Resources Management Division (HRMD)
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Former SEC Officials and Employees
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
No Requirements Needed	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Create a ticket by filling out and submitting the request form through the SEC iMessage. **Location:** Email address: imessage.sec.gov.ph	1.1. Receive the assigned ticket and evaluate the request from the client.	None	5 minute/s	• SEC Employee Services Officer III; Human Resources Management Division (HRMD) • SEC Employee Services Officer II; Human Resources Management Division (HRMD) • SEC Technical Support; Human Resources Management Division (HRMD) • SEC Employee Services Assistant I; Human Resources Management Division (HRMD)
	1.2. Retrieve and check records of the requesting former employee and prepare the requested document.		2 working day/s	• SEC Employee Services Officer III; Human Resources Management Division (HRMD) • SEC Employee Services Officer II; Human Resources Management Division (HRMD) • SEC Technical Support; Human Resources Management Division (HRMD) • SEC Employee Services Assistant I; Human Resources Management Division (HRMD)
	1.3. Review the document and forward it to the Assistant Director for final review and signature.		2 hour/s	• SEC Supervising Administrative Officer; Human Resources Management Division (HRMD)
	1.4. Final review and sign the document.		2 hour/s	• SEC Assistant Director; Human Resources Management Division (HRMD)

	1.5. Inform the client that the requested document is ready for pick-up and send a signed copy through the system.		5 minute/s	• SEC Employee Services Officer III; Human Resources Management Division (HRMD) • SEC Employee Services Officer II; Human Resources Management Division (HRMD) • SEC Technical Support; Human Resources Management Division (HRMD)
2. Receive/claim the requested document. **Location:** SEC iMessage Human Resources Department, 7th Floor, The SEC Headquarters (for pickup)	2. Close the ticket, allowing the client to acknowledge receipt of the requested document through the system or the log book (for pick-up).	None	5 minute/s	• SEC Employee Services Officer III; Human Resources Management Division (HRMD) • SEC Employee Services Officer II; Human Resources Management Division (HRMD) • SEC Technical Support; Human Resources Management Division (HRMD) • SEC Employee Services Assistant I; Human Resources Management Division (HRMD)
Total Processing Time:		Working Days: 2 working day/s, 4 hour/s, 15 minute/s		
Total Processing Fee:		Total Standard Fee: None		

2. Request for Employment Verification

This service allows institutions to request verification of an individual's employment, including details such as job title, duration of employment, and other relevant employment history information. This service is commonly used for purposes such as loan applications, background checks, or any legal matters requiring proof of employment.

Office or Division:	Human Resources Management Division (HRMD)
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	Government and Private Institutions
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
No Requirements Needed	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Create a ticket by filling -out and submitting the request form through the SEC iMessage. **Location:** Email address: imessage.sec.gov.ph	1.1. Receive the assigned ticket and evaluate the request from the client.	None	5 minute/s	• SEC Employee Services Officer III; Human Resources Management Division (HRMD) • SEC Employee Services Officer II; Human Resources Management Division (HRMD) • SEC Technical Support; Human Resources Management Division (HRMD) • SEC Employee Services Assistant I; Human Resources Management Division (HRMD)
	1.2. Request consent from the concerned employee.		5 minute/s	• SEC Employee Services Officer III; Human Resources Management Division (HRMD) • SEC Employee Services Officer II; Human Resources Management Division (HRMD) • SEC Technical Support; Human Resources Management Division (HRMD) • SEC Employee Services Assistant I; Human Resources Management Division (HRMD)
	1.3. Wait for the concerned employee's consent.		2 working day/s	• SEC Employee Services Officer III; Human Resources Management Division (HRMD) • SEC Employee Services Officer II; Human Resources Management Division (HRMD) • SEC Technical Support; Human

				Resources Management Division (HRMD) • SEC Employee Services Assistant I; Human Resources Management Division (HRMD)
	1.4. Retrieve and check records of the concerned employee and prepare the requested information.		4 hour/s	• SEC Employee Services Officer III; Human Resources Management Division (HRMD) • SEC Employee Services Officer II; Human Resources Management Division (HRMD) • SEC Technical Support; Human Resources Management Division (HRMD) • SEC Employee Services Assistant I; Human Resources Management Division (HRMD)
	1.5. Send the requested information to the client through the system.		5 minute/s	• SEC Employee Services Officer III; Human Resources Management Division (HRMD) • SEC Employee Services Officer II; Human Resources Management Division (HRMD) • SEC Technical Support; Human Resources Management Division (HRMD) • SEC Employee Services Assistant I; Human Resources Management Division (HRMD)
2. Receive/claim the requested document. **Location:** imessage.sec.gov.ph	2. Close the ticket, allowing the client to acknowledge receipt of the requested information through the system.	None	5 minute/s	• SEC Employee Services Officer III; Human Resources Management Division (HRMD) • SEC Employee Services Officer II; Human Resources Management Division (HRMD) • SEC Technical Support; Human Resources Management Division (HRMD) • SEC Employee Services Assistant I; Human Resources Management Division (HRMD)
Total Processing Time:		Working Days: 2 working day/s, 4 hour/s, 20 minute/s		
Total Processing Fee:		Total Standard Fee: None		

3. Request for Issuance of Certificates for Former SEC Officials and Employees

This service allows former SEC officials and employees to request various certifications including Certificate of Employment, Certificate of Actual Last Day, and Certificate of Leave Without Pay for whatever legal purpose these may serve.

Office or Division:	Human Resources Management Division (HRMD)
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Former SEC Officials and Employees
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Request Slip or Email Request containing the type of document requested and purpose of the request (1) Original Copy	Securities and Exchange Commission - Human Resources Management Division

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Fill-out request slip or send email to the Human Resources Management Division (HRMD). Email address: hrmd@sec.gov.ph **Location:** Human Resources Management Division-Human Resources Department	1.1. Receive the request slip or acknowledge email request from the client.	None	5 minute/s	• SEC Employee Services Officer IV; Human Resources Management Division (HRMD) • SEC Employee Services Officer II; Human Resources Management Division (HRMD) • SEC Employee Services Assistant II; Human Resources Management Division (HRMD) • SEC Employee Services Assistant I; Human Resources Management Division (HRMD)
	1.2. Retrieve and check records of the requesting former employee and prepare the requested document.		2 working day/s	• SEC Employee Services Officer IV; Human Resources Management Division (HRMD) • SEC Employee Services Officer II; Human Resources Management Division (HRMD) • SEC Employee Services Assistant II; Human Resources Management Division (HRMD) • SEC Employee Services Assistant I; Human Resources Management Division (HRMD)
	1.3. Review the document and forward it to the Assistant Director for final review and signature.		2 hour/s	• SEC Supervising Administrative Officer; Human Resources Management Division (HRMD)

	1.4. Final review and sign the document.		2 hour/s	• SEC Assistant Director; Human Resources Management Division (HRMD)
	1.5. Inform the client that the requested document is ready for pick-up. If the request is through email, send a copy of the signed document through the client's email address.		5 minute/s	• SEC Employee Services Officer IV; Human Resources Management Division (HRMD) • SEC Employee Services Officer II; Human Resources Management Division (HRMD) • SEC Employee Services Assistant II; Human Resources Management Division (HRMD) • SEC Employee Services Assistant I; Human Resources Management Division (HRMD)
2. Client receives the requested certificate. **Location:** Human Resources Management Division-Human Resources Department	2. Release the requested document, and ensure that the client acknowledges receipt of the document in the request slip/log book.	None	5 minute/s	• SEC Employee Services Officer IV; Human Resources Management Division (HRMD) • SEC Employee Services Officer II; Human Resources Management Division (HRMD) • SEC Employee Services Assistant II; Human Resources Management Division (HRMD) • SEC Employee Services Assistant I; Human Resources Management Division (HRMD)
Total Processing Time:		Working Days: 2 working day/s, 4 hour/s, 15 minute/s		
Total Processing Fee:		Total Standard Fee: None		

4. Request for Issuance of Service Record of Former SEC Employees

The Securities and Exchange Commission (SEC) may issue a Service Record to former SEC officials and employees which provides a detailed record of positions, salaries, and duration of service in the Commission and his/her previous government office, if any.

Office or Division:	Human Resources Management Division (HRMD)
Classification:	Complex
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Former SEC Officials and Employees
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Request Slip or Email Request containing the type of document requested and purpose of the request (1) Original Copy	Securities and Exchange Commission - Human Resources Management Division

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Fill-out and submit the request slip or send email to the Human Resources Management Division (HRMD). Email address: hrmd@sec.gov.ph **Location:** Human Resources Management Division	1.1. Receive the request slip or acknowledge email request from the client.	None	5 minute/s	• SEC Employee Services Officer IV; Human Resources Management Division (HRMD) • SEC Employee Services Officer II; Human Resources Management Division (HRMD) • SEC Employee Services Assistant II; Human Resources Management Division (HRMD) • SEC Employee Services Assistant I; Human Resources Management Division (HRMD)
	1.2. Retrieve and check records of the requesting former employee and prepare the requested document.		5 working day/s	• SEC Employee Services Officer IV; Human Resources Management Division (HRMD) • SEC Employee Services Officer II; Human Resources Management Division (HRMD) • SEC Employee Services Assistant II; Human Resources Management Division (HRMD) • SEC Employee Services Assistant I; Human Resources Management Division (HRMD)
	1.3. Review the document and forward it to the Assistant Director for final review and signature.		4 hour/s	• SEC Supervising Administrative Officer; Human Resources Management Division (HRMD)

	1.4. Final review and sign the document.		4 hour/s	• SEC Assistant Director; Human Resources Management Division (HRMD)
	1.5. Inform the client that the requested document is ready for pick-up. If the request is through email, send a copy of the signed document through the client's email address.		5 minute/s	• SEC Employee Services Officer IV; Human Resources Management Division (HRMD) • SEC Employee Services Officer II; Human Resources Management Division (HRMD) • SEC Employee Services Assistant II; Human Resources Management Division (HRMD) • SEC Employee Services Assistant I; Human Resources Management Division (HRMD)
2. Client receives the requested certificate. **Location:** Human Resources Management Division-Human Resources Department	2. Release the requested document and ensure that the client acknowledges receipt of the document in the request slip/log book.	None	5 minute/s	• SEC Employee Services Officer IV; Human Resources Management Division (HRMD) • SEC Employee Services Officer II; Human Resources Management Division (HRMD) • SEC Employee Services Assistant II; Human Resources Management Division (HRMD) • SEC Employee Services Assistant I; Human Resources Management Division (HRMD)
Total Processing Time:		Working Days: 6 working day/s, 15 minute/s		
Total Processing Fee:		Total Standard Fee: None		

5. Request for Issuance of Service Record of Former SEC Employees

The Securities and Exchange Commission (SEC) may issue a Service Record to former SEC officials and employees which provides a detailed record of positions, salaries, and duration of service in the Commission and his/her previous government office, if any.

Office or Division:	Human Resources Management Division (HRMD)
Classification:	Complex
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Former SEC Officials and Employees
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
No Requirements Needed	

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Create a ticket by filling out and submitting the request form through the SEC iMessage. **Location:** Email address: imessage.sec.gov.ph	1.1. Receive the assigned ticket and evaluate the request from the client.	None	5 minute/s	• SEC Employee Services Officer III; Human Resources Management Division (HRMD) • SEC Employee Services Officer II; Human Resources Management Division (HRMD) • SEC Technical Support; Human Resources Management Division (HRMD)
	1.2. Retrieve and check records of the requesting former employee and prepare the requested document.		5 working day/s	• SEC Employee Services Officer III; Human Resources Management Division (HRMD) • SEC Employee Services Officer II; Human Resources Management Division (HRMD) • SEC Technical Support; Human Resources Management Division (HRMD) • SEC Employee Services Assistant I; Human Resources Management Division (HRMD)
	1.3. Review the document and forward it to the Assistant Director for final review and signature.		4 hour/s	• SEC Supervising Administrative Officer; Human Resources Management Division (HRMD)
	1.4. Final review and sign the document.		4 hour/s	• SEC Assistant Director; Human Resources Management Division (HRMD)
	1.5. Inform the client that the requested document is ready for pick-up and send a signed copy through the system.		5 minute/s	• SEC Employee Services Officer III; Human Resources Management Division (HRMD) • SEC Employee Services Officer II;

				Human Resources Management Division (HRMD) • SEC Technical Support; Human Resources Management Division (HRMD) • SEC Employee Services Assistant I; Human Resources Management Division (HRMD)
2. Receive/claim the requested document. **Location:** imessage.sec.gov.ph Human Resources Department, 7th Floor, The SEC Headquarters, Makati City (For Pickup)	2. Close the ticket, allowing the client to acknowledge receipt of the requested document through the system or the log book (for pick-up).	None	5 minute/s	• SEC Employee Services Officer III; Human Resources Management Division (HRMD) • SEC Employee Services Officer II; Human Resources Management Division (HRMD) • SEC Technical Support; Human Resources Management Division (HRMD) • SEC Employee Services Assistant I; Human Resources Management Division (HRMD)
Total Processing Time:		Working Days: 6 working day/s, 15 minute/s		
Total Processing Fee:		Total Standard Fee: None		

Organizational Development Division (ODD)

External Services

1. Library Services - Complex Reference Queries in SEC Library

Extensive requests for information/resources from the Securities and Exchange Commission Library such as requests for multiple copies of SEC Bulletins, Issuances, Correspondences, or research questions pertaining to the roles and mandates of the Commission.

Office or Division:	Organizational Development Division (ODD)
Classification:	Complex
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	General Public
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Ticket (Sample: 1 Ticket)	Applicant / Client

Remarks:

A ticket created via iMessage. A citizen/client creates a ticket detailing their request via iMessage.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Create a ticket via iMessage and provide details of the query. **Location:** 7/F The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City 1209	1.1. Interview the client to find out more about the query, upon receipt of request.	None	10 minute/s	• SEC Library Specialist; Organizational Development Division (ODD) • SEC Knowledge Management Officer IV; Organizational Development Division (ODD) • SEC Knowledge Management Officer I; Organizational Development Division (ODD)
	1.2. Negotiate the query and narrow down possible sources of information best fit to address the client query.		10 minute/s	• SEC Library Specialist; Organizational Development Division (ODD) • SEC Knowledge Management Officer IV; Organizational Development Division (ODD) • SEC Knowledge Management Officer I; Organizational Development Division (ODD)
	1.3. Validate availability of information in the library's physical and online collection.		10 minute/s	• SEC Library Specialist; Organizational Development Division (ODD) • SEC Knowledge Management Officer IV; Organizational Development Division (ODD) • SEC Knowledge Management Officer I;

				Organizational Development Division (ODD)
	1.4. Research the topic given by the client.		5 working day/s	• SEC Library Specialist; Organizational Development Division (ODD) • SEC Knowledge Management Officer IV; Organizational Development Division (ODD) • SEC Knowledge Management Officer I; Organizational Development Division (ODD)
	1.5. Compile a response along with the necessary attachments, if any, for sending to the client.		1 working day/s	• SEC Library Specialist; Organizational Development Division (ODD) • SEC Knowledge Management Officer IV; Organizational Development Division (ODD) • SEC Knowledge Management Officer I; Organizational Development Division (ODD)
2. Receive the material requested. **Location:** 7/F The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City 1209	2. Send the materials via the specified email address of the client.	None	5 minute/s	• SEC Library Specialist; Organizational Development Division (ODD) • SEC Knowledge Management Officer IV; Organizational Development Division (ODD) • SEC Knowledge Management Officer I; Organizational Development Division (ODD)
Total Processing Time:		Working Days: 6 working day/s, 35 minute/s		
Total Processing Fee:		Total Standard Fee: None		

2. Library Services - Simple Reference Queries in SEC Library

This service details the procedure on how a citizen can request or borrow available information/resource materials.

Office or Division:	Organizational Development Division (ODD)
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	General Public
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Ticket (Sample: 1 Ticket)	Applicant / Client

Remarks:

A ticket created via iMessage. A citizen/client creates a ticket detailing their request via iMessage.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Create a ticket via iMessage and provide details of the query. **Location:** 7/F The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City 1209	1.1. Interview the client to find out more about the query, upon receipt of request.	None	10 minute/s	• SEC Library Specialist; Organizational Development Division (ODD) • SEC Knowledge Management Officer IV; Organizational Development Division (ODD) • SEC Knowledge Management Officer I; Organizational Development Division (ODD)
	1.2. Negotiate the query and narrow down possible sources of information best fit to address the client query.		10 minute/s	• SEC Library Specialist; Organizational Development Division (ODD) • SEC Knowledge Management Officer IV; Organizational Development Division (ODD) • SEC Knowledge Management Officer I; Organizational Development Division (ODD)
	1.3. Validate availability of information in the library's physical and online collection.		10 minute/s	• SEC Library Specialist; Organizational Development Division (ODD) • SEC Knowledge Management Officer IV; Organizational Development Division (ODD) • SEC Knowledge Management Officer I; Organizational

				Development Division (ODD)
	1.4. Research the topic given by the client.		1 working day/s	• SEC Library Specialist; Organizational Development Division (ODD) • SEC Knowledge Management Officer IV; Organizational Development Division (ODD) • SEC Knowledge Management Officer I; Organizational Development Division (ODD)
	1.5. Compile response along with the necessary attachments, if any, for sending to the client.		10 minute/s	• SEC Library Specialist; Organizational Development Division (ODD) • SEC Knowledge Management Officer IV; Organizational Development Division (ODD) • SEC Knowledge Management Officer I; Organizational Development Division (ODD)
2. Receive the material requested. **Location:** 7/F The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City 1209	2. Send the materials via the specified email address of the client.	None	5 minute/s	• SEC Library Specialist; Organizational Development Division (ODD) • SEC Knowledge Management Officer IV; Organizational Development Division (ODD) • SEC Knowledge Management Officer I; Organizational Development Division (ODD)
Total Processing Time:		Working Days: 1 working day/s, 45 minute/s		
Total Processing Fee:		Total Standard Fee: None		

3. Request for Issuance of Certificate of Performance Rating with Certified True Copy (CTC) of Division or Individual Performance Evaluation and Competency Assessment Rating (DPECAR or IPECAR Ratings) generated in the Human Resource Management Information System (HRMIS)

This service allows former SEC employees to request a Certificate of Performance Rating along with a Certified True Copy (CTC) of their Division or Individual Performance Evaluation and Competency Assessment Rating as recorded in the Human Resource Management Information System (HRMIS). The Organizational Development Division of the Human Resources Department (ODD-HRD) processes and verifies the request to ensure accuracy and compliance with the SEC Enhanced Strategic Performance Management System Policy (SEC ESPMS).

Office or Division:	Organizational Development Division (ODD)
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Former SEC Officials & Employees
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Ticket (Sample: 1 Ticket)	Applicant / Client

Remarks:

A ticket created via iMessage. A former employee creates a ticket via iMessage, detailing their request.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Create a ticket via iMessage. **Location:** 7/F The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City 1209	1.1. Acknowledge the request upon receipt.	None	5 minute/s	• Performance Management Officer IV; Organizational Development Division (ODD) • Performance Management Officer III; Organizational Development Division (ODD) • Performance Management Officer II; Organizational Development Division (ODD) • Performance Management Officer I; Organizational Development Division (ODD)
	1.2. Validate if the former employee submitted the approved and signed DPECAR or IPECAR in the HRMIS.		5 minute/s	• Performance Management Officer IV; Organizational Development Division (ODD) • Performance Management Officer III; Organizational Development Division (ODD) • Performance Management Officer II; Organizational Development Division (ODD) • Performance Management

				Officer I; Organizational Development Division (ODD)
	1.3. Generate the approved DPECAR or IPECAR Rating Form from the HRMIS.		15 minute/s	• Performance Management Officer IV; Organizational Development Division (ODD) • Performance Management Officer III; Organizational Development Division (ODD) • Performance Management Officer II; Organizational Development Division (ODD) • Performance Management Officer I; Organizational Development Division (ODD)
	1.4. Certify the true copy of the HRMIS-generated DPECAR or IPECAR Rating Form by affixing the initials.		10 minute/s	• Performance Management Officer IV; Organizational Development Division (ODD) • Performance Management Officer III; Organizational Development Division (ODD) • Performance Management Officer II; Organizational Development Division (ODD) • Performance Management Officer I; Organizational Development Division (ODD)
	1.5. Prepare the Certificate of Performance Ratings with initials.		10 minute/s	• Performance Management Officer IV; Organizational Development Division (ODD) • Performance Management Officer III; Organizational Development Division (ODD) • Performance Management Officer II; Organizational Development Division (ODD) • Performance Management Officer I; Organizational Development Division (ODD)

	1.6. Review the Certificate of Performance Ratings and the Certified True Copy of the HRMIS-generated DPECAR or IPECAR Rating Form by affixing initials and endorsing it to the Assistant Director of ODD-HRD		1 working day/s	• Performance Management Officer IV; Organizational Development Division (ODD) • Performance Management Officer III; Organizational Development Division (ODD) • Performance Management Officer II; Organizational Development Division (ODD) • Performance Management Officer I; Organizational Development Division (ODD)
	1.7. Approve and sign the submitted Certificate of Performance Ratings with CTC of DPECAR or IPECAR Ratings.		1 working day/s	• Performance Management Officer IV; Organizational Development Division (ODD) • Performance Management Officer III; Organizational Development Division (ODD) • Performance Management Officer II; Organizational Development Division (ODD) • Performance Management Officer I; Organizational Development Division (ODD)
	1.8. Release the approved and signed Certificate of Performance Ratings with CTC of HRMIS-generated DPECAR and IPECAR Rating Forms.		5 minute/s	• Performance Management Officer IV; Organizational Development Division (ODD) • Performance Management Officer III; Organizational Development Division (ODD) • Performance Management Officer II; Organizational Development Division (ODD) • Performance Management Officer I; Organizational Development Division (ODD)
2. Accept and acknowledge receipt of both documents. **Location:** 7/F The SEC Headquarters, 7907 Makati Avenue, Salcedo Village,	2. Send the requested document via email, or notify the employee that it is ready for pick up if a hard copy is preferred.	None	5 minute/s	• SEC Performance Management Officer IV; Organizational Development Division (ODD)

Bel-Air, Makati City 1209				• SEC Performance Management Officer III; Organizational Development Division (ODD) • SEC Performance Management Officer II; Organizational Development Division (ODD) • SEC Performance Management Officer I; Organizational Development Division (ODD)
Total Processing Time:		Working Days: 2 working day/s, 55 minute/s		
Total Processing Fee:		Total Standard Fee: None		

Health and Wellness Division (HWD)

External Services

1. Request for Medical Consultation and Treatment

This service details the procedure on how SEC officers and personnel can avail medical consultations to allow early detection of ailments and follow up previous findings.

Office or Division:	Health and Wellness Division (HWD)
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Contract of Service, Provident, Securities and Exchange Commisision Employees Association, SECCU, Commission on Audit, LSERV, DBPSC and Clients
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Privacy Notice and Consent Form (1) Photo Copy	Securities and Exchange Commission - Health and Wellness Division
2. Information Sheet (1) Photo Copy	Securities and Exchange Commission - Health and Wellness Division
3. Consultation Form (1) Photo Copy	Securities and Exchange Commission - Health and Wellness Division

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Client secures a request via SEC iMessage. **Location:** 2/F The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City 1209	1.1. Clinic staff verifies iMessage portal if client had secured a ticket.	None	5 minute/s	• Clinical Nurse II; Health and Wellness Division (HWD) • Health and Wellness Program Assistant II; Health and Wellness Division (HWD)
	1.2. Clinic staff creates or retrieves the client's medical chart.		5 minute/s	• Clinical Nurse II; Health and Wellness Division (HWD) • Health and Wellness Program Assistant II; Health and Wellness Division (HWD)
	1.3. Staff records the service requests and sends the client for the vital signs.		5 minute/s	• Clinical Nurse II; Health and Wellness Division (HWD) • Health and Wellness Program Assistant II; Health and Wellness Division (HWD)
2. Lines up and complies with vital signs and body measurements. **Location:** 2/F The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City 1209	2. The clinic nurse takes the vital signs and conducts an initial assessment.	None	5 minute/s	• Clinical Nurse II; Health and Wellness Division (HWD) • Health and Wellness Program Assistant II; Health and Wellness Division (HWD)
3. Client proceeds to the doctor's room. **Location:** 2/F The SEC Headquarters, 7907 Makati Avenue, Salcedo Village,Bel-Air, Makati City 1209	3. The clinic doctor conducts thorough clinical history and physical examination while updating the medical chart.	None	40 minute/s	• Assistant Director; Health and Wellness Division (HWD)

4. Client receives subsequent treatment, medications, etc. **Location:** 2/F The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City 1209	4. Clinic staff administers appropriate management (i.e. prescription, dispensing of medicines, wound dressing, blood sugar determination, referral to hospital, etc.)	None	15 minute/s	• Assistant Director; Health and Wellness Division (HWD) • Clinical Nurse II; Health and Wellness Division (HWD) • Health and Wellness Program Assistant II; Health and Wellness Division (HWD)
5. Client may ask a question if he/she has questions for the clinic staff. **Location:** 2/F The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City 1209	5. Clinic staff discharges patients accordingly.	None	5 minute/s	• Clinical Nurse II; Health Services Unit (HSU) • Health and Wellness Program Assistant II; Health and Wellness Division (HWD)
Total Processing Time:		Working Days: 1 hour/s, 20 minute/s		
Total Processing Fee:		Total Standard Fee: None		

2. Request for Dental Consultation and Treatment

This service details the procedure on how SEC officers and personnel can avail dental consultations to allow early detection of ailments, suggest preventive treatments and follow up previous findings.

Office or Division:	Health and Wellness Division (HWD)
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Contract of Service, Provident, Securities and Exchange Commisision Employees Association, SECCU, Commission on Audit, LSERV, DBPSC and Clients
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Dental Record Form (1) Electronic Copy	Securities and Exchange Commission - Health and Wellness Division
2. Imessage Appointment (1) Electronic Copy	Securities and Exchange Commission - Health and Wellness Division

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Client secures a service request via the SEC iMessage portal. **Location:** 2/F The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City 1209	1. Clinic staff verifies through the SEC iMessage portal if the client has secured a valid service ticket. Clinic staff verifies the client's valid service ticket through the SEC iMessage portal, records the service request.	None	10 minute/s	• Dental Assistant II; Health and Wellness Division (HWD)
2. Client visits the clinic on their scheduled appointment. **Location:** 2/F The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City 1209	2. Clinic staff retrieves the dental record form.	None	5 minute/s	• Dental Assistant II; Health and Wellness Division (HWD)
3. Client proceeds to the dental treatment area for the procedure. **Location:** 2/F The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City 1209	3. Clinic staff conducts a comprehensive oral examination with charting and clinical assessment, followed by the provision of appropriate dental management, which may include consultation, oral prophylaxis, tooth restoration, extraction, crown or bridge recementation, fluoride varnish application, prescription of medications, or referral to a dental specialist as necessary.	None	1 hour/s	• Dentist II; Health and Wellness Division (HWD)
4. Client's information and service details are logged by clinic staff in the secure electronic record prior to discharge. **Location:** 2/F The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City 1209	4. Clinic staff discharge patients accordingly.	None	5 minute/s	• Dental Assistant II; Health and Wellness Division (HWD)
Total Processing Time:		Working Days: 1 hour/s, 20 minute/s		
Total Processing Fee:		Total Standard Fee: None		

Systems Operations Division (SOD)

Internal Services

1. Request for Reverse Search on Company Affiliations of 51 to 100 Individuals

Generate reverse search results that determine company affiliations of 51 to 100 individuals

Office or Division:	Systems Operations Division (SOD)
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	All Departments and Extension Offices under the Securities and Exchange Commission
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Request for Reverse Search through the Intranet System (Sample: 56 HOURS)	https://intranet.sec.gov.ph - SEC

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Through the intranet portal, received the clearance from the Compliance Officer for Privacy (COP) with attached required documents. **Location:** https://intranet.sec.gov.ph	1.1. Acknowledge the request endorsed by COP with corresponding clearance	None	2 minute/s	• Data Controller; Information and Communications Technology Department (ICTD)
	1.2. Assign or endorse the request to perform reverse search. This includes		5 minute/s	• Data Controller; Information and Communications Technology Department (ICTD)
	1.3. Endorse the request for extraction		2 minute/s	• Information Technology Officer II; Information and Communications Technology Department (ICTD)
	1.4. Extraction of record/s		1 working day/s, 4 hour/s	• Information Systems Analyst II; Information and Communications Technology Department (ICTD)
	1.5. Preparation of results based on prescribed report format		25 minute/s	• Information Technology Officer I; Information and Communications Technology Department (ICTD)
	1.6. Final review of the report based on the extracted results.		10 minute/s	• Information Technology Officer II; Information and Communications Technology Department (ICTD)
2. Receives and acknowledges the results of reverse search. **Location:** https://intranet.sec.gov.ph	2. Release the results of the generated company affiliations of individual/s	None	1 minute/s	• Requesting Department/Extension Office under the Securities and Exchange Commission ; Any of requesting office / division

Total Processing Time:	Working Days: 1 working day/s, 4 hour/s, 45 minute/s
Total Processing Fee:	Total Standard Fee: None

2. Request for Reverse Search on Company Affiliations of more than 100 Individuals

Generate reverse search results that determine company affiliations of more than 100 individuals

Office or Division:	Systems Operations Division (SOD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	All Departments and Extension Offices under the Securities and Exchange Commission
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Request for Reverse Search through the Intranet System (Sample: 160 hours)	Applicant / Client
Remarks: *https://intranet.sec.gov.ph*	

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Through the intranet portal, received the clearance from the Compliance Officer for Privacy (COP) with attached required documents. **Location:** https://intranet.sec.gov.ph	1.1. Acknowledge the request endorsed by COP with corresponding clearance.	None	2 minute/s	• Data Controller; Information and Communications Technology Department (ICTD)
	1.2. Assign or endorse the request to perform reverse search. This includes:		5 minute/s	• Data Controller; Information and Communications Technology Department (ICTD)
	1.3. Endorse the request for extraction		2 minute/s	• Information Technology Officer II; Information and Communications Technology Department (ICTD)
	1.4. Extraction of record/s		2 working day/s	• Information Systems Analyst II; Information and Communications Technology Department (ICTD)
	1.5. Preparation of results based on prescribed report format.		30 minute/s	• Information Technology Officer I; Information and Communications Technology Department (ICTD)
	1.6. Final review of the report based on the extracted results.		2 minute/s	• Information Technology Officer II; Information and Communications Technology Department (ICTD)
2. Receives and acknowledges the results of reverse search. **Location:** https://intranet.sec.gov.ph	2. Release the results of the generated company affiliations of individual/s	None	1 minute/s	• Requesting Department/Extension Office under the Securities and Exchange Commission; Any of requesting office / division
Total Processing Time:		Working Days: 2 working day/s, 42 minute/s		

Total Processing Fee:	Total Standard Fee: None

3. Request for Reverse Search on Company Affiliations of up to 50 Individuals

Generate reverse search results that determine company affiliations of 1 to 50 individuals

Office or Division:	Systems Operations Division (SOD)
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	All Departments and Extension Offices under the Securities and Exchange Commission
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Request for Reverse Search through Intranet (Sample: 5 minutes)	https://intranet.sec.gov.ph - SEC

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Through the intranet portal, received the clearance from the Compliance Officer for Privacy (COP) with attached required documents. **Location:** https://intranet.sec.gov.ph/	1.1. Acknowledge the request endorsed by COP with corresponding clearance.	None	2 minute/s	• Data Controller; Information and Communications Technology Department (ICTD)
	1.2. Assign or endorse the request to perform reverse search. This includes:		5 minute/s	• Data Controller; Information and Communications Technology Department (ICTD)
	1.3. Endorse the request for extraction		2 minute/s	• Information Technology Officer II; Information and Communications Technology Department (ICTD)
	1.4. Extraction of record/s		1 working day/s	• Information Systems Analyst II; Information and Communications Technology Department (ICTD)
	1.5. Preparation of results based on prescribed report format.		3 minute/s	• Information Technology Officer I; Information and Communications Technology Department (ICTD)
	1.6. Final review of the report based on the extracted results.		2 minute/s	• Information Technology Officer II; Information and Communications Technology Department (ICTD)
2. Receives and acknowledges the results of reverse search **Location:** https://intranet.sec.gov.ph/	2. Release the results of the generated company affiliations of individual/s.	None	1 minute/s	• Requesting Department/ Extension Office under the Securities and Exchange Commission; Any of requesting office / division

Total Processing Time:	Working Days: 1 working day/s, 15 minute/s
Total Processing Fee:	Total Standard Fee: None

Electronic Records Management Division (ERMD)

Internal Services

1. Request for Hard Copy of Records/Documents

Issuance of certified true copies of SEC records and other documents for internal requests.

Office or Division:	Electronic Records Management Division (ERMD)
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	SEC Employees
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Request Slip Form (PDF) (1) Electronic Copy	https://intranet.sec.gov.ph - Securities and Exchange Commission/ISDMD

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Log in using account credentials at intranet.sec.gov.ph. Open a new ticket and select the applicable service to download the form. Accomplish and request the Director/Assistant Director to Digitally Sign. Create the ticket, complete the required fields, attach the approved request form, and then create the ticket. **Location:** 3rd Flr, SEC HQ, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209	1.1. AGENCY ACTIONS 1. Receives the created ticket 1.2 Waits for the approval of the ICTD Director for the request form 1.3 Reviews the request based on the details provided in the ticket. 1.4 Issues PAF	**Possible Fees** Breakdown: Authenticated copy : PHP 0 AIBL/AOI/AAI : PHP 1000 BL/ABL : PHP 1000 GIS : PHP 1000 ICS : PHP 1000 Resolution : PHP 1000 RDS: PHP 1000 SEC CERT : PHP 1000 DEED OF ASSIGNMENT : PHP 1000 Other documents per pages : PHP 50	5 minute/s	• SEC Administrative Officer IV; Electronic Records Management Division (ERMD)
	1.2. Waits for the approval of the ICTD Director for the request form		1 hour/s	• SEC Director; Information and Communications Technology Department (ICTD)
	1.3. Reviews the request based on the details provided in the ticket.		10 minute/s	• SEC Administrative Officer IV; Electronic Records Management Division (ERMD)
	1.4. Issues PAF		3 minute/s	• SEC Computer Operator; Electronic Records Management Division (ERMD)
2. Pay the fee through the espaysec.sec.gov.ph/payment **Location:** espaysec.sec.gov.ph	2.1. Receives the Electronic Official Receipt (EOR)	**Possible Fees** Breakdown: Authenticated copy : PHP 0 AIBL/AOI/AAI : PHP 1000 BL/ABL : PHP 1000 GIS: PHP 1000 ICS: PHP 1000 Resolution: PHP 1000 RDS: PHP 1000 SEC CERT : PHP 1000 DEED OF ASSIGNMENT : PHP 1000 Other documents per pages : PHP 50	3 hour/s	• SEC Administrative Assistant II; Electronic Records Management Division (ERMD)
	2.2. Verifies and prints the documents		5 minute/s	• SEC Computer Operator; Electronic Records Management Division (ERMD)
	2.3. Checks the completeness, clarity, and correctness of the period covered & form type. The Certified copy officer will initial before forwarding to the signatory		10 minute/s	• SEC Computer Operator; Electronic Records Management Division (ERMD)
	2.4. Signs the authenticated document(s) and release the documents		30 minute/s	• SEC Administrative Officer IV ; Electronic Records Management Division (ERMD)

3. Receives the documents **Location:** 3rd Flr, SEC HQ 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209	3. Close the ticket	**Possible Fees** Breakdown: Authenticated copy : PHP 0 AIBL/AOI/AAI : PHP 1000 BL/ABL : PHP 1000 GIS: PHP 1000 ICS: PHP 1000 Resolution: PHP 1000 RDS: PHP 1000 SEC CERT : PHP 1000 DEED OF ASSIGNMENT : PHP 1000 Other documents per pages : PHP 50	2 minute/s	• SEC Administrative Officer IV ; Electronic Records Management Division (ERMD)
Total Processing Time:		Working Days: 5 hour/s, 5 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Possible Fees

- **Authenticated copy** : 0
- **AIBL/AOI/AAI** : 1000
- **BL/ABL** : 1000
- **GIS** : 1000
- **ICS** : 1000
- **Resolution** : 1000
- **RDS** : 1000
- **SEC CERT** : 1000
- **DEED OF ASSIGNMENT** : 1000
- **Other documents per pages** : 50
- **GIS** : 1000
- **ICS** : 1000
- **Resolution** : 1000

2. Request for SEC Documents not available in ENDOW

Processing of Request for the availability of Registration and Reportorial documents in ENDOW.

Office or Division:	Electronic Records Management Division (ERMD)
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	SEC employees
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. SEC Intranet (Sample: 1 1)	https://intranet.sec.gov.ph - Securities and Exchange Commission

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Log in using account credentials at intranet.sec.gov.ph. Open a new ticket and select the applicable service. Fill out the document request form, then create the ticket. **Location:** Intranet	1.1. Receives the created ticket	None	10 minute/s	• SEC Information Technology Officer I ; Electronic Records Management Division (ERMD)
	1.2. Reviews the request based on the details provided in the submitted ticket.		2 hour/s	• SEC Information Technology Officer I ; Electronic Records Management Division (ERMD)
	1.3. Retrieves a copy of the document from HQ and uploads it to Endow, if available		2 hour/s	• SEC Administrative Assistant II; Electronic Records Management Division (ERMD) • SEC Information Technology Officer I ; Electronic Records Management Division (ERMD)
	1.4. If the document is not available, send a request to CRMD to retrieve the Original copy in SEC Ortigas.		17 hour/s	• SEC Information Technology Officer ; Electronic Records Management Division (ERMD)
	1.5. If approved by the Extension Offices, request that the retrieval of the copy be uploaded to ENDOW.		4 hour/s	• SEC Information Technology Officer I ; Electronic Records Management Division (ERMD)
2. Receive the response **Location:** SEC Intranet	2. Responds to the request and close the ticket	None	10 minute/s	• SEC Information Technology Officer ; Electronic Records Management Division (ERMD)

Total Processing Time:	Working Days: 1 working day/s, 1 hour/s, 20 minute/s
Total Processing Fee:	Total Standard Fee: None

Information Systems Development and Management Division (ISDMD)

Internal Services

1. Change of Signatories

Processing of Request for Change of Signatories

Office or Division:	Information Systems Development and Management Division (ISDMD)
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	SEC Operating Department and Special Offices
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Information Systems Development and SEC Intranet (Sample: One (1) Ticket)	Securities and Exchange Commission (SEC) - Information Systems Development and Management Division (ISDMD)i

Remarks:

intranet.sec.gov.ph

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. 1. Creates and submits ticket thru SEC Intranet. **Location:** intranet.sec.gov.ph	1. 1. receives request thru SEC Intranet from operating department. 1.1 Logs-in to system 1.2 Changes the Signatories 1.3 Sends Confirmation that the request has been completed thru SEC Intranet. 1.4 Sends the Customer Client Satisfaction Survey link	None	1 working day/s	• Unit Head, Information Technology Officer II; Information Systems Development and Management Division (ISDMD) • Information System Anakyst II; Information Systems Development and Management Division (ISDMD) • Information Systems Analyst I; Information Systems Development and Management Division (ISDMD) • Web Developer; Information Systems Development and Management Division (ISDMD) • Data controller; Information Systems Development and Management Division (ISDMD) • Administrative Assstant II; Information Systems Development and Management Division (ISDMD)
2. 2. Submit accomplished Customer Client Satisfaction Survey **Location:** intranet.sec.gov.ph	2. Receives the Customer Client Satisfaction Survey rating.	None	5 minute/s	• Information System Analyst I; Information Systems Development and Management Division (ISDMD)

Total Processing Time:	Working Days: 1 working day/s, 5 minute/s
Total Processing Fee:	Total Standard Fee: None

2. Company Assignments

Processing of Requests for Company Assignments

Office or Division:	Information Systems Development and Management Division (ISDMD)
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	SEC Operating Department and Special Offices
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Request thru Intranet (Sample: One (1) Ticket)	Securities and Exchange Commission (SEC) - Information Systems Development and Management Division (ISDMD)

Remarks:

intranet.sec.gov.ph

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. 1. Create and submits ticket thru SEC Intranet **Location:** intranet.sec.gov.ph	1. 1.Receives request thru SEC Intranet from operating department 1.1. Logs-in to system 1.2. Update the Company Assignment 1.3 Send confirmation that the request has been completed thru SEC Intranet 1.4 Sends the Customer Client Satisfaction Survey link.	None	1 working day/s	• Unit Head, Information Technology Officer II; Information Systems Development and Management Division (ISDMD) • Information System Analyst II; Information Systems Development and Management Division (ISDMD) • Information System Analyst I; Information Systems Development and Management Division (ISDMD) • Web Developer; Information Systems Development and Management Division (ISDMD) • Data Controller; Information Systems Development and Management Division (ISDMD) • Administrative Assistant II; Information Systems Development and Management Division (ISDMD)
2. 2. Submits accomplished Customer Client Satisfaction Survey **Location:** intranet.sec.gov.ph	2. 2. Receives the Customer Client Satisfaction Survey rating.	None	5 minute/s	• Information System Analyst I; Information Systems Development and Management Division (ISDMD)

Total Processing Time:	Working Days: 1 working day/s, 5 minute/s
Total Processing Fee:	Total Standard Fee: None

3. Creation/Modification and Deactivation of User Account

Creation, Modification and Deactivation of User Account

Office or Division:	Information Systems Development and Management Division (ISDMD)
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	SEC Operating Departments, Special Offices, and Extension Offices
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. User Access Request Form/Service Request Form/SEC Intranet Fillable Form (Sample: One (1) Ticket)	Securities and Exchange Commission (SEC) - Information Systems Development and Management Division (ISDMD)

Remarks:

intranet.sec.gov.ph

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. 1. Creates and submits ticket thru SEC Intranet **Location:** intranet.sec.gov.ph	1. 1. Receives filled-out User Access request form/Service/Request Form/Fillable Form thru SEC Intranet from operating department 1.1 Log-in to system 1.2 Create/Modifies/deactivate user account 1.3 Send User Account details thruSEC Intranet 1.4 Sends the Customer Client Satisfaction Survey Link	None	1 working day/s	• Unit Head, Information Technology Officr II; Information Systems Development and Management Division (ISDMD) • Information System Analyst II; Information Systems Development and Management Division (ISDMD) • Information System Analyst I; Information Systems Development and Management Division (ISDMD) • Web Developer; Information Systems Development and Management Division (ISDMD) • Data Controller; Information Systems Development and Management Division (ISDMD)
2. 2. Submits accomplished Customer Client Satisfaction Survey **Location:** intranet.sec.gov.ph	2. 2. Receives the Customer Client Satisfaction Survey Rating	None	5 minute/s	• information System Analyst I; Information Systems Development and Management Division (ISDMD)
Total Processing Time:		Working Days: 1 working day/s, 5 minute/s		
Total Processing Fee:		Total Standard Fee: None		

4. Help desk and Technical Assistance

Help desk and technical Assistance on SEC Internal System

Office or Division:	Information Systems Development and Management Division (ISDMD)
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	SEC Operating Departments, Special Offices, and Extension Offices
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. User Access request Form/Service Request Form/SEC intranet fillable form (Sample: one (1) Ticket)	Securities and Exchange Commission - Information Systems Development and Management Division

Remarks:

intranet.sec.gov.ph

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. 1. Creates and submits ticket thru SEC Intranet **Location:** intranet.sec.gov.ph	1. 1. Receives the ticket ISDMD Service Request form/fillable form thru SEC Intranet 1.1. Attends to the request based on the stated in the ISDMD Service Request Form/fillable 1.2. Responds to the ticket that the request has been completed thru SEC Intranet 1.3. Sends the customer Client Satisfaction Survey Link	None	1 working day/s	• Unit Head, Information Technology Officer II; Information Systems Development and Management Division (ISDMD) • Information System analyst II; Information Systems Development and Management Division (ISDMD) • Information Sysytems Analyst I; Information Systems Development and Management Division (ISDMD) • Web Developer; Information Systems Development and Management Division (ISDMD) • Data Controller; Information Systems Development and Management Division (ISDMD) • Administrative Assistant II; Information Systems Development and Management Division (ISDMD)
2. 2. Submit Accomplished Customer Client Satisfaction Survey **Location:** intranet.sec.gov.ph	2. 2. Receives the Customer Client Satisfaction Survey ratings	None	5 minute/s	• information Systems Analyst I; Information Systems Development and Management Division (ISDMD)

General Remarks	
intranet.sec.gov.ph	
Total Processing Time:	Working Days: 1 working day/s, 5 minute/s
Total Processing Fee:	Total Standard Fee: None

5. Posting of Information to SEC Website

Processing of Requests for Posting of Information to SEC Website

Office or Division:	Information Systems Development and Management Division (ISDMD)
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	SEC Operating Departments, Special Offices and Extension Offices
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. SEC Intranet Fillable Form (Sample: One (1) Ticket)	Securities and Exchange Commission (SEC) - Information Systems Development and Management Division (ISDMD)

Remarks:

intranet.sec.gov.ph

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. 1. Creates and submits ticket thru SEC Intranet **Location:** intranet.sec.gov.ph	1. 1. Receives the ticket thru SEC Intranet. 1.1 Undertakes/posts the necessary updates in the SEC website. 1.2. Performs Quality Assurance (QA) on the posting. 1.3. Responds to the ticket that the request has posted/updated/created thru SEC Intranet	None	1 working day/s, 2 hour/s, 20 minute/s	• Unit Head, Information Technology Officer II; Information Systems Development and Management Division (ISDMD) • Information Systems Analysts II; Information Systems Development and Management Division (ISDMD) • Information Systems Analyst I; Information Systems Development and Management Division (ISDMD) • Web Developer; Information Systems Development and Management Division (ISDMD) • Data Controller; Information Systems Development and Management Division (ISDMD) • Administrative Assistant II; Information Systems Development and Management Division (ISDMD)
2. 2. Submit accomplished Customer Client Satisfaction Survey **Location:** intranet.sec.gov.ph	2. 2. Receives the Customer Client Satisfaction Survey ratings.	None	5 minute/s	• Information Systems Analyst I; Information Systems Development and Management Division (ISDMD)

General Remarks	
intranet.sec.gov.ph	
Total Processing Time:	Working Days: 1 working day/s, 2 hour/s, 25 minute/s
Total Processing Fee:	Total Standard Fee: None

6. Updating of Procurement Monitoring and Tracking System (PMTS)

Processing of Request to Upload Annual Procurement Plan (APP)/indicative APP/Supplemental/Amended in the Procurement Monitoring and Tracking System (PMTS)

Office or Division:	Information Systems Development and Management Division (ISDMD)
Classification:	Complex
Type of Transaction:	G2G (Government to Government)
Who may avail:	SEC Operating Department and Special Offices
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Signed APP, Supplemental and amended APP (Sample: One (1) Copy)	Securities and Exchange Commission (SEC) - Information Systems Development and Managemet Division (ISDMD)
Remarks: *intranet.sec.gov.ph*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. 1. Create ticket, attaches the signed System Modification Form and APP/Indicative APP/Supplemental/Amended and submits thru SEC **Location:** intranet.sec.gov.ph	1. 1. Receives the ticket thru SEC Intranet 1.1. Uploads the signed APP/Indicative APP/Supplemental/Amended in the Procurement Monitoring and Tracking System 1.2. Responds to the ticket that the request has been completed 1.3. Sends the Customer Client Satisfaction Survey link	None	6 working day/s	• Information Technology Officer I; Information Systems Development and Management Division (ISDMD)
2. 2. Submits accomplished Customer Client Satisfaction Survey **Location:** intranet.sec.gov.ph	2. 2. receives the Customer Client Satisfaction Survey ratings	None	5 minute/s	• Information Systems Analyst I; Information Systems Development and Management Division (ISDMD)
Total Processing Time:		Working Days: 6 working day/s, 5 minute/s		
Total Processing Fee:		Total Standard Fee: None		

Cybersecurity and Shared Services Division (CSSD)

Internal Services

1. Complex Request for Assistance (Cybersecurity Concern)

Rendering assistance relating to complex cybersecurity concerns. This covers requests for assistance pertaining to end user devices, email/link checking and potential phishing.

Office or Division:	Cybersecurity and Shared Services Division (CSSD)
Classification:	Complex
Type of Transaction:	G2G (Government to Government)
Who may avail:	Inter-department, SEC Departments and Extension Offices
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Request for Assistance Form (Cybersecurity Concern) (1) Electronic Copy Or (1) Original Copy	SEC Intranet - Cybersecurity and Shared Division (CSSD)

Remarks:

Access the Request for Assistance Form (Cybersecurity Concern) through this link: https://intranet.sec.gov.ph

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Client accomplishes and submits the CSSD Request for Assistance Form via SEC Intranet or via email. **Location:** 4th Floor, CSSD, SEC HQ	1. Security Operations Center (SOC) receives and acknowledges the accomplished form from the requesting department, office, or employee. SOC determines if the request is cybersecurity-related.	None	20 minute/s	• SEC Information Technology Officer, SEC Information Systems Analyst, SEC Computer Maintenance Technologist, SEC Data Controller; Cybersecurity and Shared Services Division (CSSD)
2. Client waits for confirmation of request while being attended. **Location:** 4th Floor, CSSD, SEC HQ	2.1. Operations Center collects information and conducts initial assessment.	None	3 hour/s	• SEC Information Technology Officer, SEC Information Systems Analyst, SEC Computer Maintenance Technologist, SEC Data Controller; Cybersecurity and Shared Services Division (CSSD)
	2.2. SOC Team Leader assigns an Analyst to perform technical assistance.		5 minute/s	• SEC Information Technology Officer I/II; Cybersecurity and Shared Services Division (CSSD) • SEC Information Systems Analyst II; Cybersecurity and Shared Services Division (CSSD)
	2.3. Perform checking and assessment. Complex requests include the following: (1) Request to monitor and/or assess internal systems or applications; and/or (2) Request to monitor and/or assess SEC end-user devices		5 working day/s	• SEC Information Systems Analyst, SEC Computer Maintenance Technologist, SEC Data Controller; Cybersecurity and Shared Services Division (CSSD)
	2.4. SOC Analyst drafts and submits a Cybersecurity Assistance Report (CAR) for review of Immediate Supervisor.		6 hour/s	• SEC Information Technology Officer, SEC Information Systems Analyst,

				SEC Computer Maintenance Technologist, SEC Data Controller; Cybersecurity and Shared Services Division (CSSD)
	2.5. Immediate Supervisor reviews, approves and signs CAR.		3 hour/s	• SEC Assistant Director; Cybersecurity and Shared Services Division (CSSD)
3. Client confirms the assistance provided by the SOC Staff. **Location:** 4th Floor, CSSD, SEC HQ	3. SOC Analyst provides the client a status update regarding the request, issues a copy of the signed CAR, then closes the ticket.	None	15 minute/s	• SEC Information Systems Analyst, SEC Computer Maintenance Technologist, SEC Data Controller; Cybersecurity and Shared Services Division (CSSD)
Total Processing Time:		Working Days: 6 working day/s, 4 hour/s, 40 minute/s		
Total Processing Fee:		Total Standard Fee: None		

2. Request for Assistance Pertaining to Security Event/Incident

Processing of a reported security event/incident.

Office or Division:	Cybersecurity and Shared Services Division (CSSD)
Classification:	Highly Technical
Type of Transaction:	G2G (Government to Government)
Who may avail:	Inter-department, SEC Departments and Extension Offices
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Report (Security Threat / Event) Form, Email or Letter Report (1) Electronic Copy Or (1) Original Copy	SEC Intranet - Cybersecurity and Shared Division (CSSD)

Remarks:

Access the Report (Security Threat / Event) Form through this link: https://intranet.sec.gov.ph

Or send the report to: cybersecurity@sec.gov.ph

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Client accomplishes and submits the CSSD Report (Security Threat / Event) Form via SEC Intranet or via email. **Location:** 4th Floor, CSSD, SEC HQ	1. Security Operations Center (SOC) receives and acknowledges the accomplished form from the reporting personnel, unit, division, or department.	None	30 minute/s	• SEC Information Technology Officer, SEC Information Systems Analyst, SEC Computer Maintenance Technologist; Cybersecurity and Shared Services Division (CSSD)
2. Client waits for confirmation of request while being attended. **Location:** 4th Floor, CSSD, SEC HQ	2.1. Check/confirm the security event or incident and perform the necessary actions.	None	1 hour/s	• SEC Information Technology Officer, SEC Information Systems Analyst, SEC Computer Maintenance Technologist; Cybersecurity and Shared Services Division (CSSD)
	2.2. Operations Center collects information and conducts initial assessment using the Initial Assessment Form (IAF1).		2 working day/s	• SEC Information Technology Officer, SEC Information Systems Analyst, SEC Computer Maintenance Technologist; Cybersecurity and Shared Services Division (CSSD)
	2.3. Notify relevant personnel including the Computer Emergency Officer (CEO). Remarks: Within 48 hours upon discovery of the incident		2 working day/s	• SEC Information Technology Officer, SEC Information Systems Analyst; Cybersecurity and Shared Services Division (CSSD)
	2.4. CEO disseminates the request to the appropriate Division-Level Operations Center (if report was not originally received or coursed through the division responsible for affected system/application).		1 hour/s	• SEC Information Technology Officer, SEC Information Systems Analyst; Information and Communications Technology Department (ICTD)

3.Should CERT be activated?				
***For With CERT Activation** 3.A.Client waits for confirmation of request while being attended. **Location:** 4th Floor, CSSD, SEC HQ	3.A.1. Activate the appropriate Computer Emergency Response Team (CERT) within 24 hours after confirmation of the validity of the incident	None	1 working day/s	• SEC Computer Emergency Response Team; Any of requesting office / division
	3.A.2. SOC Team Leader assigns an Analyst to perform technical assistance.		5 minute/s	• SEC Information Technology Officer I/II; Cybersecurity and Shared Services Division (CSSD) • SEC Information Systems Analyst II; Cybersecurity and Shared Services Division (CSSD)
	3.A.3. Open a case number to enter the details in the Incident Management System.		1 hour/s	• SEC Information Systems Analyst, SEC Computer Maintenance Technologist; Cybersecurity and Shared Services Division (CSSD)
	3.A.4. Run tests, then monitor and review alerts generated by the Security Information and Event Management (SIEM) system and other relevant tools.		2 working day/s	• SEC Information Systems Analyst, SEC Computer Maintenance Technologist; Cybersecurity and Shared Services Division (CSSD)
	3.A.5. Analyze and classify alerts generated by the SIEM Tool and other relevant tools to determine the severity of the event and the potential impact.		3 working day/s	• SEC Information Systems Analyst, SEC Computer Maintenance Technologist; Cybersecurity and Shared Services Division (CSSD)
	3.A.6. Conduct a second assessment and file the Final Assessment Form (FAF1).		6 hour/s	• SEC Information Systems Analyst, SEC Computer Maintenance Technologist; Cybersecurity and Shared Services Division (CSSD)
	3.A.7. Perform forensic analysis. Identify the Indicators of Compromise (IOC), if applicable.		3 working day/s	• SEC Information Technology Officer, SEC Information Systems Analyst, SEC Computer Maintenance Technologist; Cybersecurity and Shared Services Division (CSSD)
	3.A.8. Contain security incidents by taking immediate action to prevent the spread of the incident. The actions taken may include blocking IP addresses, disabling user accounts, or isolating affected systems.		1 working day/s	• SEC Information Technology Officer, SEC Information Systems Analyst, SEC Computer Maintenance Technologist; Cybersecurity and Shared Services Division (CSSD)
	3.A.9. Document all security incidents, including the scope, impact, and remediation steps taken.		2 working day/s	• SEC Information Technology Officer, SEC Information Systems Analyst,

				SEC Computer Maintenance Technologist; Cybersecurity and Shared Services Division (CSSD)
	3.A.10. Generate and finalize the Security Incident Report (SIR), and affix signature.		1 working day/s	• SEC Information Technology Officer, SEC Information Systems Analyst, SEC Computer Maintenance Technologist; Cybersecurity and Shared Services Division (CSSD)
	3.A.11. Immediate Supervisor reviews, approves and signs SIR.		3 hour/s	• SEC Assistant Director; Cybersecurity and Shared Services Division (CSSD)
***For Without CERT Activation** 3.B.Client waits for confirmation of request while being attended. **Location:** 4th Floor, CSSD, SEC HQ	3.B.1. SOC Team Leader assigns an Analyst to perform technical assistance.	None	5 minute/s	• SEC Information Technology Officer I/II; Cybersecurity and Shared Services Division (CSSD) • SEC Information Systems Analyst II; Cybersecurity and Shared Services Division (CSSD)
	3.B.2. Open a case number to enter the details in the Incident Management System.		1 hour/s	• SEC Information Systems Analyst, SEC Computer Maintenance Technologist; Cybersecurity and Shared Services Division (CSSD)
	3.B.3. Run tests, then monitor and review alerts generated by the Security Information and Event Management (SIEM) system and other relevant tools.		2 working day/s	• SEC Information Systems Analyst, SEC Computer Maintenance Technologist; Cybersecurity and Shared Services Division (CSSD)
	3.B.4. Analyze and classify alerts generated by the SIEM Tool and other relevant tools to determine the severity of the event and the potential impact.		3 working day/s	• SEC Information Systems Analyst, SEC Computer Maintenance Technologist; Cybersecurity and Shared Services Division (CSSD)
	3.B.5. Conduct a second assessment and file the Final Assessment Form (FAF1).		6 hour/s	• SEC Information Systems Analyst, SEC Computer Maintenance Technologist; Cybersecurity and Shared Services Division (CSSD)
	3.B.6. Perform forensic analysis. Identify the Indicators of Compromise (IOC), if applicable.		3 working day/s	• SEC Information Technology Officer, SEC Information Systems Analyst, SEC Computer Maintenance Technologist; Cybersecurity and Shared Services Division (CSSD)

	3.B.7. Contain security incidents by taking immediate action to prevent the spread of the incident. The actions taken may include blocking IP addresses, disabling user accounts, or isolating affected systems.		1 working day/s	• SEC Information Technology Officer, SEC Information Systems Analyst, SEC Computer Maintenance Technologist; Cybersecurity and Shared Services Division (CSSD)
	3.B.8. Document all security incidents, including the scope, impact, and remediation steps taken.		2 working day/s	• SEC Information Technology Officer, SEC Information Systems Analyst, SEC Computer Maintenance Technologist; Cybersecurity and Shared Services Division (CSSD)
	3.B.9. Generate and finalize the Security Incident Report (SIR), and affix signature.		1 working day/s	• SEC Information Technology Officer, SEC Information Systems Analyst, SEC Computer Maintenance Technologist; Cybersecurity and Shared Services Division (CSSD)
	3.B.10. Immediate Supervisor reviews, approves and signs SIR.		3 hour/s	• SEC Assistant Director; Cybersecurity and Shared Services Division (CSSD)
4. Client confirms the assistance provided by the SOC Staff. **Location:** 4th Floor, CSSD, SEC HQ	4. SOC Analyst provides the client a status update regarding the request, issues a copy of the signed SIR, then closes the ticket.	None	15 minute/s	• SEC Information Technology Officer, SEC Information Systems Analyst, SEC Computer Maintenance Technologist; Cybersecurity and Shared Services Division (CSSD)

Total Processing Time:	
***For With CERT Activation**	Working Days: 18 working day/s, 4 hour/s, 50 minute/s
***For Without CERT Activation**	Working Days: 17 working day/s, 4 hour/s, 50 minute/s
Total Processing Fee:	
***For With CERT Activation**	Total Standard Fee: None
***For Without CERT Activation**	Total Standard Fee: None

3. Request for Cybersecurity Information

Processing of requests for cybersecurity-related information.

Office or Division:	Cybersecurity and Shared Services Division (CSSD)
Classification:	Complex
Type of Transaction:	G2G (Government to Government)
Who may avail:	Inter-department, SEC Departments and Extension Offices
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Request for Assistance Form (Cybersecurity Concern), Email or Letter Request (1) Electronic Copy Or (1) Original Copy	SEC Intranet - Cybersecurity and Shared Division (CSSD)

Remarks:

Cybersecurity and Shared Division (CSSD) – SEC Intranet

Access the Request for Assistance Form (Cybersecurity Concern) through this link: https://intranet.sec.gov.ph

Or send the request to: cybersecurity@sec.gov.ph

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Client requests a copy of the cybersecurity information pertaining to a specific subject matter, system or application. **Location:** 4th Floor, CSSD, SEC HQ	1. Security Operations Center (SOC) receives and acknowledges the request for a copy of the cybersecurity information. SOC determines if the request is cybersecurity-related.	None	20 minute/s	• SEC Information Technology Officer, SEC Information Systems Analyst, SEC Computer Maintenance Technologist, SEC Data Controller; Cybersecurity and Shared Services Division (CSSD)
2. Client waits for confirmation of request while being attended. **Location:** 4th Floor, CSSD, SEC HQ	2.1. Operations Center collects information and conducts initial assessment.	None	3 hour/s	• SEC Information Technology Officer, SEC Information Systems Analyst, SEC Computer Maintenance Technologist, SEC Data Controller; Cybersecurity and Shared Services Division (CSSD)
	2.2. SOC Team Leader assigns an Analyst to perform technical assistance.		5 minute/s	• SEC Information Technology Officer I/II; Cybersecurity and Shared Services Division (CSSD) • SEC Information Systems Analyst II; Cybersecurity and Shared Services Division (CSSD)
	2.3. Conduct research, gather information, and perform analysis.		4 working day/s	• SEC Information Technology Officer, SEC Information Systems Analyst, SEC Computer Maintenance Technologist, SEC Data Controller; Cybersecurity and Shared Services Division (CSSD)

	2.4. SOC Analyst drafts and submits a Cybersecurity Assistance Report (CAR) for review of Immediate Supervisor. Attach all pertinent information from the previous step.		6 hour/s	• SEC Information Technology Officer, SEC Information Systems Analyst, SEC Computer Maintenance Technologist, SEC Data Controller; Cybersecurity and Shared Services Division (CSSD)
	2.5. Immediate Supervisor reviews, approves and signs CAR.		3 hour/s	• SEC Assistant Director; Cybersecurity and Shared Services Division (CSSD)
3. Client confirms the assistance provided by the SOC Staff. **Location:** 4th Floor, CSSD, SEC HQ	3. SOC Analyst provides the client a status update regarding the request, issues a copy of the signed CAR, then closes the ticket.	None	15 minute/s	• SEC Information Technology Officer, SEC Information Systems Analyst, SEC Computer Maintenance Technologist, SEC Data Controller; Cybersecurity and Shared Services Division (CSSD)
Total Processing Time:		Working Days: 5 working day/s, 4 hour/s, 40 minute/s		
Total Processing Fee:		Total Standard Fee: None		

4. Request to Monitor and/or Assess SEC Internal Systems, Applications and End-User Devices

Processing of complex requests to monitor and/or assess SEC internal systems, applications and end-user devices.

Office or Division:	Cybersecurity and Shared Services Division (CSSD)
Classification:	Complex
Type of Transaction:	G2G (Government to Government)
Who may avail:	Inter-department, SEC Departments and Extension Offices
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Request for Assistance Form (Cybersecurity Concern), Email or Letter Request to Monitor and/or Assess (1) Electronic Copy Or (1) Original Copy	SEC Intranet - Cybersecurity and Shared Division (CSSD)

Remarks:

Access the Request for Assistance Form (Cybersecurity Concern) through this link: https://intranet.sec.gov.ph

Or send the request to: cybersecurity@sec.gov.ph

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. The system administrator or application owner requests to monitor and/or assess the internal system or application. **Location:** 4th Floor, CSSD, SEC HQ	1. Security Operations Center (SOC) receives and acknowledges the request to monitor and/or assess.	None	20 minute/s	• SEC Information Technology Officer, SEC Information Systems Analyst, SEC Computer Maintenance Technologist; Cybersecurity and Shared Services Division (CSSD)
2. Client provides the details and facilitates/grants access to the internal system or application that needs to be monitored and/or assessed, then waits for confirmation of request while being attended. **Location:** 4th Floor, CSSD, SEC HQ	2.1. Operations Center collects information and conducts initial assessment.	None	2 hour/s	• SEC Information Technology Officer, SEC Information Systems Analyst, SEC Computer Maintenance Technologist; Cybersecurity and Shared Services Division (CSSD)
	2.2. SOC Team Leader assigns an Analyst to perform technical assistance.		5 minute/s	• SEC Information Technology Officer I/II; Cybersecurity and Shared Services Division (CSSD) • SEC Information Systems Analyst II; Cybersecurity and Shared Services Division (CSSD)
	2.3. SOC monitors and/or assesses the internal system using the Security Information and Event Management (SIEM) server and other related tools.		1 working day/s	• SEC Information Systems Analyst, SEC Computer Maintenance Technologist; Cybersecurity and Shared Services Division (CSSD)
	2.4. Analyze and classify alerts generated by the SIEM server and other relevant tools to determine the severity of the event, the		2 working day/s	• SEC Information Technology Officer, SEC Information Systems Analyst, SEC Computer

	potential impact, and whether the alert is a false positive or not.			Maintenance Technologist, SEC Data Controller; Cybersecurity and Shared Services Division (CSSD)
	2.5. Investigate alerts that are determined to be legitimate security events/incidents.		1 working day/s, 6 hour/s	• SEC Information Systems Analyst, SEC Computer Maintenance Technologist; Cybersecurity and Shared Services Division (CSSD)
	2.6. Perform monitoring within a certain period of time.		6 hour/s	• SEC Information Systems Analyst, SEC Computer Maintenance Technologist; Cybersecurity and Shared Services Division (CSSD)
	2.7. SOC Analyst drafts and submits a Cybersecurity Assistance Report (CAR) for review of Immediate Supervisor. Attach all pertinent information from the previous step.		6 hour/s	• SEC Information Technology Officer, SEC Information Systems Analyst, SEC Computer Maintenance Technologist; Cybersecurity and Shared Services Division (CSSD)
	2.8. Immediate Supervisor reviews, approves and signs CAR.		3 hour/s	• SEC Assistant Director; Cybersecurity and Shared Services Division (CSSD)
3. Client confirms the assistance provided by the SOC Staff. **Location:** 4th Floor, CSSD, SEC HQ	3. SOC Analyst provides the client a status update regarding the request, issues a copy of the signed CAR, then closes the ticket.	None	15 minute/s	• SEC Information Technology Officer, SEC Information Systems Analyst, SEC Computer Maintenance Technologist; Cybersecurity and Shared Services Division (CSSD)
Total Processing Time:		Working Days: 6 working day/s, 7 hour/s, 40 minute/s		
Total Processing Fee:		Total Standard Fee: None		

5. Request to Perform Vulnerability Assessment and Penetration Testing (VAPT)

Rendering assistance to perform vulnerability assessment and penetration testing on SEC internal systems, applications and/or servers.

Office or Division:	Cybersecurity and Shared Services Division (CSSD)
Classification:	Highly Technical
Type of Transaction:	G2G (Government to Government)
Who may avail:	Inter-department, SEC Departments and Extension Offices
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Vulnerability Assessment and Penetration Testing Request Form, Email or Letter Request (1) Electronic Copy Or (1) Original Copy	SEC - Cybersecurity and Shared Division (CSSD)

Remarks:

Cybersecurity and Shared Division (CSSD)

Send the request to: cybersecurity@sec.gov.ph

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Client accomplishes and submits the CSSD VAPT Form via email. **Location:** 4th Floor, CSSD, SEC HQ	1. Security Operations Center (SOC) receives and acknowledges the accomplished form from the requesting department, office, or employee. SOC determines if the request is cybersecurity related.	None	20 minute/s	• SEC Information Technology Officer, SEC Information Systems Analyst, SEC Computer Maintenance Technologist, SEC Data Controller; Cybersecurity and Shared Services Division (CSSD)
2. Client waits for confirmation of request while being attended. **Location:** 4th Floor, CSSD, SEC HQ	2.1. Communicate with the requester to assess the VAPT request.	None	4 hour/s	• SEC Information Technology Officer, SEC Information Systems Analyst, SEC Computer Maintenance Technologist; Cybersecurity and Shared Services Division (CSSD)
	2.2. SOC Team Leader assigns an Analyst to perform the vulnerability assessment and penetration testing.		5 minute/s	• SEC Information Technology Officer I/II; Cybersecurity and Shared Services Division (CSSD) • SEC Information Systems Analyst II; Cybersecurity and Shared Services Division (CSSD)
	2.3. Proceed with planning, scoping and information gathering.		2 working day/s	• SEC Information Technology Officer, SEC Information Systems Analyst, SEC Computer Maintenance Technologist; Cybersecurity and Shared Services Division (CSSD)
	2.4. Perform VAPT using a comprehensive methodology involving automated scanning		12 working day/s	• SEC Information Technology Officer, SEC Information

	tools, manual inspection, and analysis of system configurations and network traffic.			Systems Analyst, SEC Computer Maintenance Technologist; Cybersecurity and Shared Services Division (CSSD)
	2.5. Deliver a comprehensive VAPT report detailing the vulnerabilities identified, the exploitation attempts performed, and recommendations for remediation. Generate and issue a Cybersecurity Assistance Report (CAR) and attach all pertinent information from the previous step.		4 working day/s	• SEC Information Technology Officer, SEC Information Systems Analyst, SEC Computer Maintenance Technologist; Cybersecurity and Shared Services Division (CSSD)
	2.6. Immediate Supervisor reviews, approves and signs CAR with VAPT Report.		1 working day/s	• SEC Assistant Director; Cybersecurity and Shared Services Division (CSSD)
3. Client confirms the assistance provided by the SOC Analyst. **Location:** 4th Floor, CSSD, SEC HQ	3. SOC Analyst provides the client a status update regarding the request, issues a copy of the signed CAR with the VAPT Report, then closes the ticket.	None	15 minute/s	• SEC Information Technology Officer, SEC Information Systems Analyst, SEC Computer Maintenance Technologist; Cybersecurity and Shared Services Division (CSSD)
Total Processing Time:		Working Days: 19 working day/s, 4 hour/s, 40 minute/s		
Total Processing Fee:		Total Standard Fee: None		

6. Request to Run a Malware Scan on SEC Internal Systems, Applications and End-User Devices

Processing of complex requests for performing a malware scan on SEC internal systems, applications and end-user devices.

Office or Division:	Cybersecurity and Shared Services Division (CSSD)
Classification:	Highly Technical
Type of Transaction:	G2G (Government to Government)
Who may avail:	Inter-department, SEC Departments and Extension Offices
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Request for Malware Scan Form, Email or Letter Request for Malware Scan (1) Electronic Copy Or (1) Original Copy	SEC Intranet - Cybersecurity and Shared Division (CSSD)
Remarks: *Access the Request for Malware Scan form through this link: https://intranet.sec.gov.ph* *Or send the request to: cybersecurity@sec.gov.ph*	
For Situational Requirement	
A. With Malicious Findings	
A.1. Report (Security Threat / Event) Form, Email or Letter Report (1) Original Copy Or (1) Electronic Copy	SEC Intranet - Cybersecurity and Shared Division (CSSD)
Remarks: *Access the Report (Security Threat / Event) Form through this link: https://intranet.sec.gov.ph* *Or send the report to: cybersecurity@sec.gov.ph*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Client accomplishes and submits the CSSD Request for Malware Form via SEC Intranet or via email. **Location:** 4th Floor, CSSD, SEC HQ	1. Security Operations Center (SOC) receives and acknowledges the accomplished form from the requesting department, office, or employee. SOC determines if the request is cybersecurity related.	None	20 minute/s	• SEC Information Technology Officer, SEC Information Systems Analyst, SEC Computer Maintenance Technologist; Cybersecurity and Shared Services Division (CSSD)
2. Client waits for confirmation of request while being attended. **Location:** 4th Floor, CSSD, SEC HQ	2.1. Operations Center checks the system or end-user device that needs to be scanned.	None	30 minute/s	• SEC Information Technology Officer, SEC Information Systems Analyst, SEC Computer Maintenance Technologist; Cybersecurity and Shared Services Division (CSSD)
	2.2. SOC Team Leader assigns an Analyst to perform the malware scan.		5 minute/s	• SEC Information Technology Officer I/II; Cybersecurity and Shared Services Division (CSSD) • SEC Information Systems Analyst II; Cybersecurity and Shared Services Division (CSSD)
	2.3. Perform checking and assessment. Complex requests		2 working day/s	• SEC Information Systems Analyst,

	include the following: (1) Request to scan internal systems, applications or servers; and/or (2) Request to monitor and/or assess SEC end-user devices			SEC Computer Maintenance Technologist; Cybersecurity and Shared Services Division (CSSD)
	2.4. Perform assessment, analysis and scanning for Indicators of Compromise (IOC).		3 working day/s	• SEC Information Technology Officer, SEC Information Systems Analyst; Information and Communications Technology Department (ICTD)
3.With malicious findings?				
***For With Malicious Findings** 3.A.Client accomplishes and submits the CSSD Report (Security Threat / Event) Form via SEC Intranet or via email. Client waits for confirmation of request while being attended. **Location:** 4th Floor, CSSD, SEC HQ	3.A.1. Assess the security event or incident.	None	2 hour/s	• SEC Information Technology Officer, SEC Information Systems Analyst, SEC Computer Maintenance Technologist; Cybersecurity and Shared Services Division (CSSD)
	3.A.2. Notify relevant personnel including the Computer Emergency Officer (CEO). Remarks: Within 48 hours upon discovery of the incident		2 working day/s	• SEC Information Technology Officer, SEC Information Systems Analyst; Cybersecurity and Shared Services Division (CSSD)
	3.A.3. CEO disseminates the request to the appropriate Division-Level Operations Center (if report was not originally received or coursed through the division responsible for affected system/application).		1 working day/s	• SEC Information Technology Officer, SEC Information Systems Analyst; Information and Communications Technology Department (ICTD)
	3.A.4. SOC Team Leader assigns an Analyst to perform technical assistance.		5 minute/s	• SEC Information Technology Officer I/II; Cybersecurity and Shared Services Division (CSSD) • SEC Information Systems Analyst II; Cybersecurity and Shared Services Division (CSSD)
	3.A.5. Open a case number to enter the details in the Incident Management System.		1 hour/s	• SEC Information Systems Analyst, SEC Computer Maintenance Technologist; Cybersecurity and Shared Services Division (CSSD)
	3.A.6. Perform forensic analysis. Identify the Indicators of Compromise (IOC), if applicable.		3 working day/s	• SEC Information Technology Officer, SEC Information Systems Analyst, SEC Computer Maintenance Technologist; Cybersecurity and Shared Services Division (CSSD)
	3.A.7. Contain security incidents by taking immediate action to prevent the spread of the incident. The actions taken may include blocking IP addresses, disabling		1 working day/s	• SEC Information Technology Officer, SEC Information Systems Analyst, SEC Computer

	user accounts, or isolating affected systems.			Maintenance Technologist; Cybersecurity and Shared Services Division (CSSD)
	3.A.8. Document all security incidents, including the scope, impact, and remediation steps taken.		2 working day/s	• SEC Information Technology Officer, SEC Information Systems Analyst, SEC Computer Maintenance Technologist; Cybersecurity and Shared Services Division (CSSD)
	3.A.9. Generate and finalize the Cybersecurity Assistance Report (CAR) and the Security Incident Report (SIR), and affix signature		1 working day/s	• SEC Information Technology Officer, SEC Information Systems Analyst, SEC Computer Maintenance Technologist; Cybersecurity and Shared Services Division (CSSD)
	3.A.10. Immediate Supervisor reviews, approves and signs CAR and SIR.		6 hour/s	• SEC Assistant Director; Cybersecurity and Shared Services Division (CSSD)
***For With No Malicious Findings** 3.B.Client waits for confirmation of request while being attended. **Location:** 4th Floor, CSSD, SEC HQ	3.B.1. SOC Analyst drafts and submits a Cybersecurity Assistance Report (CAR) for review of Immediate Supervisor. Attach all pertinent information of the results and findings.	None	1 working day/s	• SEC Information Technology Officer, SEC Information Systems Analyst, SEC Computer Maintenance Technologist; Cybersecurity and Shared Services Division (CSSD)
	3.B.2. Immediate Supervisor reviews, approves and signs CAR.		3 hour/s	• SEC Assistant Director; Cybersecurity and Shared Services Division (CSSD)
4. Client confirms the assistance provided by the SOC Staff. **Location:** 4th Floor, CSSD, SEC HQ	4. SOC Analyst provides the client a status update regarding the request, issues a copy of the signed CAR (and SIR if applicable), then closes the ticket.	None	15 minute/s	• SEC Information Technology Officer, SEC Information Systems Analyst, SEC Computer Maintenance Technologist; Cybersecurity and Shared Services Division (CSSD)

General Remarks

This service is categorized as Highly Technical if malicious findings are identified in the malware scan results. Otherwise, the service will fall under the Complex service classification, which carries a standard processing timeline of 4-7 working days.

Total Processing Time:	
***For With Malicious Findings**	Working Days: 16 working day/s, 2 hour/s, 15 minute/s
***For With No Malicious Findings**	Working Days: 6 working day/s, 4 hour/s, 10 minute/s
Total Processing Fee:	
***For With Malicious Findings**	Total Standard Fee: None
***For With No Malicious Findings**	Total Standard Fee: None

7. Simple Request for Assistance (Cybersecurity Concern)

Rendering assistance relating to simple cybersecurity concerns. This covers requests for assistance pertaining to end user devices, email/link checking and potential phishing.

Office or Division:	Cybersecurity and Shared Services Division (CSSD)
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	Inter-department, SEC Departments and Extension Offices
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Request for Assistance Form (Cybersecurity Concern) (1) Electronic Copy Or (1) Original Copy	SEC Intranet - Cybersecurity and Shared Division (CSSD)

Remarks:

Access the Request for Assistance Form (Cybersecurity Concern) through this link: https://intranet.sec.gov.ph

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Client accomplishes and submits the CSSD Request for Assistance Form via SEC Intranet or via email. **Location:** 4th Floor, CSSD, SEC HQ	1. Security Operations Center (SOC) receives and acknowledges the accomplished form from the requesting department, office, or employee. SOC determines if the request is cybersecurity-related.	None	20 minute/s	• SEC Information Technology Officer, SEC Information Systems Analyst, SEC Computer Maintenance Technologist, SEC Data Controller; Cybersecurity and Shared Services Division (CSSD)
2. Client waits for confirmation of request while being attended. **Location:** 4th Floor, CSSD, SEC HQ	2.1. Operations Center collects information and conducts initial assessment.	None	3 hour/s	• SEC Information Technology Officer, SEC Information Systems Analyst, SEC Computer Maintenance Technologist, SEC Data Controller; Cybersecurity and Shared Services Division (CSSD)
	2.2. SOC Team Leader assigns an Analyst to perform technical assistance.		5 minute/s	• SEC Information Technology Officer I/II; Cybersecurity and Shared Services Division (CSSD) • SEC Information Systems Analyst II; Cybersecurity and Shared Services Division (CSSD)
	2.3. Perform checking and assessment. Simple requests include the following: (1) Checking of link/website; (2) Checking of device; and/or (3) Potential phishing (Email assistance)		1 working day/s, 6 hour/s	• SEC Information Systems Analyst, SEC Computer Maintenance Technologist, SEC Data Controller; Cybersecurity and Shared Services Division (CSSD)
	2.4. SOC Analyst drafts and submits a Cybersecurity Assistance Report (CAR) for review of Immediate Supervisor.		4 hour/s	• SEC Information Technology Officer, SEC Information Systems Analyst,

				SEC Computer Maintenance Technologist, SEC Data Controller; Cybersecurity and Shared Services Division (CSSD)
	2.5. Immediate Supervisor reviews, approves and signs CAR.		2 hour/s	• SEC Assistant Director; Cybersecurity and Shared Services Division (CSSD)
3. Client confirms the assistance provided by the SOC Staff. **Location:** 4th Floor, CSSD, SEC HQ	3. SOC Analyst provides the client a status update regarding the request, issues a copy of the signed CAR, then closes the ticket.	None	15 minute/s	• SEC Information Systems Analyst, SEC Computer Maintenance Technologist, SEC Data Controller; Cybersecurity and Shared Services Division (CSSD)
Total Processing Time:		Working Days: 2 working day/s, 7 hour/s, 40 minute/s		
Total Processing Fee:		Total Standard Fee: None		

Company Analytics and Statistics Division (CASD)

Internal Services

1. Complex Request for SEC Statistics, Reports, and Data (SRD)

This presents the process flow of acquiring SRDs (e.g., compiled data, official statistics, other data/reports on registered and regulated entities), which can be generated by the Securities and Exchange Commission (SEC) and may be provided to SEC Departments or Offices including Extension Offices, subject to further inputs and processing by the SEC Department/Office concerned.

Office or Division:	Company Analytics and Statistics Division (CASD)
Classification:	Complex
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	SEC Departments, Offices or Units including Extension Offices
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Email Request (Sample: 1 Pieces)	Applicant / Client

Remarks:

Email request containing the following information:

- *Information about the client (i.e., Name, Department/Extension Office, Contact Number, Email Address);*
- *Purpose of the request; and*
- *Details of requested Statistics, Report or Data (e.g. period covered, industry classification, geographical location, specific data elements).*

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit email request. **Location:** Through the Company Analytics and Statistics Division's official email address: casd@sec.gov.ph **Notes/Instruction:** *The email request should contain the complete information enumerated in the Checklist of Requirements.*	1.1. Acknowledge receipt of the email request and coordinate with the client by email or telephone to clarify and confirm the details.	None	1 working day/s	• SEC Information Officer III; Company Analytics and Statistics Division (CASD)
	1.2. Generate the requested Statistics, Report or Data based on the client's confirmed details and specifications.		3 working day/s	• Securities Financial Specialist III, SEC Information Systems Analyst II, SEC Statistician, SEC Financial Analyst II; Company Analytics and Statistics Division (CASD)
	1.3. Review and approve the prepared Statistics, Report or Data and endorse the same for release.		7 hour/s	• SEC Assistant Director, SEC Supervising Statistical Specialist; Company Analytics and Statistics Division (CASD)
	1.4. Release the Statistics, Report or Data to the client via email.		1 hour/s	• SEC Information Officer III; Company Analytics and Statistics Division (CASD)
Total Processing Time:		Working Days: 5 working day/s		
Total Processing Fee:		Total Standard Fee: None		

2. Highly Technical Request for SEC Statistics, Reports, and Data (SRD)

This presents the process flow of acquiring SRDs (e.g., compiled data, official statistics, other data/reports on registered and regulated entities), which can be generated by the Securities and Exchange Commission (SEC) and may be provided to SEC Departments or Offices including Extension Offices, subject to further inputs and processing by the SEC Department/Office concerned, and/or approval by higher-level authorities concerned.

Office or Division:	Company Analytics and Statistics Division (CASD)
Classification:	Highly Technical
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	SEC Departments, Offices or Units including Extension Offices
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Email Request (Sample: 1 Pieces)	Applicant / Client

Remarks:

Email request containing the following information:

- *Information about the client (i.e., Name, Department/Extension Office, Contact Number, Email Address);*
- *Purpose of the request;*
- *Details of requested Statistics, Report or Data (e.g. period covered, industry classification, geographical location, specific data elements);*

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit email request. **Location:** Through the Company Analytics and Statistics Division's official email address: casd@sec.gov.ph **Notes/Instruction:** *The email request should contain the complete information enumerated in the Checklist of Requirements.*	1.1. Acknowledge receipt of the email request and coordinate with the client by email or telephone to clarify and confirm the details.	None	7 hour/s	• SEC Information Officer III; Company Analytics and Statistics Division (CASD)
	1.2. Generate the requested Statistics, Report or Data based on the client's confirmed details and specifications.		12 working day/s	• Securities Financial Specialist III, SEC Information Systems Analyst II, SEC Statistician, SEC Economist III, SEC Financial Analyst II, SEC Data Controller; Company Analytics and Statistics Division (CASD)
	1.3. Review and approve the prepared Statistics, Report or Data and endorse the same for release.		2 working day/s	• SEC Assistant Director, SEC Supervising Statistical Specialist; Company Analytics and Statistics Division (CASD)
	1.4. Release the Statistics, Report or Data to the client via email.		1 hour/s	• SEC Information Officer III; Company Analytics and Statistics Division (CASD)
Total Processing Time:		Working Days: 15 working day/s		
Total Processing Fee:		Total Standard Fee: None		

3. Provision of Copy of the Philippines Top 1000 Corporations

This presents the process flow for requesting a copy of the latest available Annual Ranking of Top Philippine Corporations, which is produced by and in custody of the Economic Research and Training Department (ERTD) and may be provided to SEC Departments or Offices including Extension Offices.

Office or Division:	Company Analytics and Statistics Division (CASD)
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	SEC Departments, Offices or Units including Extension Offices
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Email Request (Sample: 1 Pieces)	Applicant / Client

Remarks:

Email request containing the following information:

- *Information about the client (i.e., Name, Department/Extension Office, Contact Number, Email Address);*
- *Purpose of the request; and*
- *Details of the requested document (e.g. period covered, industry classification, geographical location, specific data elements).*

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit email request. **Location:** Through the Company Analytics and Statistics Division's official email address: casd@sec.gov.ph **Notes/Instruction:** *The email request should contain the complete information enumerated in the Checklist of Requirements.*	1.1. Acknowledge receipt of the email request and coordinate with the client by email or telephone to clarify and confirm the details.	None	1 hour/s	• SEC Information Officer III; Company Analytics and Statistics Division (CASD)
	1.2. Retrieve the requested based on the client's confirmed details and specifications.		4 hour/s	• Securities Financial Specialist III, SEC Financial Analyst II ; Company Analytics and Statistics Division (CASD)
	1.3. Review the completeness of the requested document and endorse the same for release.		2 hour/s	• SEC Assistant Director, SEC Supervising Statistical Specialist; Company Analytics and Statistics Division (CASD)
	1.4. Release the requested document to the client via email.		1 hour/s	• SEC Information Officer III; Company Analytics and Statistics Division (CASD)
Total Processing Time:		Working Days: 1 working day/s		
Total Processing Fee:		Total Standard Fee: None		

Human Resources Management Division (HRMD)

Internal Services

1. Request for Issuance of Certified True Copy of Appointment Paper, Certificate of Assumption to Duty, Oath of Office, and Position Description Form

This service allows all SEC officials and employees to obtain a certified true copy of their Appointment Paper, Certificate of Assumption to Duty, Oath of Office, or Position Description Form for purposes such as applications, promotions, or other personal reasons.

Office or Division:	Human Resources Management Division (HRMD)
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	SEC Officials and Employees
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
No Requirements Needed	

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit request via SEC HRMIS. **Location:** Link: https://hrmis.sec.gov.ph/app/employee-document-request/new-employee-document-request	1.1. Acknowledge the client's request.	None	5 minute/s	• SEC Employee Services Officer III; Human Resources Management Division (HRMD) • SEC Employee Services Officer II; Human Resources Management Division (HRMD) • SEC Technical Support; Human Resources Management Division (HRMD) • SEC Employee Services Assistant I; Human Resources Management Division (HRMD)
	1.2. Check the 201 files of the concerned employee.		1 working day/s	• SEC Employee Services Officer III; Human Resources Management Division (HRMD) • SEC Employee Services Officer II; Human Resources Management Division (HRMD) • SEC Technical Support; Human Resources Management Division (HRMD) • SEC Employee Services Assistant I; Human Resources Management Division (HRMD)
	1.3. Print the scanned copy of the concerned employee's document being requested or photocopy the original document.		5 minute/s	• SEC Employee Services Officer III; Human Resources Management Division (HRMD) • SEC Employee Services Officer II; Human Resources Management Division (HRMD) • SEC Technical Support; Human

				Resources Management Division (HRMD) • SEC Employee Services Assistant I; Human Resources Management Division (HRMD)
	1.4. Mark with CTC stamp the requested document and affix signature.		5 minute/s	• SEC Employee Services Officer III; Human Resources Management Division (HRMD) • SEC Employee Services Officer II; Human Resources Management Division (HRMD) • SEC Technical Support; Human Resources Management Division (HRMD) • SEC Employee Services Assistant I; Human Resources Management Division (HRMD)
	1.5. Inform the client that the requested document is ready for pick-up.		5 minute/s	• SEC Employee Services Officer III; Human Resources Management Division (HRMD) • SEC Employee Services Officer II; Human Resources Management Division (HRMD) • SEC Technical Support; Human Resources Management Division (HRMD) • SEC Employee Services Assistant I; Human Resources Management Division (HRMD)
2. Receive/claim the requested document. **Location:** Human Resources Department, 7th Floor, The SEC Headquarters, Makati City	2. Release the requested document and ensure that the client acknowledges receipt of the document in the log book.	None	5 minute/s	• SEC Employee Services Officer III; Human Resources Management Division (HRMD) • SEC Employee Services Officer II; Human Resources Management Division (HRMD) • SEC Technical Support; Human Resources Management Division (HRMD) • SEC Employee Services Assistant I; Human Resources Management Division (HRMD)
Total Processing Time:		Working Days: 1 working day/s, 25 minute/s		
Total Processing Fee:		Total Standard Fee: None		

2. Request for Personal Travel Authority (For Director level positions and below with not more than 30 days of travel duration)

This applies to requests for Personal Travel Authority for Director-level positions and below with travel durations not exceeding 30 days, wherein the approving authority is the SEC Chairperson or the HRD Supervising Commissioner.

Office or Division:	Human Resources Management Division (HRMD)
Classification:	Complex
Type of Transaction:	G2G (Government to Government)
Who may avail:	SEC Officials and Employees
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Duly accomplished Request for Personal Travel Authority (RPTA) Form (SEC) (1) Original Copy Or (1) Electronic Copy	Applicant / Client
Remarks: *Electronic or Scanned copies of the required documents shall be accepted only from SEC Extension Offices.*	
2. Letter addressed to the Approving Authority, through the Endorsing Authority as noted by his/her respective Head of Office/Department (1) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Electronic or Scanned copies of the required documents shall be accepted only from SEC Extension Offices.*	
3. Application for Leave signed by the Supervising Commissioner for recommendation, for the approval of the Approving Authority (1) Original Copy Or (1) Electronic Copy	Applicant / Client
Remarks: *Electronic or Scanned copies of the required documents shall be accepted only from SEC Extension Offices.*	
4. Affidavit of Undertaking on Travel Expenses (stating the duration of travel, destination, purpose, the estimated cost of the trip, and how the trip will be financed) (1) Original Copy Or (1) Electronic Copy	Applicant / Client
Remarks: *Electronic or Scanned copies of the required documents shall be accepted only from SEC Extension Offices.*	
5. Certificate of No Pending Administrative Case (1) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Human Resources Department
Remarks: *Electronic or Scanned copies of the required documents shall be accepted only from SEC Extension Offices.*	
6. Certificate of No Unliquidated Cash Advance (1) Original Copy Or (1) Electronic Copy	Securities and Exchange Commission - Financial Management Department
Remarks: *Electronic or Scanned copies of the required documents shall be accepted only from SEC Extension Offices.*	
For Situational Requirement	
A. Situational Requirement	
A.1. Justification addressed to the Approving Authority signed by the Department Director/Head concerned when the employee will incur leave of absence without pay (1) Original Copy Or (1) Electronic Copy	Applicant / Client
Remarks: *Electronic or Scanned copies of the required documents shall be accepted only from SEC Extension Offices.*	

A.2. Justification addressed to the Approving Authority signed by the Department Director/Head concerned (as applicable) when the submission falls short of the required minimum of twenty (20) days prior to the travel date. (1) Original Copy Or (1) Electronic Copy	Applicant / Client
Remarks: *Electronic or Scanned copies of the required documents shall be accepted only from SEC Extension Offices.*	
A.3. SEC Office Order for the Designation of Officer-in-Charge (OIC) or Authority to Sign for the duration of the travel (for Assistant Director level and above) (1) Original Copy Or (1) Electronic Copy	Applicant / Client
Remarks: *Electronic or Scanned copies of the required documents shall be accepted only from SEC Extension Offices.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1.For Director Level:				
***For For Director Level** 1.A.Submit duly accomplished Request for Personal Travel Authority (RPTA) Form, along with complete documentary requirements. **Location:** Human Resources Department, 7th Floor, The SEC Headquarters, Makati City	1.A.1. Receive and check the completeness of the submitted documents vis-a-vis the checklist of requirements.	None	5 minute/s	• SEC Employee Engagement Officer II; Human Resources Management Division (HRMD) • SEC Employee Engagement Assistant I; Human Resources Management Division (HRMD)
	1.A.2. Prepare the TA and forward it to the Supervising Administrative Officer, along with the documentary requirements submitted by the client, for review.		2 working day/s	• SEC Employee Engagement Officer II; Human Resources Management Division (HRMD) • SEC Employee Engagement Assistant I; Human Resources Management Division (HRMD)
	1.A.3. Review the drafted TA along with the documentary requirements submitted by the client.		2 hour/s	• SEC Supervising Administrative Officer; Human Resources Management Division (HRMD)
	1.A.4. Final review and affix initial in the TA.		2 hour/s	• SEC Assistant Director; Human Resources Management Division (HRMD)
	1.A.5. Affix initial in the TA.		2 hour/s	• SEC Director III; Human Resources Department (HRD)
	1.A.6. Forward the TA along with the complete documentary requirements to the Office of the HRD's Supervising Commissioner for initial, before endorsing it to the Office of the Chairperson for signature.		10 minute/s	• SEC Employee Engagement Officer II; Human Resources Management Division (HRMD) • SEC Employee Engagement Assistant I; Human Resources Management Division (HRMD)

	1.A.7. Affix initial of the HRD Supervising Commissioner in the TA and Application for Leave.		2 working day/s	• HRD Supervising Commissioner; Office of the Commissioner
	1.A.8. Forward the TA with initial of HRD Supervising Commissioner along with the complete documentary requirements to the Office of the Chairperson for approval/signature.		10 minute/s	• SEC Employee Engagement Officer II; Human Resources Management Division (HRMD) • SEC Employee Engagement Assistant I; Human Resources Management Division (HRMD)
	1.A.9. Approve/disapprove the TA.		2 working day/s	• SEC Chairperson; Office of the SEC Chairperson
	1.A.10. Scan the approved/ disapproved TA, send it to the client via email and inform him/her that the original copy is ready for pick-up (for SEC Headquarters) or mailing (for Extension Offices).		10 minute/s	• SEC Employee Engagement Officer II; Human Resources Management Division (HRMD) • SEC Employee Engagement Assistant I; Human Resources Management Division (HRMD)
***For For Assistant Director and below** 1.B.Submit duly accomplished Request for Personal Travel Authority (RPTA) Form, along with complete documentary requirements **Location:** Human Resources Department, 7th Floor, The SEC Headquarters, Makati City	1.B.1. Receive and check the completeness of the submitted documents vis-a-vis the checklist of requirements.	None	5 minute/s	• SEC Employee Engagement Officer II; Human Resources Management Division (HRMD) • SEC Employee Engagement Assistant I; Human Resources Management Division (HRMD)
	1.B.2. Prepare the TA and forward it to the Supervising Administrative Officer, along with the documentary requirements submitted by the client, for review.		2 working day/s	• SEC Employee Engagement Officer II; Human Resources Management Division (HRMD) • SEC Employee Engagement Assistant I; Human Resources Management Division (HRMD)
	1.B.3. Review the drafted TA along with the documentary requirements submitted by the client.		2 hour/s	• SEC Supervising Administrative Officer; Human Resources Management Division (HRMD)
	1.B.4. Final review and affix initial in the TA.		2 hour/s	• SEC Assistant Director; Human Resources Management Division (HRMD)
	1.B.5. Affix initial in the TA.		2 hour/s	• SEC Director III; Human Resources Department (HRD)
	1.B.6. Forward the TA along with the complete documentary requirements to the Office of the		10 minute/s	• SEC Employee Engagement Officer II; Human Resources

	HRD's Supervising Commissioner for approval/signature.			Management Division (HRMD) • SEC Employee Engagement Assistant I; Human Resources Management Division (HRMD)
	1.B.7. Approve/disapprove the TA.		3 working day/s	• HRD Supervising Commissioner; Office of the Commissioner
	1.B.8. Scan the approved/ disapproved TA, send it to the client via email and inform him/her that the original copy is ready for pick-up (for SEC Headquarters) or mailing (for Extension Offices).		10 minute/s	• SEC Employee Engagement Officer II; Human Resources Management Division (HRMD) • SEC Employee Engagement Assistant I; Human Resources Management Division (HRMD)
2. Receive/claim the approved/disapproved TA. **Location:** Human Resources Department, 7th Floor, The SEC Headquarters, Makati City **Notes/Instruction:** *Sending the original copy of the TA to SEC Extension Offices requires additional time, and the arrival time may vary depending on the location and distance from The SEC Headquarters.*	2. Release the approved/disapproved TA and ensure that the client acknowledges receipt of the document in the log book.	None	5 minute/s	• SEC Employee Engagement Officer II; Human Resources Management Division (HRMD) • SEC Employee Engagement Assistant I; Human Resources Management Division (HRMD)

Total Processing Time:	
***For For Director Level**	Working Days: 6 working day/s, 6 hour/s, 40 minute/s
***For For Assistant Director and below**	Working Days: 5 working day/s, 6 hour/s, 30 minute/s
Total Processing Fee:	
***For For Director Level**	Total Standard Fee: None
***For For Assistant Director and below**	Total Standard Fee: None

3. Request for Issuance of Certificates for Current SEC Officials and Employees

This service allows current SEC officials and employees to request various certifications including Certificate of Employment, Certificate of No Pending Administrative Case, and Certificate of Leave Without Pay via SEC Human Resource Management Information System (HRMIS).

Office or Division:	Human Resources Management Division (HRMD)
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	SEC Officials and Employees
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
No Requirements Needed	

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit request via SEC HRMIS. **Location:** https://hrmis.sec.gov.ph/app/employee-document-request/new-employee-document-request	1.1. Acknowledge the client's request.	None	5 minute/s	• SEC Employee Services Officer III; Human Resources Management Division (HRMD) • SEC Employee Services Officer II; Human Resources Management Division (HRMD) • SEC Technical Support; Human Resources Management Division (HRMD) • SEC Employee Services Assistant I; Human Resources Management Division (HRMD)
	1.2. Check records of the concerned employee and prepare the requested document.		2 working day/s	• SEC Employee Services Officer III; Human Resources Management Division (HRMD) • SEC Employee Services Officer II; Human Resources Management Division (HRMD) • SEC Technical Support; Human Resources Management Division (HRMD) • SEC Employee Services Assistant I; Human Resources Management Division (HRMD)
	1.3. Review the document and forward it to the Assistant Director for final review and signature.		2 hour/s	• SEC Supervising Administrative Officer; Human Resources Management Division (HRMD)
	1.4. Final review and sign the document.		2 hour/s	• SEC Assistant Director; Human Resources Management Division (HRMD)

	1.5. Inform the client that the requested document is ready for pick-up.		5 minute/s	• SEC Employee Services Officer III; Human Resources Management Division (HRMD) • SEC Employee Services Officer II; Human Resources Management Division (HRMD) • SEC Technical Support; Human Resources Management Division (HRMD) • SEC Employee Services Assistant I; Human Resources Management Division (HRMD)
2. Receive/claim the requested document. **Location:** Human Resources Department, 7th Floor, The SEC Headquarters, Makati City	2. Release the requested document and ensure that the client acknowledges receipt of the document in the log book.	None	5 minute/s	• SEC Employee Services Officer III; Human Resources Management Division (HRMD) • SEC Employee Services Officer II; Human Resources Management Division (HRMD) • SEC Technical Support; Human Resources Management Division (HRMD) • SEC Employee Services Assistant I; Human Resources Management Division (HRMD)
Total Processing Time:		Working Days: 2 working day/s, 4 hour/s, 15 minute/s		
Total Processing Fee:		Total Standard Fee: None		

4. Request for Issuance of Certified True Copy (CTC) of Statements of Assets, Liabilities, and Net Worth (SALN)

This service allows all active SEC officials and employees to secure a CTC of their SALN forms for various legal purposes such as for bond, travel, and other personal reasons via SEC Human Resource Management Information System (HRMIS).

Office or Division:	Human Resources Management Division (HRMD)
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	SEC Officials and Employees
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
No Requirements Needed	

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit request via SEC HRMIS. **Location:** Link: https://hrmis.sec.gov.ph/app/employee-document-request/new-employee-document-request	1.1. Acknowledge the client's request.	None	1 hour/s	• SEC Employee Engagement Officer V; Human Resources Management Division (HRMD)
	1.2. Check the 201 files of the concerned employee.		1 working day/s	• SEC Employee Engagement Officer V; Human Resources Management Division (HRMD)
	1.3. Photocopy the original document and mark it with CTC stamp and affix signature.		1 hour/s	• SEC Employee Engagement Officer V; Human Resources Management Division (HRMD)
	1.4. Inform the client that the requested document is ready for pick-up.		5 minute/s	• SEC Employee Engagement Officer V; Human Resources Management Division (HRMD)
2. Receive/claim the requested document. **Location:** Human Resources Department, 7th Floor, The SEC Headquarters, Makati City	2. Release the requested document and ensure that the client acknowledges receipt of the document in the log book.	None	5 minute/s	• SEC Employee Engagement Officer V; Human Resources Management Division (HRMD)

Total Processing Time:	Working Days: 1 working day/s, 2 hour/s, 10 minute/s
Total Processing Fee:	Total Standard Fee: None

5. Request for Issuance of Service Record of Current SEC Employees

This service allows all active SEC officials and employees to request for their Service Record which provides a detailed record of positions, salaries, and duration of service in the Commission and his/her previous government office (if any) for Government Service Insurance System (GSIS) and Pag-IBIG Fund related transactions and other purposes via SEC Human Resource Management Information System (HRMIS).

Office or Division:	Human Resources Management Division (HRMD)
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	SEC Officials and Employees
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
No Requirements Needed	

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit request via SEC HRMIS. **Location:** Link: https://hrmis.sec.gov.ph/app/employee-document-request/new-employee-document-request	1.1. Acknowledge the client's request.	None	5 minute/s	• SEC Employee Services Officer III; Human Resources Management Division (HRMD) • SEC Employee Services Officer II; Human Resources Management Division (HRMD) • SEC Technical Support; Human Resources Management Division (HRMD) • SEC Employee Services Assistant I; Human Resources Management Division (HRMD)
	1.2. Check and update (if needed) records of the concerned employee and prepare the requested document.		2 working day/s	• SEC Employee Services Officer III; Human Resources Management Division (HRMD) • SEC Employee Services Officer II; Human Resources Management Division (HRMD) • SEC Technical Support; Human Resources Management Division (HRMD) • SEC Employee Services Assistant I; Human Resources Management Division (HRMD)
	1.3. Review the document and forward it to the Assistant Director for final review and signature.		2 hour/s	• SEC Supervising Administrative Officer; Human Resources Management Division (HRMD)
	1.4. Final review and sign the document.		2 hour/s	• SEC Assistant Director; Human Resources Management Division (HRMD)

	1.5. Inform the client that the requested document is ready for pick-up.		5 minute/s	• SEC Employee Services Officer III; Human Resources Management Division (HRMD) • SEC Employee Services Officer II; Human Resources Management Division (HRMD) • SEC Technical Support; Human Resources Management Division (HRMD) • SEC Employee Services Assistant I; Human Resources Management Division (HRMD)
2. Receive/claim the requested document. **Location:** Human Resources Department, 7th Floor, The SEC Headquarters, Makati City	2. Release the requested document and ensure that the client acknowledges receipt of the document in the log book.	None	5 minute/s	• SEC Employee Services Officer III; Human Resources Management Division (HRMD) • SEC Employee Services Officer II; Human Resources Management Division (HRMD) • SEC Technical Support; Human Resources Management Division (HRMD) • SEC Employee Services Assistant I; Human Resources Management Division (HRMD)
Total Processing Time:		Working Days: 2 working day/s, 4 hour/s, 15 minute/s		
Total Processing Fee:		Total Standard Fee: None		

6. Request for Personal Travel Authority (SEC Top Management, and SEC Officials and Employees with more than 30 days of travel duration)

This applies to requests for Personal Travel Authority for the SEC Chairperson and Commissioners (regardless of travel duration) and for Director-level positions and below with travel durations exceeding 30 days, wherein the approving authorities are the Secretary of Finance and the Undersecretary of the Policy Development and Management Service Group of the Department of Finance (DOF), respectively.

Office or Division:	Human Resources Management Division (HRMD)
Classification:	Highly Technical
Type of Transaction:	G2G (Government to Government)
Who may avail:	SEC Officials and Employees
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Duly accomplished Request for Personal Travel Authority (RPTA) Form (SEC) (1) Original Copy	Applicant / Client
2. Duly accomplished Request for Travel Authority (RTA) Form (DOF) (1) Original Copy	Applicant / Client
3. Letter addressed to the Chairperson, with recommending approval of the Supervising Commissioner (if applicable) (1) Original Copy	Applicant / Client
4. Application for Leave signed by the Supervising Commissioner (if applicable) for recommendation, for the approval of the Approving Authority (1) Original Copy	Applicant / Client
5. Affidavit of Undertaking on Travel Expenses (stating the duration of travel, destination, purpose, the estimated cost of the trip, and how the trip will be financed) (1) Original Copy	Applicant / Client
6. Certificate of No Pending Administrative Case (1) Original Copy	Securities and Exchange Commission - Human Resources Department
7. Latest Statement of Assets and Liabilities and Net Worth (SALN) (1) Original Copy Or (1) Certified True Copy	Securities and Exchange Commission - Human Resources Department
8. Certificate of No Unliquidated Cash Advance (1) Original Copy	Securities and Exchange Commission - Financial Management Department
9. Latest Income Tax Return (ITR) (1) Original Copy Or (1) Certified True Copy	Securities and Exchange Commission - Financial Management Department
10. Clearance from Property and Financial Accountabilities (applicable when the duration of travel is beyond 30 days) (2) Original Copy	Applicant / Client
11. Justification addressed to the SEC Chairperson signed by the Department Director/Head concerned (as applicable) when the employee will incur leave of absence without pay (1) Original Copy	Applicant / Client
12. Justification addressed to the SEC Chairperson signed by the Department Director/Head concerned (as applicable) when the submission falls short of the required minimum of thirty (30) days prior to the travel date. (1) Original Copy	Applicant / Client
13. SEC Office Order for the Designation of Officer-in-Charge (OIC) or Authority to Sign for the duration of the travel (for Assistant Director level and above) (1) Original Copy	Securities and Exchange Commission - Human Resources Department

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit duly accomplished Request for Travel Authority (TA) Form along with complete documentary requirements. **Location:** Human Resources Department, 7th Floor, The SEC Headquarters, Makati City	1.1. Receive and check the completeness of the submitted documents vis-a-vis the checklist of requirements.	None	5 minute/s	• SEC Employee Engagement Officer II; Human Resources Management Division (HRMD) • SEC Employee Engagement Assistant I; Human Resources

				Management Division (HRMD)
	1.2. Prepare the transmittal and endorsement letter to the DOF and forward it to the Supervising Administrative Officer, along with the documentary requirements submitted by the client, for review.		2 working day/s	• SEC Employee Engagement Officer II; Human Resources Management Division (HRMD) • SEC Employee Engagement Assistant I; Human Resources Management Division (HRMD)
	1.3. Review the transmittal and endorsement letter to the DOF, along with the documentary requirements submitted by the client.		4 hour/s	• SEC Supervising Administrative Officer; Human Resources Management Division (HRMD)
	1.4. Final review and affix initial in the transmittal and endorsement letter to the DOF.		4 hour/s	• SEC Assistant Director; Human Resources Management Division (HRMD)
	1.5. Affix initial in the endorsement memo to the DOF and forward to the Office of the HRD's Supervising Commissioner for initial, along with the complete documentary requirements submitted by the client.		4 hour/s	• SEC Director III; Human Resources Management Division (HRMD)
	1.6. Affix initial in the endorsement memo to the DOF and forward to the Office of the Chairperson for signature, along with the complete documentary requirements submitted by the client.		1 working day/s	• HRD Supervising Commissioner; Office of the Commissioner
	1.7. Sign the transmittal and endorsement letter to the DOF.		3 working day/s	• SEC Chairperson; Office of the SEC Chairperson
	1.8. Submit the electronic copy of the signed transmittal and endorsement letter to the DOF, along with the complete documentary requirements submitted by the client via Central Electronic Travel Authorization System (CETAS) of the DOF. The original copy of the documents must be submitted within 3 days upon submission in the portal.		1 working day/s	• SEC Employee Engagement Officer II; Human Resources Management Division (HRMD) • SEC Employee Engagement Assistant I; Human Resources Management Division (HRMD)
	1.9. Wait for the approval of the Secretary of Finance or the Undersecretary of the Policy Development and Management Service Group of the DOF.		10 working day/s	• SEC Employee Engagement Officer II; Human Resources Management Division (HRMD) • SEC Employee Engagement Assistant I; Human Resources Management Division (HRMD)
	1.10. Claim the approved/disapproved TA from the DOF.		1 working day/s	• SEC Employee Engagement Officer II; Human Resources Management Division (HRMD) • SEC Employee Engagement Assistant I; Human

				Resources Management Division (HRMD)
	1.11. Scan the approved/ disapproved TA from the DOF, send it to the client via email and inform him/her that the original copy is ready for pick-up (for SEC Headquarters) or mailing (for Extension Offices).		10 minute/s	• SEC Employee Engagement Officer II; Human Resources Management Division (HRMD) • SEC Employee Engagement Assistant I; Human Resources Management Division (HRMD)
2. Receive/claim the approved/disapproved TA. **Location:** Human Resources Department, 7th Floor, The SEC Headquarters, Makati City **Notes/Instruction:** *Sending the original copy of the TA to SEC Extension Offices requires additional time, and the arrival time may vary depending on the location and distance from The SEC Headquarters.*	2. Release the approved/disapproved TA and ensure that the client acknowledges receipt of the document in the logbook or in the transmittal slip.	None	5 minute/s	• SEC Employee Engagement Officer II; Human Resources Management Division (HRMD) • SEC Employee Engagement Assistant I; Human Resources Management Division (HRMD)
Total Processing Time:		Working Days: 19 working day/s, 4 hour/s, 20 minute/s		
Total Processing Fee:		Total Standard Fee: None		

Organizational Development Division (ODD)

Internal Services

1. Library Services - Rent-A-Reading-Room

This service allows SEC officials and employees to rent the SEC Library for their own personal usage.

Office or Division:	Organizational Development Division (ODD)
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	SEC Officials and Employees
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Confirmed Booking Timeslot (Sample: 1 Confirmed Booking Timeslot)	Applicant / Client
Remarks: *A confirmed booking timeslot via the SEC Library Rent-A-Reading-Room form. An employee accomplishes the booking form for the Rent-A-Reading Room.*	
2. E-mail (Sample: 1 E-mail)	Applicant / Client
Remarks: *An e-mail addressed to the SEC Library Specialist. An employee prepares the email detailing their request and sends them to library@sec.gov.ph.*	
3. Phone Call (Sample: 1 Phone Call)	Applicant / Client
Remarks: *A phone call addressed to the SEC Library Specialist. An employee calls the phone number (02) 8818-6165 and discusses the details of their request.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Email or call the SEC Library and ask for the availability of the SEC Library. **Location:** 7/F The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City 1209	1. Send link to the Rent-A-Reading- Room booking form.	None	5 minute/s	• SEC Library Specialist; Organizational Development Division (ODD) • SEC Knowledge Management Officer IV; Organizational Development Division (ODD) • SEC Knowledge Management Officer I; Organizational Development Division (ODD)
2. Receive a confirmation email from SEC Library confirming the timeslot of the reservation. **Location:** 7/F The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City 1209	2. Send an automated email confirming the client's reservation.	None	5 minute/s	• SEC Library Specialist; Organizational Development Division (ODD) • SEC Knowledge Management Officer IV; Organizational Development Division (ODD) • SEC Knowledge Management

				Officer I; Organizational Development Division (ODD)
Total Processing Time:		Working Days: 10 minute/s		
Total Processing Fee:		Total Standard Fee: None		

2. Library Services - Complex Reference Queries in SEC Library

Extensive requests for information/resources from the Securities and Exchange Commission Library, such as requests for multiple copies of SEC Bulletins, Issuances, Correspondences, or research questions pertaining to the roles and mandates of the Commission.

Office or Division:	Organizational Development Division (ODD)
Classification:	Complex
Type of Transaction:	G2G (Government to Government)
Who may avail:	SEC Officials and Employees
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. E-mail (Sample: 1 E-mail)	Applicant / Client
Remarks: *An e-mail addressed to the SEC Library Specialist. An employee prepares the email detailing their request and sends them to library@sec.gov.ph.*	
2. Phone Call (Sample: 1 Phone Call)	Applicant / Client
Remarks: *A phone call addressed to the SEC Library Specialist. An employee calls the phone number (02) 8818-6165 and discusses the details of their request.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Email or call the SEC Library and provide details of the query. **Location:** 7/F The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City 1209	1.1. Interview the client to find out more about the query.	None	10 minute/s	• SEC Library Specialist; Organizational Development Division (ODD) • SEC Knowledge Management Officer IV; Organizational Development Division (ODD) • SEC Knowledge Management Officer I; Organizational Development Division (ODD)
	1.2. Negotiate the query and narrow down possible sources of information best fit to address the client query.		10 minute/s	• SEC Library Specialist; Organizational Development Division (ODD) • SEC Knowledge Management Officer IV; Organizational Development Division (ODD) • SEC Knowledge Management Officer I; Organizational Development Division (ODD)
	1.3. Validate availability of information in the library's physical and online collection.		10 minute/s	• SEC Library Specialist; Organizational

				Development Division (ODD) • SEC Knowledge Management Officer IV; Organizational Development Division (ODD) • SEC Knowledge Management Officer I; Organizational Development Division (ODD)
	1.4. Research the topic given by the client.		5 working day/s	• SEC Library Specialist; Organizational Development Division (ODD) • SEC Knowledge Management Officer IV; Organizational Development Division (ODD) • SEC Knowledge Management Officer I; Organizational Development Division (ODD)
	1.5. Compile the response along with the necessary attachments, if any, for sending to the client.		1 working day/s	• SEC Library Specialist; Organizational Development Division (ODD) • SEC Knowledge Management Officer IV; Organizational Development Division (ODD) • SEC Knowledge Management Officer I; Organizational Development Division (ODD)
2. Receive the material requested. **Location:** 7/F The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City 1209	2. Send the materials via the specified email address of the client.	None	5 minute/s	• SEC Library Specialist; Organizational Development Division (ODD) • SEC Knowledge Management Officer IV; Organizational Development Division (ODD) • SEC Knowledge Management Officer I; Organizational Development Division (ODD)
Total Processing Time:		Working Days: 6 working day/s, 35 minute/s		
Total Processing Fee:		Total Standard Fee: None		

3. Library Services - Request for Creation of Accounts for Online Subscriptions

This service allows SEC officials and employees to request for the creation of accounts to access the library's various online subscriptions.

Office or Division:	Organizational Development Division (ODD)
Classification:	Complex
Type of Transaction:	G2G (Government to Government)
Who may avail:	SEC Officials and Employees
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. E-mail (Sample: 1 E-mail)	Applicant / Client
Remarks: *An e-mail addressed to the SEC Library Specialist. An employee prepares the email detailing their request and sends them to library@sec.gov.ph.*	
2. Phone Call (Sample: 1 Phone Call)	Applicant / Client
Remarks: *A phone call addressed to the SEC Library Specialist. An employee calls the phone number (02) 8818-6165 and discusses the details of their request.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Email or call the SEC Library and ask for an account in one of the library's online subscriptions. **Location:** 7/F The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City 1209	1.1. Check the availability of slots in the subscription specified.	None	10 minute/s	• SEC Library Specialist; Organizational Development Division (ODD) • SEC Knowledge Management Officer IV; Organizational Development Division (ODD) • SEC Knowledge Management Officer I; Organizational Development Division (ODD)
	1.2. If there are available slots, contact the service provider and request the creation of the client's account. Note: If there are none, refer to an existing user group, if available.		10 minute/s	• SEC Library Specialist; Organizational Development Division (ODD) • SEC Knowledge Management Officer IV; Organizational Development Division (ODD) • SEC Knowledge Management Officer I; Organizational Development Division (ODD)
	1.3. Process the client's information and create their account.		5 working day/s	• SEC Library Specialist; Organizational

				Development Division (ODD) • SEC Knowledge Management Officer IV; Organizational Development Division (ODD) • SEC Knowledge Management Officer I; Organizational Development Division (ODD)
	1.4. Send the access credentials to the SEC Library Specialist.		5 minute/s	• SEC Library Specialist; Organizational Development Division (ODD) • SEC Knowledge Management Officer IV; Organizational Development Division (ODD) • SEC Knowledge Management Officer I; Organizational Development Division (ODD)
2. Receive email from SEC Library Specialist and verify access credentials. **Location:** 7/F The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City 1209	2. Email the client their access credentials.	None	5 minute/s	• SEC Library Specialist; Organizational Development Division (ODD) • SEC Knowledge Management Officer IV; Organizational Development Division (ODD) • SEC Knowledge Management Officer I; Organizational Development Division (ODD)
Total Processing Time:		Working Days: 5 working day/s, 30 minute/s		
Total Processing Fee:		Total Standard Fee: None		

4. Library Services - Simple Reference Queries in SEC Library

This service details the procedure on how a client can request or borrow available information/resource materials.

Office or Division:	Organizational Development Division (ODD)
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	SEC Officials and Employees
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. E-mail (Sample: 1 E-mail)	Applicant / Client
Remarks: *An e-mail addressed to the SEC Library Specialist. An employee prepares the email detailing their request and sends them to library@sec.gov.ph.*	
2. Phone Call (Sample: 1 Phone Call)	Applicant / Client
Remarks: *A phone call addressed to the SEC Library Specialist. An employee calls the phone number (02) 8818-6165 and discusses the details of their request.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Email or call the SEC Library and provide details of the query. **Location:** 7/F The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City 1209	1.1. Interview the client to find out more about the query.	None	10 minute/s	• SEC Library Specialist; Organizational Development Division (ODD) • SEC Knowledge Management Officer IV; Organizational Development Division (ODD) • SEC Knowledge Management Officer I; Organizational Development Division (ODD)
	1.2. Negotiate the query and narrow down possible sources of information best fit to address the client query.		10 minute/s	• SEC Library Specialist; Organizational Development Division (ODD) • SEC Knowledge Management Officer IV; Organizational Development Division (ODD) • SEC Knowledge Management Officer I; Organizational Development Division (ODD)
	1.3. Validate availability of information in the library's physical and online collection.		10 minute/s	• SEC Library Specialist; Organizational

				Development Division (ODD) • SEC Knowledge Management Officer IV; Organizational Development Division (ODD) • SEC Knowledge Management Officer I; Organizational Development Division (ODD)
	1.4. Research the topic given by the client.		1 working day/s	• SEC Library Specialist; Organizational Development Division (ODD) • SEC Knowledge Management Officer IV; Organizational Development Division (ODD) • SEC Knowledge Management Officer I; Organizational Development Division (ODD)
	1.5. Compile the response along with the necessary attachments, if any, for sending to the client.		10 minute/s	• SEC Library Specialist; Organizational Development Division (ODD) • SEC Knowledge Management Officer IV; Organizational Development Division (ODD) • SEC Knowledge Management Officer I; Organizational Development Division (ODD)
2. Receive the material requested. **Location:** 7/F The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City 1209	2. Send the materials via the specified email address of the client.	None	5 minute/s	• SEC Library Specialist; Organizational Development Division (ODD) • SEC Knowledge Management Officer IV; Organizational Development Division (ODD) • SEC Knowledge Management Officer I; Organizational Development Division (ODD)
Total Processing Time:		Working Days: 1 working day/s, 45 minute/s		
Total Processing Fee:		Total Standard Fee: None		

5. Library Services – Circulation Services

This service details the procedure on how a client can request or borrow available information/resource materials. This service is exclusive to SEC employees.

Office or Division:	Organizational Development Division (ODD)
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	SEC Officials and Employees
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. E-mail (Sample: 1 Email)	Applicant / Client
Remarks: *An e-mail addressed to the SEC Library Specialist detailing resources to be borrowed. An employee prepares the email and sends it to library@sec.gov.ph.*	
2. Phone Call (Sample: 1 Phone Call)	Applicant / Client
Remarks: *A phone call addressed to the SEC Library Specialist. An employee calls the phone number (02) 8818-6165 and discusses the details of their request.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Email or call the SEC Library for the library catalog. **Location:** 7/F The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City 1209	1.1. Provide client access to the library's catalog of resources.	None	5 minute/s	• SEC Library Specialist; Organizational Development Division (ODD) • Knowledge Management Officer IV; Organizational Development Division (ODD) • Knowledge Management Officer I; Organizational Development Division (ODD)
	1.2. Brief the client on how to navigate the library catalog and assist in searching for available materials.		10 minute/s	• SEC Library Specialist; Organizational Development Development Division (ODD) • SEC Knowledge Management Officer IV; Organizational Development Development Division (ODD) • SEC Knowledge Management Officer I; Organizational Development Development Division (ODD)
2. Specify the resource(s) they wish to borrow. **Location:**	2.1. Check the library for the availability of specified resources.	None	10 minute/s	• SEC Library Specialist; Organizational

7/F The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City 1209				Development Division (ODD) • SEC Knowledge Management Officer IV; Organizational Development Division (ODD) • SEC Knowledge Management Officer I; Organizational Development Division (ODD)
	2.2. Compile the specified resource(s) and log checked-out resources in the Borrower's list.		30 minute/s	• SEC Library Specialist; Organizational Development Division (ODD) • SEC Knowledge Management Officer IV; Organizational Development Division (ODD) • SEC Knowledge Management Officer I; Organizational Development Division (ODD)
	2.3. Notify the client once resource(s) are ready for pick-up from the library.		5 minute/s	• SEC Library Specialist; Organizational Development Division (ODD) • SEC Knowledge Management Officer IV; Organizational Development Division (ODD) • SEC Knowledge Management Officer I; Organizational Development Division (ODD)
3. Go to the library to pick up the requested resource(s). **Location:** 7/F The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City 1209	3. Give the client their requested resource(s).	None	5 minute/s	• SEC Library Specialist; Organizational Development Division (ODD) • SEC Knowledge Management Officer IV; Organizational Development Division (ODD) • SEC Knowledge Management Officer I; Organizational Development Division (ODD)
Total Processing Time:		Working Days: 1 hour/s, 5 minute/s		
Total Processing Fee:		Total Standard Fee: None		

6. Request for Issuance of Certificate of Performance Rating with Certified True Copy (CTC) of Division or Individual Performance Evaluation and Competency Assessment Rating (DPECAR or IPECAR Ratings) generated in the Human Resource Management Information System (HRMIS)

This service allows SEC officials and employees to request a Certificate of Performance Rating along with a Certified True Copy (CTC) of their Division or Individual Performance Evaluation and Competency Assessment Rating as recorded in the Human Resource Management Information System (HRMIS). The Organizational Development Division of the Human Resources Department (ODD-HRD) processes and verifies the request to ensure accuracy and compliance with the SEC Enhanced Strategic Performance Management System Policy (SEC ESPMS).

Office or Division:	Organizational Development Division (ODD)
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	SEC Officials and Employees
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Document Request (Sample: 1 Document Request)	Applicant / Client

Remarks:

Document request via the Employee Document Request module in the HRMIS. An employee accomplishes the Employee Document Request Form in the HRMIS, ensuring that all required information is complete and properly indicated prior to submission.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Request via Employee Document Request in the HRMIS. **Location:** 7/F The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City 1209	1.1. Receive or log the request.	None	5 minute/s	• Performance Management Officer IV; Organizational Development Division (ODD) • Performance Management Officer III; Organizational Development Division (ODD) • Performance Management Officer II; Organizational Development Division (ODD) • Performance Management Officer I; Organizational Development Division (ODD)
	1.2. Validate if the employee submitted the approved and/or signed DPECAR or IPECAR in the HRMIS.		10 minute/s	• Performance Management Officer IV; Organizational Development Division (ODD) • Performance Management Officer III; Organizational Development Division (ODD) • Performance Management Officer II; Organizational Development Division (ODD)

				• Performance Management Officer I; Organizational Development Division (ODD)
		1.3. Generate the approved DPECAR or IPECAR Rating Form from the HRMIS.	15 minute/s	• Performance Management Officer IV; Organizational Development Division (ODD) • Performance Management Officer III; Organizational Development Division (ODD) • Performance Management Officer II; Organizational Development Division (ODD) • Performance Management Officer I; Organizational Development Division (ODD)
		1.4. Certify the true copy of the HRMIS-generated DPECAR or IPECAR Rating Form by affixing the initials.	10 minute/s	• Performance Management Officer IV; Organizational Development Division (ODD) • Performance Management Officer III; Organizational Development Division (ODD) • Performance Management Officer II; Organizational Development Division (ODD) • Performance Management Officer I; Organizational Development Division (ODD)
		1.5. Prepare the Certificate of Performance Ratings with initials.	10 minute/s	• Performance Management Officer IV; Organizational Development Division (ODD) • Performance Management Officer III; Organizational Development Division (ODD) • Performance Management Officer II; Organizational Development Division (ODD) • Performance Management Officer I; Organizational Development Division (ODD)

	1.6. Review the Certificate of Performance Ratings and the Certified True Copy of the HRMIS-generated DPECAR or IPECAR Rating Form by affixing initials and endorsing it to the Assistant Director of ODD-HRD.		1 working day/s	• Supervising Administrative Officer; Organizational Development Division (ODD)
	1.7. Approve and sign the submitted Certificate of Performance Ratings with CTC of DPECAR or IPECAR Ratings.		1 working day/s	• Assistant Director; Organizational Development Division (ODD)
	1.8. Release the approved and signed Certificate of Performance Ratings with CTC of HRMIS-generated DPECAR or IPECAR Rating Forms.		5 minute/s	• Performance Management Officer IV; Organizational Development Division (ODD) • Performance Management Officer III; Organizational Development Division (ODD) • Performance Management Officer II; Organizational Development Division (ODD) • Performance Management Officer I; Organizational Development Division (ODD)
2. Accept and acknowledge receipt of both documents. **Location:** 7/F The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City 1209	2. Send the requested document via email, or notify the employee that it is ready for pick up if a hard copy is preferred.	None	5 minute/s	• Performance Management Officer IV; Organizational Development Division (ODD) • Performance Management Officer III; Organizational Development Division (ODD) • Performance Management Officer II; Organizational Development Division (ODD) • Performance Management Officer I; Organizational Development Division (ODD)
Total Processing Time:		Working Days: 2 working day/s, 1 hour/s		
Total Processing Fee:		Total Standard Fee: None		

7. Technical Assistance - ESPMS Forms and/or HRMIS

This service allows SEC officials and employees to book an appointment through the Performance Management (PM) Calendar for requests requiring technical assistance related to their Performance Evaluation and Competency Assessment Review/Rating (PECAR) via HRMIS. The Organizational Development Division of the Human Resources Department (ODD-HRD) processes and verifies each request to ensure accuracy and compliance with the SEC Enhanced Strategic Performance Management System (ESPMS) Policy.

Office or Division:	Organizational Development Division (ODD)
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	SEC Officials and Employees
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. E-mail (Sample: 1 E-mail)	Applicant / Client
Remarks: *E-mail addressed to the Assistant Director of the ODD-HRD or HRD Head. An employee prepares the e-mail request address to the Assistant Director of the ODD-HRD or HRD Head.*	
2. Memorandum (1) Original Copy	Applicant / Client
Remarks: *Memorandum addressed to the Assistant Director of the ODD-HRD or HRD Head. An employee prepares a memorandum addressed to the Assistant Director of ODD-HRD or HRD Head. The corresponding email address may be found in the Contact section of the SEC's official website.*	
3. Appointment (Sample: 1 Appointment)	Applicant / Client
Remarks: *Book an appointment and send an e-mail. An employee books an appointment through the Performance Management (PM) calendar and send an e-mail via odd-spm@sec.gov.ph.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Request assistance via e-mail or memorandum addressed to the Assistant Director of the ODD-HRD or HRD Head, or book an appointment via the Performance Management (PM) calendar. **Location:** 7/F The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City 1209	1.1. Acknowledge the request(s).	None	10 minute/s	• Performance Management Officer IV; Organizational Development Division (ODD) • Performance Management Officer III; Organizational Development Division (ODD) • Performance Management Officer II; Organizational Development Division (ODD) • Performance Management Officer I; Organizational Development Division (ODD)
	1.2. Coordinate with the client to confirm their scheduled appointment. Note: If there is a scheduling conflict, the assigned		20 minute/s	• Performance Management Officer IV; Organizational

	PMO coordinates with the client to reschedule their appointment at least two (2) days before the scheduled appointment.			Development Division (ODD) • Performance Management Officer III; Organizational Development Division (ODD) • Performance Management Officer II; Organizational Development Division (ODD) • Performance Management Officer I; Organizational Development Division (ODD)
2. Provide the detailed concern before the scheduled appointment. **Location:** 7/F The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City 1209	2.1. Prepare the materials needed for the scheduled appointment (if applicable).	None	1 working day/s	• Performance Management Officer IV; Organizational Development Division (ODD) • Performance Management Officer III; Organizational Development Division (ODD) • Performance Management Officer II; Organizational Development Division (ODD) • Performance Management Officer I; Organizational Development Division (ODD)
	2.2. Attend the scheduled appointment with the concerned employee and/or unit.		1 working day/s	• Performance Management Officer IV; Organizational Development Division (ODD) • Performance Management Officer III; Organizational Development Division (ODD) • Performance Management Officer II; Organizational Development Division (ODD) • Performance Management Officer I; Organizational Development Division (ODD)
Total Processing Time:		Working Days: 2 working day/s, 30 minute/s		
Total Processing Fee:		Total Standard Fee: None		

Health and Wellness Division (HWD)

Internal Services

1. Annual Dental Examination

This service details the procedure on how to avail the Annual Dental Examination (ADE) of SEC officers and employees.

Office or Division:	Health and Wellness Division (HWD)
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	SEC Employees
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
No Requirements Needed	

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Client waits for the email notification of the Annual Dental Examination schedule. **Location:** 2/F The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City 1209	1.1. Clinic staff sends the schedule and instructions via email.	None	1 hour/s	• SEC Dental Assistant II; Health and Wellness Division (HWD)
	1.2. Clinic staff provides guidelines and assistance on the steps and procedures of the Annual Dental Examination.		7 hour/s	• SEC Dental Assistant II; Health and Wellness Division (HWD)
2. Client proceeds to the assigned date, time, and place of the Annual Dental Examination. **Location:** 2/F The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City 1209	2. Clinic staff facilitates the conduct of the Annual Dental Examination and provides oral health advice and recommendations as necessary.	None	1 hour/s	• SEC Dentist II; Health and Wellness Division (HWD)

Total Processing Time:	Working Days: 1 working day/s, 1 hour/s
Total Processing Fee:	Total Standard Fee: None

2. Annual Physical Examination

This service details the procedure on how to avail the Annual Physical Examination (APE) of SEC officers and employees.

Office or Division:	Health and Wellness Division (HWD)
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	SEC Employees
Operating Hours:	7:00 AM - 4:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
No Requirements Needed	

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Client waits for the email of the Annual Physical Examination schedule. **Location:** 2/F The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City 1209	1.1. Clinic staff request the available schedule for Annual Physical Examination to the HMO provider.	None	7 hour/s	• SEC Health and Wellness Program Assistant II; Health and Wellness Division (HWD)
	1.2. Clinic staff sends the schedule and instructions via email.		1 hour/s	• SEC Health and Wellness Program Assistant II; Health and Wellness Division (HWD)
2. Client proceeds to the assigned date, time and place of Annual Physical Examination. **Location:** 2/F The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City 1209	2. Clinic staff provides guidelines and assistance on Annual Physical Examination steps and procedures.	None	1 working day/s	• SEC Clinical Nurse II; Health and Wellness Division (HWD) • SEC Health and Wellness Program Assistant II; Health and Wellness Division (HWD)
Total Processing Time:		Working Days: 2 working day/s		
Total Processing Fee:		Total Standard Fee: None		

3. Request for Dental Clearance (New Hires)

This service details the procedure on how new plantilla personnel can secure dental clearance prior to work assumption.

Office or Division:	Health and Wellness Division (HWD)
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	SEC Employees
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Ticket on iMessage (1) Electronic Copy	Securities and Exchange Commission - Health and Wellness Division
2. Dental Record Form (1) Electronic Copy	Securities and Exchange Commission - Health and Wellness Division

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Client secures a service request via the SEC iMessage portal. **Location:** 2/F The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City 1209	1. Clinic staff verifies the client's valid service ticket through the SEC iMessage portal, retrieves or creates the client's dental record form, records the service request, and directs the client to the designated dental treatment area.	None	5 minute/s	• SEC Dental Assistant II; Health and Wellness Division (HWD)
2. Client visits the clinic on the scheduled appointment date. **Location:** 2/F The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City 1209	2. Clinic staff confirms the client's appointment and retrieves the dental record form.	None	5 minute/s	• SEC Dentist II; Health and Wellness Division (HWD)
3. Client proceeds to the dental treatment area for the pre-employment dental examination. **Location:** 2/F The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City 1209	3. Clinic staff conducts a comprehensive oral examination, charting, and clinical assessment, and provides appropriate recommendations to the onboarding employee.	None	35 minute/s	• SEC Dentist II; Health and Wellness Division (HWD)
4. Client's information and service details are logged by clinic staff in the secure electronic record prior to discharge. **Location:** 2/F The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City 1209	4. Clinic staff issues the signed dental clearance and discharges the client accordingly.	None	2 minute/s	• SEC Dentist II; Health and Wellness Division (HWD)
Total Processing Time:		Working Days: 47 minute/s		
Total Processing Fee:		Total Standard Fee: None		

4. Request for Dental Consultation and Treatment

This service details the procedure on how SEC officers and personnel can avail dental consultations to allow early detection of ailments, suggest preventive treatments and follow up previous findings.

Office or Division:	Health and Wellness Division (HWD)
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	SEC Employees
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Intranet Appointment (1) Electronic Copy	Securities and Exchange Commission - Health and Wellness Division
2. Dental Record Form (1) Electronic Copy	Securities and Exchange Commission - Health and Wellness Division

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Client requests a schedule via the SEC Intranet for dental consultation or procedure. **Location:** 2/F The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City 1209	1. Clinic staff receives and confirms the appointment request through the SEC Intranet.	None	5 minute/s	• SEC Dental Assistant II; Health and Wellness Division (HWD)
2. Client visits the clinic on the confirmed appointment date. **Location:** 2/F The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City 1209	2. Clinic staff retrieves or prepares the client's dental record form.	None	5 minute/s	• SEC Dental Assistant II; Health and Wellness Division (HWD)
3. Client proceeds to the dental treatment area for the procedure. **Location:** 2/F The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City 1209	3. Clinic staff conducts a comprehensive oral examination with charting and clinical assessment, followed by the provision of appropriate dental management, which may include consultation, oral prophylaxis, tooth restoration, extraction, crown or bridge recementation, fluoride varnish application, prescription of medications, or referral to a dental specialist as necessary.	None	1 hour/s	• SEC Dentist II; Health and Wellness Division (HWD)
4. Client's information and service details are logged by clinic staff in the secure electronic record prior to discharge. **Location:** 2/F The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City 1209	4. Clinic staff records service details, updates the client's dental record, and discharges the patient accordingly.	None	5 minute/s	• SEC Dental Assistant II; Health and Wellness Division (HWD)
Total Processing Time:		Working Days: 1 hour/s, 15 minute/s		
Total Processing Fee:		Total Standard Fee: None		

5. Request for HMO-related (Medicard) Services

This service details the procedure on how SEC officers and personnel can request a letter of authorization (LOA), reimbursement claims, new physical ID, health card obligation clearance form, and appointment as provided by the accredited health care provider.

Office or Division:	Health and Wellness Division (HWD)
Classification:	Complex
Type of Transaction:	G2G (Government to Government)
Who may avail:	SEC Employees
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Referral Form with complete diagnosis (1) Photo Copy	Securities and Exchange Commission - Health and Wellness Division
2. Laboratory Request with complete diagnosis (1) Photo Copy	Securities and Exchange Commission - Health and Wellness Division
3. Procedure Request with complete diagnosis (1) Photo Copy	Securities and Exchange Commission - Health and Wellness Division

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit to the SEC clinic via email or in person the HMO-related request with its supporting documents. **Location:** 2/F The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City 1209	1.1. Receive requests and validate completion of supporting documents.	None	5 minute/s	• SEC Clinical Nurse II; Health and Wellness Division (HWD) • SEC Health and Wellness Program Assistant II; Health and Wellness Division (HWD)
	1.2. Submit the request(s) to the HMO via call or e-mail.		30 minute/s	• SEC Clinical Nurse II; Health and Wellness Division (HWD) • SEC Health and Wellness Program Assistant II; Health and Wellness Division (HWD)
	1.3. Await the HMO approval or disapproval of the request.		5 working day/s	• SEC Clinical Nurse II; Health and Wellness Division (HWD) • SEC Health and Wellness Program Assistant II; Health and Wellness Division (HWD)
	1.4. Forward the HMO Letter of Authorization Approval or disapproval of the request to the client.		5 minute/s	• SEC Clinical Nurse II; Health and Wellness Division (HWD) • SEC Health and Wellness Program Assistant II; Health and Wellness Division (HWD)
Total Processing Time:		Working Days: 5 working day/s, 40 minute/s		
Total Processing Fee:		Total Standard Fee: None		

6. Request for Issuance of Medical/Dental Certificates

This service details the procedure on how SEC officers and personnel can request medical certificate/s i.e. sick leave, quarantine leave, COVID-19 Test, school, bond, training and GSIS.

Office or Division:	Health and Wellness Division (HWD)
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	SEC Employees
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
No Requirements Needed	

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Client informs the SEC Health and Wellness Program Assistant II or SEC Clinical Nurse II or SEC Dental Assistant II via email or phone call regarding the medical/dental certificate request. **Location:** 2/F The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City 1209	1. Clinic staff receive the medical/dental certificate request.	None	5 minute/s	• SEC Clinical Nurse II; Health and Wellness Division (HWD) • SEC Health and Wellness Program Assistant II; Health and Wellness Division (HWD) • SEC Dental Assistant II; Health and Wellness Division (HWD)
2. Client visits the clinic for assessment. **Location:** 2/F The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City 1209	2. Clinic staff retrieves the medical/dental chart and submit it to the clinic doctor or Dentist.	None	5 minute/s	• SEC Clinical Nurse II ; Health and Wellness Division (HWD) • SEC Health and Wellness Program Assistant II ; Health and Wellness Division (HWD) • SEC Dental Assistant II; Health and Wellness Division (HWD)
3. Client proceeds to the doctor's room. **Location:** 2/F The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City 1209	3. The attending clinic doctor or Dentist, reviews the client's chart and issues the necessary certificate.	None	20 minute/s	• SEC Assistant Director; Health and Wellness Division (HWD) • SEC Dentist II; Health and Wellness Division (HWD)
4. Client's information and service details are logged by clinic staff in the secure electronic record prior to discharge. **Location:** 2/F The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City 1209	4. Clinic staff provides a copy of the medical/dental certificate.	None	5 minute/s	• SEC Clinical Nurse II; Health and Wellness Division (HWD) • SEC Dental Assistant II; Health and Wellness Division (HWD) • SEC Health and Wellness Program Assistant II ; Health and Wellness Division (HWD)
Total Processing Time:		Working Days: 35 minute/s		
Total Processing Fee:		Total Standard Fee: None		

7. Request for Medical Clearance (New Hires)

This service details the procedure on how new plantilla personnel can secure medical clearance prior to work assumption.

Office or Division:	Health and Wellness Division (HWD)
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	SEC Employees
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
No Requirements Needed	

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Client requests a schedule via Intranet for onboarding medical clearance. **Location:** 2/F The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City 1209	1. Clinic staff receives and approves the appointment request.	None	5 minute/s	• SEC Health and Wellness Program Assistant II; Health and Wellness Division (HWD)
2. Client visits the clinic on his/her appointment schedule, signs the logbook, and brings his/her respective medical clearance from a government doctor with corresponding laboratory results. **Location:** 2/F The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City 1209	2. Clinic staff prepare a new medical chart.	None	5 minute/s	• SEC Clinical Nurse II; Health and Wellness Division (HWD)
3. Client waits to be called. **Location:** 2/F The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City 1209	3. Clinic nurse takes the vital signs and conducts an initial assessment.	None	5 minute/s	• SEC Clinical Nurse II ; Health and Wellness Division (HWD)
4. Client proceeds to the doctor's room. **Location:** 2/F The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City 1209	4. Clinic doctor evaluates laboratory results, conducts thorough history taking and physical examination, then validates the submitted medical certificate.	None	30 minute/s	• SEC Assistant Director; Health and Wellness Division (HWD)
5. Client's information and service details are logged by clinic staff in the secure electronic record prior to discharge. **Location:** 2/F The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City 1209	5. Clinic staff provides the signed medical clearance.	None	5 minute/s	• SEC Clinical Nurse II; Health and Wellness Division (HWD)

Total Processing Time:	Working Days: 50 minute/s
Total Processing Fee:	Total Standard Fee: None

8. Request for Medical Consultation and Treatment

This service details the procedure on how SEC officers and personnel can avail medical consultations to allow early detection of ailments and follow up previous findings.

Office or Division:	Health and Wellness Division (HWD)
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	SEC Employees
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Client information sheet and Consultation form (1) Photo Copy	Securities and Exchange Commission - Health and Wellness Division
2. Privacy and Consent form (1) Photo Copy	Securities and Exchange Commission - Health and Wellness Division

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Client visits the clinic. **Location:** 2/F The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City 1209	1. Clinic staff retrieves the medical chart.	None	5 minute/s	• SEC Clinical Nurse II; Health and Wellness Division (HWD) • SEC Health and Wellness Program Assistant II; Health and Wellness Division (HWD)
2. The client waits to be called. **Location:** 2/F The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City 1209	2. The clinic staff takes the vital signs and conducts an initial assessment.	None	5 minute/s	• SEC Clinical Nurse II; Health and Wellness Division (HWD) • SEC Health and Wellness Program Assistant II; Health and Wellness Division (HWD)
3. Client proceeds to the doctor's room. **Location:** 2/F The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City 1209	3. The clinic doctor conducts thorough clinical history and physical examination while updating the medical chart.	None	40 minute/s	• SEC Assistant Director ; Health and Wellness Division (HWD)
4. Client receives subsequent treatment, medications, etc. **Location:** 2/F The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City 1209	4. Clinic staff administers appropriate management (i.e. prescription, dispensing of medicines, wound dressing, blood sugar determination, referral to hospital, etc.)	None	15 minute/s	• SEC Assistant Director; Health and Wellness Division (HWD) • SEC Clinical Nurse II; Health and Wellness Division (HWD) • SEC Health and Wellness Program Assistant II; Health and Wellness Division (HWD)

5. Client's information and service details are logged by clinic staff in the secure electronic record prior to discharge. **Location:** 2/F The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City 1209	5. Clinic staff discharge patients accordingly.	None	5 minute/s	• SEC Clinical Nurse II; Health and Wellness Division (HWD) • SEC Health and Wellness Program Assistant II; Health and Wellness Division (HWD)
Total Processing Time:		Working Days: 1 hour/s, 10 minute/s		
Total Processing Fee:		Total Standard Fee: None		

9. Request for Psychological Counseling

The Psychological Unit is tasked in administering different evidence-based Psychological counseling services to employees to improve their mental health.

Office or Division:	Health and Wellness Division (HWD)
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	Individuals who require psychological counseling/therapy sessions needed as intervention for any mental health concerns.
Operating Hours:	7:00 AM - 4:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Data Privacy Notice and Client Intake Forms (1) Electronic Copy	Securities and Exchange Commission - Health and Wellness Division

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Walk-in or book an Appointment via Intranet the Psychological Unit to reserve the available schedule for psychological counseling/therapy. **Location:** 2/F The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City 1209	1.1. Confirm the Schedule through email or Google chat	None	5 minute/s	• SEC Psychologist; Health and Wellness Division (HWD)
	1.2. Verbal Schedule Confirmation through walk-in inquiries.		5 minute/s	• SEC Psychologist; Health and Wellness Division (HWD)
2. On the Scheduled date, proceed to the Psychological Unit and Attend the scheduled counseling session. **Location:** 2/F The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City 1209	2.1. Discuss the Confidentiality Limits	None	10 minute/s	• SEC Psychologist ; Health and Wellness Division (HWD)
	2.2. Conduct psychological counseling sessions (individual or group as applicable).		3 hour/s	• SEC Psychologist ; Health and Wellness Division (HWD)
	2.3. Create Therapy Notes/ Progress notes		30 minute/s	• SEC Psychologist; Health and Wellness Division (HWD)
	2.4. Debriefing for Intense and Complex/Severe Cases		30 minute/s	• SEC Psychologist; Health and Wellness Division (HWD)
Total Processing Time:		Working Days: 4 hour/s, 20 minute/s		
Total Processing Fee:		Total Standard Fee: None		

Learning and Development Division (LDD)

Internal Services

1. Processing of Requests for Issuance of Certified True Copies (CTC) of Certificate(s) of Completion or Participation for Internal and/or External Learning and Development Programs Conducted Through or by the LDD-HRD.

This service allows SEC officials and employees to request Certified True Copies (CTC) of their Certificate(s) of Completion or Participation for internal and/or external learning and development programs. The LDD-HRD processes and verifies these requests against official records to ensure the authenticity and accuracy of the documents in compliance with existing SEC learning and development guidelines and policies.

Office or Division:	Learning and Development Division (LDD)
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	SEC Officials and Employees
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Electronic or scanned original Certificate(s) of Completion or Participation for Internal and/or External Learning and Development Programs Conducted Through or by the LDD-HRD. (1) Original Copy	Applicant / Client
For Situational Requirement	
A. For external learning program	
A.1. Post-training narrative report (1) Original Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. The SEC official or employee submits a request via HRMIS, attaching the electronic or scanned original certificate(s) and the required post-training narrative report for external learning programs. **Location:** All requests shall be made through the SEC HRMIS hrmis.sec.gov.ph/app/employee-document-request	1.1. Acknowledges and routes the HRMIS request to the concerned Action Officer for processing.	None	1 hour/s	• Learning and Development Officer I/II; Learning and Development Division (LDD) • Learning and Development Assistant II ; Learning and Development Division (LDD)
	1.2. Verifies the completeness of the submitted electronic or scanned certificate(s) and compliance with post-training requirements, such as the narrative report, as required by the corresponding SEC Office Order.		2 hour/s	• Learning and Development Officers IV/III; Learning and Development Division (LDD)
	1.3. Prepares the CTC and validates it against the uploaded original document, subsequently affixing an initial or signature before endorsing it to the Assistant Director.		1 hour/s	• Supervising Learning and Development Officer; Learning and Development Division (LDD)
	1.4. Approves and signs the issued CTC, routing the signed document back to the Action Officer.		30 minute/s	• Assistant Director; Learning and Development Division (LDD)
	1.5. Releases the approved and signed CTCs to the requesting employee/ individual.		5 minute/s	• Learning and Development Officer I/II; Learning and Development Division (LDD) • Learning and Development Assistant II; Learning and Development Division (LDD)

2. Employee accepts and acknowledges receipt of the CTC of the certificates. **Location:** The certificate will be sent to the Employee via email	2. Secures the employee's acknowledgment of receipt.	None	5 minute/s	• Learning and Development Officer I/II; Learning and Development Division (LDD) • Learning and Development Assistant II; Learning and Development Division (LDD)
Total Processing Time:		Working Days: 4 hour/s, 40 minute/s		
Total Processing Fee:		Total Standard Fee: None		

2. Processing of Requests for the Issuance of a Certificate of With or Without Pending Service Obligation, With or Without Ongoing/Upcoming Foreign/Local Scholarship Grants, and/or Trainings Attended Conducted Through or by the LDD-HRD

This service allows SEC officials and employees to request certifications regarding their service obligations, scholarship status, and training history. The LDD-HRD verifies these records to ensure accurate reporting of imposed service obligations, foreign or local grants, and training completion in compliance with existing SEC learning and development guidelines and policies.

Office or Division:	Learning and Development Division (LDD)
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	SEC Officials and Employees
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
No Requirements Needed	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. The SEC official or employee submits a request through the HRMIS for the issuance of any of the following certifications: Certificate of With or Without Pending Service Obligation; Certificate of With or Without Ongoing/Upcoming Foreign or Local Scholarship Grants; and/or Certificate of Trainings Attended, conducted through or by the LDD-HRD. **Location:** All requests shall be made through the SEC HRMIS HRMIS Link: https://hrmis.sec.gov.ph/app/employee-document-request	1.1. Acknowledges and routes the HRMIS request to the concerned Action Officer for processing.	None	1 hour/s	• Learning and Development Officer I/II; Learning and Development Division (LDD) • Learning and Development Assistant II ; Learning and Development Division (LDD)
	1.2. Verifies the requesting employee's status regarding service obligations, scholarship grants, or training history against the division's official records.		2 hour/s	• Learning and Development Officer I/II; Learning and Development Division (LDD) • Learning and Development Assistant II ; Learning and Development Division (LDD)
	1.3. Reviews and validates the employee's records against the draft certification prepared by the Action Officer.		1 hour/s	• Learning and Development Officers IV/III; Learning and Development Division (LDD)
	1.4. Certifies the accuracy of the information by affixing an initial/signature and endorses the prepared certification to the Assistant Director for final approval.		1 hour/s	• Supervising Learning and Development Officer; Learning and Development Division (LDD)
	1.5. Approves and signs the certification, routing the finalized document back to the Action Officer for release.		30 minute/s	• Assistant Director; Learning and Development Division (LDD)
	1.6. Releases the approved certification to the requesting official or employee through the HRMIS or via official email notification.		15 minute/s	• Learning and Development Officer I/II; Learning and Development Division (LDD) • Learning and Development Assistant II; Learning and Development Division (LDD)

2. Employee accepts and acknowledges receipt of the certification. **Location:** The certificate will be sent to the Employee via email.	2. Secures the employee's acknowledgment of receipt.	None	5 minute/s	• Learning and Development Officer I/II; Learning and Development Division (LDD) • Learning and Development Assistant II; Learning and Development Division (LDD)
Total Processing Time:		Working Days: 5 hour/s, 50 minute/s		
Total Processing Fee:		Total Standard Fee: None		

Accounting Division (AD)

External Services

1. Request for the Issuance of BIR Form 2307

These are requests by specific recipients (Creditors/Vendors, Consultants and Contractuals) upon their issuance of Official Receipt. The said BIR forms will be issued and released for their compliance to BIR requirement. In compliance with Revenue Circular No. 36, s. of 2021, the government or any of its subdivisions, instrumentalities or agencies, including GOCCs who are required to withhold creditable VAT shall issue the Certificate of Creditable Tax Withheld at Source (BIR Form 2307). For the convenience of the transacting public and the implementation of SEC's Zero Face to Face Transaction, this service is also available by sending an email request to accounting@sec.gov.ph, the official email address of Accounting Division, Financial Management Department. The cut-off time for purposes of reckoning the date of receipt of emails on a particular day shall be at 3:00 PM. Emails received beyond the cut-off time will be considered received on the next business day.

Office or Division:	Accounting Division (AD)
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Target SEC Clients/Stakeholders/Customers All SEC Contract of Service Personnel Consultants Creditors
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Online Request Form through QR code from the Accounting Division or an email request sent to accounting@sec.gov.ph (1) Original Copy	Financial Management Department - Accounting Division

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Client requests for the Certificate of Creditable Tax Withheld at Source (BIR Form 2307) online by scanning the QR code for the Request Form provided by the Accounting Division or send an email request to accounting@sec.gov.ph. **Location:** Accounting Division, Financial Management Department, 6th Floor	1.1. Accounting Division staff receive the accomplished online Request Form for processing or acknowledge the email request sent.	None	2 minute/s	• SEC Administrative Assistant II; Accounting Division (AD)
	1.2. Verifies the records and prepares the document and routes the same to the Assistant Director/ Officer-in Charge		25 minute/s	• SEC Accounting Specialist III ; Accounting Division (AD)

SEC Headquarters 7907 Makati Avenue Brgy Bel Air Makati City	1.3. Reviews and approves/signs the BIR 2307		10 minute/s	• Assistant Director; Accounting Division (AD)
2. Client receives the BIR Form 2307 **Location:** Accounting Division, Financial Management Department, 6th Floor SEC Headquarters, Makati Avenue, Brgy. Bel-Air, Makati City	2. Accounting Division staff releases the BIR Form 2307 or email the scan copy to the client.	None	3 minute/s	• SEC Administrative Assistant II; Accounting Division (AD) • SEC Accounting Specialist III; Accounting Division (AD)
Total Processing Time:		Working Days: 40 minute/s		
Total Processing Fee:		Total Standard Fee: None		

Treasury Division (TD)

External Services

1. Collection of Fees Through ESPAYSEC and LandBank OnColl Facility

The following procedures illustrate the payment processes for registrations of corporations, partnerships, associations, and other entities; and for non-registration transactions such as license fees, penalties/fines, and other charges from corporations, partnerships, associations, other entities, and clients. The collections of fees and charges are made via the SEC Online Payment Portal – the ESPAYSEC, an integrated system together with an online payment solutions provider. Aside from online payment, registrants/clients may choose to pay via the LandBank OnColl Facility.

Office or Division:	Treasury Division (TD)
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Filers or company representative/s
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Payment Assessment Form (1) Original Copy	Securities and Exchange Commission - g

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1.Pay the corresponding amount concerning the issued PAF				
***For Pay Online** 1.A.Pay via the SEC Payment Partners **Location:** SEC ESPAYSEC **Notes/Instruction:** Electronic Official Receipt (EOR) will be automatically generated	1.A. System process	**Formula Fees** Breakdown: SEC Services	5 minute/s	• System; ESPAYSEC through the various SEC Payment Partners (PayMaya/MYEG/PayCools)
***For Pay Via LBP OnColl Facility** 1.B.Pay the corresponding amount over-the-counter **Location:** LBP Branches **Notes/Instruction:**	1.B.1. Receive and verify completeness, validity and accuracy of information in the OnColl Slip and the cash/check/details of deposit account for payment; once inorder, process the transaction.	**Formula Fees** Breakdown: SEC Services	15 minute/s	• Bank Teller; Landbank of the Philippines
	1.B.2. Provide customer/depositor with a copy of the validated		15 minute/s	• Bank Teller; Landbank of

SEC processing time when payment is done through LandBank OnColl Facility (exclusive of waiting time for the availability of the OnColl Reports)	payment slip and the corresponding attachment			the Philippines
	1.B.3. Generate OnColl Report via LandBank weAccess Facility		10 minute/s	• SEC Administrative Assistant II; Treasury Division (TD)
	1.B.4. Verify completeness of payment details		10 minute/s	• SEC Administrative Officer II; Treasury Division (TD)
	1.B.5. Upload verified OnColl Report to the Cashiering System and generate EOR		10 minute/s	• SEC Administrative Assistant II; Treasury Division (TD)

Total Processing Time:	
***For Pay Online**	Working Days: 5 minute/s
***For Pay Via LBP OnColl Facility**	Working Days: 1 hour/s
Total Processing Fee:	
***For Pay Online**	Total Standard Fee: None See other fees below
***For Pay Via LBP OnColl Facility**	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

- Pay Online
  SEC Services

  Based on the issued PAF of the SEC Operating Departments and Extension Offices

2. Issuance and Release of Payment Through Fund Transfer

This pertains to the procedures of releasing payments to the Commission's internal (SEC personnel and Contract of Service for their salaries, allowances, and other compensations) and external creditors (for the delivery of goods and services) through the LandBank weAccess facility, as its online payment system. In meritorious cases where the SEC creditors do not have existing LANDBANK accounts (i.e. one-time payment within the year and the opening of a bank account is impracticable), payments may be made through checks.

Office or Division:	Treasury Division (TD)
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Creditors
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Approved Disbursement Voucher (DV) with complete supporting documents (1) Original Copy	Financial Management Department - Office of the Director
For Situational Requirement	
A. Situational Requirement	

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. SEC creditor waits while the claim is being processed **Location:** SEC Headquarters, Brgy. Bel-Air, Makati Avenue, Makati City	1.1. The Office of the Director - FMD forwards the approved DVs with complete SDs to the Treasury Division (TD)-FMD.	None	10 minute/s	• SEC Administrative Officer IV/V; Financial Management Department (FMD)
	1.2. Receive and record the DV with complete SDs.		10 minute/s	• SEC Administrative Assistant II/ SEC Data Controller; Treasury Division (TD)
	1.3. Assign and forward the DVs to the maker/processor.		10 minute/s	• SEC Administrative Assistant II/ SEC Data Controller;

			Treasury Division (TD)
	1.4. Check the completeness of signatories on the DV upon receipt and tag the same as “Received” in the FMD Monitoring System.	15 minute/s	• SEC Administrative Officer IV; Treasury Division (TD)
	1.5. Facilitate the fund transfer /ATM Payroll transaction.	15 minute/s	• SEC Administrative Officer IV; Treasury Division (TD)
	1.6. Verify the correctness of the created fund transfer transactions, particularly on the source account, target account, and amount. Affix initials on the lowermost portion of the DV near the indicated Transaction Reference Number.	10 minute/s	• SEC Administrative Officer IV / SEC Supervising Administrative Officer or SEC Assistant Director, TD, FMD; Treasury Division (TD)
	1.7. Transmit documents to the Office of the Directors of FMD and HRD.	10 minute/s	• SEC Administrative Assistant II/SEC Data Controller, TD, FMD; Financial Management Department (FMD)
	1.8. The signatories approve the Fund Transfer transaction via the WeAccess.	10 minute/s	• FMD Director; Financial Management Department (FMD)
	1.9. The signatories approve the Fund Transfer transaction via the WeAccess.	7 hour/s	• HRD Director; Human Resources Department (HRD)
	1.10. Credits the payment upon approval of two (2) SEC signatories from FMD and HRD.	5 minute/s	• System Validation; Landbank weAccess

	1.11. Send payment notifications through the email address provided by the creditor/payee.		10 minute/s	• SEC Administrative Assistant II/ SEC Data Controller; Treasury Division (TD)
2. The creditor/individual payee receives payment and provides an original copy of the Official Receipt for goods and supplies delivered or for services rendered. **Location:** SEC HQ, Brgy. Bel-Air, Makati Avenue, Makati City	2. Receive a copy of the OR from the creditor/individual payee	None	10 minute/s	• SEC Data Analyst; Financial Management Department (FMD)
Total Processing Time:		Working Days: 1 working day/s, 55 minute/s		
Total Processing Fee:		Total Standard Fee: None		

3. Request for Certified True Copy (CTC) of Official Receipt (Complex)

This process is for requests on authentication of official receipts issued from 2010 to 2014, with hard copies stored at the SEC Building, EDSA Greenhills, Mandaluyong City.

For the convenience of the transacting public and the implementation of the SEC's Zero Face-to-Face Transaction, all requests must be sent via email addressed to the Officer-In-Charge of the Financial Management Department Director, Daisy B. Pabuaya @ dbpabuaya@sec.gov.ph.

Respective to the reckoning of receipt of emails for a particular day, the cut-off time shall be at 3:00 PM. All emails received before the cut-off time for a particular date shall be considered received on the next business day.

Office or Division:	Treasury Division (TD)
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	Target SEC Clients/Stakeholders/Customers Filer/s or company representative/s
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Request letter from concerned payor/incorporator (1) Original Copy	Applicant / Client
Remarks: *The letter must indicate the official receipt number, date issued and the purpose*	
2. Valid ID of the concerned payor and/or the authorized person List of accepted IDs 1. UMID 2. Pag-IBIG 3. Postal ID 4. Philsys	
For Situational Requirement	
A. If the applicant is not the concerned payor/incorporator	
A.1. Authorization Letter (1) Original Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**

				(Designation; Office)
1. Send/submit a request letter with complete details via email **Location:** Landbank Branches	1.1. Receive, review, and forward the email to the Treasury Division (TD).	None	10 minute/s	• SEC Administrative Officer IV/V; Financial Management Department (FMD)
	1.2. Forward the request letter to the TD		5 minute/s	• SEC Administrative Officer IV/V; Financial Management Department (FMD)
	1.3. Receive and record the request letter		10 minute/s	• SEC Administrative Assistant II, ; Treasury Division (TD)
	1.4. Verify and authenticate the submitted Official Receipt		10 minute/s	• SEC Administrative Officer I/SEC Supervising Administrative Officer/SEC Assistant Director; Treasury Division (TD)
	1.5. Prepare Payment Assessment Form (PAF) and email details to the client.		10 minute/s	• SEC Administrative Assistant II; Treasury Division (TD)
2.Choose payment modality				
***For Option to pay PAF thru LBP Over-the-Counter Transaction** 2.A.Pay corresponding amount **Location:** LBP Branches **Notes/Instruction:** Electronic Official Receipt will be generated after the	2.A.1. Receive and verify completeness, validity and accuracy of information in the OnColl Slip and the cash/check/details of deposit account for payment; once inorder, process the transaction.	**Standard Fees** Breakdown: CTC per Transaction + DST per Transaction: PHP 130 Total: PHP 130	15 minute/s	• Bank Teller; Landbank of the Philippines
	2.A.2. Provide customer/depositor with a copy of the validated payment slip and the		15 minute/s	• Bank Teller; Landbank of the Philippines

submission of LBP of the OnColl Report	corresponding attachment			
	2.A.3. Generate OnColl Report via LandBank weAccess Facility		10 minute/s	• SEC Administrative Officer II TD; Treasury Division (TD)
	2.A.4. Verify completeness of payment details		10 minute/s	• SEC Administrative Officer II ; Treasury Division (TD)
	2.A.5. Upload verified OnColl Report to the Cashiering System and generate EOR		5 minute/s	• SEC Administrative Assistant II; Treasury Division (TD)
***For Option to pay PAF thru ESPAYSEC** 2.B.Pay the corresponding amount **Location:** Using the ESPAYSEC System of the SEC **Notes/Instruction:** Electronic Official Receipt (EOR) will be automatically generated	2.B. Processing via the system	**Standard Fees** Breakdown: CTC per transaction + DST per transaction: PHP 130 Total: PHP 130	5 minute/s	• SEC Payment Partners; Online Payment Partner (Paymaya/MYEG/PayCools)
3. Receive authenticated OR via email **Location:** SEC Headquarters, Brgy. Bel-Air, Makati Avenue, Makati City	3.1. Validate the received copy of EOR for the transaction	None	10 minute/s	• SEC Administrative Assistant II; Treasury Division (TD)
	3.2. Retrieve the requested OR from the existing file. Generate EOR via: 1. ESPAYSEC site (right after payment has been successfully made) 2. Print Electronic OR module of ESPAYSEC		2 working day/s	• SEC Administrative Assistant II; Treasury Division (TD)
	3.3. Authenticate the copy of the requested OR		10 minute/s	• SEC Administrative Officer I/SEC Supervising Administrative Officer/SEC Assistant

				Director; Treasury Division (TD)
	3.4. Send the authenticated OR through the email provided by the client.		5 minute/s	• SEC Administrative Assistant II; Treasury Division (TD)

General Remarks

This process is for requests on authentication of official receipts issued from 2010 to 2014, with hard copies stored at the SEC Building, EDSA Greenhills, Mandaluyong City.

For the convenience of the transacting public and in line with the implementation of the SEC's Zero Face-to-Face Transaction, all requests must be sent via email addressed to the Officer-In-Charge of the Financial Management Department Daisy B. Pabuaya at dbpabuaya@sec.gov.ph.

Respective of the reckoning of receipt of emails for a particular day, the cut-off time shall be at 3:00 PM. All emails received beyond the cut-off time for a particular date shall be considered received on the next business day

Total Processing Time:	
***For Option to pay PAF thru LBP Over-the-Counter Transaction**	Working Days: 2 working day/s, 2 hour/s, 5 minute/s
***For Option to pay PAF thru ESPAYSEC**	Working Days: 2 working day/s, 1 hour/s, 15 minute/s
Total Processing Fee:	
***For Option to pay PAF thru LBP Over-the-Counter Transaction**	Total Standard Fee: PHP 130
***For Option to pay PAF thru ESPAYSEC**	Total Standard Fee: PHP 130

4. Request for Certified True Copy (CTC) of Official Receipt (Simple)

This process is for requests on authentication of official receipts issued from years 2015 to present.

For the convenience of the transacting public and the implementation of the SEC's Zero Face-to-Face Transaction, all requests must be sent via email addressed to the Officer-In-Charge of the Financial Management Department Daisy B. Pabuaya at dbpabuaya@sec.gov.ph.

Respective of reckoning the dates of receipt of emails for a particular day, the cut-off time shall be at 3:00 PM. All emails received prior to the cut-off time for a particular date shall be considered received on the next business day.

Office or Division:	Treasury Division (TD)
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	This service may be availed by the SEC Clients/Stakeholders/Customers All SEC Contract of Service Personnel, Consultant; and Creditors
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Request Letter from concerned payor/incorporator (1) Original Copy	Applicant / Client
Remarks: *Indicate the official report number, date issued and the purpose, addressed to the Director of FMD*	
2. Valid ID Government Issued 1. UMID 2. Pag-IBIG 3. Passport 4. Postal ID 5. Other government issued ID	
For Situational Requirement	
A. Authorization letter (if other than the concerned payor/incorporator)	

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)

1. Send/submit a request letter with complete details via email **Location:** Office of the Director, Financial Management Department, 6th Floor, SEC Headquarters, Salcedo Village, Makati Ave., Makati City	1.1. Receive and review duly signed request letter.	None	10 minute/s	• SEC Admnistrative Officer III/IV; Financial Management Department (FMD)
	1.2. Forward request letter to the Treasury Division		5 minute/s	• SEC Administrative Officer IV/V; Financial Management Department (FMD)
	1.3. Receive and record the request letter		10 minute/s	• SEC Administrative Assistant II; Treasury Division (TD)
	1.4. Verify and authenticate the submitted Official Receipt		10 minute/s	• SEC Administrativ Officer I/SEC Supervising Administrative Officer/SEC Assistant Director; Treasury Division (TD)
	1.5. Prepare Payment Assessment Form and email the details to the client		10 minute/s	• SEC Administrative Assistant I; Treasury Division (TD)
2.Pay the corresponding amount with reference to the issued Payment Assessment Form (PAF)				
***For Pay Payment Assessment Form (PAF)** 2.A.Online via ESPAYSEC **Location:** Electronic Official Receipt (EOR) will be automatically generated	2.A. System processing	**Standard Fees** Breakdown: CTC per transaction + DST per transaction: PHP 130 Total: PHP 130	5 minute/s	• Payment Partners; Payment Partners (PayMaya/MYEG/PayCools)
***For Pay PAF via** 2.B.LandBank over-the-counter **Location:**	2.B.1. Receive and verify completeness, validity and accuracy of information in the OnColl Slip and the cash/check/details of	**Standard Fees** Breakdown: CTC per transaction + DST per	15 minute/s	• Bank Teller; Landbank of the Philippines

Landbank Branches	deposit account for payment; once inorder, process the transaction.	transaction: PHP 130 Total: PHP 130		
	2.B.2. Provide customer/depositor with a copy of the validated payment slip and the corresponding attachment		15 minute/s	• Bank Teller; Landbank of the Philippines
	2.B.3. Generate OnColl Report via LandBank weAccess Facility		10 minute/s	• SEC Administrative Assistant II; Treasury Division (TD)
	2.B.4. Verify completeness of payment details		10 minute/s	• SEC Administrative Officer II; Treasury Division (TD)
	2.B.5. Upload verified OnColl Report to the Cashiering System and generate EOR		5 minute/s	• SEC Administrative Assistant II; Treasury Division (TD)
3. Receive authenticated OR via email **Location:** Via email provided by the client	3.1. Validate the received copy of EOR for the transaction.	None	10 minute/s	• SEC Administrative Assistant II; Treasury Division (TD)
	3.2. Retrieve the requested OR from the existing file.		1 hour/s	• SEC Administrative Assistant II; Treasury Division (TD)
	3.3. Authenticate the copy of the requested OR		10 minute/s	• SEC Administrative Officer I/SEC Supervising Administrative Officer/SEC Assistant Director; Treasury Division (TD)
	3.4. Send the authenticated OR through the email provided by the client.		5 minute/s	• SEC Administrative Assistant II; Treasury Division (TD)
Total Processing Time:				
***For Pay Payment Assessment Form (PAF)**		Working Days: 2 hour/s, 15 minute/s		

***For Pay PAF via**	Working Days: 3 hour/s, 5 minute/s
Total Processing Fee:	
***For Pay Payment Assessment Form (PAF)**	Total Standard Fee: PHP 130
***For Pay PAF via**	Total Standard Fee: PHP 130

Supply Chain Division (SCD)

External Services

1. Issuance of Bidding Documents

This service details the procedure for the issuance of the bidding documents to the prospective bidder/s, for competitive bidding procurement projects.

Office or Division:	Supply Chain Division (SCD)
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	Prospective Bidder/s
Operating Hours:	7:00 AM - 4:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Company-issued Identification Card Company-issued Identification Card	
Sub Requirement	
1.A. Authorization Letter with attached Valid Government-issued Identification Card	
For Situational Requirement	
A. Situational Requirement	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Request issuance of the Payment Assessment Form (PAF) in person or through email from the Project Facilitator **Location:** 7F The SEC Headquarters, 7907 Makati City, Salcedo Village, Bel-Air, Makati City **Notes/Instruction:** Specific email address of the Facilitator is indicated in the advertised invitation to bid	1.1. Receive information from the prospective bidder/s, and check the details	None	1 minute/s	• Administrative Officer IV, Securities Specialist I, Administrative Officer III, SEC Engineer II, SEC Administrative Officer II; Supply Chain Division (SCD)
	1.2. Issue Payment Assessment Form		2 minute/s	• Administrative Officer IV, Securities Specialist I, Administrative Officer III, SEC Engineer II, SEC

				Administrative Officer II; Supply Chain Division (SCD)
2. Pay the cost of the Bid Documents over the counter at any Landbank branch nationwide or online through eSPAYSEC. **Location:** Any Landbank branch or online **Notes/Instruction:** **For over-the-counter payment at LandBank:** Accomplish the onColl Payment/Deposit Slip in any LandBank branch using the details reflected on the Payment Assessment Form Present OnColl Payment/ Deposit Slip to the LandBank Teller and pay the corresponding fee **For online payment:** Access eSPAYSEC through the link *[espaysec.sec.gov.ph/payment-portal/home]*, enter the PAF Reference Number, select the preferred payment option: • Debit/Credit Card • Paymaya Wallet/GCash Enter email address and verification code Click “proceed to payment” and check email confirmation on a successful transaction	2. Confirm payment by coordinating with the Treasury Division – Financial Management Department or by checking with the the eSPAYSEC site	**Formula Fees** Breakdown: Bidding Documents Fee	10 minute/s	• Administrative Officer IV, Securities Specialist I, Administrative Officer III, SEC Engineer II, SEC Administrative Officer II; Supply Chain Division (SCD)
3. Present the electronic Official Receipt to the	3.1. Check the electronic Official Receipt/proof of	None	1 minute/s	• Administrative Officer IV,

Project Facilitator/ Procurement Management Officer **Location:** 7F The SEC Headquarters, 7907 Makati City, Salcedo Village, Bel-Air, Makati City 1209	payment			Securities Specialist I, Administrative Officer III, SEC Engineer II, SEC Administrative Officer II; Supply Chain Division (SCD)
	3.2. Issue copy of the bidding documents		1 minute/s	• Administrative Officer IV, Securities Specialist I, Administrative Officer III, SEC Engineer II, SEC Administrative Officer II; Supply Chain Division (SCD)
Total Processing Time:		Working Days: 15 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Bidding Documents Fee**

Approved Budget for the Contract	Maximum Cost of Bidding Documents (Php)
1M and below	500.00
More than 1M up to 2.5M	1,000.00
More than 2.5M up to 5M	2,500.00
More than 5M up to 10M	5,000.00
More than 10M up to 15M	12,500.00
More than 15M up to 20M	17,500.00

More than 20M up to 50M	22,500.00
More than 50M	50,00.00

2. Posting of Performance Security

This service details the procedure for the issuance of the bidding documents to the prospective bidder/s, for competitive bidding procurement projects.

Office or Division:	Supply Chain Division (SCD)
Classification:	Simple
Type of Transaction:	G2B (Government to Business)
Who may avail:	Winning Bidders
Operating Hours:	7:00 AM - 4:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Company-issued Identification Card Company-issued Identification Card	
Sub Requirement	
1.A. Authorization Letter with attached Valid Government-issued Identification Card	
For Situational Requirement	
A. Situational Requirement	

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Request issuance of the Payment Assessment Form (PAF) in person or through email from the Project Facilitator **Location:** 7F The SEC Headquarters, 7907 Makati City, Salcedo Village, Bel-Air, Makati City **Notes/Instruction:** Specific email address of the Facilitator is indicated in the advertised invitation to bid	1.1. Receive information from the prospective bidder/s, and check the details	None	1 minute/s	• Administrative Officer IV, Securities Specialist I, Administrative Officer III, SEC Engineer II, SEC Administrative Officer II; Supply Chain Division (SCD)
	1.2. Issue Payment Assessment Form		2 minute/s	• Administrative Officer IV, Securities Specialist I, Administrative Officer III, SEC Engineer II, SEC

				Administrative Officer II; Supply Chain Division (SCD)
2. Pay the cost of performance security over the counter at any Landbank branch nationwide or online through eSPAYSEC. **Location:** Any Landbank branch or online **Notes/Instruction:** **For over-the-counter payment at LandBank:** Accomplish the onColl Payment/Deposit Slip in any LandBank branch using the details reflected on the Payment Assessment Form Present OnColl Payment/ Deposit Slip to the LandBank Teller and pay the corresponding fee **For online payment:** Access eSPAYSEC through the link *[espaysec.sec.gov.ph/payment-portal/home]*, enter the PAF Reference Number, select the preferred payment option: • Debit/Credit Card • Paymaya Wallet/GCash Enter email address and verification code Click “proceed to payment” and check email confirmation on a successful transaction	2. Confirm payment by coordinating with the Treasury Division – Financial Management Department or by checking with the the eSPAYSEC site	**Formula Fees** Breakdown: Performance Security	10 minute/s	• Administrative Officer IV, Securities Specialist I, Administrative Officer III, SEC Engineer II, SEC Administrative Officer II; Supply Chain Division (SCD)
3. Present the electronic Official Receipt to the	3. Confirm payment by requesting a copy of the	None	1 minute/s	• Administrative Officer IV,

Project Facilitator/ Procurement Management Officer **Location:** 7F The SEC Headquarters, 7907 Makati City, Salcedo Village, Bel-Air, Makati City 1209	electronic official receipt or scanning/ encoding the PAF No. in the eSPAYSEC and issue the corresponding Acknowledgement Receipt			Securities Specialist I, Administrative Officer III, SEC Engineer II, SEC Administrative Officer II; Supply Chain Division (SCD)
Total Processing Time:		Working Days: 14 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Performance Security**

  5% of the Total Contract Price — Goods and Consulting Projects

  10% of the Total Contract Price — Infrastructure Projects

Strategic Partnership and Advocacy Division (SPAD)

External Services

1. Request for a Resource Person for External Activities

This outlines the requirements to request a resource person to conduct an educational session. The aim is to educate the current and potential partners of the SEC regarding recent regulatory updates, compliance requirements, investor protection initiatives, and the SEC's role in promoting market integrity.

Office or Division:	Strategic Partnership and Advocacy Division (SPAD)
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	All
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Request letter (1) Electronic Copy	Applicant / Client
2. Copy of program (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit the request letter and a copy of the program **Location:** spad@sec.gov.ph **Notes/Instruction:** The request letter must be addressed to the SEC Chairperson and the External Affairs Department Director, signed by the requesting institution's/organization's authorized representative, indicating the following: • Venue, Date, and Time of the event • Topic and Theme of the Event; • Number of participants; and • Contact information of the focal person.	1.1. Receive and acknowledge the letter.	None	30 minute/s	• SEC Administrative Assistant II; Strategic Partnership and Advocacy Division (SPAD)
	1.2. Approval of the Assistant Director and Director on the date and time.		4 hour/s	• SEC Assistant Director; Strategic Partnership and Advocacy Division (SPAD) • SEC Director; External Affairs Department (EAD)
	1.3. Endorse the request letter to the concerned department for approval		1 working day/s	• SEC Advocacy Officer I;

	and to provide appropriate personnel to represent the Commission.			Strategic Partnership and Advocacy Division (SPAD)
	1.4. Preparation of the SEC Office Order for the resource person/s.		2 hour/s	• SEC Advocacy Officer I; Strategic Partnership and Advocacy Division (SPAD)
	1.5. Review and approval of the SEC Office Order from the Office of the Director, Office of the Commissioner, and Office of the Chairperson.		1 working day/s	• SEC Director; Strategic Partnership and Advocacy Division (SPAD) • SEC Supervising Commissioner; Office of the Commissioner • SEC Chairperson and CEO; Office of the SEC Chairperson
	1.6. Coordinate with the Management Service Department and request a service vehicle for the resource person.		1 hour/s	• SEC Advocacy Officer I; Strategic Partnership and Advocacy Division (SPAD)
	1.7. Send a confirmation email to the requesting party regarding the details and credentials of the resource person who will represent the SEC.		30 minute/s	• SEC Administrative Officer II; Strategic Partnership and Advocacy Division (SPAD)
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: None		

2. Request to Conduct Orientation on SEC's Functions, Mandates, and other related topics

This outlines the requirements for requesting or arranging an orientation that provides in-depth information on the mandate, functions, and other related regulatory topics of the Securities and Exchange Commission (SEC). The aim is to ensure that the target audience gains a clear understanding of the SEC's role and responsibilities, stays updated on recent developments, and adopts best practices for compliance.

Office or Division:	Strategic Partnership and Advocacy Division (SPAD)
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Authorized representative from the requesting organization, association, company/agency.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Letter of Request (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit the letter of request **Location:** spad@sec.gov.ph **Notes/Instruction:** The request letter must be addressed to the External Affairs Department Director and signed by the requesting institution's/organization's authorized official, indicating the following: • Desired date and time of orientation; • Requested/Proposed topics; • Names and total number of participants; and	1.1. Receive and acknowledge the letter of request.	None	30 minute/s	• SEC Administrative Assistant II; Strategic Partnership and Advocacy Division (SPAD)
	1.2. Approval of the Assistant Director and Director of the Strategic Partnership and Advocacy Division—External Affairs Department.		4 hour/s	• SEC Assistant Director; Strategic Partnership and Advocacy Division (SPAD) • SEC Director; External Affairs Department (EAD)
	1.3. Confirm the availability of the venue		4 hour/s	• SEC Advocacy

• Contact information of the focal person.	and other logistical requirements from the General Services Division of the Management Services Department.			Officer I; Strategic Partnership and Advocacy Division (SPAD)
	1.4. Coordinate with the concerned department for the resource person based on the requested topic of the organization.		1 working day/s	• SEC Advocacy Officer I; Strategic Partnership and Advocacy Division (SPAD)
	1.5. Prepare the SEC Office order of the resource person and support staff from other departments.		2 hour/s	• SEC Advocacy Officer I; Strategic Partnership and Advocacy Division (SPAD)
	1.6. Review and Approval of the SEC Office Order from the Office of the External Affairs Director, Office of the Supervising Commissioner, and Office of the Chairperson.		2 working day/s	• SEC Director; External Affairs Department (EAD) • Supervising Commissioner; Office of the Commissioner • SEC Chairperson; Office of the SEC Chairperson
	1.7. Preparation of the Program and Presentations for the Activity		1 working day/s	• SEC Advocacy Officer I; Strategic Partnership and Advocacy Division (SPAD) • SEC Advocacy Officer II; Strategic Partnership and

				Advocacy Division (SPAD) • SEC Advocacy Officer III; Strategic Partnership and Advocacy Division (SPAD)
	1.8. Review and Approval of the Program and Presentations from the Office of the Commission Secretary		1 working day/s	• SEC Assistant Director; Corporate Communication Division
	1.9. Send the program and confirmation of their approved request.		30 minute/s	• SEC Administrative Assistant II; Strategic Partnership and Advocacy Division (SPAD)
Total Processing Time:		Working Days: 6 working day/s, 3 hour/s		
Total Processing Fee:		Total Standard Fee: None		

Corporate Communication Division (CCD)

External Services

1. Media Request for Interviews, Information, and Updates

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

Office or Division:	Corporate Communication Division (CCD)
Classification:	Simple
Type of Transaction:	G2B (Government to Business)
Who may avail:	Members of Media Organizations
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Request letter (1) Electronic Copy Or (1) Original Copy	Applicant / Client

Remarks:

Request letter (with complete name, address, and contact number of the client) addressed to the Commission Secretary

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Client sends a request letter indicating the specific data/ information/documents requested. **Location:** Send via email at corpcomm@sec.gov.ph or proceed to 12F, The SEC Headquarters, Brgy. Bel-Air, Makati Ave., Makati City. **Notes/Instruction:** For interviews, client includes his/her preferred time and date, and the specific topics/ issues to be discussed. For queries, client includes the specific document that he is requesting or the	1.1. Receives the request letter and gives a timeframe as to when he/she can confirm the interview or give a definite answer to the query	None	5 minute/s	• SEC Supervising Administrative Officer/ SEC Supervising Information Officer/ SEC Information Officer IV/ SEC Information Officer III/ SEC Information Officer I SEC Supervising Administrative Officer/ SEC Information Officer IV/ SEC Information Officer III; Corporate

information he would like to clarify.				Communication Division
	1.2. For interviews: Assesses and endorses the request to the Commission Secretary/ Subject Matter Expert, and checks the availability of the Commission Secretary/Subject Matter Expert For queries: Coordinates with the concerned departments/ offices to check availability of the information requested, and prepares the relevant data/ documents		40 minute/s	• SEC Supervising Administrative Officer/ SEC Information Officer IV/ SEC Information Officer III; Corporate Communication Division
	1.3. For interviews: Confirms the availability of the Commission Secretary/ Subject Matter Expert For queries: Confirms the availability of the information requested		30 minute/s	• SEC Supervising Administrative Officer/ SEC Information Officer IV/ SEC Information Officer III; Corporate Communication Division
2. Client conducts the interview or receives the information requested and accomplishes the Client Satisfaction Survey. **Location:** The interview may be conducted: - At the SEC Headquarters - Online via Zoom or Google Meetings - Via phone patch	2. For interviews: Provides the relevant information/documents. For queries: Forwards the relevant information/documents	None	30 minute/s	• Commission Secretary/ Subject Matter Expert/ SEC Information Officer IV/ SEC Information Officer III; Corporate Communication Division
Total Processing Time:		Working Days: 1 hour/s, 45 minute/s		
Total Processing Fee:		Total Standard Fee: None		

Financial Analysis and Audit Department (FAAD)

External Services

1. a) Certification of Paid-up Capital / Capital Structure / Percentage of Ownership for Domestic Stock Corporations Classified as Philippine National, and b) Certification of Capital / Contribution of Domestic Partnerships Classified as Philippine National

This service details the adopted online procedure and documentary requirements for issuance of the following Certifications:

a. *Certification of Paid-up Capital Capital Structure,Percentage of Ownership of Philippine National Domestic Corporation, based on any of the following:*

   i. *Articles of Incorporation, for newly registered corporations;*
   ii. *Audited Financial Statements (AFS) as of the latest fiscal year, duly received by the BIR and SEC;*
   iii. *Interim Audited Financial Statements, if there is/are payment/s on unpaid subscription/s or additional issuance/s of shares through cash infusion/s made subsequent to item a(ii);*
   iv. *Latest approved Increase in Authorized Capital Stock, if approval is subsequent to item a(ii); or*
   v. *Latest approved Confirmation of Valuation, if approval is subsequent to item a(ii)*

b. *Certification of Capital Contribution of Philippine National Domestic Partnerships, based on either:*

   i. *Articles of Partnership, for newly recorded partnerships; or*
   ii. *Latest approved Amended Articles of Partnership.*

Note that this service is exclusively for Domestic Stock Corporations or Partnerships classified as Philippine National. For corporations/partnerships classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department (CRMD).

For pre-processing of new applications, scanned copies of the required documents shall be submitted through the following:

- ***Electronic mail:*** *faad_application@sec.gov.ph*
- ***iMessage:*** *imessage.sec.gov.ph*

Office or Division:	Financial Analysis and Audit Department (FAAD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations or Partnerships classified as Philippine National. For corporations/partnerships classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department (CRMD).
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Combined Notarized Secretary's Certificate on: a. Request for Certification; b. List of stockholders showing the present capital structure of the Company (Names of stockholders, nationality, no. of shares and amount subscribed, amount of paid-up capital) ; and c.	Securities and Exchange Commission - Financial Analysis and Audit Department

non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Download the Combined Secretary's Certificate for* ***Certification of Paid-up Capital / Capital Structure / Percentage of Ownership for Domestic Stock Corporations Classified as Philippine National*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Certification-of-Paid-up-Capital_Corporation.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
2. Audited Financial Statements as of the last fiscal year, stamped received by SEC and BIR (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Information and Communications Technology Department (ICTD)
Remarks: *To be provided by the Company, in case the Company did not file* *Note: The one (1) photo copy will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses	
A.1. Monitoring Clearance from Monitoring Unit of Financial Analysis and Audit Department (FAAD) (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Financial Analysis and Audit Department (FAAD)
Remarks: *Monitoring Unit of Financial Analysis and Audit Department (FAAD) through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
B. For Financing and Lending Companies	
B.1. Monitoring Clearance from Financing and Lending Companies Department (FLCD) (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financing and Lending Companies Department (FLCD)
Remarks: *Financing and Lending Companies Department (FLCD) through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

C. Additional Requirement if in case there is/are payment/s to unpaid subscription/s or additional issuance of shares out of the unissued authorized capital stock thru cash infusion made after the fiscal year or after the approval of the increase in capital stock and/or confirmation of valuation:	
C.1. Audited Interim Financial Statements (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *External Auditor to be engaged by the Company* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
D. Additional Requirement if the request is Certification of Percentage of Ownership:	
D.1. Stock and transfer book of the corporation (to be presented for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
E. If the request is Certification of Partners' Contribution for Partnership:	
E.1. Letter request signed by corporate officer / duly authorized representative (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Certification-of-Paid-up-Capital_Partnership.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Upload the electronic copy of complete requirements for new application by creating a ticket through the iMessage at imessage.sec.gov.ph **Location:** **iMessage:** imessage.sec.gov.ph **Notes/Instruction:**	1.1. Verifies completeness of the uploaded documents. If complete, acknowledges, records and assigns the ticket to a FAAD Specialist.	**Standard Fees** Breakdown: Certification Fee: PHP 1000 Documentary Stamp Tax : PHP 30 Total: PHP 1030	1 working day/s	• SEC Accounting Specialist I; Financial Amendments and Compliance Division (FACD) • SEC Administrative Officer III; Financial Amendments and

				Compliance Division (FACD)
• If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the FAAD Specialist will prepare a checklist of deficiencies and inform and return it to the applicant through the iMessage. For submission of compliance documents, the client will directly send it to the assigned FAAD Specialist's through the iMessage. The assigned FAAD Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.2. • If upon evaluation, the application does not meet the requirements of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The period to act upon the agency	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		6 working day/s	• SEC Accounting Specialist I; Financial Amendments and Compliance Division (FACD) • SEC Administrative Officer II; Financial Amendments and Compliance Division (FACD) • SEC Administrative Officer III; Financial Amendments and Compliance Division (FACD) • Securities Specialist I; Financial Amendments and Compliance Division (FACD) • Securities Specialist II; Financial Amendments and Compliance Division (FACD) • Securities Financial Specialist I; Financial Amendments and Compliance Division (FACD) • Securities Examiner III; Financial Amendments and

actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period.(Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)				Compliance Division (FACD)
	1.3. Reviews the submitted documents along with the final report and, if compliant, orders the FAAD Specialist to issue the Payment Assessment Form (PAF)		7 working day/s	• Securities Financial Specialist III; Financial Amendments and Compliance Division (FACD) • Assistant Director; Financial Amendments and Compliance Division (FACD)
	1.4. Prepares and Sends the Payment Assessment Form (PAF) to the applicant through iMessage		1 working day/s	• SEC Accounting Specialist I; Financial Amendments and Compliance Division (FACD) • SEC Administrative Officer II; Financial Amendments and Compliance Division (FACD) • SEC Administrative Officer III; Financial Amendments and Compliance Division (FACD) • Securities Specialist I; Financial Amendments and Compliance Division (FACD) • Securities Specialist II; Financial Amendments

				and Compliance Division (FACD) • Securities Financial Specialist I; Financial Amendments and Compliance Division (FACD) • Securities Examiner III; Financial Amendments and Compliance Division (FACD)
2. Upload the scanned copy of the proof of payment of filing fees by replying to the ticket thread in the iMessage portal, and await the release of the electronic copy of the duly signed certificate **Location:** **iMessage:** imessage.sec.gov.ph	2.1. Receives and acknowledges the receipt of proof of payment	None	4 hour/s	• SEC Accounting Specialist I; Financial Amendments and Compliance Division (FACD) • SEC Administrative Officer II; Financial Amendments and Compliance Division (FACD) • SEC Administrative Officer III; Financial Amendments and Compliance Division (FACD) • Securities Specialist I; Financial Amendments and Compliance Division (FACD) • Securities Specialist II; Financial Amendments

					and Compliance Division (FACD) • Securities Financial Specialist I; Financial Amendments and Compliance Division (FACD) • Securities Examiner III ; Financial Amendments and Compliance Division (FACD)
		2.2. Prepares the Certificate and forwards it to the Reviewing Specialist for review.		1 working day/s	• SEC Accounting Specialist I; Financial Amendments and Compliance Division (FACD) • SEC Administrative Officer II; Financial Amendments and Compliance Division (FACD) • SEC Administrative Officer III; Financial Amendments and Compliance Division (FACD) • Securities Specialist I; Financial Amendments and Compliance Division (FACD) • Securities Specialist II; Financial Amendments

				and Compliance Division (FACD) • Securities Financial Specialist I; Financial Amendments and Compliance Division (FACD) • Securities Examiner III; Financial Amendments and Compliance Division (FACD)
	2.3. Reviews and initials the certificate, then forwards to Support Staff for signature of the Director.		1 working day/s	• Securities Financial Specialist III; Financial Amendments and Compliance Division (FACD) • Assistant Director; Financial Amendments and Compliance Division (FACD)
	2.4. Signs the Certificate of Paid-up Capital/Capital Structure/Percentage of Ownership		1 working day/s	• SEC Director III or Officer-in-Charge; Financial Analysis and Audit Department (FAAD)
	2.5. Scans and uploads the signed Certificate to the Document Verification System to generate a QR Code, forwards the electronic copy of the duly signed certificate to the assigned FAAD Specialist		6 hour/s	• SEC Administrative Assistant II; Financial Analysis and Audit Department (FAAD) • SEC Data Controller; Financial Analysis and

				Audit Department (FAAD)
	2.6. Sends and releases the electronic copy of the signed certificate through the iMessage portal and tags the ticket as closed.		6 hour/s	• SEC Accounting Specialist I; Financial Amendments and Compliance Division (FACD) • SEC Administrative Officer II; Financial Amendments and Compliance Division (FACD) • SEC Administrative Officer III; Financial Amendments and Compliance Division (FACD) • Securities Specialist I; Financial Amendments and Compliance Division (FACD) • Securities Specialist II; Financial Amendments and Compliance Division (FACD) • Securities Financial Specialist I; Financial Amendments and Compliance Division (FACD) • Securities Examiner III; Financial Amendments and

				Compliance Division (FACD)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1030		

2. Cash or Stock Dividend Declaration (For Shares That Are Not Listed) – Domestic Stock Corporations Classified as Philippine National

This service details the adopted online procedure and documentary requirements for the acknowledgment of cash or stock dividends pursuant to Sections 42 of the Revised Corporation Code of the Philippines. The request for acknowledgment of cash or stock dividend declaration is only optional.

Note that this service is exclusively for Domestic Stock Corporations or Partnerships classified as Philippine National. For corporations/partnerships classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department (CRMD).

For pre-processing of new applications, scanned copies of the required documents shall be submitted through the following:

- ***Electronic mail:*** *faad_application@sec.gov.ph*
- ***iMessage:*** *imessage.sec.gov.ph*

Office or Division:	Financial Analysis and Audit Department (FAAD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Note that this service is exclusively for Domestic Stock Corporations or Partnerships classified as Philippine National. For corporations/partnerships classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department (CRMD).
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Reconciliation of Retained Earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 16 Series of 2023- Revised Guidelines on the Determination of Retained Earnings Available for Dividend Declaration through this link: https://www.sec.gov.ph/wp-content/uploads/2023/10/2023SEC-MC-No.-16,-s.-of-2023-Revised-Guidelines-on-the-Determination-of-Retained-Earnings%20-Available-for-Dividend-Declaration.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
2. Notarized Secretary's Certificate on non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Financial

	Analysis and Audit Department (FAAD)

Remarks:

Download Secretary's Certificate on non-existence of intra-corporate dispute through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

For Situational Requirement

A. In case the unappropriated retained earnings is not sufficient to warrant the dividend declaration:

A.1. Notarized Secretary's Certificate of the Board Resolution as to the reversal of appropriated retained earnings to unappropriated retained earnings. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

*Download the Combined Secretary's Certificate for **Cash or Stock Dividend Declaration (For Shares That Are Not Listed)** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Cash-Dividend-Declaration.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

B. For Corporations with Primary Licenses

B.1. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Financial Analysis and Audit Department (FAAD)

Remarks:

Monitoring Unit of Financial Analysis and Audit Department (FAAD) through the link:

***eWATCH:** https://ewatch.sec.gov.ph/login*

Note: The two (2) photocopies will be submitted upon payment of the corresponding fees.

C. For Financing and Lending Companies

C.1. Financing and Lending Companies Department (FLCD) Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Financing and Lending Companies Department (FLCD)

Remarks:

Financing and Lending Companies Department (FLCD) through the link:

***eWATCH:** https://ewatch.sec.gov.ph/login*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

D. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services, and Operator of Designated Payment System:	
D.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector
Remarks: *To request, kindly refer to the BSP Citizen's Charter* *https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
E. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker	
E.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group
Remarks: *To request, kindly refer to the IC Citizen's Charter https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
F. Additional Requirements in case of Cash Dividend Declaration:	
F.1. Certification under oath by the Corporate Secretary on the board of directors' resolution declaring cash dividends (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G. Additional Requirements in case of Stock Dividend Declaration:	
G.1. Combined Notarized Secretary's Certificate a. declaration of stock dividends by majority of the directors and the stockholders representing 2/3 of the outstanding capital stock ; b. List of stockholders with their respective subscribed capital stock as of the date meeting approving the declaration of stock dividend together with the allocation of stock dividend; c. Certifying that on the basis of the computation of the Finance Officer, the allocation of stock dividend as indicated in the list of stockholders of record is in proportion to the shareholdings of stockholders as of date of declaration/record date and the treatment of resulting fractional shares (if any). (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Combined Secretary's Certificate for **Stock Dividend Declaration (For Shares That Are Not Listed)** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Stock-Dividend-Declaration.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

G.2. Analysis of capital structure certified under oath by the Treasurer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of complete requirements for new application **Location:** • **Electronic mail:** faad_application@sec.gov.ph or • **iMessage:** imessage.sec.gov.ph **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies.	1.1. Receives the required documents, checks if everything is complete, and records the application if it is. Then, assigns the application to the FAAD Specialist.	**Possible Fees Breakdown:** If the amount of Cash / Stock dividend declared by Corporation whose securities are not listed is up to PHP 50,000,000: PHP 510 If the amount of Cash / Stock dividend declared by Corporation whose securities are not listed is over PHP 50,000,000: PHP 1010	1 working day/s	• SEC Accounting Specialist I; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD) • SEC Administrative Officer III; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD)
• If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the FAAD Specialist will prepare a checklist of deficiencies and inform and return it	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		6 working day/s	• SEC Accounting Specialist I; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD) • Securities Financial Specialist I;

to the applicant via email or imessage. For submission of compliance documents, the client will directly send it to the assigned FAAD Specialist's e-mail or imessage. The assigned FAAD Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.2.				Mergers, Consolidations, and Corporate Reorganization Division (MCCRD)
• If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has	1.3. Reviews the Final Report and, if found in order, directs the FAAD Specialist to issue the Payment Assessment Form (PAF).		7 working day/s	• Securities Financial Specialist II; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD) • Securities Financial Specialist III; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD) • SEC Examiner III; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD) • Securities Financial Specialist IV; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD)

failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations. • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)				
	1.4. Sends the Payment Assessment Form (PAF) to the applicant. Then, inform the applicant to submit a copy of proof of payment via email or iMessage.		1 working day/s	• SEC Accounting Specialist I; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD) • Securities Financial Specialist I; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD)

2. Pay the corresponding filing fees. Then, send the scanned copy of the proof of payment of the filing fees to the assigned FAAD Specialist via email or through iMessage and await email notification from the Assigned FAAD Specialist for the release of certificate. **Location:** FAAD Main Office, 18th Floor, The SEC Headquarters, 7907 Makati Ave., Makati City **Notes/Instruction:** ***Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)***	2.1. Receives and acknowledges the receipt of proof of payment.	None	2 hour/s	• SEC Accounting Specialist I; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD) • Securities Financial Specialist I; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD)
	2.2. Prepares the Certificate and forwards it to the Reviewing Specialist for review		1 working day/s	• SEC Accounting Specialist I; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD) • Securities Financial Specialist I; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD)
	2.3. Reviews the application and initials the acknowledgment then forwards to the Office of the Director for signature of the Director.		1 working day/s	• Securities Financial Specialist II; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD) • Securities Financial Specialist III; Mergers, Consolidations, and Corporate Reorganizati

				on Division (MCCRD) • SEC Examiner III; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD) • Securities Financial Specialist IV; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD)
	2.4. Signs the acknowledgement letter		1 working day/s	• SEC Director III or Officer-in-Charge; Financial Analysis and Audit Department (FAAD)
	2.5. Scans and uploads the signed Acknowledgement Letter on the Document Verification System to generate QR Code, then prints the Acknowledgement Letter and informs the FAAD Specialist of the availability of the Acknowledgement Letter for releasing.		4 hour/s	• SEC Data Controller; Financial Analysis and Audit Department (FAAD)
	2.6. Schedules and sends notification to the applicant on the date of submission of the complete application requirement and release of the acknowledgment letter.		4 hour/s	• SEC Accounting Specialist I; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD) • Securities Financial Specialist I; Mergers, Consolidations, and

				Corporate Reorganization Division (MCCRD)
3. Submit complete application requirements together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip) and copy of notification to submit the same, and receive the duly signed Acknowledgment Letter. **Location:** FAAD Main Office, 18th Floor, The SEC Headquarters, 7907 Makati Ave., Makati City	3.1. Receives complete application requirement and proof of payment.	None	2 hour/s	• SEC Administrative Assistant I; Financial Analysis and Audit Department (FAAD) • SEC Administrative Assistant II; Financial Analysis and Audit Department (FAAD) • SEC Data Controller;
	3.2. Compares the hard copies received with the scanned copy of the application documents.		2 hour/s	• SEC Administrative Assistant I; Financial Analysis and Audit Department (FAAD) • SEC Administrative Assistant II; Financial Analysis and Audit Department (FAAD) • SEC Data Controller; Financial Analysis and Audit Department (FAAD)
	3.3. Calls the name of the corporation, assists the client in filling out the logbook, and releases the signed Acknowledgment Letter		2 hour/s	• SEC Administrative Assistant I; Financial Analysis and Audit Department (FAAD) • SEC Administrative Assistant II; Financial Analysis and

				Audit Department (FAAD) • SEC Data Controller; Financial Analysis and Audit Department (FAAD)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Possible Fees

- **If the amount of Cash / Stock dividend declared by Corporation whose securities are not listed is up to PHP 50,000,000** : 510
- **If the amount of Cash / Stock dividend declared by Corporation whose securities are not listed is over PHP 50,000,000** : 1010

3. Confirmation of Valuation for Domestic Stock Corporations Classified as Philippine National

This service details the adopted online procedure and documentary requirements on application for confirmation of valuation of consideration for additional issuance shares out of the unissued shares pursuant to Section 61 of the Revised Corporation Code, which may be in the form of, but not limited to the following:

- *Previously incurred indebtedness (eg. conversion of advances into equity / conversion of deposit for future subscriptions)*
- *Land, building / condominium units*
- *Untitled Lands*
- *Inventories / Furnitures / Personal Properties*
- *Heavy equipment and machinery*
- *Shares of stock*
- *Motor Vehicle*
- *Sea vessel / aircraft*
- *Intangibles*
- *Net assets*
- *Other assets*

This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations/partnerships classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department (CRMD).

For pre-processing of new applications, scanned copies of the required documents shall be submitted via e-mail through faad_application@sec.gov.ph or imessage through imessage.sec.gov.ph.

Office or Division:	Financial Analysis and Audit Department (FAAD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Combined Notarized Secretary's Certificate a. Request of Application; b. board resolution approving the additional issuance of shares of stock ; c. List of stockholders with the nationalities, amount subscribed and paid up and the subscribers to the new shares; d. Certifying that all non-subscribing stockholders waived their	Securities and Exchange Commission - Financial Analysis and Audit Department

respective pre-emptive rights or attesting on the resolution by the stockholders representing at least 2/3 of the outstanding capital stock approving the issuance of shares in exchange for property or previously incurred indebtedness; e. non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	

Remarks:

Download the Combined Secretary's Certificate for ***Confirmation of Valuation for Domestic Stock Corporations Classified as Philippine National*** *below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Confirmation-of-Valuation.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

For Situational Requirement

A. For Corporations with Primary Licenses:

A.1. Monitoring Clearance from Monitoring Unit of Financial Analysis and Audit Department (FAAD) (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Financial Analysis and Audit Department (FAAD)

Remarks:

Monitoring Unit of Financial Analysis and Audit Department (FAAD) through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

B. For Financing and Lending Companies:

B.1. Financing and Lending Companies Department (FLCD) Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Financing and Lending Companies Department (FLCD)

Remarks:

Financing and Lending Companies Department (FLCD) through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

C. For Listed and Public Companies:

C.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)

Remarks:

Corporate Governance and Finance Department (CGFD) through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

D. Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
D.1. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Market and Securities Regulation Department (MSRD)

Remarks:

Market and Securities Regulation Department (MSRD) through the link:

eWATCH: *https://ewatch.sec.gov.ph/login*

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

E. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
E.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector

Remarks:

To request, please refer to BSP Citizen's Charter through this link:
https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

F. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
F.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group

Remarks:

To request, please refer to IC Citizen's Charter through this link:

https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

G. Additional Requirement if the consideration for issuance of shares is in the form of Previously incurred indebtedness (e.g., conversion of advances into equity / conversion of deposit for future subscription)	
G.1. Deed of Assignment of advances / liabilities (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

Download the Deed of Assignment for ***Confirmation of Valuation_Advances*** *below:*

a. Sigle Assignor: https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Single-Assignor.docx

b. Multiple Assignor: https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Multiple-Assignor.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s	
G.a. If the advances/liabilities is not yet reflected in the Audited Financial Statements (AFS):	
G.a.1. A report to be rendered by an Independent CPA on the verification of the advances to be converted to equity (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H. Additional Requirement if the consideration for issuance of shares is in the form of Land, buildings / condominium units:	
H.1. Detailed schedule of property showing the registered owner, location, area, TCT/CCT no., tax declaration number and the basis of transfer value (market value, assessed value or zonal value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the sample **Detailed Schedule for Land, Buldings/Condominium Units** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DS_Land-Buildings-Condo.xlsx* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.2. Copy of TCT/CCT electronically certified and issued by Register of Deeds and tax declaration sheet certified Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.3. Deed of Assignment: a. Deed of Assignment; b. Certifying that the improvements are existing and in good condition ; c. Undertaking that the corporation will submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks: *Download the Deed of Assignment for **Confirmation of Valuation_Land, Buildings / Condominium Units** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Land-Buildings-Condo.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
H.a. If transfer value is based on appraised value:	
H.a.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.a.2. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_AV_Affidavit.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.b. If property is mortgaged:	
H.b.1. Mortgagee/creditor's certification on the outstanding loan balance and his/her written consent to the transfer of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.c. For assignment of buildings where assignor is not the owner of the land:	
H.c.1. Lease contract on the land and consent of the land owner to the transfer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I. Additional Requirement if the consideration for issuance of shares is in the form of Untitled Lands:	
I.1. Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted exclusive	Applicant / Client

possession in the concept of an owner for at least twenty (20) years and the possessor had introduced improvements thereon, if any (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.2. Duplicate original or certified true copies of the tax declaration sheets (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.3. Latest realty tax receipts (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.4. Affidavit by the transferor attesting the following: 1. Continuous and open possession of the property is located; 2.a. Existence (or non-existence) of easements over the untitled property; b. Kind/description of the easement and its location; and c. Whether the transferor is the dominant estate or the servient estate, by virtue of such easements 3. That the transferor/subscriber to answer for any liability that the corporation might incur by virtue of the acceptance of said property as paid-up capital) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the **Transferor Affidavit for Untitled Land** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-the-Transferor_Untitled-Lands.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.5. Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.6. Duplicate original or certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument affecting the property recorded in the Register of Deeds for the province of city where the land is situated (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

I.7. Clearance or certification from the Department of Agrarian Reform (DAR) attesting to the following: (a) There is no other claimant to the untitled land; (b) it has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party; or (c) The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Department of Agrarian Reform (DAR) - Department of Agrarian Reform (DAR)

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

I.8. Blue Print Survey of the Plan as approved by the Bureau of Lands (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

I.9. Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/ assessed value / zonal value or appraised value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

*Download the sample **Detailed Schedule of Untitled Lands** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DS_Untitled-Lands.xlsx

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

I.10. Deed of Assignment reflecting: a. Assignment of Untitled Lands; b. Undertaking to submit certified true copy of the original certificate of title in the name of the transferee-corporation within one (1) year from the date of receipt of the approval of the application) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

*Download the Deed of Assignment for **Confirmation of Valuation_Untitled Lands** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Untitled-Lands.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

I.a. If transfer value is based on zonal value

I.a.1. Latest zonal valuation certified by BIR (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.b. If transfer value is based on appraised value	
I.b.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.b.2. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_AV_Affidavit.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J. Additional Requirement if the consideration for issuance of shares is in the form of Inventories / Furniture / Personal Properties:	
J.1. Detailed schedule of property showing the description and the basis of transfer value (market value or book value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the sample **Detailed Schedule of Inventories / Furniture / Personal Properties** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DS_Inventories.xlsx* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.2. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Deed of Assignment for **Confirmation of Valuation_Inventories / Furniture / Personal Properties** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Inventories-Furniture-Personal-Properties.docx*	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.	
Sub Situational Requirement/s	
J.a. If transfer value is based on book value:	
J.a.1. Special Audit Report by an Independent CPA on the verification and valuation of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K. Additional Requirement if the consideration for issuance of shares is in the form of Heavy equipment and machinery:	
K.1. Detailed schedule of the property showing the description and the transfer value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the sample **Detailed Schedule of Heavy Equipment and Machinery** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DS_Heavy-Equipment.xlsx* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K.2. Appraisal report by a licensed appraiser (not more than 6-month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K.3. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Deed of Assignment for **Confirmation of Valuation_Heavy Equipment and Machinery** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Heavy-Equipment-and-Machinery.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K.4. Certification from the transferor stating that the properties are existing and in good condition (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
K.a. In case the heavy equipment and machinery qualify as real property as defined under the New Civil Code.	
K.a.1. Copy of the latest required Tax Declaration Sheet certified by the Assessor's Office. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K.a.2. Copy of the TCT / CCT of the land on which the heavy equipment and machinery are located certified by the Register of Deeds. (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K.b. If the assignor is not the owner of the land on which the heavy equipment and machinery are located as defined under the New Civil Code.	
K.b.1. Lease contract on the land and consent of the land owner to the transfer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K.c. If the transfer value is based on appraised value:	
K.c.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_AV_Affidavit.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L. Additional Requirement if the consideration for issuance of shares is in the form of Shares of Stock:	
L.1. Detailed schedule of the shares of stock showing the stockholder, stock certificate number, no. of shares and the basis of transfer value (market or book value) certified under oath by the company accountant/ treasurer, or any finance officer of the	Securities and Exchange Commission - Financial Analysis and Audit Department

applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Download the sample **Detailed Schedule of Shares of Stock** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DS_Shares-of-Stock.xlsx* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.2. Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Information and Communications Technology Department (ICTD)
Remarks: *To be provided by the Company, in case the Company did not file* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.3. Deed of Assignment (a. Deed of Assignment ; b. Undertaking that the corporation will submit the required proof of transfer within the prescribed period). (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Deed of Assignment for **Confirmation of Valuation_Shares of Stock** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Shares-of-Stocks.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.4. Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the assignor (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.5. Photocopy of the stock certificate (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	

L.a. If listed in the Stock Exchange:	
L.a.1. Latest market price quotation in the newspaper or certification from the stock exchange/broker as to latest market price of the shares of stock (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M. Additional Requirement if by way of Motor Vehicles	
M.1. Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the sample **Detailed Schedule of Motor Vehicle** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DS_Motor-Vehicle.xlsx* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.2. Photocopy of certificate of registration and official receipt of annual registration fee (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
M.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.4. Deed of Assignment reflecting: a. Assignment of Motor Vehicles; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period; c. Certification from the transferor stating that the motor vehicles are existing and in good running condition. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Deed of Assignment for **Confirmation of Valuation_Motor Vehicles** below:*	

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Motor-Vehicles.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s	
M.a. If the transfer value is based on appraised value:	
M.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

Download the Affidavit of Undertaking re Section 64 (watered stocks) below:

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_AV_Affidavit.docx

The original copy and photo copy will be submitted upon payment of the corresponding fees.

N. Additional Requirement if by way of Sea Vessel / Aircraft:	
N.1. Detailed schedule of vessel/aircraft showing registered Owner, registry number, technical description and appraised value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

*Download the sample **Detailed Schedule of Sea Vessel / Aircraft** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DS_Sea-Vessel_Aircraft.xlsx

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

N.2. Certified true copy of the certificate of ownership (1) Certified True Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The certified true copy and photo copy will be submitted upon payment of the corresponding fees.

N.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

N.4. Certificate of seaworthiness/airworthiness issued by appropriate government agency (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

N.5. Deed of Assignment reflecting: a. Assignment of Sea Vessel/Aircraft; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

*Download the Deed of Assignment for **Confirmation of Valuation_Sea Vessel/Aircraft** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Sea-Vessels-aircrafts.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

N.a. If the transfer value is based on appraised value:

N.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

Download the Affidavit of Undertaking re Section 64 (watered stocks) below:

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_AV_Affidavit.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

O. Additional Requirement if the consideration for issuance of shares is in the form of Intangibles:

O.1. Photocopy of System Purchase Agreement or any proof of ownership (for software) (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

O.2. Copy of Certificate of Registration of Intellectual Property Rights and mining permit for mining claims/rights (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

O.3. Appraisal report by an accredited appraisal company or by a licensed Filipino mining engineer for mining claims/rights (not more than 6 months old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

O.4. Deed of Assignment reflecting: a. Assignment of Intangibles; b.Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Deed of Assignment for* ***Confirmation of Valuation_Intangibles*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Intangibles.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
O.a. If the transfer value is based on appraised value:	
O.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_AV_Affidavit.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P. Additional Requirement if the consideration for issuance of shares is in the form of Net Assets:	
P.1. Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
P.2. Deed of Assignment of the assets and liabilities (a. Deed of Assignment; b. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period). (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Deed of Assignment for* ***Confirmation of Valuation_Net Assets*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Net-Assets.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P.3. List of creditors with the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P.4. Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the sample **Detailed Schedule of Net Asset** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DS_Net-Assets.xlsx* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P.5. Photocopy of the certificate of registration of the motor vehicles (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
P.6. Copy of TCT/CCT electronically certified and issued by the Register of Deeds and tax declaration sheets certified by the Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P.7. Photocopy of stock certificates (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
P.8. DTI Certificate of Registration (for single proprietorship) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

Q. Other than the identified kind of payments:	
Q.1. Deed of Assignment reflecting: a. Assignment of the assets; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q.2. Proof of Ownership (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q.3. Basis of Valuation (i.e. Valuation Report or Appraisal Report) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
Q.a. If the transfer value is based on appraised value:	
Q.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_AV_Affidavit.docx* *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of complete requirements for new application. **Location:** faad_application@sec.gov.ph or imessage.sec.gov.ph **Notes/Instruction:**	1.1. Verifies completeness of the required documents, receives and records the application if complete, and sends an email confirming receipt and identifying the assigned FAAD Specialist.	**Formula Fees** Breakdown: Confirmation of ValuationLegal Research FeeDocumentary Stamp tax	4 hour/s	• SEC Accounting Specialist I ; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD) • SEC Administrative Officer III;

• Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies.				Mergers, Consolidations, and Corporate Reorganization Division (MCCRD)
• If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the FAAD Specialist will prepare a checklist of deficiencies and inform and return it to the applicant through the iMessage. For submission of compliance documents, the client will directly send it to the assigned FAAD Specialist's through the iMessage. The assigned FAAD Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.2. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		8 working day/s	• Securities Financial Specialist II; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD) • Securities Financial Specialist III; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD) • Securities Examiner III; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD)

applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of				
	1.3. Reviews the Final Report and, if found in order, directs the FAAD Specialist to issue the Payment Assessment Form (PAF).		9 working day/s	• Securities Examiner III; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD) • Securities Financial Specialist IV; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD)
	1.4. Sends the Payment Assessment Form (PAF) to the applicant. Then, informs the applicant to submit the original/hard copy upon payment.		1 hour/s	• Securities Financial Specialist II; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD) • Securities Financial Specialist III; Mergers, Consolidations, and

fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given.				Corporate Reorganization Division (MCCRD) • Securities Examiner III; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD)
2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip). **Location:** FAAD Main Office, 18th Floor, The SEC Headquarters, 7907 Makati Ave., Makati City **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except*	2.1. Receives complete application requirements with proof of payment; verifies hard copies against online-submitted documents and, if found in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.	None	2 hour/s	• SEC Administrative Assistant I; Financial Analysis and Audit Department (FAAD) • SEC Administrative Assistant II; Financial Analysis and Audit Department (FAAD) • SEC Data Controller; Financial Analysis and Audit Department (FAAD)
	2.2. Prepares Certificate		4 hour/s	• SEC Administrative Assistant I;

for audited financial statements)				Financial Analysis and Audit Department (FAAD) • SEC Administrative Officer II; Financial Analysis and Audit Department (FAAD)
	2.3. Reviews the documents, signs, and approves the Certificate.		1 working day/s	• SEC Director III or Officer-in-Charge; Financial Analysis and Audit Department (FAAD)
	2.4. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.		1 hour/s	• SEC Administrative Assistant I; Financial Analysis and Audit Department (FAAD) • SEC Administrative Assistant II; Financial Analysis and Audit Department (FAAD) • SEC Data Controller; Financial Analysis and Audit Department (FAAD)
	2.5. Schedules and sends email notification to the applicant on the date of release of the certificate.		2 hour/s	• SEC Administrative Officer II; Financial Analysis and Audit Department (FAAD)
3. Present the Official Receipt and Appointment Letter. Then, fill out the logbook for released applications and claim	3. Calls the name of the corporation, assists the client in filling out the logbook, and releases	None	2 hour/s	• SEC Administrative Assistant I; Financial Analysis and

the Certificates of Approval. **Location:** FAAD Main Office, 18th Floor, SEC Headquarters, 7907 Makati Avenue, Makati City	the Certificates of Approval.			Audit Department (FAAD) • SEC Administrative Assistant II; Financial Analysis and Audit Department (FAAD) • SEC Data Controller; Financial Analysis and Audit Department (FAAD)
Total Processing Time:	Working Days: 20 working day/s			
Total Processing Fee:	Total Standard Fee: None See other fees below			

Formula / Schedule of Fees

- **Confirmation of Valuation**

  1/5 of 1% of the value of shares of stocks to be issued but not less than P3,000.00

- **Legal Research Fee**

  equivalent to 1% of the computed filing fee Confirmation of valuation but not less than P10.00

- **Documentary Stamp tax**

  P30.00 per certificate

4. Creation of Additional Paid-in Capital (APIC) for Domestic Stock Corporations Classified as Philippine National

This service details the adopted online procedure and documentary requirements on application for creation of Additional Paid-In Capital (APIC) through:

- *Cash*
- *Previously incurred indebtedness (eg. conversion of advances into equity / conversion of deposit for future subscriptions)*
- *Land, building / condominium units*
- *Untitled Lands*
- *Inventories / Furnitures / Personal Properties*
- *Heavy equipment and machinery*
- *Shares of stock*
- *Motor Vehicle*
- *Sea vessel / aircraft*
- *Intangibles*
- *Net assets*

This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.

For pre-processing of new applications, scanned copies of the required documents shall be submitted via e-mail through faad_application@sec.gov.ph or iMessage through imessage.sec.gov.ph

Office or Division:	Financial Analysis and Audit Department (FAAD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Combined Notarized Secretary's Certificate a. Request of Application; b. Board resolution approving the creation of APIC ; c. List of stockholders of record as of date of Board of Directors meeting approving the creation of APIC indicating their nationalities and their respective subscribed and paid-up capital certified under oath by the Corporate Secretary; d. On-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

Download the Combined Secretary's Certificate for ***Creation of Additional Paid-in Capital (APIC) for Domestic Stock Corporations Classified as Philippine National*** *below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Creation-of-APIC-Combined-Cert.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance from Monitoring Unit of Financial Analysis and Audit Department (FAAD) (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Financial Analysis and Audit Department (FAAD)

Remarks:

Monitoring Unit of Financial Analysis and Audit Department (FAAD) through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

B. For Financing and Lending Companies:	
B.1. Financing and Lending Companies Department (FLCD) Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Financing and Lending Companies Department (FLCD)

Remarks:

Financing and Lending Companies Department (FLCD) through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

C. For Listed and Public Companies:	
C.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)

Remarks:

Corporate Governance and Finance Department (CGFD) through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

D. Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
D.1. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Market and Securities Regulation Department (MSRD)

Remarks:

Market and Securities Regulation Department (MSRD) through the link:

eWATCH: *https://ewatch.sec.gov.ph/login*

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

E. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
E.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector

Remarks:

To request, please refer to BSP Citizen's Charter through this link:
https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

F. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
F.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group

Remarks:

To request, please refer to IC Citizen's Charter through this link:

https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

G. Additional Requirement if the consideration for issuance of shares is in the form of Previously incurred indebtedness (e.g., conversion of advances into equity / conversion of deposit for future subscription)	
G.1. Deed of Assignment of advances / liabilities (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

Download the Deed of Assignment for ***Advances*** *below:*

a. Sigle Assignor: https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Single-Assignor.docx

b. Multiple Assignor: https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Multiple-Assignor.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s	
G.a. If the advances/liabilities is not yet reflected in the Audited Financial Statements (AFS):	
G.a.1. A report to be rendered by an Independent CPA on the verification of the advances to be converted to equity (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H. Additional Requirement if the consideration for issuance of shares is in the form of Land, buildings / condominium units:	
H.1. Detailed schedule of property showing the registered owner, location, area, TCT/CCT no., tax declaration number and the basis of transfer value (market value, assessed value or zonal value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the sample **Detailed Schedule for Land, Buldings/Condominium Units** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DS_Land-Buildings-Condo.xlsx* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.2. Copy of TCT/CCT electronically certified and issued by Register of Deeds and tax declaration sheet certified Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.3. Deed of Assignment: a. Deed of Assignment; b. Certifying that the improvements are existing and in good condition ; c. Undertaking that the corporation will submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Deed of Assignment for **Creation of Additional Paid-in Capital (APIC)_Land, Buildings / Condominium Units** below:*	

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Land-Buildings-Condo.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s	
H.a. If transfer value is based on appraised value:	
H.a.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.a.2. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_AV_Affidavit.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.b. If property is mortgaged:	
H.b.1. Mortgagee/creditor's certification on the outstanding loan balance and his/her written consent to the transfer of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.c. For assignment of buildings where assignor is not the owner of the land:	
H.c.1. Lease contract on the land and consent of the land owner to the transfer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I. Additional Requirement if the consideration for issuance of shares is in the form of Untitled Lands:	
I.1. Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least twenty (20) years and the possessor had introduced improvements thereon, if any (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.	
I.2. Duplicate original or certified true copies of the tax declaration sheets (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.3. Latest realty tax receipts (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.4. Affidavit by the transferor attesting the following: 1. Continuous and open possession of the property is located; 2.a. Existence (or non-existence) of easements over the untitled property; b. Kind/description of the easement and its location; and c. Whether the transferor is the dominant estate or the servient estate, by virtue of such easements 3. That the transferor/subscriber to answer for any liability that the corporation might incur by virtue of the acceptance of said property as paid-up capital) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the **Transferor Affidavit for Untitled Land** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-the-Transferor_Untitled-Lands.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.5. Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.6. Duplicate original or certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument affecting the property recorded in the Register of Deeds for the province of city where the land is situated (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.7. Clearance or certification from the Department of Agrarian Reform (DAR) attesting to the following: (a) There is no other claimant to the untitled land; (b) it has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party;	Department of Agrarian Reform (DAR) - Department of Agrarian Reform (DAR)

or (c) The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.8. Blue Print Survey of the Plan as approved by the Bureau of Lands (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.9. Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/ assessed value / zonal value or appraised value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the sample **Detailed Schedule of Untitled Lands** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DS_Untitled-Lands.xlsx* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.10. Deed of Assignment reflecting: a. Assignment of Untitled Lands; b. Undertaking to submit certified true copy of the original certificate of title in the name of the transferee-corporation within one (1) year from the date of receipt of the approval of the application) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Deed of Assignment for **Creation of Additional Paid-in Capital (APIC)_Untitled Lands** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Untitled-Lands.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
I.a. If transfer value is based on appraised value	
I.a.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.a.2. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_AV_Affidavit.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J. Additional Requirement if the consideration for issuance of shares is in the form of Inventories / Furniture / Personal Properties:	
J.1. Detailed schedule of property showing the description and the basis of transfer value (market value or book value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the sample* ***Detailed Schedule of Inventories / Furniture / Personal Properties*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DS_Inventories.xlsx* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.2. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Deed of Assignment for* ***Creation of Additional Paid-in Capital (APIC)_Inventories / Furniture / Personal Properties*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Inventories-Furniture-Personal-Properties.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
J.a. If transfer value is based on book value:	
J.a.1. Special Audit Report by an Independent CPA on the verification and valuation of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.	
K. Additional Requirement if the consideration for issuance of shares is in the form of Heavy equipment and machinery:	
K.1. Detailed schedule of the property showing the description and the transfer value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the sample **Detailed Schedule of Heavy Equipment and Machinery** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DS_Heavy-Equipment.xlsx* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K.2. Appraisal report by a licensed appraiser (not more than 6-month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K.3. Deed of Assignment reflecting: a. Assignment of Heavy Equipment and Machineries; b. Certification from the transferor stating that the properties are existing and in good condition (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Deed of Assignment for **Creation of Additional Paid-in Capital (APIC)_Heavy Equipment and Machinery** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Heavy-Equipment-and-Machinery.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
K.a. In case the heavy equipment and machinery qualify as real property as defined under the New Civil Code.	
K.a.1. Copy of the latest required Tax Declaration Sheet certified by the Assessor's Office. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K.a.2. Copy of the TCT / CCT of the land on which the heavy equipment and machinery are located certified by the Register of	Applicant / Client

Deeds. (2) Photo Copy And (1) Electronic Copy	
Remarks: *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K.b. If the assignor is not the owner of the land on which the heavy equipment and machinery are located as defined under the New Civil Code.	
K.b.1. Lease contract on the land and consent of the land owner to the transfer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K.c. If the transfer value is based on appraised value:	
K.c.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_AV_Affidavit.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L. Additional Requirement if the consideration for issuance of shares is in the form of Shares of Stock:	
L.1. Detailed schedule of the shares of stock showing the stockholder, stock certificate number, no. of shares and the basis of transfer value (market or book value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the sample **Detailed Schedule of Shares of Stock** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DS_Shares-of-Stock.xlsx* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.2. Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Information and Communications Technology Department (ICTD)
Remarks:	

To be provided by the Company, in case the Company did not file *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.3. Deed of Assignment (a. Deed of Assignment ; b. Undertaking that the corporation will submit the required proof of transfer within the prescribed period). (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Deed of Assignment for* ***Creation of Additional Paid-in Capital (APIC)_Shares of Stock*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Shares-of-Stocks.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.4. Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the assignor (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.5. Photocopy of the stock certificate (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
L.a. If listed in the Stock Exchange:	
L.a.1. Latest market price quotation in the newspaper or certification from the stock exchange/broker as to latest market price of the shares of stock (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M. Additional Requirement if by way of Motor Vehicles	
M.1. Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks: *Download the sample **Detailed Schedule of Motor Vehicle** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DS_Motor-Vehicle.xlsx* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.2. Photocopy of certificate of registration and official receipt of annual registration fee (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
M.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.4. Deed of Assignment reflecting: a. Assignment of Motor Vehicles; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period; c. Certification from the transferor stating that the motor vehicles are existing and in good running condition. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Deed of Assignment for **Creation of Additional Paid-in Capital (APIC)_Shares of Stock** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Shares-of-Stocks.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
M.a. If the transfer value is based on appraised value:	
M.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_AV_Affidavit.docx*	

The original copy and photo copy will be submitted upon payment of the corresponding fees.	
N. Additional Requirement if by way of Sea Vessel / Aircraft:	
N.1. Detailed schedule of vessel/aircraft showing registered Owner, registry number, technical description and appraised value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the sample **Detailed Schedule of Sea Vessel / Aircraft** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DS_Sea-Vessel_Aircraft.xlsx* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.2. Certified true copy of the certificate of ownership (1) Certified True Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The certified true copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.4. Certificate of seaworthiness/airworthiness issued by appropriate government agency (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.5. Deed of Assignment reflecting: a. Assignment of Sea Vessel/Aircraft; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Deed of Assignment for **Creation of Additional Paid-in Capital (APIC)_Sea Vessel/Aircraft** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Sea-Vessels-aircrafts.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	

N.a. If the transfer value is based on appraised value:	
N.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_AV_Affidavit.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O. Additional Requirement if the consideration for issuance of shares is in the form of Intangibles:	
O.1. Photocopy of System Purchase Agreement or any proof of ownership (for software) (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
O.2. Copy of Certificate of Registration of Intellectual Property Rights and mining permit for mining claims/rights (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
O.3. Appraisal report by an accredited appraisal company or by a licensed Filipino mining engineer for mining claims/rights (not more than 6 months old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.4. Deed of Assignment reflecting: a. Assignment of Intangibles; b.Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Deed of Assignment for* ***Creation of Additional Paid-in Capital (APIC)_Intangibles*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Intangibles.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
O.a. If the transfer value is based on appraised value:	

O.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_AV_Affidavit.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P. Additional Requirement if the consideration for issuance of shares is in the form of Net Assets:	
P.1. Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
P.2. Deed of Assignment of the assets and liabilities (a. Deed of Assignment; b. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period). (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Deed of Assignment for* ***Creation of Additional Paid in Capital_Net Assets*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Net-Assets.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P.3. List of creditors with the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P.4. Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the sample* ***Detailed Schedule of Net Asset*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DS_Net-Assets.xlsx* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.*	

- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

P.5. Photocopy of the certificate of registration of the motor vehicles (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note:

- *The original copy will be presented for verification during the processing stage.*
- *The two (2) photo copies will be submitted upon payment of the corresponding fees.*

P.6. Copy of TCT/CCT electronically certified and issued by the Register of Deeds and tax declaration sheets certified by the Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

P.7. Photocopy of stock certificates (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Notes:

- *The original copy will be presented for verification during the processing stage.*
- *The two (2) photo copies will be submitted upon payment of the corresponding fees.*

P.8. DTI Certificate of Registration (for single proprietorship) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of complete requirements for new application. **Location:** faad_application@sec.gov.ph or imessage.sec.gov.ph **Notes/Instruction:**	1.1. Verifies completeness of the required documents, receives and records the application if complete, and sends an email confirming receipt and identifying the assigned FAAD Specialist.	**Formula Fees** Breakdown: Creation of APICLegal Research fee Documentary Stamp tax	4 hour/s	• SEC Accounting Specialist I ; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD) • SEC Administrative Officer III; Mergers, Consolidatio

• Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the FAAD Specialist will prepare a checklist of deficiencies and inform and return it to the applicant through the iMessage. For submission of compliance documents, the client will directly send it to the assigned FAAD Specialist's through the iMessage. The assigned FAAD Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.2. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other				ns, and Corporate Reorganization Division (MCCRD)
	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		8 working day/s	• Securities Financial Specialist II; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD)

applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling.	1.3. Reviews the Final Report and, if found in order, directs the FAAD Specialist to issue the Payment Assessment Form (PAF).		9 working day/s	• Securities Examiner III; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD)
• The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of	1.4. Sends the Payment Assessment Form (PAF) to the applicant. Then, informs the applicant to submit the original/hard copy upon payment.		1 hour/s	• Securities Financial Specialist II; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD) • Securities Financial Specialist III; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD) • Securities Examiner III; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD)

fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given.				
2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip). **Location:** FAAD Main Office, 18th Floor, The SEC Headquarters, 7907 Makati Ave., Makati City **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except*	2.1. Receives complete application requirements with proof of payment; verifies hard copies against online-submitted documents and, if found in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.	None	2 hour/s	• SEC Administrative Assistant I; Financial Analysis and Audit Department (FAAD) • SEC Administrative Assistant II; Financial Analysis and Audit Department (FAAD) • SEC Data Controller; Financial Analysis and Audit Department (FAAD)
	2.2. Prepares Certificate		4 hour/s	• SEC Administrative Assistant I;

for audited financial statements)				Financial Analysis and Audit Department (FAAD) • SEC Administrative Officer II; Financial Analysis and Audit Department (FAAD)
	2.3. Reviews the documents, signs, and approves the Certificate.		1 working day/s	• SEC Director III or Officer-in-Charge; Financial Analysis and Audit Department (FAAD)
	2.4. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.		1 hour/s	• SEC Administrative Assistant I; Financial Analysis and Audit Department (FAAD) • SEC Administrative Assistant II; Financial Analysis and Audit Department (FAAD) • SEC Data Controller; Financial Analysis and Audit Department (FAAD)
	2.5. Schedules and sends email notification to the applicant on the date of release of the certificate.		2 hour/s	• SEC Administrative Officer II; Financial Analysis and Audit Department (FAAD)
3. Present the Official Receipt and Appointment Letter. Then, fill out the logbook for released applications and claim	3. Calls the name of the corporation, assists the client in filling out the logbook, and releases	None	2 hour/s	• SEC Administrative Assistant I; Financial Analysis and

the Certificates of Approval. **Location:** FAAD Main Office, 18th Floor, SEC Headquarters, 7907 Makati Avenue, Makati City	the Certificates of Approval.			Audit Department (FAAD) • SEC Administrative Assistant II; Financial Analysis and Audit Department (FAAD) • SEC Data Controller; Financial Analysis and Audit Department (FAAD)
Total Processing Time:	Working Days: 20 working day/s			
Total Processing Fee:	Total Standard Fee: None See other fees below			

Formula / Schedule of Fees

- **Creation of APIC**

  1/5 of 1% of the amount infused but not less than P5,000.00

- **Legal Research fee**

  equivalent to 1% of the computed filing fee Creation of APIC but not less than P10.00

- **Documentary Stamp tax**

  P30.00 per certificate

5. Creation of Bonded Indebtedness for Domestic Stock Corporations Classified as Philippine National

This service details the adopted online procedure and documentary requirements on application for creation of Bonded Indebtedness pursuant to Section 37 of the Revised Corporate Code of the Philippines.

This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.

For pre-processing of new applications, scanned copies of the required documents shall be submitted through either of the following:

- ***Electronic mail:*** *faad_application@sec.gov.ph*
- ***iMessage:*** *imessage.sec.gov.ph*

Office or Division:	Financial Analysis and Audit Department (FAAD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Certificate of Creation of Bonded Indebtedness (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *No Prescribed format. To be prepared by the Company in accordance with the Section 37 of the Revised Corporate Code of the Philippines.* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
2. List of the company's properties, with the book value, appraised or bondable value which will be used to secure the projected bond issues, certified by the company accountant (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

3. Projected financial statements showing the utilization of the proceeds of the bonds and the redemption of the bond issues, signed by the company accountant (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
4. Trust indenture, signed by the corporation and the trustee (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
5. Sample form of the mortgaged bond certificate to be issued (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
6. Notarized Secretary's Certificate on non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Financial Analysis and Audit Department (FAAD)
Remarks: *Download Secretary's Certificate on non-existence of intra-corporate dispute through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance from Monitoring Unit of Financial Analysis and Audit Department (FAAD) (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Financial Analysis and Audit Department (FAAD)
Remarks: *Monitoring Unit of Financial Analysis and Audit Department (FAAD) through the link:* ***eWATCH:** https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
B. For Financing and Lending Companies:	

B.1. Financing and Lending Companies Department (FLCD) Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Financing and Lending Companies Department (FLCD)
Remarks: *Financing and Lending Companies Department (FLCD) through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
C. For Listed and Public Companies:	
C.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)
Remarks: *Corporate Governance and Finance Department (CGFD) through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
D. Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
D.1. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Market and Securities Regulation Department (MSRD) through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
E. If Audited Financial Statements (AFS) is more than six (6) month old	
E.1. Unaudited financial statements for the current year period certified by the company accountant. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
F. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	

F.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector

Remarks:

To request, please refer to BSP Citizen's Charter through this link:
https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

G. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:

G.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group

Remarks:

To request, please refer to IC Citizen's Charter through this link:

https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of complete requirements for new application. **Location:** • **Electronic mail:** faad_monitoring@sec.gov.ph or • **iMessage:** imessage.sec.gov.ph **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies.	1.1. Verifies completeness of the required documents, receives and records the application if complete, and sends an email confirming receipt and identifying the assigned FAAD Specialist.	**Formula Fees** Breakdown: Creation of Bonded IndebtednessLegal Research FeeDocumentary Stamp tax	4 hour/s	• SEC Securities Specialist I; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD) • SEC Administrative Officer III; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD)

• If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the FAAD Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via email or imessage. For submission of compliance documents, the client will directly send it to the assigned FAAD Specialist's e-mail or imessage. The assigned FAAD Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.2. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved	1.2. Reviews online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		8 working day/s	• Securities Financial Specialist II; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD) • Securities Financial Specialist III; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD) • SEC Examiner III; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD)

without prejudice to refiling. • The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations. • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant	1.3. Reviews the Final Report and, if found in order, directs the FAAD Specialist to issue the Payment Assessment Form (PAF).		9 working day/s	• Securities Financial Specialist IV; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD)
	1.4. Sends the Payment Assessment Form (PAF) to the applicant. Then, informs the applicant to submit the original/hard copy upon payment.		1 hour/s	• Securities Financial Specialist II; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD) • Securities Financial Specialist III; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD) • SEC Examiner III; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD)

to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)				
2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip). **Location:** FAAD Main Office, 18th Floor, The SEC Headquarters, 7907 Makati Ave., Makati City **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)*	2.1. Receives complete application requirements with proof of payment; verifies hard copies against online-submitted documents and, if found in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.	None	2 hour/s	• SEC Administrative Assistant I; Financial Analysis and Audit Department (FAAD) • SEC Administrative Assistant II; Financial Analysis and Audit Department (FAAD) • SEC Data Controller; Financial Analysis and Audit Department (FAAD)
	2.2. Prepares Certificate		4 hour/s	• SEC Administrative Assistant I; Financial Analysis and Audit Department (FAAD) • SEC Administrative Officer II; Financial Analysis and Audit Department (FAAD)
	2.3. Reviews the documents, signs, and approves the Certificate.		1 working day/s	• SEC Director III or Officer-in-Charge; Financial Analysis and Audit

				Department (FAAD)
	2.4. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.		1 hour/s	• SEC Administrative Assistant I; Financial Analysis and Audit Department (FAAD) • SEC Administrative Assistant II; Financial Analysis and Audit Department (FAAD)
	2.5. Schedules and sends email notification to the applicant on the date of release of the certificate.		2 hour/s	• SEC Administrative Officer II; Financial Analysis and Audit Department (FAAD)
3. Present the Official Receipt and Appointment Letter. Then, fill out the logbook for released applications and claim the Certificates of Approval. **Location:** FAAD Main Office, 18th Floor, SEC Headquarters, 7907 Makati Avenue, Makati City	3. Calls the name of the corporation, assists the client in filling out the logbook, and releases the Certificates of Approval.	None	2 hour/s	• SEC Administrative Assistant I; Financial Analysis and Audit Department (FAAD) • SEC Administrative Assistant II; Financial Analysis and Audit Department (FAAD) • SEC Data Controller; Financial Analysis and Audit Department (FAAD)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Creation of Bonded Indebtedness**

1/5 of 1% of the amount declared but not less than P1,000.00

- **Legal Research Fee**

  1% of the amount computed in item 1 but not less than P10.00

- **Documentary Stamp tax**

  P30.00

6. Decrease of Capital Stock for Domestic Stock Corporations Classified as Philippine National

This service details the adopted online procedure and documentary requirements on application for Decrease of Capital Stock pursuant to Section 37 of the Revised Corporation Code of the Philippines.

This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.

If the decrease of capital stock is accompanied by an application for equity restructuring, comply also with the requirements for Equity Restructuring.

For pre-processing of new applications, scanned copies of the required documents shall be submitted via e-mail through faad_application@sec.gov.ph or through the iMessage portal at imessage.sec.gov.ph

Office or Division:	Financial Analysis and Audit Department (FAAD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National , please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Unified Certification for Decrease of Capital Stock on: a. Certificate of Decrease of Capital Stock; b. Director's Certificate; c. List of stockholders of record as of date of meeting approving the decrease, indicating their nationalities and their respective subscribed and paid-up capital on the present authorized capital stock; e. Non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Financial Analysis and Audit Department (FAAD)
Remarks: *Download the **Unified Certification for Decrease in Authorized Capital Stock** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Decrease-of-ACS.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
2. Amended Articles of Incorporation	Applicant / Client

(2) Photo Copy And (1) Electronic Copy	
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
3. Treasurer's Certification, attesting the following: a) A complete list of creditors as of last fiscal year; b) that all creditors have been duly informed of the decrease of capital stock; c) that no opposition from any creditor has been received; and d) that the decrease of capital stock is undertaken for a valid and legitimate purpose and is not intended to defraud creditors (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *To be prepared by the Company in compliance* ***with SEC Notice issued last August 28, 2025.*** *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
4. Publisher's affidavit of the publication of the decrease of capital (once in a newspaper of general circulation) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance from Monitoring Unit of Financial Analysis and Audit Department (FAAD) (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Financial Analysis and Audit Department (FAAD)
Remarks: *Monitoring Unit of Financial Analysis and Audit Department (FAAD) through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
B. For Financing and Lending Companies:	
B.1. Financing and Lending Companies Department (FLCD) Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Financing and Lending Companies Department (FLCD)
Remarks: *Financing and Lending Companies Department (FLCD) through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login*	

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

C. For Listed and Public Companies:	
C.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)

Remarks:

Corporate Governance and Finance Department (CGFD) through the link:

eWATCH: *https://ewatch.sec.gov.ph/login*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

D. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
D.1. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Market and Securities Regulation Department (MSRD)

Remarks:

Market and Securities Regulation Department (MSRD) through the link:

eWATCH: *https://ewatch.sec.gov.ph/login*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

E. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
E.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector

Remarks:

To request, please refer to BSP Citizen's Charter through this link:
https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

F. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
F.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group

Remarks:

To request, please refer to IC Citizen's Charter through this link:

https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.
G. In case the treasury shares subject of retirement is not reflected in the latest required Audited Financial Statements
G.1. Interim Financial Statements certified under oath by the President and Treasurer (1) Photo Copy And (1) Electronic Copy — Applicant / Client
Remarks: *Note: The photo copy will be submitted upon payment of the corresponding fees.*
H. If with Amendment of Corporate Name / Trade Name / Business Name
H.1. Name Verification Slip (2) Photo Copy And (1) Electronic Copy — Securities and Exchange Commission - Corporate Filing and Records Division (CFRD)
Remarks: *Please refer to the Citizen's Charter of Corporate Filing and Records Division (CFRD) of the Company Registration and Monitoring Department (CRMD)* *Note: The photo copy will be submitted upon payment of the corresponding fees.*
I. If other amendments filed simultaneous with the decrease would result in conversion of a Lending to a Financing company, or vice versa
I.1. Certificate of Authority (1) Photo Copy And (1) Electronic Copy — Securities and Exchange Commission - Licensing Unit (LU)
Remarks: *Please refer to the Citizens Charter of Licensing Unit (LU) under Company Registration and Monitoring Department (CRMD) for the documentary requirements and process.* *Note: The photo copy will be submitted upon payment of the corresponding fees.*

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of complete requirements for new application. **Location:** • **Electronic mail:** faad_monitoring@sec.gov.ph OR • **iMessage:** imessage.sec.gov.ph **Notes/Instruction:**	1.1. Verifies completeness of the required documents, receives and records the application if complete, and sends an email confirming receipt and identifying the assigned FAAD Specialist.	**Formula Fees** Breakdown: Decrease of Capital Stock if return of capitalAmended Articles of IncorporationLegal Research FeeDocumentary stamp tax	4 hour/s	• SEC Accounting Specialist I; Financial Amendments and Compliance Division (FACD) • SEC Administrative Officer III; Financial Amendments and

• Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the FAAD Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via email or imessage. For submission of compliance documents, the client will directly send it to the assigned FAAD Specialist's e-mail or imessage. The assigned FAAD Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.4. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules				Compliance Division (FACD)
	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		8 working day/s	• Securities Specialist I; Financial Amendments and Compliance Division (FACD) • Securities Financial Specialist I; Financial Amendments and Compliance Division (FACD) • Securities Financial Specialist II; Financial Amendments and Compliance Division (FACD) • SEC Administrative Officer IV; Financial Amendments and Compliance Division (FACD) • Securities Examiner II; Financial Amendments and Compliance Division (FACD) • Securities Financial Specialist II; Financial Amendments and Compliance Division (FACD) • Securities Examiner III; Financial Amendments

and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or				and Compliance Division (FACD) • Securities Specialist II; Financial Amendments and Compliance Division (FACD)
	1.3. Reviews the Final Report and, if found in order, directs the FAAD Specialist to issue the Payment Assessment Form (PAF).		9 working day/s	• Securities Financial Specialist IV; Financial Amendments and Compliance Division (FACD) • Assistant Director; Financial Amendments and Compliance Division (FACD)
	1.4. Issues the Payment Assessment Form (PAF) to the applicant. Then, informs the applicant to submit the original/hard copy upon payment.		1 hour/s	• Securities Specialist I; Financial Amendments and Compliance Division (FACD) • Securities Specialist II; Financial Amendments and Compliance Division (FACD) • Securities Financial Specialist I; Financial Amendments and Compliance Division (FACD) • Securities Financial Specialist II; Financial

other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)				Amendments and Compliance Division (FACD) • SEC Administrative Officer IV; Financial Amendments and Compliance Division (FACD) • Securities Examiner III; Financial Amendments and Compliance Division (FACD) • Securities Examiner II; Financial Amendments and Compliance Division (FACD)

2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip). **Location:** FAAD Main Office, 18th Floor, The SEC Headquarters, 7907 Makati Ave., Makati City **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)*	2.1. Receives complete application requirements with proof of payment; verifies hard copies against online-submitted documents and, if found in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.	None	2 hour/s	• SEC Administrative Assistant I; Financial Analysis and Audit Department (FAAD) • SEC Administrative Assistant II; Financial Analysis and Audit Department (FAAD) • SEC Data Controller; Financial Analysis and Audit Department (FAAD)
	2.2. Prepares the Certificate		4 hour/s	• SEC Administrative Assistant I; Financial Analysis and Audit Department (FAAD) • SEC Administrative Officer II; Financial Analysis and Audit Department (FAAD)
	2.3. Reviews the documents, signs, and approves the Certificate.		1 working day/s	• SEC Director III or Officer-in-Charge; Financial Analysis and Audit Department (FAAD)
	2.4. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.		1 hour/s	• SEC Data Controller; Financial Analysis and Audit Department (FAAD)
	2.5. Schedules and sends email notification to the applicant on the		2 hour/s	• SEC Administrative Officer II;

	date of release of the certificate.			Financial Analysis and Audit Department (FAAD)
3. Present the Official Receipt and Appointment Letter.Then, fill out the logbook for released applications and claim the Certificates of Approval. **Location:** FAAD Main Office, 18th Floor, SEC Headquarters, 7907 Makati Avenue, Makati City	3. Calls the name of the corporation, assists the client in filling out the logbook, and releases the Certificates of Approval.	None	2 hour/s	• SEC Administrative Assistant I; Financial Analysis and Audit Department (FAAD) • SEC Administrative Assistant II; Financial Analysis and Audit Department (FAAD) • SEC Data Controller; Financial Analysis and Audit Department (FAAD)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Decrease of Capital Stock if return of capital**

  a. if return of capital – P5,000.00

  b. All others – P3,000.00

- **Amended Articles of Incorporation**

  P1,000.00

- **Legal Research Fee**

  1% of computed filing fee but not less than P10.00

- **Documentary stamp tax**

  P30

7. Equity Restructuring for Domestic Stock Corporations Classified as Philippine National

This service details the adopted online procedure and documentary requirements on application for equity restructuring, which is a process of wiping-out or reducing the deficit of a corporation.

This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.

For pre-processing of new applications, scanned copies of the required documents shall be submitted through either of the following:

- ***Electronic mail:*** *faad_application@sec.gov.ph*
- ***iMessage:*** *imessage.sec.gov.ph*

Office or Division:	Financial Analysis and Audit Department (FAAD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Combined Notarized Secretary's Certificate a. Request of Application; b. Board resolution approving the equity restructuring plan ; c. non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Combined Secretary's Certificate for* ***Equity Restructuring for Domestic Stock Corporations Classified as Philippine National*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Equity-Restructuring.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	

A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance from Monitoring Unit of Financial Analysis and Audit Department (FAAD) (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Financial Analysis and Audit Department (FAAD)
Remarks: *Monitoring Unit of Financial Analysis and Audit Department (FAAD) through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
B. For Financing and Lending Companies:	
B.1. Financing and Lending Companies Department (FLCD) Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Financing and Lending Companies Department (FLCD)
Remarks: *Financing and Lending Companies Department (FLCD) through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
C. For Listed and Public Companies:	
C.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)
Remarks: *Corporate Governance and Finance Department (CGFD) through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
D. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance	
D.1. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Markets and Securities Regulation Department (MSRD)

Remarks:

Market and Securities Regulation Department (MSRD) through the link:

eWATCH: *https://ewatch.sec.gov.ph/login*

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

E. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
E.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector

Remarks:

To request, please refer to BSP Citizen's Charter through this link:
https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

F. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
F.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group

Remarks:

To request, please refer to IC Citizen's Charter through this link:

https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit the electronic copy of complete requirements for new application. **Location:** • **Electronic mail:** faad_monitoring@sec.gov.ph or • **iMessage:** imessage.sec.gov.ph	1.1. Verifies completeness of the required documents, receives and records the application if complete, and sends an email confirming receipt and identifying the assigned FAAD Specialist.	**Formula Fees** Breakdown: Equity RestructuringLegal Research FeeDocumentary Stamp tax	4 hour/s	• SEC Securities Specialist I; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD) • SEC Administrative Officer III;

Notes/Instruction: • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the FAAD Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via email or imessage. For submission of compliance documents, the client will directly send it to the assigned FAAD Specialist's e-mail or imessage. The assigned FAAD Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.2. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code				Mergers, Consolidations, and Corporate Reorganization Division (MCCRD)
	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		8 working day/s	• Securities Financial Specialist II; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD) • Securities Financial Specialist III; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD)

and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the				
	1.3. Reviews the Final Report and, if found in order, directs the FAAD Specialist to issue the Payment Assessment Form (PAF).		9 working day/s	• Securities Examiner III; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD) • Securities Financial Specialist IV; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD)
	1.4. Sends the Payment Assessment Form (PAF) to the applicant. Then, informs the applicant to submit the original/hard copy upon payment.		1 hour/s	• Securities Financial Specialist II; Mergers, Consolidations, and Corporate Reorganizati

occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)				on Division (MCCRD) • Securities Financial Specialist III; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD)
2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip) **Location:** FAAD Main Office, 18th Floor, The SEC Headquarters, 7907 Makati Ave., Makati City **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except*	2.1. Receives complete application requirements with proof of payment; verifies hard copies against online-submitted documents and, if found in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.	None	2 hour/s	• SEC Administrative Assistant I; Financial Analysis and Audit Department (FAAD) • SEC Administrative Assistant II; Financial Analysis and Audit Department (FAAD) • SEC Data Controller; Financial Analysis and Audit Department (FAAD)
	2.2. Prepares Certificate		4 hour/s	• SEC Administrative Assistant I; Financial

for audited financial statements)				Analysis and Audit Department (FAAD) • SEC Administrative Officer II; Financial Analysis and Audit Department (FAAD)
	2.3. Reviews the documents, signs, and approves the Certificate.		1 working day/s	• SEC Director III or Officer-in-Charge; Financial Analysis and Audit Department (FAAD)
	2.4. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.		1 hour/s	• SEC Administrative Assistant I; Financial Analysis and Audit Department (FAAD) • SEC Administrative Assistant II; Financial Analysis and Audit Department (FAAD) • SEC Data Controller; Financial Analysis and Audit Department (FAAD)
	2.5. Schedules and sends email notification to the applicant on the date of release of the certificate.		2 hour/s	• SEC Administrative Officer II; Financial Analysis and Audit Department (FAAD)
3. Present the Official Receipt and Appointment Letter. Then, fill out the logbook for released applications and claim	3. Calls the name of the corporation, assists the client in filling out the logbook, and releases the Certificates of Approval.	None	2 hour/s	• SEC Administrative Assistant I; Financial Analysis and Audit

the Certificates of Approval. **Location:** FAAD Main Office, 18th Floor, SEC Headquarters, 7907 Makati Avenue, Makati City				Department (FAAD) • SEC Administrative Assistant II; Financial Analysis and Audit Department (FAAD) • SEC Data Controller; Financial Analysis and Audit Department (FAAD)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Equity Restructuring**

  P5,000.00

- **Legal Research Fee**

  1% of the amount computed in item 1 but not less than P10.00

- **Documentary Stamp tax**

  P30.00

8. Increase of Capital Stock by way of Cash through electronic mail submission for Domestic Stock Corporations Classified as Philippine National (Other than OPC)

This service details the adopted online procedure and documentary requirements for application for Increase of Capital Stock by way of Cash pursuant to Section 37 of the Revised Corporation Code of the Philippines.

This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.

For the pre-processing of new applications, applicants who choose to file through email must submit scanned copies of the notarized documents via faad_application@sec.gov.ph. Applicants are advised to adhere to the prescribed steps outlined in the email for the proper submission of the required documents.

Alternatively, corporations that choose to submit their application via eAmend Portal may do so by submitting the notarized documents via the eAmend Portal. For detailed guidelines, please refer to the Citizen's Charter for Increase of Capital Stock by way of Cash through the eAmend Portal.

Office or Division:	Financial Analysis and Audit Department (FAAD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Unified Certification for Certificate of Increase of Capital Stock on: a. Certificate of Increase of Capital Stock; b. Director's Certificate; c. List of stockholders of record as of date of meeting approving the increase, indicating their nationalities and their respective subscribed and paid-up capital on the present authorized capital stock; d. Non-existence of intra-corporate dispute; e. Waiver of pre-emptive rights of non-subscribing shareholders (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

Download the Unified Certification for ***Increase of Capital Stock*** *below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Unified-Certification-for-Increase-in-Authorized.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.	
2. Treasurer's Affidavit (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download Treasurer's Affidavit through this link:* *https://www.sec.gov.ph/wp-content/uploads/2025/06/2025Forms_Treasurers-Affidavit.doc* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
3. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance from Monitoring Unit of Financial Analysis and Audit Department (FAAD) (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Financial Analysis and Audit Department (FAAD)
Remarks: *Monitoring Unit of Financial Analysis and Audit Department (FAAD) through the link:* • ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
B. For Financing and Lending Companies:	
B.1. Financing and Lending Companies Department (FLCD) Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Financing and Lending Companies Department (FLCD)
Remarks: *Financing and Lending Companies Department (FLCD) through the link:* • ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
C. For Listed and Public Companies:	

C.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)

Remarks:

Corporate Governance and Finance Department (CGFD) through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

D. Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)

D.1. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)

Remarks:

Market and Securities Regulation Department (MSRD) through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

E. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:

E.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector

Remarks:

To request, please refer to BSP Citizen's Charter through this link:
https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

F. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:

F.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group

Remarks:

To request, please refer to IC Citizen's Charter through this link:

https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

G. Additional requirement if cash payment for subscription is not yet reflected in the Audited

Financial Statements:	
Sub Situational Requirement/s	
G.a. Notarized Subscription Contract	
G.a.1. A subscription contract, executed under oath among subscriber/s, treasurer and president for the corporation, stating the number of additional shares subscribed to and paid for. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2026 – Subscription Contracts through this link: https://www.sec.gov.ph/mc-2026/sec-mc-no-06-series-of-2026/#gsc.tab=0* *Or May download to the sample below:* *https://www.sec.gov.ph/wp-content/uploads/2025/08/2025Forms_Subscription-Contract-for-Cash-Payment.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.b. If applicant corporation is/are: a) Listed companies; b) Public companies defined in the Securities Regulation Code; c) Companies that offer or sell securities to the public; d) Companies with secondary license; e) Others, pursuant to item no. 2 of SEC MC No. 6 of 2026	
G.b.1. Special Audit Report (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H. Additional requirement for Rural Banks:	
H.1. Notarized Certification on payment for subscriptions to be signed by majority of the rural bank's Board of Directors in accordance with the form required by BSP (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.2. List of stockholders of record showing their respective subscribed and paid-up amount before and after the increase and the list of subscribers to the increase with their respective subscription and payment as presented and approved by BSP annexed to the notarized certification (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of complete requirements for new application. **Location:** faad_application@sec.gov.ph **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the FAAD Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via email. For submission of compliance documents, the client will directly send it to the assigned FAAD Specialist's e-mail. The assigned FAAD Specialist will acknowledge the receipt of	1.1. Verifies completeness of the required documents, receives and records the application if complete, and sends an email confirming receipt and identifying the assigned FAAD Specialist.	**Formula Fees** Breakdown: Increase of Capital StockAmended Articles of IncorporationLegal Research FeeDocumentary Stamp tax	1 working day/s	• SEC Accounting Specialist I; Financial Amendments and Compliance Division (FACD) • SEC Administrative Officer III; Financial Amendments and Compliance Division (FACD)
	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		5 working day/s	• SEC Accounting Specialist I; Financial Amendments and Compliance Division (FACD) • SEC Administrative Officer II; Financial Amendments and Compliance Division (FACD) • SEC Administrative Officer III; Financial Amendments and Compliance Division (FACD) • Securities Specialist I; Financial Amendments and Compliance Division (FACD) • Securities Specialist II;

compliance documents then proceed to Agency Step 1.2. • The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling.				Financial Amendments and Compliance Division (FACD) • Securities Financial Specialist I; Financial Amendments and Compliance Division (FACD) • Securities Financial Specialist II; Financial Amendments and Compliance Division (FACD) • Securities Examiner III; Financial Amendments and Compliance Division (FACD)
	1.3. Reviews the Final Report and, if found in order, directs the FAAD Specialist to issue the Payment Assessment Form (PAF).		7 working day/s	• Securities Specialist II; Financial Amendments and Compliance Division (FACD) • SEC Administrative Officer IV; Financial Amendments and Compliance Division (FACD) • Securities Examiner III; Financial Amendments and Compliance Division (FACD)
	1.4. Sends the Payment Assessment Form (PAF)		1 working day/s	• SEC Accounting

• The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)	to the applicant. Then, informs the applicant to submit the original/hard copy upon payment.			Specialist I; Financial Amendments and Compliance Division (FACD) • SEC Administrative Officer II; Financial Amendments and Compliance Division (FACD) • SEC Administrative Officer III; Financial Amendments and Compliance Division (FACD) • Securities Specialist I; Financial Amendments and Compliance Division (FACD) • Securities Specialist II; Financial Amendments and Compliance Division (FACD) • Securities Financial Specialist I; Financial Amendments and Compliance Division (FACD) • Securities Financial Specialist II; Financial Amendments and Compliance Division (FACD)

				• Securities Examiner III; Financial Amendments and Compliance Division (FACD)
2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip) **Location:** FAAD Main Office, 18th Floor, The SEC Headquarters, 7907 Makati Ave., Makati City **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements).*	2.1. Calls the name of the corporation, accepts the complete application requirements together with the proof of payment, and transmits these to the Receiving officer.	None	2 hour/s	• SEC Administrative Assistant I; Financial Analysis and Audit Department (FAAD) • SEC Administrative Assistant II; Financial Analysis and Audit Department (FAAD) • SEC Data Controller; Financial Analysis and Audit Department (FAAD)
	2.2. Verifies hard copies against the documents reviewed by the FAAD Specialist and attaches the source documents; if found complete and in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.		4 hour/s	• SEC Administrative Assistant I; Financial Analysis and Audit Department (FAAD) • SEC Administrative Assistant II; Financial Analysis and Audit Department (FAAD) • SEC Data Controller; Financial Analysis and Audit Department (FAAD)
	2.3. Prepares Certificate		1 working day/s	• SEC Administrative Assistant I; Financial

				Analysis and Audit Department (FAAD) • SEC Administrative Officer II; Financial Analysis and Audit Department (FAAD)
	2.4. Reviews the documents, signs, and approves the Certificate.		2 working day/s	• SEC Director III or Officer-in-Charge; Financial Analysis and Audit Department (FAAD)
	2.5. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.		6 hour/s	• SEC Administrative Assistant I; Financial Analysis and Audit Department (FAAD) • SEC Administrative Assistant II; Financial Analysis and Audit Department (FAAD) • SEC Data Controller; Financial Analysis and Audit Department (FAAD)
	2.6. Schedules and sends email notification to the applicant on date of release of the certificate.		1 working day/s	• SEC Administrative Officer II; Financial Analysis and Audit Department (FAAD)
3. Present the Official Receipt and Appointment Letter. Then, fill out the logbook for released applications and claim	3. Calls the name of the corporation, assists the client in filling out the logbook, and releases the Certificates of Approval.	None	4 hour/s	• SEC Administrative Assistant I; Financial Analysis and Audit

the Certificates of Approval. **Location:** FAAD Main Office, 18th Floor, SEC Headquarters, 7907 Makati Avenue, Makati City				Department (FAAD) • SEC Administrative Assistant II; Financial Analysis and Audit Department (FAAD) • SEC Data Controller; Financial Analysis and Audit Department (FAAD)
Total Processing Time:	Working Days: 20 working day/s			
Total Processing Fee:	Total Standard Fee: None See other fees below			

Formula / Schedule of Fees

- **Increase of Capital Stock**

  ****For corporation with par value –**

  1/5 of 1% of the increase in capital stock but not less than P3,000.00 or the subscription price of the subscribed capital stock, whichever is higher

  ****For corporation without par value –**

  1/5 of 1% of the increase in capital stock computed at P100.00 per share but not less than P3,000.00 or the issue value of the subscribed capital stock, whichever is higher

- **Amended Articles of Incorporation**

  P1,010* (inclusive of Legal Research Fee)

- **Legal Research Fee**

  equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00

- **Documentary Stamp tax**

  P60.00

9. Increase of Capital Stock by way of Cash through the eAMEND Portal - Simple Processing for One Person Corporations (OPC) Classified as Philippine National

This service details the adopted online procedure and documentary requirements for application for Increase of Capital Stock by way of Cash of OPCs pursuant to Section 37 of the Revised Corporation Code of the Philippines.

Upon approval, a Digital Certificate shall be issued electronically, *subject to the later submission of originally signed documents.*

This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.

For the pre-processing of new applications, applicants who choose to file through the eAmend Portal must submit scanned copies of the notarized documents via the eAmend Portal. Applicants are advised to adhere to the prescribed steps outlined in the eAmend Portal for the proper uploading and submission of the required documents.

Alternatively, corporations that choose to submit their application via email may do so by sending all required documents directly to faad_application@sec.gov.ph. For detailed guidelines, please refer to the Citizen's Charter for ***Increase of Capital Stock by way of Cash through electronic mail submission.***

Office or Division:	Financial Analysis and Audit Department (FAAD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Cover Sheet (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks: *Note:* • *This is a system-generated requirement.* • *The photo copies will be submitted upon payment of the corresponding fees.*	
2. Unified Certification and Subscription Contract for Increase In Authorized Capital Stock containing: Certificate of Increase of Capital Stock; OPC Resolution; Schedule of Capital Structure as of date of OPC Resolution, indicating the nationality, no of shares and amount subscribed, and paid-up capital on the present authorized capital stock; and Treasurer's Affidavit Subscription Contract Non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Note:* • *This is a system-generated requirement.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
3. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance from Monitoring Unit of Financial Analysis and Audit Department (FAAD) (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Financial Analysis and Audit Department (FAAD)
Remarks: *Monitoring Unit of Financial Analysis and Audit Department (FAAD) through the link:* • ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
B. Clearance / Endorsement from other departments or other government agencies, if applicable.	
B.1. Clearance / Endorsement from other departments or other government agencies. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

C. Additional requirement if cash payment for subscription is already reflected in the Audited Financial Statements:	
C.1. Audited Financial Statements as of the last fiscal year stamped received by BIR and SEC. (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Note: To be submitted by the Company if not available in the SEC's system.*	
D. Additional requirement if cash payment for subscription is not yet reflected in the Audited Financial Statements:	
Sub Situational Requirement/s	
D.a. If applicant corporation is/are: a) Listed companies; b) Public companies defined in the Securities Regulation Code; c) Companies that offer or sell securities to the public; d) Companies with secondary license; e) Others, pursuant to item no. 2 of SEC MC No. 6 of 2026	
D.a.1. Special Audit Report (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of notarized requirements for new application to eAmend Portal. **Location:** **https://eamend.sec.gov.ph/** **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the	1.1. Verifies completeness of the required documents. Assigns the application to the FAAD specialist, if complete, then records the application.	**Formula Fees** Breakdown: Increase of Capital StockAmended Articles of Incorporation Legal Research FeeDocumentary Stamp tax	1 working day/s	• SEC Accounting Specialist I; Financial Amendments and Compliance Division (FACD) • SEC Administrative Officer III; Financial Amendments and Compliance Division (FACD)
	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and		5 working day/s	• SEC Accounting Specialist I; Financial Amendments and

applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the FAAD Specialist shall revert the application informing the client of the deficiencies. For submission of compliance documents, the client must upload the documents through the eAmend Portal. The assigned FAAD Specialist will proceed to Agency Step 1.2. • The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations. • If upon evaluation, the application does not meet the requirements of	forwards it to the assigned reviewer.			Compliance Division (FACD) • SEC Administrative Officer II; Financial Amendments and Compliance Division (FACD) • SEC Administrative Officer III; Financial Amendments and Compliance Division (FACD) • Securities Specialist I; Financial Amendments and Compliance Division (FACD) • Securities Specialist II; Financial Amendments and Compliance Division (FACD) • Securities Financial Specialist I; Financial Amendments and Compliance Division (FACD) • Securities Financial Specialist II; Financial Amendments and Compliance Division (FACD) • Securities Examiner III; Financial Amendments and

Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter				Compliance Division (FACD)
	1.3. Reviews the Final Report and, if found in order, directs the FAAD Specialist to issue the Payment Assessment Form (PAF).		7 working day/s	• Securities Specialist II; Financial Amendments and Compliance Division (FACD) • SEC Administrative Officer IV; Financial Amendments and Compliance Division (FACD) • Securities Examiner III; Financial Amendments and Compliance Division (FACD)
	1.4. Issues the Payment Assessment Form (PAF) to the applicant. Then, informs the applicant to submit the original/hard copy upon payment.		1 working day/s	• SEC Accounting Specialist I; Financial Amendments and Compliance Division (FACD) • SEC Administrative Officer II; Financial Amendments and Compliance Division (FACD) • SEC Administrative Officer III; Financial Amendments and Compliance Division (FACD) • Securities Specialist I; Financial Amendments

B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)				and Compliance Division (FACD) • Securities Specialist II; Financial Amendments and Compliance Division (FACD) • Securities Financial Specialist I; Financial Amendments and Compliance Division (FACD) • Securities Financial Specialist II; Financial Amendments and Compliance Division (FACD) • Securities Examiner III; Financial Amendments and Compliance Division (FACD)
2. Pay the corresponding filing fees through Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide. **Location:** 1. Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or	2. Issues payment confirmation containing the electronic Official Receipt via e-mail.	None	1 working day/s	• Financial Management Department; Financial Management Department (FMD)

2. any Land Bank of the Philippines branch nationwide.				
3. Downloads the Digital Certificate of approval via eAmend and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip) **Location:** FAAD Main Office, 18th Floor, The SEC Headquarters, 7907 Makati Ave., Makati City **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements and amended articles of incorporation).*	3.1. Calls the name of the corporation, accepts the complete application requirements together with the proof of payment, and transmits these to the Receiving officer.	None	2 hour/s	• SEC Administrative Assistant I; Financial Analysis and Audit Department (FAAD) • SEC Administrative Assistant II; Financial Analysis and Audit Department (FAAD) • SEC Data Controller; Financial Analysis and Audit Department (FAAD)
	3.2. Verifies hard copies against the documents reviewed by the FAAD Specialist and attaches the source documents; if found complete and in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.		4 hour/s	• SEC Administrative Assistant I; Financial Analysis and Audit Department (FAAD) • SEC Administrative Assistant II; Financial Analysis and Audit Department (FAAD) • SEC Data Controller; Financial Analysis and Audit Department (FAAD)
	3.3. Prepares and generates the Certificate.		1 working day/s	• SEC Administrative Assistant I; Financial Analysis and Audit Department (FAAD)

				• SEC Administrative Officer II; Financial Analysis and Audit Department (FAAD)
	3.4. Reviews the documents, signs, and approves the Certificate.		1 working day/s	• SEC Director III or Officer-in-Charge; Financial Analysis and Audit Department (FAAD)
	3.5. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.		6 hour/s	• SEC Administrative Assistant I; Financial Analysis and Audit Department (FAAD) • SEC Administrative Assistant II; Financial Analysis and Audit Department (FAAD) • SEC Data Controller; Financial Analysis and Audit Department (FAAD)
	3.6. Tags the application for appointment through eAmend Portal indicating the date of release of the certificate.		1 working day/s	• SEC Administrative Officer II; Financial Analysis and Audit Department (FAAD)
4. Present the Official Receipt and Appointment Letter. Then, fill out the logbook for released applications and claim the Certificates of Approval. **Location:**	4. Calls the name of the corporation, assists the client in filling out the logbook, and releases the Certificates of Approval.	None	4 hour/s	• SEC Administrative Assistant I; Financial Analysis and Audit Department (FAAD) • SEC Administrativ

FAAD Main Office, 18th Floor, SEC Headquarters, 7907 Makati Avenue, Makati City				e Assistant II; Financial Analysis and Audit Department (FAAD) • SEC Data Controller; Financial Analysis and Audit Department (FAAD)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Increase of Capital Stock**

  For corporation with par value –

  1/5 of 1% of the increase in capital stock but not less than P3,000.00 or the subscription price,, whichever is higher

  For corporation without par value –

  1/5 of 1% of the increase in capital stock computed at P100.00 per share but not less than P3,000.00 or the issue value of the subscribed capital stock, whichever is higher

- **Amended Articles of Incorporation**

  P1,010* (inclusive of Legal Research Fee)

- **Legal Research Fee**

  equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00

- **Documentary Stamp tax**

  P60.00

10. Increase of Capital Stock by way of Cash through the eAMEND Portal for Domestic Stock Corporations Classified as Philippine National (Other than OPC)

This service details the adopted online procedure and documentary requirements for application for Increase of Capital Stock by way of Cash pursuant to Section 37 of the Revised Corporation Code of the Philippines.

This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.

For the pre-processing of new applications, applicants who choose to file through the eAmend Portal must submit scanned copies of the notarized documents via the eAmend Portal. Applicants are advised to adhere to the prescribed steps outlined in the eAmend Portal for the proper uploading and submission of the required documents.

Alternatively, corporations that choose to submit their application via email may do so by sending all required documents directly to faad_application@sec.gov.ph. For detailed guidelines, please refer to the Citizen's Charter for ***Increase of Capital Stock by way of Cash through electronic mail submission.***

Office or Division:	Financial Analysis and Audit Department (FAAD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Unified Certification for Certificate of Increase of Capital Stock on: a. Certificate of Increase of Capital Stock; b. Director's Certificate; c. List of stockholders of record as of date of meeting approving the increase, indicating their nationalities and their respective subscribed and paid-up capital on the present authorized capital stock; d. Non-existence of intra-corporate dispute; e. Waiver of pre-emptive rights of non-subscribing shareholders (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

Download the Unified Certification for ***Increase of Capital Stock*** *below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Unified-Certification-for-Increase-in-Authorized.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

2. Treasurer's Affidavit (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Download Treasurer's Affidavit through this link:

https://www.sec.gov.ph/wp-content/uploads/2025/06/2025Forms_Treasurers-Affidavit.doc

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

3. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

For Situational Requirement

A. For Corporations with Primary Licenses:

A.1. Monitoring Clearance from Monitoring Unit of Financial Analysis and Audit Department (FAAD) (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Financial Analysis and Audit Department (FAAD)

Remarks:

Monitoring Unit of Financial Analysis and Audit Department (FAAD) through the link:

- ***eWATCH:*** https://ewatch.sec.gov.ph/login

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

B. For Financing and Lending Companies:

B.1. Financing and Lending Companies Department (FLCD) Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Financing and Lending Companies Department (FLCD)

Remarks:

Financing and Lending Companies Department (FLCD) through the link:

- ***eWATCH:*** https://ewatch.sec.gov.ph/login

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

C. For Listed and Public Companies:	
C.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)
Remarks: *Corporate Governance and Finance Department (CGFD) through the link:* • ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
D. Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
D.1. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
Remarks: *Market and Securities Regulation Department (MSRD) through the link:* • ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
E. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
E.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector
Remarks: *To request, please refer to BSP Citizen's Charter through this link:* *https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
F. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
F.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group
Remarks: *To request, please refer to IC Citizen's Charter through this link:* *https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

G. Additional requirement if cash payment for subscription is not yet reflected in the Audited Financial Statements:	
Sub Situational Requirement/s	
G.a. Notarized Subscription Contract	
G.a.1. A subscription contract, executed under oath among subscriber/s, treasurer and president for the corporation, stating the number of additional shares subscribed to and paid for. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2026 – Subscription Contracts through this link: https://www.sec.gov.ph/mc-2026/sec-mc-no-06-series-of-2026/#gsc.tab=0* *Or May download to the sample below:* *https://www.sec.gov.ph/wp-content/uploads/2025/08/2025Forms_Subscription-Contract-for-Cash-Payment.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.b. If applicant corporation is/are: a) Listed companies; b) Public companies defined in the Securities Regulation Code; c) Companies that offer or sell securities to the public; d) Companies with secondary license; e) Others, pursuant to item no. 2 of SEC MC No. 6 of 2026	
G.b.1. Special Audit Report (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H. Additional requirement for Rural Banks:	
H.1. Notarized Certification on payment for subscriptions to be signed by majority of the rural bank's Board of Directors in accordance with the form required by BSP (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.2. List of stockholders of record showing their respective subscribed and paid-up amount before and after the increase and the list of subscribers to the increase with their respective subscription and payment as presented and approved by BSP annexed to the notarized certification (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of notarized requirements for new application to eAmend Portal. **Location:** **https://eamend.sec.gov.ph/** **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the FAAD Specialist shall revert the application informing the client of the deficiencies. For submission of compliance documents, the client must upload the documents through the eAmend Portal. The assigned FAAD Specialist will proceed to Agency Step 1.2.	1.1. Verifies completeness of the required documents. Assigns the application to the FAAD specialist, if complete, then records the application.	**Formula Fees** Breakdown: Increase of Capital StockAmended Articles of IncorporationLegal Research FeeDocumentary Stamp tax	1 working day/s	• SEC Accounting Specialist I; Financial Amendments and Compliance Division (FACD) • SEC Administrative Officer III; Financial Amendments and Compliance Division (FACD)
	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		5 working day/s	• SEC Accounting Specialist I; Financial Amendments and Compliance Division (FACD) • SEC Administrative Officer II; Financial Amendments and Compliance Division (FACD) • SEC Administrative Officer III; Financial Amendments and Compliance Division (FACD) • Securities Specialist I; Financial Amendments and Compliance Division (FACD) • Securities Specialist II;

• The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The period to act upon the agency actions mentioned above may be extended whenever the said				Financial Amendments and Compliance Division (FACD) • Securities Financial Specialist I; Financial Amendments and Compliance Division (FACD) • Securities Financial Specialist II; Financial Amendments and Compliance Division (FACD) • Securities Examiner III; Financial Amendments and Compliance Division (FACD)
	1.3. Reviews the Final Report and, if found in order, directs the FAAD Specialist to issue the Payment Assessment Form (PAF).		7 working day/s	• Securities Specialist II; Financial Amendments and Compliance Division (FACD) • SEC Administrative Officer IV; Financial Amendments and Compliance Division (FACD) • Securities Examiner III; Financial Amendments and Compliance Division (FACD)
	1.4. Issues the Payment Assessment Form (PAF)		1 working day/s	• SEC Accounting

	action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)	to the applicant.			Specialist I; Financial Amendments and Compliance Division (FACD) • SEC Administrative Officer II; Financial Amendments and Compliance Division (FACD) • SEC Administrative Officer III; Financial Amendments and Compliance Division (FACD) • Securities Specialist I; Financial Amendments and Compliance Division (FACD) • Securities Specialist II; Financial Amendments and Compliance Division (FACD) • Securities Financial Specialist I; Financial Amendments and Compliance Division (FACD) • Securities Financial Specialist II; Financial Amendments and Compliance Division (FACD)

				• Securities Examiner III; Financial Amendments and Compliance Division (FACD)
2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip) **Location:** FAAD Main Office, 18th Floor, The SEC Headquarters, 7907 Makati Ave., Makati City **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements).*	2.1. Calls the name of the corporation, accepts the complete application requirements together with the proof of payment, and transmits these to the Receiving officer.	None	2 hour/s	• SEC Administrative Assistant I; Financial Analysis and Audit Department (FAAD) • SEC Administrative Assistant II; Financial Analysis and Audit Department (FAAD) • SEC Data Controller; Financial Analysis and Audit Department (FAAD)
	2.2. Verifies hard copies against the documents reviewed by the FAAD Specialist and attaches the source documents; if found complete and in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.		4 hour/s	• SEC Administrative Assistant I; Financial Analysis and Audit Department (FAAD) • SEC Administrative Assistant II; Financial Analysis and Audit Department (FAAD) • SEC Data Controller; Financial Analysis and Audit Department (FAAD)
	2.3. Prepares and generates the Certificate.		1 working day/s	• SEC Administrative Assistant I; Financial

				Analysis and Audit Department (FAAD) • SEC Administrative Officer II; Financial Analysis and Audit Department (FAAD)
	2.4. Reviews the documents, signs, and approves the Certificate.		2 working day/s	• SEC Director III or Officer-in-Charge; Financial Analysis and Audit Department (FAAD)
	2.5. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.		6 hour/s	• SEC Administrative Assistant I; Financial Analysis and Audit Department (FAAD) • SEC Administrative Assistant II; Financial Analysis and Audit Department (FAAD) • SEC Data Controller; Financial Analysis and Audit Department (FAAD)
	2.6. Tags the application for appointment through eAmend Portal indicating the date of release of the certificate.		1 working day/s	• SEC Administrative Officer II; Financial Analysis and Audit Department (FAAD)
3. Present the Official Receipt and Appointment Letter. Then, fill out the logbook for released applications and claim	3. Calls the name of the corporation, assists the client in filling out the logbook, and releases the Certificates of Approval.	None	4 hour/s	• SEC Administrative Assistant I; Financial Analysis and Audit

the Certificates of Approval. **Location:** FAAD Main Office, 18th Floor, SEC Headquarters, 7907 Makati Avenue, Makati City				Department (FAAD) • SEC Administrative Assistant II; Financial Analysis and Audit Department (FAAD) • SEC Data Controller; Financial Analysis and Audit Department (FAAD)
Total Processing Time:	Working Days: 20 working day/s			
Total Processing Fee:	Total Standard Fee: None See other fees below			

Formula / Schedule of Fees

- **Increase of Capital Stock**

  ****For corporation with par value –**

  1/5 of 1% of the increase in capital stock but not less than P3,000.00 or the subscription price of the subscribed capital stock, whichever is higher

  ****For corporation without par value –**

  1/5 of 1% of the increase in capital stock computed at P100.00 per share but not less than P3,000.00 or the issue value of the subscribed capital stock, whichever is higher

- **Amended Articles of Incorporation**

  P1,010* (inclusive of Legal Research Fee)

- **Legal Research Fee**

  equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00

- **Documentary Stamp tax**

  P60.00

11. Increase of Capital Stock of One Person Corporation (OPC) through electronic mail submission for Domestic Stock Corporations Classified as Philippine National

This service details the adopted online procedure and documentary requirements for application for Increase of Capital Stock by way of Cash and Non Cash pursuant to Section 37 of the Revised Corporation Code of the Philippines through electronic mail.

This service is exclusively for One Person Corporations classified as Philippine National. For corporations classified as Non-Philippine National , please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.

For the pre-processing of new applications, applicants who choose to file through email must submit scanned copies of the notarized documents via faad_application@sec.gov.ph. Applicants are advised to adhere to the prescribed steps outlined in the email for the proper submission of the required documents.

Alternatively, corporations that choose to submit their application via eAmend Portal may do so by submitting the notarized documents via the eAmend Portal. For detailed guidelines, please refer to the Citizen's Charter for Increase of Capital Stock of One Person Corporation (OPC) through the eAMEND Portal.

Office or Division:	Financial Analysis and Audit Department (FAAD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Unified Certification for Certificate of Increase of Capital Stock a. Certificate of Increase of Capital Stock; b. OPC Resolution; c. Schedule of Capital Structure as of date of OPC Resolution, indicating the nationality, no of shares and amount subscribed, and paid-up capital on the present authorized capital stock; and d. Non-existence of intra-corporate dispute. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks: *Download the Unified Certification for **Increase of Capital Stock_OPC** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Unified-Certification-for-Increase-in-AC-OPC.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
2. Treasurer's Affidavit (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download Treasurer's Affidavit for OPC through this link:* *https://www.sec.gov.ph/wp-content/uploads/2022/03/2022SECForm_TREASURERS-AFFIDAVIT.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
3. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance from Monitoring Unit of Financial Analysis and Audit Department (FAAD) (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Financial Analysis and Audit Department (FAAD)
Remarks: *Monitoring Unit of Financial Analysis and Audit Department (FAAD) through the link:* • ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
B. For Financing and Lending Companies:	
B.1. Financing and Lending Companies Department (FLCD) Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Financing and Lending Companies Department (FLCD)
Remarks: *Financing and Lending Companies Department (FLCD) through the link:* • ***eWATCH:*** *https://ewatch.sec.gov.ph/login*	

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

C. For Listed and Public Companies:	
C.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)

Remarks:

Corporate Governance and Finance Department (CGFD) through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

D. Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
D.1. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Market and Securities Regulation Department (MSRD)

Remarks:

Market and Securities Regulation Department (MSRD) through the link:

eWATCH: *https://ewatch.sec.gov.ph/login*

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

E. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
E.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector

Remarks:

To request, please refer to BSP Citizen's Charter through this link:
https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

F. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
F.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group

Remarks:

To request, please refer to IC Citizen's Charter through this link:

https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

G. Additional Requirement if the consideration for issuance of shares is in the form of Previously incurred indebtedness (e.g., conversion of advances into equity / conversion of deposit for future subscription)	
G.1. Deed of Assignment of advances / liabilities (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

*Download the Deed of Assignment for **Advances** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Single-Assignor.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s	
G.a. If the advances/liabilities is not yet reflected in the Audited Financial Statements (AFS):	
G.a.1. A report to be rendered by an Independent CPA on the verification of the advances to be converted to equity (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

H. Additional Requirements if the payment for issuance of shares is by way of Stock Dividend:	
H.1. Reconciliation of Retained Earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

For guidance, please refer to SEC Memorandum Circular No. 16 Series of 2023- Revised Guidelines on the Determination of Retained Earnings Available for Dividend Declaration through this link: https://www.sec.gov.ph/wp-content/uploads/2023/10/2023SEC-MC-No.-16,-s.-of-2023-Revised-Guidelines-on-the-Determination-of-Retained-Earnings%20-Available-for-Dividend-Declaration.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s	
H.a. In case the unappropriated retained earnings is not sufficient to warrant the dividend declaration:	
H.a.1. Secretary's Certificate on the Board's resolution to reverse the appropriated retained earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

I. Additional Requirement if the consideration for issuance of shares is in the form of Land, buildings / condominium units:	
I.1. Detailed schedule of property showing the registered owner, location, area, TCT/CCT no., tax declaration number and the basis of transfer value (market value, assessed value or zonal value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

*Download the sample **Detailed Schedule for Land, Buldings/Condominium Units** below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=405110855#gid=405110855

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

I.2. Copy of TCT/CCT electronically certified and issued by Register of Deeds and tax declaration sheet certified Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

I.3. Deed of Assignment (a. Deed of Assignment; b. Certifying that the improvements are existing and in good condition ; c. Undertaking that the corporation will submit the required proof of transfer within the prescribed period) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

*Download the Deed of Assignment for **Increase of Capital Stock_Land, Buildings / Condominium Units** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Land-Buildings-Condo.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s	
I.a. If transfer value is based on appraised value:	
I.a.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.	
I.a.2. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Electronic Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.b. If property is mortgaged:	
I.b.1. Mortgagee/creditor's certification on the outstanding loan balance and his/her written consent to the transfer of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.c. For assignment of buildings where assignor is not the owner of the land:	
I.c.1. Lease contract on the land and consent of the land owner to the transfer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J. Additional Requirement if the consideration for issuance of shares is in the form of Untitled Lands:	
J.1. Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least twenty (20) years and the possessor had introduced improvements thereon, if any (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.2. Duplicate original or certified true copies of the tax declaration sheets (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.3. Latest realty tax receipts	Applicant / Client

(1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.4. Affidavit by the transferor attesting the following: 1. Continuous and open possession of the property is located; 2.a. Existence (or non-existence) of easements over the untitled property; b. Kind/description of the easement and its location; and c. Whether the transferor is the dominant estate or the servient estate, by virtue of such easements 3. That the transferor/subscriber to answer for any liability that the corporation might incur by virtue of the acceptance of said property as paid-up capital) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download* ***Transferor Affidavit for Untitled Land*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-the-Transferor_Untitled-Lands.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.5. Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.6. Duplicate original or certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument affecting the property recorded in the Register of Deeds for the province of city where the land is situated (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.7. Clearance or certification from the Department of Agrarian Reform (DAR) attesting to the following: (a) There is no other claimant to the untitled land; (b) it has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party; or (c) The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Department of Agrarian Reform (DAR) - Department of Agrarian Reform (DAR)
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.8. Blue Print Survey of the Plan as approved by the Bureau of Lands (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

J.9. Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/ assessed value / zonal value or appraised value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

*Download the sample **Detailed Schedule of Untitled Lands** below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=508694029#gid=508694029

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

J.10. Deed of Assignment reflecting: a. Assignment of Untitled Lands; b. Undertaking to submit certified true copy of the original certificate of title in the name of the transferee-corporation within one (1) year from the date of receipt of the approval of the application) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

*Download the Deed of Assignment for **Increase of Capital Stock_Untitled Lands** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Untitled-Lands.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

J.a. If transfer value is based on zonal value

J.a.1. Latest zonal valuation certified by BIR (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

J.b. If transfer value is based on appraised value

J.b.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

J.b.2. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K. Additional Requirement if the consideration for issuance of shares is in the form of Inventories / Furniture / Personal Properties:	
K.1. Detailed schedule of property showing the description and the basis of transfer value (market value or book value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the sample **Detailed Schedule of Inventories / Furniture / Personal Properties** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1666788899#gid=1666788899* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K.2. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Inventories / Furniture / Personal Properties** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Inventories-Furniture-Personal-Properties.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
K.a. If transfer value is based on book value:	
K.a.1. Special Audit Report by an Independent CPA on the verification and valuation of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

L. Additional Requirement if the consideration for issuance of shares is in the form of Heavy equipment and machinery:	
L.1. Detailed schedule of the property showing the description and the transfer value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the sample **Detailed Schedule of Heavy Equipment and Machinery** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1745725976#gid=1745725976* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.2. Appraisal report by a licensed appraiser (not more than 6-month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.3. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Heavy Equipment and Machinery** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Heavy-Equipment-and-Machinery.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.4. Certification from the transferor stating that the properties are existing and in good condition (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
L.a. In case the heavy equipment and machinery qualify as real property as defined under the New Civil Code.	
L.a.1. Copy of the latest required Tax Declaration Sheet certified by the Assessor's Office. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.a.2. Copy of the TCT / CCT of the land on which the heavy equipment and machinery are located certified by the Register of Deeds. (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.b. If the assignor is not the owner of the land on which the heavy equipment and machinery are located as defined under the New Civil Code.	
L.b.1. Lease contract on the land and consent of the land owner to the transfer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.c. If the transfer value is based on appraised value:	
L.c.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M. Additional Requirement if the consideration for issuance of shares is in the form of Shares of Stock:	
M.1. Detailed schedule of the shares of stock showing the stockholder, stock certificate number, no. of shares and the basis of transfer value (market or book value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the sample **Detailed Schedule of Shares of Stock** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1402851319#gid=1402851319* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.*	

- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

M.2. Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Information and Communications Technology Department (ICTD)

Remarks:

To be provided by the Company, in case the Company did not file

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

M.3. Deed of Assignment (a. Deed of Assignment ; b. Undertaking that the corporation will submit the required proof of transfer within the prescribed period). (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

Download the Deed of Assignment for ***Increase of Capital Stock_Shares of Stock*** *below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Shares-of-Stocks.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

M.4. Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the assignor (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

M.5. Photocopy of the stock certificate (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Notes:

- *The original copy will be presented for verification during the processing stage.*
- *The two (2) photo copies will be submitted upon payment of the corresponding fees.*

Sub Situational Requirement/s

M.a. If listed in the Stock Exchange:

M.a.1. Latest market price quotation in the newspaper or certification from the stock exchange/broker as to latest market price of the shares of stock (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

N. Additional Requirement if by way of Motor Vehicles	
N.1. Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the sample **Detailed Schedule of Motor Vehicle** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=318133614#gid=318133614* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.2. Photocopy of certificate of registration and official receipt of annual registration fee (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
N.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.4. Deed of Assignment reflecting: a. Assignment of Motor Vehicles; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period; c. Certification from the transferor stating that the motor vehicles are existing and in good running condition (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Motor Vehicle** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Motor-Vehicles.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
N.a. If the transfer value is based on appraised value:	

N.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O. Additional Requirement if by way of Sea Vessel / Aircraft:	
O.1. Detailed schedule of vessel/aircraft showing registered Owner, registry number, technical description and appraised value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the sample **Detailed Schedule of Sea Vessel / Aircraft** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1212106110#gid=1212106110* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.2. Certified true copy of the certificate of ownership (1) Certified True Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The certified true copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.4. Certificate of seaworthiness/airworthiness issued by appropriate government agency (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.5. Deed of Assignment reflecting: a. Assignment of Sea Vessel/Aircraft; b. Undertaking by an officer of the corporation to	Securities and Exchange Commission - Financial Analysis and Audit Department

submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Download the Deed of Assignment for* ***Increase of Capital Stock_Sea Vessel / Aircraft*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Sea-Vessels-aircrafts.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
O.a. If the transfer value is based on appraised value:	
O.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P. Additional Requirement if the consideration for issuance of shares is in the form of Intangibles:	
P.1. Photocopy of System Purchase Agreement or any proof of ownership (for software) (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
P.2. Copy of Certificate of Registration of Intellectual Property Rights and mining permit for mining claims/rights (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
P.3. Appraisal report by an accredited appraisal company or by a licensed Filipino mining engineer for mining claims/rights (not more than 6 months old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P.4. Deed of Assignment reflecting: a. Assignment of Intangibles; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Intangibles** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Intangibles.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q. Additional Requirement if the consideration for issuance of shares is in the form of Net Assets:	
Q.1. Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
Q.2. Deed of Assignment of the assets and liabilities (a. Deed of Assignment; b. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period). (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Net Assets** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Net-Assets.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q.3. List of creditors with the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q.4. Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the sample **Detailed Schedule of Net Asset** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1662940848#gid=1662940848* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

Q.5. Photocopy of the certificate of registration of the motor vehicles (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
Q.6. Copy of TCT/CCT electronically certified and issued by the Register of Deeds and tax declaration sheets certified by the Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q.7. Photocopy of stock certificates (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
Q.8. DTI Certificate of Registration (for single proprietorship) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
Q.a. If the transfer value is based on appraised value:	
Q.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
R. Additional requirement if cash payment for subscription is not yet reflected in the Audited Financial Statements:	
Sub Situational Requirement/s	

R.a. Notarized Subscription Contract	
R.a.1. A subscription contract, executed under oath among subscriber/s, treasurer and president for the corporation, stating the number of additional shares subscribed to and paid for (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2026 – Subscription Contracts through this link: https://www.sec.gov.ph/mc-2026/sec-mc-no-06-series-of-2026/#gsc.tab=0* *Or May download to the sample below:* *https://www.sec.gov.ph/wp-content/uploads/2025/08/2025Forms_Subscription-Contract-for-Cash-Payment.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
R.b. If applicant corporation is/are: a) Listed companies; b) Public companies defined in the Securities Regulation Code; c) Companies that offer or sell securities to the public; d) Companies with secondary license; e) Others, pursuant to item no. 2 of SEC MC No. 6 of 2026	
R.b.1. Special Audit Report (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of complete requirements for new application. **Location:** faad_application@sec.gov.ph **Notes/Instruction:** • Electronic copies shall be initially evaluated. The	1.1. Verifies completeness of the required documents, receives and records the application if complete, and sends an email confirming receipt and identifying the assigned FAAD Specialist.	**Formula Fees** Breakdown: Increase of Capital StockAmended Articles of IncorporationLegal Research FeeDocumentary Stamp tax	4 hour/s	• SEC Accounting Specialist I ; Financial Amendments and Compliance Division (FACD) • SEC Administrative Officer III; Financial Amendments

original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the FAAD Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via email. For submission of compliance documents, the client will directly send it to the assigned FAAD Specialist's e-mail. The assigned FAAD Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.2.				and Compliance Division (FACD)
• If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		8 working day/s	• Securities Specialist I; Financial Amendments and Compliance Division (FACD) • Securities Specialist II; Financial Amendments and Compliance Division (FACD) • Securities Financial Specialist I; Financial Amendments and Compliance Division (FACD) • Securities Financial Specialist II; Financial Amendments and Compliance Division (FACD) • SEC Administrative Officer IV; Financial Amendments and Compliance Division (FACD) • Securities Examiner III; Financial Amendments and Compliance Division (FACD)
	1.3. Reviews the Final Report and, if found in order, directs the FAAD Specialist to issue the		9 working day/s	• Securities Specialist II; Financial Amendments

application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations	Payment Assessment Form (PAF).			and Compliance Division (FACD) • SEC Administrative Officer IV; Financial Amendments and Compliance Division (FACD) • Securities Examiner III; Financial Amendments and Compliance Division (FACD) • Securities Financial Specialist IV; Financial Amendments and Compliance Division (FACD) • Assistant Director; Financial Amendments and Compliance Division (FACD)
• The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the	1.4. Sends the Payment Assessment Form (PAF) to the applicant. Then, informs the applicant to submit the original/hard copy upon payment.		1 hour/s	• Securities Specialist I; Financial Amendments and Compliance Division (FACD) • Securities Specialist II; Financial Amendments and Compliance Division (FACD) • Securities Financial Specialist I; Financial Amendments and

extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given.				Compliance Division (FACD) • Securities Financial Specialist II; Financial Amendments and Compliance Division (FACD) • SEC Administrative Officer IV; Financial Amendments and Compliance Division (FACD) • Securities Examiner III; Financial Amendments and Compliance Division (FACD)
2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip). **Location:** FAAD Main Office, 18th Floor, The SEC Headquarters, 7907 Makati Ave., Makati City **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)*	2.1. Receives complete application requirements with proof of payment; verifies hard copies against online-submitted documents and, if found in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.	None	2 hour/s	• SEC Administrative Assistant I; Financial Analysis and Audit Department (FAAD) • SEC Administrative Assistant II; Financial Analysis and Audit Department (FAAD) • SEC Data Controller; Financial Analysis and Audit Department (FAAD)
	2.2. Prepares Certificate		4 hour/s	• SEC Administrative Assistant I; Financial Analysis and Audit

				Department (FAAD) • SEC Administrative Officer II; Financial Analysis and Audit Department (FAAD)
	2.3. Reviews the documents, signs, and approves the Certificate.		1 working day/s	• SEC Director III or Officer-in-Charge; Financial Analysis and Audit Department (FAAD)
	2.4. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.		1 hour/s	• SEC Administrative Assistant I; Financial Analysis and Audit Department (FAAD) • SEC Administrative Assistant II; Financial Analysis and Audit Department (FAAD) • SEC Data Controller; Financial Analysis and Audit Department (FAAD)
	2.5. Schedules and sends email notification to the applicant on the date of release of the certificate.		2 hour/s	• SEC Administrative Officer II; Financial Analysis and Audit Department (FAAD)
3. Present the Official Receipt and Appointment Letter. Then, fill out the logbook for released applications and claim the Certificates of Approval. **Location:**	3. Calls the name of the corporation, assists the client in filling out the logbook, and releases the Certificates of Approval.	None	2 hour/s	• SEC Administrative Assistant I; Financial Analysis and Audit Department (FAAD)

FAAD Main Office, 18th Floor, SEC Headquarters, 7907 Makati Avenue, Makati City				• SEC Administrative Assistant II; Financial Analysis and Audit Department (FAAD) • SEC Data Controller; Financial Analysis and Audit Department (FAAD)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Increase of Capital Stock**

  ****For corporation with par value –**

  1/5 of 1% of the increase in capital stock but not less than P3,000.00 or the subscription price of the subscribed capital stock, whichever is higher

  ****For corporation without par value –**

  1/5 of 1% of the increase in capital stock computed at P100.00 per share but not less than P3,000.00 or the issue value of the subscribed capital stock, whichever is higher

- **Amended Articles of Incorporation**

  P1,010* (inclusive of Legal Research Fee)

- **Legal Research Fee**

  equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00

- **Documentary Stamp tax**

  P60.00

12. Increase of Capital Stock through payment other than cash of One Person Corporation (OPC through the eAMEND Portal (Regular Amendment) for Domestic Stock Corporations Classified as Philippine National

This service details the adopted online procedure and documentary requirements for application for Increase of Capital Stock by and Non Cash pursuant to Section 37 of the Revised Corporation Code of the Philippines through eAmend Portal.

This service is exclusively for One Person Corporations classified as Philippine National. For corporations classified as Non-Philippine National , please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.

For the pre-processing of new applications, applicants who choose to file through the eAmend Portal must submit scanned copies of the notarized documents via the eAmend Portal. Applicants are advised to adhere to the prescribed steps outlined in the eAmend Portal for the proper uploading and submission of the required documents.

Alternatively, corporations that choose to submit their application via email may do so by sending all required documents directly to faad_application@sec.gov.ph. For detailed guidelines, please refer to the Citizen's Charter for Increase of Capital Stock by way of Cash through electronic mail submission.

Office or Division:	Financial Analysis and Audit Department (FAAD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Unified Certification for Certificate of Increase of Capital Stock a. Certificate of Increase of Capital Stock; b. OPC Resolution; c. Schedule of Capital Structure as of date of OPC Resolution, indicating the nationality, no of shares and amount subscribed, and paid-up capital on the present authorized capital stock; and d. Non-existence of intra-corporate dispute. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

*Download the Unified Certification for **Increase of Capital Stock_OPC** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Unified-Certification-for-Increase-in-AC-OPC.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

2. Treasurer's Affidavit (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

Download Treasurer's Affidavit for OPC through this link:

https://www.sec.gov.ph/wp-content/uploads/2022/03/2022SECForm_TREASURERS-AFFIDAVIT.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

3. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

For Situational Requirement

A. For Corporations with Primary Licenses:

A.1. Monitoring Clearance from Monitoring Unit of Financial Analysis and Audit Department (FAAD) (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Financial Analysis and Audit Department (FAAD)

Remarks:

Monitoring Unit of Financial Analysis and Audit Department (FAAD) through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

B. For Financing and Lending Companies:

B.1. Financing and Lending Companies Department (FLCD) Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Financing and Lending Companies Department (FLCD)

Remarks:

Financing and Lending Companies Department (FLCD) through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

C. For Listed and Public Companies:	
C.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)
Remarks: *Corporate Governance and Finance Department (CGFD) through the link:* • ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
D. Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
D.1. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Market and Securities Regulation Department (MSRD)
Remarks: *Market and Securities Regulation Department (MSRD) through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
E. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
E.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector
Remarks: *To request, please refer to BSP Citizen's Charter through this link:* *https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
F. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
F.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group
Remarks: *To request, please refer to IC Citizen's Charter through this link:* *https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

G. Additional Requirement if the consideration for issuance of shares is in the form of Previously incurred indebtedness (e.g., conversion of advances into equity / conversion of deposit for future subscription)	
G.1. Deed of Assignment of advances / liabilities (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Deed of Assignment for **Advances** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Single-Assignor.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
G.a. If the advances/liabilities is not yet reflected in the Audited Financial Statements (AFS):	
G.a.1. A report to be rendered by an Independent CPA on the verification of the advances to be converted to equity (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H. Additional Requirements if the payment for issuance of shares is by way of Stock Dividend:	
H.1. Reconciliation of Retained Earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 16 Series of 2023- Revised Guidelines on the Determination of Retained Earnings Available for Dividend Declaration through this link: https://www.sec.gov.ph/wp-content/uploads/2023/10/2023SEC-MC-No.-16,-s.-of-2023-Revised-Guidelines-on-the-Determination-of-Retained-Earnings%20-Available-for-Dividend-Declaration.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
H.a. In case the unappropriated retained earnings is not sufficient to warrant the dividend declaration:	
H.a.1. Secretary's Certificate on the Board's resolution to reverse the appropriated retained earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I. Additional Requirement if the consideration for issuance of shares is in the form of Land, buildings	

/ condominium units:	
I.1. Detailed schedule of property showing the registered owner, location, area, TCT/CCT no., tax declaration number and the basis of transfer value (market value, assessed value or zonal value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the sample **Detailed Schedule for Land, Buldings/Condominium Units** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=405110855#gid=405110855* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.2. Copy of TCT/CCT electronically certified and issued by Register of Deeds and tax declaration sheet certified Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.3. Deed of Assignment (a. Deed of Assignment; b. Certifying that the improvements are existing and in good condition ; c. Undertaking that the corporation will submit the required proof of transfer within the prescribed period) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Land, Buildings / Condominium Units** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Land-Buildings-Condo.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
I.a. If transfer value is based on appraised value:	
I.a.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.a.2. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Electronic Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.b. If property is mortgaged:	
I.b.1. Mortgagee/creditor's certification on the outstanding loan balance and his/her written consent to the transfer of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.c. For assignment of buildings where assignor is not the owner of the land:	
I.c.1. Lease contract on the land and consent of the land owner to the transfer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J. Additional Requirement if the consideration for issuance of shares is in the form of Untitled Lands:	
J.1. Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least twenty (20) years and the possessor had introduced improvements thereon, if any (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.2. Duplicate original or certified true copies of the tax declaration sheets (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.3. Latest realty tax receipts (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

J.4. Affidavit by the transferor attesting the following: 1. Continuous and open possession of the property is located; 2.a. Existence (or non-existence) of easements over the untitled property; b. Kind/description of the easement and its location; and c. Whether the transferor is the dominant estate or the servient estate, by virtue of such easements 3. That the transferor/subscriber to answer for any liability that the corporation might incur by virtue of the acceptance of said property as paid-up capital) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download **Transferor Affidavit for Untitled Land** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-the-Transferor_Untitled-Lands.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.5. Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.6. Duplicate original or certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument affecting the property recorded in the Register of Deeds for the province of city where the land is situated (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.7. Clearance or certification from the Department of Agrarian Reform (DAR) attesting to the following: (a) There is no other claimant to the untitled land; (b) it has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party; or (c) The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Department of Agrarian Reform (DAR) - Department of Agrarian Reform (DAR)
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.8. Blue Print Survey of the Plan as approved by the Bureau of Lands (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.9. Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer	Securities and Exchange Commission - Financial Analysis

value (market value/ assessed value / zonal value or appraised value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	and Audit Department
Remarks: *Download the sample **Detailed Schedule of Untitled Lands** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=508694029#gid=508694029* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.10. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.11. Affidavit of undertaking to submit certified true copy of the original certificate of title in the name of the transferee-corporation within one (1) year from the date of receipt of the approval of the application (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
J.a. If transfer value is based on zonal value	
J.a.1. Latest zonal valuation certified by BIR (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.b. If transfer value is based on appraised value	
J.b.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.b.2. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application,	Securities and Exchange Commission - Financial Analysis and Audit Department

particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	

Remarks:

Download the Affidavit of Undertaking re Section 64 (watered stocks) below:

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

K. Additional Requirement if the consideration for issuance of shares is in the form of Inventories / Furniture / Personal Properties:

K.1. Detailed schedule of property showing the description and the basis of transfer value (market value or book value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

*Download the sample **Detailed Schedule of Inventories / Furniture / Personal Properties** below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1666788899#gid=1666788899

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

K.2. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

*Download the Deed of Assignment for **Increase of Capital Stock_Inventories / Furniture / Personal Properties** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Inventories-Furniture-Personal-Properties.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

K.a. If transfer value is based on book value:

K.a.1. Special Audit Report by an Independent CPA on the verification and valuation of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

L. Additional Requirement if the consideration for issuance of shares is in the form of Heavy equipment and machinery:	
L.1. Detailed schedule of the property showing the description and the transfer value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the sample **Detailed Schedule of Heavy Equipment and Machinery** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1745725976#gid=1745725976* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.2. Appraisal report by a licensed appraiser (not more than 6-month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.3. Deed of Assignment reflecting: a. Assignment of Heavy Equipment and Machineries; b. Certification from the transferor stating that the properties are existing and in good condition) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Heavy Equipment and Machinery** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Heavy-Equipment-and-Machinery.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
L.a. In case the heavy equipment and machinery qualify as real property as defined under the New Civil Code.	
L.a.1. Copy of the latest required Tax Declaration Sheet certified by the Assessor's Office. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.a.2. Copy of the TCT / CCT of the land on which the heavy equipment and machinery are located certified by the Register of	Applicant / Client

Deeds. (2) Photo Copy And (1) Electronic Copy	
Remarks: *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.b. If the assignor is not the owner of the land on which the heavy equipment and machinery are located as defined under the New Civil Code.	
L.b.1. Lease contract on the land and consent of the land owner to the transfer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.c. If the transfer value is based on appraised value:	
L.c.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M. Additional Requirement if the consideration for issuance of shares is in the form of Shares of Stock:	
M.1. Detailed schedule of the shares of stock showing the stockholder, stock certificate number, no. of shares and the basis of transfer value (market or book value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the sample **Detailed Schedule of Shares of Stock** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1402851319#gid=1402851319* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.2. Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Information and Communications Technology Department (ICTD)
Remarks:	

To be provided by the Company, in case the Company did not file *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.3. Deed of Assignment (a. Deed of Assignment ; b. Undertaking that the corporation will submit the required proof of transfer within the prescribed period). (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Deed of Assignment for* ***Increase of Capital Stock_Shares of Stock*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Shares-of-Stocks.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.4. Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the assignor (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.5. Photocopy of the stock certificate (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
M.a. If listed in the Stock Exchange:	
M.a.1. Latest market price quotation in the newspaper or certification from the stock exchange/broker as to latest market price of the shares of stock (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N. Additional Requirement if by way of Motor Vehicles	
N.1. Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks:	

*Download the sample **Detailed Schedule of Motor Vehicle** below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=318133614#gid=318133614

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

N.2. Photocopy of certificate of registration and official receipt of annual registration fee (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Notes:

- *The original copy will be presented for verification during the processing stage.*
- *The two (2) photo copies will be submitted upon payment of the corresponding fees.*

N.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

N.4. Deed of Assignment reflecting: a. Assignment of Motor Vehicles; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period; c. Certification from the transferor stating that the motor vehicles are existing and in good running condition (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

*Download the Deed of Assignment for **Increase of Capital Stock_Motor Vehicle** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Motor-Vehicles.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

N.a. If the transfer value is based on appraised value:

N.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

Download the Affidavit of Undertaking re Section 64 (watered stocks) below:

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx

The original copy and photo copy will be submitted upon payment of the corresponding fees.	
O. Additional Requirement if by way of Sea Vessel / Aircraft:	
O.1. Detailed schedule of vessel/aircraft showing registered Owner, registry number, technical description and appraised value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the sample **Detailed Schedule of Sea Vessel / Aircraft** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1212106110#gid=1212106110* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.2. Certified true copy of the certificate of ownership (1) Certified True Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The certified true copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.4. Certificate of seaworthiness/airworthiness issued by appropriate government agency (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.5. Deed of Assignment reflecting: a. Assignment of Sea Vessel/Aircraft; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Sea Vessel / Aircraft** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Sea-Vessels-aircrafts.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

Sub Situational Requirement/s	
O.a. If the transfer value is based on appraised value:	
O.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P. Additional Requirement if the consideration for issuance of shares is in the form of Intangibles:	
P.1. Photocopy of System Purchase Agreement or any proof of ownership (for software) (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
P.2. Copy of Certificate of Registration of Intellectual Property Rights and mining permit for mining claims/rights (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
P.3. Appraisal report by an accredited appraisal company or by a licensed Filipino mining engineer for mining claims/rights (not more than 6 months old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P.4. Deed of Assignment reflecting: a. Assignment of Intangibles; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Deed of Assignment for* ***Increase of Capital Stock_Intangibles*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Intangibles.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q. Additional Requirement if the consideration for issuance of shares is in the form of Net Assets:	

Q.1. Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
Q.2. Deed of Assignment of the assets and liabilities (a. Deed of Assignment; b. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period). (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Deed of Assignment for* ***Increase of Capital Stock_Net Assets*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Net-Assets.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q.3. List of creditors with the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q.4. Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the sample* ***Detailed Schedule of Net Asset*** *below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1662940848#gid=1662940848* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q.5. Photocopy of the certificate of registration of the motor vehicles (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	

Q.6. Copy of TCT/CCT electronically certified and issued by the Register of Deeds and tax declaration sheets certified by the Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q.7. Photocopy of stock certificates (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
Q.8. DTI Certificate of Registration (for single proprietorship) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
Q.a. If the transfer value is based on appraised value:	
Q.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
R. Additional requirement if cash payment for subscription is not yet reflected in the Audited Financial Statements:	
Sub Situational Requirement/s	
R.a. Notarized Subscription Contract	
R.a.1. A subscription contract, executed under oath among subscriber/s, treasurer and president for the corporation, stating the number of additional shares subscribed to and paid for (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2026 – Subscription Contracts through this link: https://www.sec.gov.ph/mc-2026/sec-mc-no-06-series-of-2026/#gsc.tab=0*	

Or May download to the sample below:

https://www.sec.gov.ph/wp-content/uploads/2025/08/2025Forms_Subscription-Contract-for-Cash-Payment.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

R.b. If applicant corporation is/are: a) Listed companies; b) Public companies defined in the Securities Regulation Code; c) Companies that offer or sell securities to the public; d) Companies with secondary license; e) Others, pursuant to item no. 2 of SEC MC No. 6 of 2026

R.b.1. Special Audit Report (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of complete requirements for new application. **Location:** **https://eamend.sec.gov.ph/** **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit	1.1. Verifies completeness of the required documents. Assigns the application to the FAAD specialist, if complete, then records the application.	**Formula Fees** Breakdown: Increase of Capital StockAmended Articles of IncorporationLegal Research FeeDocumentary Stamp tax	4 hour/s	• SEC Accounting Specialist I ; Financial Amendments and Compliance Division (FACD) • SEC Administrative Officer III; Financial Amendments and Compliance Division (FACD)
	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		8 working day/s	• Securities Specialist I; Financial Amendments and Compliance Division (FACD)

the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the FAAD Specialist shall revert the application informing the client of the deficiencies. For submission of compliance documents, the client must upload the documents through the eAmend Portal. The assigned FAAD Specialist will proceed to Agency Step 1.2. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling.				• Securities Specialist II; Financial Amendments and Compliance Division (FACD) • Securities Financial Specialist I; Financial Amendments and Compliance Division (FACD) • Securities Financial Specialist II; Financial Amendments and Compliance Division (FACD) • SEC Administrative Officer IV; Financial Amendments and Compliance Division (FACD) • Securities Examiner III; Financial Amendments and Compliance Division (FACD)
	1.3. Reviews the Final Report and, if found in order, directs the FAAD Specialist to issue the Payment Assessment Form (PAF).		9 working day/s	• Securities Specialist II; Financial Amendments and Compliance Division (FACD) • SEC Administrative Officer IV; Financial Amendments and Compliance Division (FACD)

• The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing				• Securities Examiner III; Financial Amendments and Compliance Division (FACD) • Securities Financial Specialist IV; Financial Amendments and Compliance Division (FACD) • Assistant Director; Financial Amendments and Compliance Division (FACD)
	1.4. Issues the Payment Assessment Form (PAF) to the applicant.		1 hour/s	• Securities Specialist I; Financial Amendments and Compliance Division (FACD) • Securities Specialist II; Financial Amendments and Compliance Division (FACD) • Securities Financial Specialist I; Financial Amendments and Compliance Division (FACD) • Securities Financial Specialist II; Financial Amendments and Compliance Division (FACD)

Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given.				• SEC Administrative Officer IV; Financial Amendments and Compliance Division (FACD) • Securities Examiner III; Financial Amendments and Compliance Division (FACD)
2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip). **Location:** FAAD Main Office, 18th Floor, The SEC Headquarters, 7907 Makati Ave., Makati City **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)*	2.1. Receives complete application requirements with proof of payment; verifies hard copies against online-submitted documents and, if found in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.	None	2 hour/s	• SEC Administrative Assistant I; Financial Analysis and Audit Department (FAAD) • SEC Administrative Assistant II; Financial Analysis and Audit Department (FAAD) • SEC Data Controller; Financial Analysis and Audit Department (FAAD)
	2.2. Prepares and generates the Certificate.		4 hour/s	• SEC Administrative Assistant I; Financial Analysis and Audit Department (FAAD) • SEC Administrative Officer II; Financial Analysis and Audit Department (FAAD)
	2.3. Reviews the documents, signs, and		1 working day/s	• SEC Director III or Officer-

	approves the Certificate.			in-Charge; Financial Analysis and Audit Department (FAAD)
	2.4. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.		1 hour/s	• SEC Administrative Assistant I; Financial Analysis and Audit Department (FAAD) • SEC Administrative Assistant II; Financial Analysis and Audit Department (FAAD) • SEC Data Controller; Financial Analysis and Audit Department (FAAD)
	2.5. Tags the application for appointment through eAmend Portal indicating the date of release of the certificate.		2 hour/s	• SEC Administrative Officer II; Financial Analysis and Audit Department (FAAD)
3. Present the Official Receipt and Appointment Letter. Then, fill out the logbook for released applications and claim the Certificates of Approval. **Location:** FAAD Main Office, 18th Floor, SEC Headquarters, 7907 Makati Avenue, Makati City	3. Calls the name of the corporation, assists the client in filling out the logbook, and releases the Certificates of Approval.	None	2 hour/s	• SEC Administrative Assistant I; Financial Analysis and Audit Department (FAAD) • SEC Administrative Assistant II; Financial Analysis and Audit Department (FAAD) • SEC Data Controller; Financial Analysis and Audit

				Department (FAAD)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Increase of Capital Stock**

  ****For corporation with par value –**

  1/5 of 1% of the increase in capital stock but not less than P3,000.00 or the subscription price of the subscribed capital stock, whichever is higher

  ****For corporation without par value –**

  1/5 of 1% of the increase in capital stock computed at P100.00 per share but not less than P3,000.00 or the issue value of the subscribed capital stock, whichever is higher

- **Amended Articles of Incorporation**

  P1,010* (inclusive of Legal Research Fee)

- **Legal Research Fee**

  equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00

- **Documentary Stamp tax**

  P60.00

13. Increase of Capital Stock through payment other than cash through electronic mail submission for Domestic Stock Corporations Classified as Philippine National (other than OPC)

This service details the adopted online procedure and documentary requirements on application for increase of capital stock by way of Non Cash, but not limited to the following:

1. *Previously incurred indebtedness (e.g. conversion of advances into equity / conversion of deposit for future subscriptions)*
2. *Stock Dividend*
3. *Land, building / condominium units*
4. *Untitled Lands*
5. *Inventories / Furniture / Personal Properties*
6. *Heavy equipments and machineries*
7. *Shares of stock in another corporation*
8. *Motor Vehicles*
9. *Sea vessels / aircrafts*
10. *Intangibles*
11. *Net assets*
12. *Other assets or generally accepted forms of consideration necessary or convenient for its use and lawful purposes*

This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National , please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.

For the pre-processing of new applications, applicants who choose to file through email must submit scanned copies of the notarized documents via faad_application@sec.gov.ph. Applicants are advised to adhere to the prescribed steps outlined in the email for the proper submission of the required documents.

Alternatively, corporations that choose to submit their application via eAmend Portal may do so by submitting the notarized documents via the eAmend Portal. For detailed guidelines, please refer to the Citizen's Charter for Increase of Capital Stock through payment other than cash through the eAmend Portal.

Office or Division:	Financial Analysis and Audit Department (FAAD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**

For Standard Requirement	
1. Unified Certification for Certificate of Increase of Capital Stock on: a. Certificate of Increase of Capital Stock; b. Director's Certificate; c. List of stockholders of record as of date of meeting approving the increase, indicating their nationalities and their respective subscribed and paid-up capital on the present authorized capital stock; d. Non-existence of intra-corporate dispute; e. Waiver of pre-emptive rights of non-subscribing shareholders (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Unified Certification for **Increase of Capital Stock** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Unified-Certification-for-Increase-in-Authorized.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
2. Treasurer's Affidavit (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download Treasurer's Affidavit through this link:* *https://www.sec.gov.ph/wp-content/uploads/2025/06/2025Forms_Treasurers-Affidavit.doc* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
3. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance from Monitoring Unit of Financial Analysis and Audit Department (FAAD) (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Financial Analysis and Audit Department (FAAD)
Remarks: *Monitoring Unit of Financial Analysis and Audit Department (FAAD) through the link:* • ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
B. For Financing and Lending Companies:	

B.1. Financing and Lending Companies Department (FLCD) Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Financing and Lending Companies Department (FLCD)

Remarks:

Financing and Lending Companies Department (FLCD) through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

C. For Listed and Public Companies:

C.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)

Remarks:

Corporate Governance and Finance Department (CGFD) through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

D. Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)

D.1. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Market and Securities Regulation Department (MSRD)

Remarks:

Market and Securities Regulation Department (MSRD) through the link:

eWATCH: *https://ewatch.sec.gov.ph/login*

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

E. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:

E.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector

Remarks:

To request, please refer to BSP Citizen's Charter through this link:
https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.	
F. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
F.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group
Remarks: *To request, please refer to IC Citizen's Charter through this link:* *https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G. Additional Requirement if the consideration for issuance of shares is in the form of Previously incurred indebtedness (e.g., conversion of advances into equity / conversion of deposit for future subscription)	
G.1. Deed of Assignment of advances / liabilities (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Deed of Assignment for **Advances** below:* *a. Sigle Assignor: https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Single-Assignor.docx* *b. Multiple Assignor: https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Multiple-Assignor.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
G.a. If the advances/liabilities is not yet reflected in the Audited Financial Statements (AFS):	
G.a.1. A report to be rendered by an Independent CPA on the verification of the advances to be converted to equity (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H. Additional Requirements if the payment for issuance of shares is by way of Stock Dividend:	
H.1. List of stockholders entitled to stock dividend with their respective outstanding shares and the allocation of stock dividend certified by the corporate secretary (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.2. Secretary's Certificate that on the basis of the computation of the Finance Officer, the allocation of stock dividends as indicated in the Certificate of Increase is in proportion to the shareholdings of stockholders as of date of meeting approving the dividend declaration or as of record date and the treatment of resulting fractional shares, if any, are true and correct. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.3. Reconciliation of Retained Earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 16 Series of 2023- Revised Guidelines on the Determination of Retained Earnings Available for Dividend Declaration through this link: https://www.sec.gov.ph/wp-content/uploads/2023/10/2023SEC-MC-No.-16,-s.-of-2023-Revised-Guidelines-on-the-Determination-of-Retained-Earnings%20-Available-for-Dividend-Declaration.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
H.a. In case the unappropriated retained earnings is not sufficient to warrant the dividend declaration:	
H.a.1. Secretary's Certificate on the Board's resolution to reverse the appropriated retained earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I. Additional Requirement if the consideration for issuance of shares is in the form of Land, buildings / condominium units:	
I.1. Detailed schedule of property showing the registered owner, location, area, TCT/CCT no., tax declaration number and the basis of transfer value (market value, assessed value or zonal value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the sample **Detailed Schedule for Land, Buldings/Condominium Units** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=405110855#gid=405110855* *Note:*	

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

I.2. Copy of TCT/CCT electronically certified and issued by Register of Deeds and tax declaration sheet certified Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

I.3. Deed of Assignment: a. Deed of Assignment; b. Certifying that the improvements are existing and in good condition ; c. Undertaking that the corporation will submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

Download the Deed of Assignment for ***Increase of Capital Stock_Land, Buildings / Condominium Units*** *below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Land-Buildings-Condo.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

I.a. If transfer value is based on appraised value:

I.a.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

I.a.2. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

Download the Affidavit of Undertaking re Section 64 (watered stocks) below:

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

I.b. If property is mortgaged:

I.b.1. Mortgagee/creditor's certification on the outstanding loan balance and his/her written consent to the transfer of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.	
I.c. For assignment of buildings where assignor is not the owner of the land:	
I.c.1. Lease contract on the land and consent of the land owner to the transfer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J. Additional Requirement if the consideration for issuance of shares is in the form of Untitled Lands:	
J.1. Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least twenty (20) years and the possessor had introduced improvements thereon, if any (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.2. Duplicate original or certified true copies of the tax declaration sheets (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.3. Latest realty tax receipts (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.4. Affidavit by the transferor attesting the following: 1. Continuous and open possession of the property is located; 2.a. Existence (or non-existence) of easements over the untitled property; b. Kind/description of the easement and its location; and c. Whether the transferor is the dominant estate or the servient estate, by virtue of such easements 3. That the transferor/subscriber to answer for any liability that the corporation might incur by virtue of the acceptance of said property as paid-up capital) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *Download the **Transferor Affidavit for Untitled Land** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-the-Transferor_Untitled-Lands.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.5. Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.6. Duplicate original or certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument affecting the property recorded in the Register of Deeds for the province of city where the land is situated (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.7. Clearance or certification from the Department of Agrarian Reform (DAR) attesting to the following: (a) There is no other claimant to the untitled land; (b) it has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party; or (c) The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Department of Agrarian Reform (DAR) - Department of Agrarian Reform (DAR)
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.8. Blue Print Survey of the Plan as approved by the Bureau of Lands (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.9. Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/ assessed value / zonal value or appraised value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the sample **Detailed Schedule of Untitled Lands** below:*	

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=508694029#gid=508694029

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

J.10. Deed of Assignment reflecting: a. Assignment of Untitled Lands; b. Undertaking to submit certified true copy of the original certificate of title in the name of the transferee-corporation within one (1) year from the date of receipt of the approval of the application) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

Download the Deed of Assignment for ***Increase of Capital Stock_Untitled Lands*** *below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Untitled-Lands.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

J.a. If transfer value is based on zonal value

J.a.1. Latest zonal valuation certified by BIR (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

J.b. If transfer value is based on appraised value

J.b.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

J.b.2. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

Download the Affidavit of Undertaking re Section 64 (watered stocks) below:

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

K. Additional Requirement if the consideration for issuance of shares is in the form of Inventories / Furniture / Personal Properties:	
K.1. Detailed schedule of property showing the description and the basis of transfer value (market value or book value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the sample **Detailed Schedule of Inventories / Furniture / Personal Properties** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1666788899#gid=1666788899* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K.2. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Inventories / Furniture / Personal Properties** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Inventories-Furniture-Personal-Properties.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
K.a. If transfer value is based on book value:	
K.a.1. Special Audit Report by an Independent CPA on the verification and valuation of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L. Additional Requirement if the consideration for issuance of shares is in the form of Heavy equipment and machinery:	
L.1. Detailed schedule of the property showing the description and the transfer value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the sample **Detailed Schedule of Heavy Equipment and Machinery** below:*	

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1745725976#gid=1745725976 *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.2. Appraisal report by a licensed appraiser (not more than 6-month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.3. Deed of Assignment reflecting: a. Assignment of Heavy Equipment and Machineries; b. Certification from the transferor stating that the properties are existing and in good condition) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Deed of Assignment for* ***Increase of Capital Stock_Heavy Equipment and Machinery*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Heavy-Equipment-and-Machinery.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
L.a. In case the heavy equipment and machinery qualify as real property as defined under the New Civil Code.	
L.a.1. Copy of the latest required Tax Declaration Sheet certified by the Assessor's Office. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.a.2. Copy of the TCT / CCT of the land on which the heavy equipment and machinery are located certified by the Register of Deeds. (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.b. If the assignor is not the owner of the land on which the heavy equipment and machinery are located as defined under the New Civil Code.	
L.b.1. Lease contract on the land and consent of the land owner to the transfer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.c. If the transfer value is based on appraised value:	
L.c.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M. Additional Requirement if the consideration for issuance of shares is in the form of Shares of Stock:	
M.1. Detailed schedule of the shares of stock showing the stockholder, stock certificate number, no. of shares and the basis of transfer value (market or book value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the sample **Detailed Schedule of Shares of Stock** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1402851319#gid=1402851319* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.2. Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Information and Communications Technology Department (ICTD)
Remarks: *To be provided by the Company, in case the Company did not file* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.3. Deed of Assignment (a. Deed of Assignment ; b. Undertaking that the corporation will submit the required proof of transfer within the prescribed period). (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Shares of Stock** below:*	

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Shares-of-Stocks.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

M.4. Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the assignor (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

M.5. Photocopy of the stock certificate (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Notes:

- *The original copy will be presented for verification during the processing stage.*
- *The two (2) photo copies will be submitted upon payment of the corresponding fees.*

Sub Situational Requirement/s

M.a. If listed in the Stock Exchange:

M.a.1. Latest market price quotation in the newspaper or certification from the stock exchange/broker as to latest market price of the shares of stock (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

N. Additional Requirement if by way of Motor Vehicles

N.1. Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

*Download the sample **Detailed Schedule of Motor Vehicle** below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=318133614#gid=318133614

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

N.2. Photocopy of certificate of registration and official receipt of annual registration fee (present original for verification)	Applicant / Client

(1) Original Copy And (2) Photo Copy And (1) Electronic Copy	
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
N.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.4. Deed of Assignment reflecting: a. Assignment of Motor Vehicles; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period; c. Certification from the transferor stating that the motor vehicles are existing and in good running condition (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Deed of Assignment for* ***Increase of Capital Stock_Motor Vehicle*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Motor-Vehicles.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
N.a. If the transfer value is based on appraised value:	
N.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O. Additional Requirement if by way of Sea Vessel / Aircraft:	
O.1. Detailed schedule of vessel/aircraft showing registered Owner, registry number, technical description and appraised value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the sample* ***Detailed Schedule of Sea Vessel / Aircraft*** *below:*	

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1212106110#gid=1212106110

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

O.2. Certified true copy of the certificate of ownership (1) Certified True Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The certified true copy and photo copy will be submitted upon payment of the corresponding fees.

O.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

O.4. Certificate of seaworthiness/airworthiness issued by appropriate government agency (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

O.5. Deed of Assignment reflecting: a. Assignment of Sea Vessel/Aircraft; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

*Download the Deed of Assignment for **Increase of Capital Stock_Sea Vessel / Aircraft** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Sea-Vessels-aircrafts.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

O.a. If the transfer value is based on appraised value:

O.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

Download the Affidavit of Undertaking re Section 64 (watered stocks) below:

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

P. Additional Requirement if the consideration for issuance of shares is in the form of Intangibles:	
P.1. Photocopy of System Purchase Agreement or any proof of ownership (for software) (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
P.2. Copy of Certificate of Registration of Intellectual Property Rights and mining permit for mining claims/rights (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
P.3. Appraisal report by an accredited appraisal company or by a licensed Filipino mining engineer for mining claims/rights (not more than 6 months old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P.4. Deed of Assignment reflecting: a. Assignment of Intangibles; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Deed of Assignment for* ***Increase of Capital Stock_Intangibles*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Intangibles.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
P.a. If the transfer value is based on appraised value:	
P.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q. Additional Requirement if the consideration for issuance of shares is in the form of Net Assets:	
Q.1. Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year	Applicant / Client

(2) Photo Copy And (1) Electronic Copy	
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
Q.2. Deed of Assignment of the assets and liabilities (a. Deed of Assignment; b. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period). (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Deed of Assignment for* ***Increase of Capital Stock_Net Assets*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Net-Assets.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q.3. List of creditors with the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q.4. Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the sample* ***Detailed Schedule of Net Asset*** *below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1662940848#gid=1662940848* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q.5. Photocopy of the certificate of registration of the motor vehicles (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
Q.6. Copy of TCT/CCT electronically certified and issued by the Register of Deeds and tax declaration sheets certified by the	Applicant / Client

Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q.7. Photocopy of stock certificates (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
Q.8. DTI Certificate of Registration (for single proprietorship) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of complete requirements for new application. **Location:** faad_application@sec.gov.ph **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with	1.1. Verifies completeness of the required documents, receives and records the application if complete, and sends an email confirming receipt and identifying the assigned FAAD Specialist.	**Formula Fees** Breakdown: Increase of Capital StockAmended Articles of IncorporationLegal Research FeeDocumentary Stamp tax	4 hour/s	• SEC Accounting Specialist I ; Financial Amendments and Compliance Division (FACD) • SEC Administrative Officer III; Financial Amendments and Compliance Division (FACD)
	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		8 working day/s	• Securities Specialist I; Financial Amendments and Compliance Division (FACD) • Securities Specialist II; Financial Amendments

minor correction during the pre-processing stage or review stage, the FAAD Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via email. For submission of compliance documents, the client will directly send it to the assigned FAAD Specialist's e-mail. The assigned FAAD Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.2. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The foregoing service may be				and Compliance Division (FACD) • Securities Financial Specialist I; Financial Amendments and Compliance Division (FACD) • Securities Financial Specialist II; Financial Amendments and Compliance Division (FACD) • SEC Administrative Officer IV; Financial Amendments and Compliance Division (FACD) • Securities Examiner II; Financial Amendments and Compliance Division (FACD) • Securities Examiner III; Financial Amendments and Compliance Division (FACD)
	1.3. Reviews the Final Report and, if found in order, directs the FAAD Specialist to issue the Payment Assessment Form (PAF).		9 working day/s	• Securities Specialist II; Financial Amendments and Compliance Division (FACD) • SEC Administrative Officer IV; Financial Amendments

deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an				and Compliance Division (FACD) • Securities Examiner III; Financial Amendments and Compliance Division (FACD) • Securities Financial Specialist IV; Financial Amendments and Compliance Division (FACD) • Assistant Director; Financial Amendments and Compliance Division (FACD)
	1.4. Sends the Payment Assessment Form (PAF) to the applicant. Then, informs the applicant to submit the original/hard copy upon payment.		1 hour/s	• Securities Specialist I; Financial Amendments and Compliance Division (FACD) • Securities Specialist II; Financial Amendments and Compliance Division (FACD) • Securities Financial Specialist I; Financial Amendments and Compliance Division (FACD) • Securities Financial Specialist II; Financial Amendments and

extension of another 20 working days in processing time, provided that a proper notice to the applicant was given.				Compliance Division (FACD) • SEC Administrative Officer IV; Financial Amendments and Compliance Division (FACD) • Securities Examiner II; Financial Amendments and Compliance Division (FACD) • Securities Examiner III; Financial Amendments and Compliance Division (FACD)
2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip). **Location:** FAAD Main Office, 18th Floor, The SEC Headquarters, 7907 Makati Ave., Makati City **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)*	2.1. Receives complete application requirements with proof of payment; verifies hard copies against online-submitted documents and, if found in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.	None	2 hour/s	• SEC Administrative Assistant I; Financial Analysis and Audit Department (FAAD) • SEC Administrative Assistant II; Financial Analysis and Audit Department (FAAD) • SEC Data Controller; Financial Analysis and Audit Department (FAAD)
	2.2. Prepares Certificate		4 hour/s	• SEC Administrative Assistant I; Financial Analysis and Audit Department (FAAD)

				• SEC Administrative Officer II; Financial Analysis and Audit Department (FAAD)
	2.3. Reviews the documents, signs, and approves the Certificate.		1 working day/s	• SEC Director III or Officer-in-Charge; Financial Analysis and Audit Department (FAAD)
	2.4. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.		1 hour/s	• SEC Administrative Assistant I; Financial Analysis and Audit Department (FAAD) • SEC Administrative Assistant II; Financial Analysis and Audit Department (FAAD) • SEC Data Controller; Financial Analysis and Audit Department (FAAD)
	2.5. Schedules and sends email notification to the applicant on the date of release of the certificate.		2 hour/s	• SEC Administrative Officer II; Financial Analysis and Audit Department (FAAD)
3. Present the Official Receipt and Appointment Letter. Then, fill out the logbook for released applications and claim the Certificates of Approval. **Location:**	3. Calls the name of the corporation, assists the client in filling out the logbook, and releases the Certificates of Approval.	None	2 hour/s	• SEC Administrative Assistant I; Financial Analysis and Audit Department (FAAD) • SEC Administrativ

FAAD Main Office, 18th Floor, SEC Headquarters, 7907 Makati Avenue, Makati City				e Assistant II; Financial Analysis and Audit Department (FAAD) • SEC Data Controller; Financial Analysis and Audit Department (FAAD)
Total Processing Time:	Working Days: 20 working day/s			
Total Processing Fee:	Total Standard Fee: None See other fees below			

Formula / Schedule of Fees

- **Increase of Capital Stock**

  ****For corporation with par value –**

  1/5 of 1% of the increase in capital stock but not less than P3,000.00 or the subscription price of the subscribed capital stock, whichever is higher

  ****For corporation without par value –**

  1/5 of 1% of the increase in capital stock computed at P100.00 per share but not less than P3,000.00 or the issue value of the subscribed capital stock, whichever is higher

- **Amended Articles of Incorporation**

  P1,010* (inclusive of Legal Research Fee)

- **Legal Research Fee**

  equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00

- **Documentary Stamp tax**

  P60.00

14. Increase of Capital Stock through payment other than cash through the eAMEND Portal for Domestic Stock Corporations Classified as Philippine National (other than OPC)

This service details the adopted online procedure and documentary requirements on application for increase of capital stock by way of Non Cash, but not limited to the following:

1. *Previously incurred indebtedness (e.g. conversion of advances into equity / conversion of deposit for future subscriptions)*
2. *Stock Dividend*
3. *Land, building / condominium units*
4. *Untitled Lands*
5. *Inventories / Furniture / Personal Properties*
6. *Heavy equipments and machineries*
7. *Shares of stock in another corporation*
8. *Motor Vehicles*
9. *Sea vessels / aircrafts*
10. *Intangibles*
11. *Net assets*
12. *Other assets or generally accepted forms of consideration necessary or convenient for its use and lawful purposes*

This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.

For the pre-processing of new applications, applicants who choose to file through the eAmend Portal must submit scanned copies of the notarized documents via the eAmend Portal. Applicants are advised to adhere to the prescribed steps outlined in the eAmend Portal for the proper uploading and submission of the required documents.

Alternatively, corporations that choose to submit their application via email may do so by sending all required documents directly to faad_application@sec.gov.ph. For detailed guidelines, please refer to the Citizen's Charter for Increase of Capital Stock through payment other than cash through electronic mail submission.

Office or Division:	Financial Analysis and Audit Department (FAAD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	

1. Unified Certification for Certificate of Increase of Capital Stock on: a. Certificate of Increase of Capital Stock; b. Director's Certificate; c. List of stockholders of record as of date of meeting approving the increase, indicating their nationalities and their respective subscribed and paid-up capital on the present authorized capital stock; d. Non-existence of intra-corporate dispute; e. Waiver of pre-emptive rights of non-subscribing shareholders (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Unified Certification for* ***Increase of Capital Stock*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Unified-Certification-for-Increase-in-Authorized.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
2. Treasurer's Affidavit (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download Treasurer's Affidavit through this link:* *https://www.sec.gov.ph/wp-content/uploads/2025/06/2025Forms_Treasurers-Affidavit.doc* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
3. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance from Monitoring Unit of Financial Analysis and Audit Department (FAAD) (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Financial Analysis and Audit Department (FAAD)
Remarks: *Monitoring Unit of Financial Analysis and Audit Department (FAAD) through the link:* • ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
B. For Financing and Lending Companies:	
B.1. Financing and Lending Companies Department (FLCD) Clearance	Securities and Exchange Commission (SEC) - Financing

(2) Photo Copy And (1) Original Copy	and Lending Companies Department (FLCD)

Remarks:

Financing and Lending Companies Department (FLCD) through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

C. For Listed and Public Companies:

C.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)

Remarks:

Corporate Governance and Finance Department (CGFD) through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

D. Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)

D.1. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Market and Securities Regulation Department (MSRD)

Remarks:

Market and Securities Regulation Department (MSRD) through the link:

eWATCH: *https://ewatch.sec.gov.ph/login*

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

E. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:

E.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector

Remarks:

To request, please refer to BSP Citizen's Charter through this link:
https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

F. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
F.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group
Remarks: *To request, please refer to IC Citizen's Charter through this link:* *https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G. Additional Requirement if the consideration for issuance of shares is in the form of Previously incurred indebtedness (e.g., conversion of advances into equity / conversion of deposit for future subscription)	
G.1. Deed of Assignment of advances / liabilities (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Deed of Assignment for **Advances** below:* *a. Sigle Assignor: https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Single-Assignor.docx* *b. Multiple Assignor: https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Multiple-Assignor.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
G.a. If the advances/liabilities is not yet reflected in the Audited Financial Statements (AFS):	
G.a.1. A report to be rendered by an Independent CPA on the verification of the advances to be converted to equity (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H. Additional Requirements if the payment for issuance of shares is by way of Stock Dividend:	
H.1. List of stockholders entitled to stock dividend with their respective outstanding shares and the allocation of stock dividend certified by the corporate secretary (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.2. Secretary's Certificate that on the basis of the computation of the Finance Officer, the allocation of stock dividends as indicated in the Certificate of Increase is in proportion to the shareholdings of stockholders as of date of meeting approving the dividend declaration or as of record date and the treatment of resulting fractional shares, if any, are true and correct. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.3. Reconciliation of Retained Earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 16 Series of 2023- Revised Guidelines on the Determination of Retained Earnings Available for Dividend Declaration through this link: https://www.sec.gov.ph/wp-content/uploads/2023/10/2023SEC-MC-No.-16,-s.-of-2023-Revised-Guidelines-on-the-Determination-of-Retained-Earnings%20-Available-for-Dividend-Declaration.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
H.a. In case the unappropriated retained earnings is not sufficient to warrant the dividend declaration:	
H.a.1. Secretary's Certificate on the Board's resolution to reverse the appropriated retained earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I. Additional Requirement if the consideration for issuance of shares is in the form of Land, buildings / condominium units:	
I.1. Detailed schedule of property showing the registered owner, location, area, TCT/CCT no., tax declaration number and the basis of transfer value (market value, assessed value or zonal value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the sample **Detailed Schedule for Land, Buldings/Condominium Units** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=405110855#gid=405110855* *Note:*	

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

I.2. Copy of TCT/CCT electronically certified and issued by Register of Deeds and tax declaration sheet certified Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

I.3. Deed of Assignment: a. Deed of Assignment; b. Certifying that the improvements are existing and in good condition ; c. Undertaking that the corporation will submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

*Download the Deed of Assignment for **Increase of Capital Stock_Land, Buildings / Condominium Units** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Land-Buildings-Condo.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

I.a. If transfer value is based on appraised value:

I.a.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

I.a.2. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

Download the Affidavit of Undertaking re Section 64 (watered stocks) below:

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

I.b. If property is mortgaged:

I.b.1. Mortgagee/creditor's certification on the outstanding loan balance and his/her written consent to the transfer of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.c. For assignment of buildings where assignor is not the owner of the land:	
I.c.1. Lease contract on the land and consent of the land owner to the transfer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J. Additional Requirement if the consideration for issuance of shares is in the form of Untitled Lands:	
J.1. Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least twenty (20) years and the possessor had introduced improvements thereon, if any (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.2. Duplicate original or certified true copies of the tax declaration sheets (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.3. Latest realty tax receipts (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.4. Affidavit by the transferor attesting the following: 1. Continuous and open possession of the property is located; 2.a. Existence (or non-existence) of easements over the untitled property; b. Kind/description of the easement and its location; and c. Whether the transferor is the dominant estate or the servient estate, by virtue of such easements 3. That the transferor/subscriber to answer for any liability that the corporation might incur by virtue of the acceptance of said property as paid-up capital) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the **Transferor Affidavit for Untitled Land** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-the-Transferor_Untitled-Lands.docx*	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

J.5. Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

J.6. Duplicate original or certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument affecting the property recorded in the Register of Deeds for the province of city where the land is situated (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

J.7. Clearance or certification from the Department of Agrarian Reform (DAR) attesting to the following: (a) There is no other claimant to the untitled land; (b) it has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party; or (c) The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Department of Agrarian Reform (DAR) - Department of Agrarian Reform (DAR)

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

J.8. Blue Print Survey of the Plan as approved by the Bureau of Lands (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

J.9. Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/ assessed value / zonal value or appraised value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

*Download the sample **Detailed Schedule of Untitled Lands** below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=508694029#gid=508694029

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*

- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

J.10. Deed of Assignment reflecting: a. Assignment of Untitled Lands; b. Undertaking to submit certified true copy of the original certificate of title in the name of the transferee-corporation within one (1) year from the date of receipt of the approval of the application) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

Download the Deed of Assignment for ***Increase of Capital Stock_Untitled Lands*** *below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Untitled-Lands.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

J.a. If transfer value is based on zonal value

J.a.1. Latest zonal valuation certified by BIR (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

J.b. If transfer value is based on appraised value

J.b.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

J.b.2. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

Download the Affidavit of Undertaking re Section 64 (watered stocks) below:

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

K. Additional Requirement if the consideration for issuance of shares is in the form of Inventories / Furniture / Personal Properties:

K.1. Detailed schedule of property showing the description and the basis of transfer value (market value or book value) certified under	Securities and Exchange Commission - Financial Analysis

oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	and Audit Department

Remarks:

*Download the sample **Detailed Schedule of Inventories / Furniture / Personal Properties** below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1666788899#gid=1666788899

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

K.2. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

*Download the Deed of Assignment for **Increase of Capital Stock_Inventories / Furniture / Personal Properties** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Inventories-Furniture-Personal-Properties.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

K.a. If transfer value is based on book value:

K.a.1. Special Audit Report by an Independent CPA on the verification and valuation of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

L. Additional Requirement if the consideration for issuance of shares is in the form of Heavy equipment and machinery:

L.1. Detailed schedule of the property showing the description and the transfer value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

*Download the sample **Detailed Schedule of Heavy Equipment and Machinery** below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1745725976#gid=1745725976

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*

- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

L.2. Appraisal report by a licensed appraiser (not more than 6-month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

L.3. Deed of Assignment reflecting: a. Assignment of Heavy Equipment and Machineries; b. Certification from the transferor stating that the properties are existing and in good condition) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

Download the Deed of Assignment for ***Increase of Capital Stock_Heavy Equipment and Machinery*** *below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Heavy-Equipment-and-Machinery.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

L.a. In case the heavy equipment and machinery qualify as real property as defined under the New Civil Code.

L.a.1. Copy of the latest required Tax Declaration Sheet certified by the Assessor's Office. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

L.a.2. Copy of the TCT / CCT of the land on which the heavy equipment and machinery are located certified by the Register of Deeds. (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

The original copy and photo copy will be submitted upon payment of the corresponding fees.

L.b. If the assignor is not the owner of the land on which the heavy equipment and machinery are located as defined under the New Civil Code.

L.b.1. Lease contract on the land and consent of the land owner to the transfer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

The original copy and photo copy will be submitted upon payment of the corresponding fees.

L.c. If the transfer value is based on appraised value:

L.c.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M. Additional Requirement if the consideration for issuance of shares is in the form of Shares of Stock:	
M.1. Detailed schedule of the shares of stock showing the stockholder, stock certificate number, no. of shares and the basis of transfer value (market or book value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the sample **Detailed Schedule of Shares of Stock** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1402851319#gid=1402851319* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.2. Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Information and Communications Technology Department (ICTD)
Remarks: *To be provided by the Company, in case the Company did not file* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.3. Deed of Assignment (a. Deed of Assignment ; b. Undertaking that the corporation will submit the required proof of transfer within the prescribed period). (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Shares of Stock** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Shares-of-Stocks.docx*	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

M.4. Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the assignor (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

M.5. Photocopy of the stock certificate (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Notes:

- *The original copy will be presented for verification during the processing stage.*
- *The two (2) photo copies will be submitted upon payment of the corresponding fees.*

Sub Situational Requirement/s

M.a. If listed in the Stock Exchange:

M.a.1. Latest market price quotation in the newspaper or certification from the stock exchange/broker as to latest market price of the shares of stock (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

N. Additional Requirement if by way of Motor Vehicles

N.1. Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

*Download the sample **Detailed Schedule of Motor Vehicle** below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=318133614#gid=318133614

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

N.2. Photocopy of certificate of registration and official receipt of annual registration fee (present original for verification)	Applicant / Client

(1) Original Copy And (2) Photo Copy And (1) Electronic Copy	
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
N.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.4. Deed of Assignment reflecting: a. Assignment of Motor Vehicles; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period; c. Certification from the transferor stating that the motor vehicles are existing and in good running condition (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Deed of Assignment for* ***Increase of Capital Stock_Motor Vehicle*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Motor-Vehicles.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
N.a. If the transfer value is based on appraised value:	
N.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O. Additional Requirement if by way of Sea Vessel / Aircraft:	
O.1. Detailed schedule of vessel/aircraft showing registered Owner, registry number, technical description and appraised value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks:	

*Download the sample **Detailed Schedule of Sea Vessel / Aircraft** below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1212106110#gid=1212106110

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

O.2. Certified true copy of the certificate of ownership (1) Certified True Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The certified true copy and photo copy will be submitted upon payment of the corresponding fees.

O.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

O.4. Certificate of seaworthiness/airworthiness issued by appropriate government agency (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

O.5. Deed of Assignment reflecting: a. Assignment of Sea Vessel/Aircraft; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

*Download the Deed of Assignment for **Increase of Capital Stock_Sea Vessel / Aircraft** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Sea-Vessels-aircrafts.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

O.a. If the transfer value is based on appraised value:

O.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

Download the Affidavit of Undertaking re Section 64 (watered stocks) below:

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

P. Additional Requirement if the consideration for issuance of shares is in the form of Intangibles:	
P.1. Photocopy of System Purchase Agreement or any proof of ownership (for software) (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
P.2. Copy of Certificate of Registration of Intellectual Property Rights and mining permit for mining claims/rights (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
P.3. Appraisal report by an accredited appraisal company or by a licensed Filipino mining engineer for mining claims/rights (not more than 6 months old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P.4. Deed of Assignment reflecting: a. Assignment of Intangibles; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Intangibles** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Intangibles.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
P.a. If the transfer value is based on appraised value:	
P.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx*	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.	
Q. Additional Requirement if the consideration for issuance of shares is in the form of Net Assets:	
Q.1. Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
Q.2. Deed of Assignment of the assets and liabilities (a. Deed of Assignment; b. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period). (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Net Assets** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Net-Assets.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q.3. List of creditors with the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q.4. Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the sample **Detailed Schedule of Net Asset** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1662940848#gid=1662940848* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

Q.5. Photocopy of the certificate of registration of the motor vehicles (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
Q.6. Copy of TCT/CCT electronically certified and issued by the Register of Deeds and tax declaration sheets certified by the Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q.7. Photocopy of stock certificates (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
Q.8. DTI Certificate of Registration (for single proprietorship) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of notarized requirements for new application to eAmend Portal. **Location:** **https://eamend.sec.gov.ph/** **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be	1.1. Verifies completeness of the required documents. Assigns the application to the FAAD specialist, if complete, then records the application.	**Formula Fees Breakdown:** Increase of Capital StockAmended Articles of Incorporation Legal Research FeeDocumentary Stamp tax	4 hour/s	• SEC Accounting Specialist I ; Financial Amendments and Compliance Division (FACD) • SEC Administrative Officer III; Financial Amendments and Compliance

submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the FAAD Specialist shall revert the application informing the client of the deficiencies. For submission of compliance documents, the client must upload the documents through the eAmend Portal. The assigned FAAD Specialist will proceed to Agency Step 1.2 • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant		1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.	8 working day/s	• Securities Specialist I; Financial Amendments and Compliance Division (FACD) • Securities Specialist II; Financial Amendments and Compliance Division (FACD) • Securities Financial Specialist I; Financial Amendments and Compliance Division (FACD) • Securities Financial Specialist II; Financial Amendments and Compliance Division (FACD) • SEC Administrative Officer IV; Financial Amendments and Compliance Division (FACD) • Securities Examiner III; Financial Amendments and Compliance Division (FACD)

corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20)	1.3. Reviews the Final Report and, if found in order, directs the FAAD Specialist to issue the Payment Assessment Form (PAF).		9 working day/s	• Securities Specialist II; Financial Amendments and Compliance Division (FACD) • SEC Administrative Officer IV; Financial Amendments and Compliance Division (FACD) • Securities Examiner III; Financial Amendments and Compliance Division (FACD) • Securities Financial Specialist IV; Financial Amendments and Compliance Division (FACD) • Assistant Director; Financial Amendments and Compliance Division (FACD)
	1.4. Issues the Payment Assessment Form (PAF) to the applicant.		1 hour/s	• Securities Specialist I; Financial Amendments and Compliance Division (FACD) • Securities Specialist II; Financial Amendments and Compliance Division (FACD)

working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given.				• Securities Financial Specialist I; Financial Amendments and Compliance Division (FACD) • Securities Financial Specialist II; Financial Amendments and Compliance Division (FACD) • SEC Administrative Officer IV; Financial Amendments and Compliance Division (FACD) • Securities Examiner III; Financial Amendments and Compliance Division (FACD)
2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip). **Location:** FAAD Main Office, 18th Floor, The SEC Headquarters, 7907 Makati Ave., Makati City **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the*	2.1. Receives complete application requirements with proof of payment; verifies hard copies against online-submitted documents and, if found in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.	None	2 hour/s	• SEC Administrative Assistant I; Financial Analysis and Audit Department (FAAD) • SEC Administrative Assistant II; Financial Analysis and Audit Department (FAAD) • SEC Data Controller; Financial Analysis and Audit Department (FAAD)

documents pre-processed online, except for audited financial statements)	2.2. Prepares and generates the Certificate		4 hour/s	• SEC Administrative Assistant I; Financial Analysis and Audit Department (FAAD) • SEC Administrative Officer II; Financial Analysis and Audit Department (FAAD)
	2.3. Reviews the documents, signs, and approves the Certificate.		1 working day/s	• SEC Director III or Officer-in-Charge; Financial Analysis and Audit Department (FAAD)
	2.4. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.		1 hour/s	• SEC Administrative Assistant I; Financial Analysis and Audit Department (FAAD) • SEC Administrative Assistant II; Financial Analysis and Audit Department (FAAD) • SEC Data Controller; Financial Analysis and Audit Department (FAAD)
	2.5. Tags the application for appointment through eAmend Portal indicating the date of release of the certificate.		2 hour/s	• SEC Administrative Officer II; Financial Analysis and Audit Department (FAAD)
3. Present the Official Receipt and Appointment	3. Calls the name of the corporation, assists the	None	2 hour/s	• SEC Administrativ

Letter. Then, fill out the logbook for released applications and claim the Certificates of Approval. **Location:** FAAD Main Office, 18th Floor, SEC Headquarters, 7907 Makati Avenue, Makati City	client in filling out the logbook, and releases the Certificates of Approval.			e Assistant I; Financial Analysis and Audit Department (FAAD) • SEC Administrative Assistant II; Financial Analysis and Audit Department (FAAD) • SEC Data Controller; Financial Analysis and Audit Department (FAAD)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Increase of Capital Stock**

  ****For corporation with par value –**

  1/5 of 1% of the increase in capital stock but not less than P3,000.00 or the subscription price of the subscribed capital stock, whichever is higher

  ****For corporation without par value –**

  1/5 of 1% of the increase in capital stock computed at P100.00 per share but not less than P3,000.00 or the issue value of the subscribed capital stock, whichever is higher

- **Amended Articles of Incorporation**

  P1,010* (inclusive of Legal Research Fee)

- **Legal Research Fee**

  equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00

- **Documentary Stamp tax**

  P60.00

15. Merger / Consolidation

This service details the adopted online procedure and documentary requirements on application for Merger / Consolidation pursuant to Section 75 to 79 of the Revised Corporation Code of the Philippines.

*This service is for all types of Domestic Stock and Non-Stock Corporations, including banks that are **not covered** by Joint Circular No. 1, series of 2022.*

If the merger is accompanied by application for increase of capital stock, comply also with the requirements for Increase of Capital Stock.

For consolidation, comply also with the requirements for registration of corporations.

For pre-processing of new applications, scanned copies of the required documents shall be submitted via e-mail through faad_application@sec.gov.ph

Office or Division:	Financial Analysis and Audit Department (FAAD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Corporations duly registered at Securities and Exchange Commission.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Articles of Merger / Consolidation (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *No Prescribed format. To be prepared by the Company in accordance with the Section 77 of the Revised Corporate Code of the Philippines.* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
2. Plan of Merger / Consolidation (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
3. Combined Notarized Secretary's Certificate a. List of stockholders/members of record of the constituent corporations	Securities and Exchange Commission - Financial Analysis

indicating their nationalities and respective subscribed and paid-up capital/contribution as of date of the meeting approving the merger/consolidation; b. Meeting of the Board of Directors and stockholders/Board of Trustees and members of the constituent corporations approving the merger/consolidation; c. Non-existence of intra-corporate dispute; d. List of stockholders/members of record of the surviving corporation after the merger; e. Certifying that on the basis of the computation of the Finance Officer, the allocation of shares to be received by the stockholders of the absorbed company/ies (in case of (merger) and consolidating companies (in case of consolidation) as indicated in the supporting documents in exchange for the net assets transferred to the surviving company/consolidated corporation is in proportion to the shareholdings of the stockholders of record and the treatment of fractional shares resulting from the distribution of shares, are true and correct (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	and Audit Department
Remarks: *Download the Combined Secretary's Certificate for **Merger** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Merger.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
4. Audited financial statements of the constituent corporations as of a date not earlier than 120 days prior to the date of filing of the application in accordance with PFRS 3 (Accounting Standard on Business Combination) (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Information and Communications Technology Department (ICTD)
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
5. Certification under oath by President, Finance Officer or Treasurer of the constituent corporations stating that all creditors as of cut-off date were informed regarding the merger/consolidation (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. If required under the Rules of PCC	
A.1. Notification letter by the parties to a merger addressed to the Philippine Competition Commission (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
B. If one or more of the constituent corporation(s) is/are insolvent:	

B.1. Publisher's Affidavit on publication of the merger or consolidation (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
C. For Corporations with Primary Licenses:	
C.1. Monitoring Clearance from Monitoring Unit of Financial Analysis and Audit Department (FAAD) (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Financial Analysis and Audit Department (FAAD)
Remarks: *Monitoring Unit of Financial Analysis and Audit Department (FAAD) through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
D. For Financing and Lending Companies:	
D.1. Financing and Lending Companies Department (FLCD) Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Financing and Lending Companies Department (FLCD)
Remarks: *Financing and Lending Companies Department (FLCD) through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
E. For Listed and Public Companies:	
E.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)
Remarks: *Corporate Governance and Finance Department (CGFD) through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
F. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance	

F.1. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Markets and Securities Regulation Department (MSRD)

Remarks:

Market and Securities Regulation Department (MSRD) through the link:

eWATCH: *https://ewatch.sec.gov.ph/login*

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

G. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:

G.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector

Remarks:

To request, please refer to BSP Citizen's Charter through this link:
https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

H. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:

H.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group

Remarks:

To request, please refer to IC Citizen's Charter through this link:

https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of complete requirements for new application. **Location:** faad_application@sec.gov.ph **Notes/Instruction:** • Electronic copies shall be initially evaluated. The	1. Checks the completeness once the online documents are found to be complete, the applicant shall be requested to submit one (1) original signed hard copy.	**Formula Fees** Breakdown: If Merger OnlyIf Merger with IncreaseIf ConsolidationLegal Research FeeDocumentary Stamp tax	1 working day/s	• SEC Accounting Specialist I; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD) • SEC Administrative Officer III; Mergers,

original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the FAAD Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via email. For submission of compliance documents, the client will directly send it to the assigned FAAD Specialist's e-mail. The assigned FAAD Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.2. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the					Consolidations, and Corporate Reorganization Division (MCCRD)

application will be returned to the applicant corporation and will be notified that the application is deemed terminated without prejudice to refiling. • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period.				
2. Submit the original signed hard copy. **Location:** FAAD Main Office, 18th Floor, The SEC Headquarters, 7907 Makati Ave., Makati City	2.1. Check the hard copies submitted once found to be complete and in order, receive the hard copy.	None	5 hour/s	• SEC Accounting Specialist I; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD)

	2.2. Records and assigns the application. Sends e-mail containing acknowledgement of application and name of the assigned FAAD Specialist.		2 hour/s	• SEC Accounting Specialist I; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD) • SEC Administrative Officer III; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD)
	2.3. Examines the documents submitted are complete in form and in substance, then prepares Final Report and forwards it to the Reviewing Specialist (legal and financial aspects) for review if compliant.		13 working day/s	• SEC Securities Specialist I; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD) • SEC Securities Specialist II; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD) • Securities Financial Specialist II; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD) • Securities Financial Specialist III; Mergers, Consolidations, and Corporate Reorganizati

				on Division (MCCRD) • SEC Securities Examiner II; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD) • Securities Examiner III; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD)
	2.4. Examines compliance with legal aspect, then forwards the application to Financial Reviewer.		5 working day/s	• SEC Securities Examiner II; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD) • Securities Counsel II; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD)
	2.5. Reviews financial aspects and signs the Final report and recommends issuance of the Payment Assessment Form (PAF).		16 working day/s	• Securities Financial Specialist IV; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD)
	2.6. Sends the Payment Assessment Form (PAF) to the applicant. Then, informs the applicant to submit the original/hard copy upon payment.		1 hour/s	• SEC Securities Specialist I; Mergers, Consolidations, and Corporate Reorganizati

				on Division (MCCRD) • Securities Specialist II; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD) • Securities Financial Specialist II; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD) • Securities Financial Specialist III; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD) • SEC Securities Examiner II; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD) • Securities Examiner III; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD)
3. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip).	3.1. Calls the name of the corporation, accepts the complete application requirements together with the proof of payment, and transmits these to the Receiving officer	None	2 hour/s	• SEC Administrative Assistant I; Financial Analysis and Audit Department (FAAD) • SEC Administrativ

Location: FAAD Main Office, 18th Floor, The SEC Headquarters, 7907 Makati Ave., Makati City **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements).*				e Assistant II; Financial Analysis and Audit Department (FAAD) • SEC Data Controller; Financial Analysis and Audit Department (FAAD)
	3.2. Compares the hard copies received with the scanned copies of the application documents and, upon verification that these are complete and in order, forwards the same to the officer responsible for the preparation of the Certificate. The Receiving Officer shall inform the applicant to await the scheduled appointment date for the release of the Certificate of Approval.		5 hour/s	• SEC Administrative Assistant I; Financial Analysis and Audit Department (FAAD) • SEC Administrative Assistant II; Financial Analysis and Audit Department (FAAD) • SEC Data Controller; Financial Analysis and Audit Department (FAAD)
	3.3. Prepares Certificate		1 working day/s	• SEC Administrative Assistant I; Financial Analysis and Audit Department (FAAD) • SEC Administrative Officer II; Financial Analysis and Audit Department (FAAD)
	3.4. Reviews the documents, signs, and approves the Certificate.		1 working day/s	• SEC Director III or Officer-in-Charge; Financial Analysis and Audit

				Department (FAAD)
	3.5. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.		5 hour/s	• SEC Administrative Assistant I; Financial Analysis and Audit Department (FAAD) • SEC Administrative Assistant II; Financial Analysis and Audit Department (FAAD) • SEC Data Controller; Financial Analysis and Audit Department (FAAD)
	3.6. Schedules and sends email notification to the applicant on date of release of the certificate.		2 hour/s	• SEC Administrative Officer II; Financial Analysis and Audit Department (FAAD)
4. Present the Official Receipt and Appointment Letter. Then, fill out the logbook for released applications and claim the Certificates of Approval. **Location:** FAAD Main Office, 18th Floor, SEC Headquarters, 7907 Makati Avenue, Makati City.	4. Calls the name of the corporation, assists the client in filling out the logbook, and releases the Certificates of Approval.	None	2 hour/s	• SEC Administrative Assistant I; Financial Analysis and Audit Department (FAAD) • SEC Administrative Assistant II; Financial Analysis and Audit Department (FAAD) • SEC Data Controller; Financial Analysis and Audit Department (FAAD)
Total Processing Time:		Working Days: 40 working day/s		

Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

- **If Merger Only**

  1/5 of 1% of the equity of the absorbed corporation/s but not less than PHP 3,000

- **If Merger with Increase**

  filing fee for increase in capital stock or filing fee for the Merger whichever is higher but not less than PHP 3,000.00

- **If Consolidation**

  1/5 of 1% of total equity of the constituent corporation or the filing fee for Articles of Incorporation whichever is higher but not less than PHP 3,000

- **Legal Research Fee**

  1% of the computed amount in 1.1 1.2, or 2, whichever is applicable, but not less than PHP 10.00

- **Documentary Stamp tax**

  PHP 30.00

16. Merger / Consolidation (For Banks)

This service details the adopted online procedure and documentary requirements on application for Merger / Consolidation for Banks. This process shall only apply to the applications for Mergers and Consolidation of Banks, which are non-notifiable to the Philippine Competition Commission and do not involve financial assistance from the Philippine Deposit Insurance Corporation under Section 22 (e) of Republic Act. No. 3591, as amended. For details, please refer to the Joint Circular No. 1, series of 2022 of SEC, BSP, PCC, PDIC and CDA for Implementing Guidelines for Streamlined Procedures for Applications for Mergers, Consolidations, and Acquisition of Banks.

If the merger is accompanied by application for increase of capital stock, comply also with the requirements for Increase of Capital Stock.

For consolidation, comply also with the requirements for registration of corporation

For pre-processing of new applications, scanned copies of the required documents shall be submitted via e-mail at mergersconsobanks_faad@sec.gov.ph

Office or Division:	Financial Analysis and Audit Department (FAAD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Banks which are non-notifiable to the Philippine Competition Commission and do not involve financial assistance from the Philippine Deposit Insurance Corporation
Operating Hours:	8:00 AM - 5:00 PM
Statute:	The Mergers and Consolidation for Banks are qualified for Multi-stage Processing pursuant to Joint Circular No. 1, series of 2022 of SEC, BSP, PCC, PDIC and CDA for Implementing Guidelines for Streamlined Procedures for Applications for Mergers, Consolidations, and Acquisition of Banks.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Articles of Merger / Consolidation (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *No Prescribed format. To be prepared by the Company in accordance with the Section 77 of the Revised Corporate Code of the Philippines.* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
2. Plan of Merger / Consolidation (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
3. Combined Notarized Secretary's Certificate a. List of stockholders/members of record of the constituent corporations	Securities and Exchange Commission - Financial Analysis

indicating their nationalities and respective subscribed and paid-up capital/contribution as of date of the meeting approving the merger/consolidation; b. Meeting of the Board of Directors and stockholders/Board of Trustees and members of the constituent corporations approving the merger/consolidation; c. Non-existence of intra-corporate dispute; d. List of stockholders/members of record of the surviving corporation after the merger; e. Certifying that on the basis of the computation of the Finance Officer, the allocation of shares to be received by the stockholders of the absorbed company/ies (in case of (merger) and consolidating companies (in case of consolidation) as indicated in the supporting documents in exchange for the net assets transferred to the surviving company/consolidated corporation is in proportion to the shareholdings of the stockholders of record and the treatment of fractional shares resulting from the distribution of shares, are true and correct. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	and Audit Department
Remarks: *Download the Combined Secretary's Certificate for* ***Merger*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Merger.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
4. Audited financial statements of the constituent corporations as of a date not earlier than 120 days prior to the date of filing of the application in accordance with PFRS 3 (Accounting Standard on Business Combination) (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Information and Communications Technology Department (ICTD)
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
5. Certification under oath by President, Finance Officer or Treasurer of the constituent corporations stating that all creditors as of cut-off date were informed regarding the merger/consolidation (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
6. Monitoring Clearance from Monitoring Unit of Financial Analysis and Audit Department (FAAD) (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Financial Analysis and Audit Department (FAAD)
Remarks: *Monitoring Unit of Financial Analysis and Audit Department (FAAD) through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	

7. Certificate of Authority to Register (CoAR) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. If one or more of the constituent corporation(s) is/are insolvent:	
A.1. Publisher's Affidavit on publication of the merger or consolidation (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of complete requirements for new application **Location:** mergersconsobanks_faad@sec.gov.ph **Notes/Instruction:** • If the MCA application is found to be for compliance during the completeness check stage, the FAAD Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via the official email of FAAD for MCA applications, within which the Proponent Banks shall have fifteen (15) calendar days from receipt of the notice to submit/comply with any noted deficiencies;	1.1. Receives the required documents, checks the completeness, and records the application. Sends e-mail containing acknowledgement of application and name of the assigned FAAD Specialist	**Formula Fees** Breakdown: If Merger Only If Merger with IncreaseIf ConsolidationLegal Research FeeDocumentary Stamp tax	5 hour/s	• SEC Accounting Specialist I; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD)
	1.2. Acknowledges the assigned application for pre-processing.		3 hour/s	• SEC Securities Specialist I; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD) • Securities Specialist II; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD) • Securities Financial Specialist II; Mergers, Consolidations, and Corporate

• If upon evaluation, the MCA application does not meet the requirements of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the MCA application will be returned and the Proponent Banks will be notified that the MCA application is deemed withdrawn and/or terminated without prejudice to refiling. • For leniency, if the noted deficiencies are found to be minor and can be complied with by the Proponent Banks within the 20-day period of evaluation proper, the SEC will continue the processing of the MCA application.				Reorganization Division (MCCRD) • Securities Financial Specialist III; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD) • Securities Examiner II; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD) • Securities Examiner III; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD)
	1.3. Assesses the Completeness of Documents and issues a Notice of Complete Submission if documentary requirements are complete, then waits for the same from the other Agencies (BSP, PCC, PDIC, or CDA) before the evaluation shall commence.		7 working day/s	• SEC Securities Specialist I; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD) • SEC Securities Specialist II; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD) • Securities Financial Specialist II; Mergers, Consolidations, and Corporate Reorganizati

				on Division (MCCRD) • Securities Financial Specialist III; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD) • Securities Examiner II; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD) • Securities Examiner III; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD)
	1.4. Examines whether the documents submitted are complete in substance and compliant with the applicable Rules and Regulations, then prepares the final report and submits it to the reviewer of legal aspect.		9 working day/s	• SEC Securities Specialist I; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD) • Securities Specialist II; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD) • Securities Financial Specialist II; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD)

				• Securities Financial Specialist III; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD) • Securities Examiner II; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD) • Securities Examiner III; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD)
	1.5. Examines compliance with legal requirements, then forwards it to the financial aspect reviewer.		2 working day/s	• Securities Examiner II; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD) • Securities Counsel II; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD)
	1.6. Reviews and signs the Final report and then returns to the assigned FAAD Specialist for issuance of Notification Letter to the BSP on the Proponent Banks' compliance with the Revised Corporation Code and applicable Rules and Regulations.		8 working day/s	• Securities Financial Specialist IV; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD)

	1.7. Drafts the Notification Letter to the BSP on the Proponent Banks' compliance with the Revised Corporation Code and applicable Rules and Regulations and and forwards to the FAAD Director for signature.		2 hour/s	• SEC Accounting Specialist I; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD)
	1.8. Signs the Notification Letter to the BSP on the Proponent Banks' compliance with the Revised Corporation Code and applicable Rules and Regulations		2 hour/s	• SEC Director III or Officer-in-Charge; Financial Analysis and Audit Department (FAAD)
	1.9. Sends the Notification Letter to the BSP on the Proponent Banks' compliance with the Revised Corporation Code and applicable Rules and Regulations		2 hour/s	• SEC Accounting Specialist I; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD)
	1.10. Sends the Payment Assessment Form (PAF) to the applicant upon receipt of Certificate of Authority to Register (CoAR) from BSP. Then, informs the applicant to submit the original/hard copy upon payment.		2 hour/s	• SEC Securities Specialist I; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD) • Securities Specialist II; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD) • Securities Financial Specialist II; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD)

				• Securities Financial Specialist III; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD) • Securities Examiner II; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD) • Securities Examiner III; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD)
2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip). **Location:** FAAD Main Office, 18th Floor, The SEC Headquarters, 7907 Makati Ave., Makati City **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)*	2.1. Calls the name of the corporation, accepts the complete application requirements together with the proof of payment, and transmits these to the Receiving officer	None	2 hour/s	• SEC Administrative Assistant I; Financial Analysis and Audit Department (FAAD) • SEC Administrative Assistant II; Financial Analysis and Audit Department (FAAD) • SEC Data Controller; Financial Analysis and Audit Department (FAAD)
	2.2. Compares the hard copies received with the scanned copies of the application documents and, upon verification that these are complete and in order, forwards the same to the officer		4 hour/s	• SEC Administrative Assistant I; Financial Analysis and Audit Department (FAAD)

	responsible for the preparation of the Certificate. The Receiving Officer shall inform the applicant to await the scheduled appointment date for the release of the Certificate of Approval.		• SEC Administrative Assistant II; Financial Analysis and Audit Department (FAAD) • SEC Data Controller; Financial Analysis and Audit Department (FAAD)
	2.3. Prepares Certificate	4 working day/s	• SEC Administrative Assistant I; Financial Analysis and Audit Department (FAAD) • SEC Administrative Officer II; Financial Analysis and Audit Department (FAAD)
	2.4. Reviews the certificate.	3 working day/s	• Securities Financial Specialist IV; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD)
	2.5. Reviews the documents, signs, and approves the Certificate.	4 working day/s	• SEC Director III or Officer-in-Charge; Financial Analysis and Audit Department (FAAD)
	2.6. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.	6 hour/s	• SEC Data Controller; Financial Analysis and Audit Department (FAAD)

	2.7. Schedules and sends email notification to the applicant on date of release of the certificate.		1 working day/s	• SEC Administrative Officer II; Financial Analysis and Audit Department (FAAD)
3. Present the Official Receipt and Appointment Letter. Then fill up the log book of released applications and receive the Certificates of Approval. **Location:** FAAD Main Office, 18th Floor, The SEC Headquarters, 7907 Makati Ave., Makati City	3. Calls the name of the corporation, assists the client in filling out the logbook, and releases the Certificates of Approval.	None	4 hour/s	• SEC Administrative Assistant I; Financial Analysis and Audit Department (FAAD) • SEC Administrative Assistant II; Financial Analysis and Audit Department (FAAD) • SEC Data Controller; Financial Analysis and Audit Department (FAAD)
Total Processing Time:		Working Days: 42 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **If Merger Only**

  1/5 of 1% of the equity of the absorbed corporation/s but not less than PHP 3,000

- **If Merger with Increase**

  filing fee for increase in capital stock or filing fee for the Merger whichever is higher but not less than PHP 3,000.00

- **If Consolidation**

  1/5 of 1% of total equity of the constituent corporation or the filing fee for Articles of Incorporation whichever is higher but not less than PHP 3,000

- **Legal Research Fee**

  1% of the computed amount in 1.1 1.2, or 2, whichever is applicable, but not less than PHP 10.00

- **Documentary Stamp tax**

  PHP 30.00

17. Property Dividend Declaration for Domestic Stock Corporations Classified as Philippine National

This service details the adopted online procedure and documentary requirements on application for approval of Property Dividend Declaration pursuant to Section 42 of the Revised Corporation Code of the Philippines.

This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.

For pre-processing of new applications, scanned copies of the required documents shall be submitted through the following:

- ***Electronic mail:*** *faad_application@sec.gov.ph*
- ***iMessage:*** *imessage.sec.gov.ph*

Office or Division:	Financial Analysis and Audit Department (FAAD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Combined Notarized Secretary's Certificate a. Board of directors' resolution declaring the property dividend; b. List of stockholders with their respective nationalities, subscribed and paid up capital stock as of the date of meeting approving the declaration of property dividend together with the allocation of property dividend; c. Board Resolution as to the reversal of appropriated retained earnings to unappropriated retained earnings, if applicable; d. Non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

Download the Combined Secretary's Certificate for ***Property Dividend Declaration for Domestic Stock Corporations Classified as Philippine National*** *below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Property-Dividend.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.	
2. Detailed schedule of the property account appearing in the audited financial statements certified by the company accountant of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
3. Certification by the President that the property(ies) for dividend declaration is/are no longer needed in the operation of the company (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
4. Reconciliation of Retained Earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 16 Series of 2023- Revised Guidelines on the Determination of Retained Earnings Available for Dividend Declaration through this link: https://www.sec.gov.ph/wp-content/uploads/2023/10/2023SEC-MC-No.-16,-s.-of-2023-Revised-Guidelines-on-the-Determination-of-Retained-Earnings%20-Available-for-Dividend-Declaration.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. In case where the property declared is in the form of investment in shares of another corporation	
A.1. A certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the applicant corporation (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
B. For Corporations with Primary Licenses:	
B.1. Monitoring Clearance from Monitoring Unit of Financial Analysis and Audit Department (FAAD) (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Financial Analysis and Audit Department (FAAD)

Remarks: *Monitoring Unit of Financial Analysis and Audit Department (FAAD) through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
C. For Financing and Lending Companies:	
C.1. Financing and Lending Companies Department (FLCD) Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Financing and Lending Companies Department (FLCD)
Remarks: *Financing and Lending Companies Department (FLCD) through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
D. For Listed and Public Companies:	
D.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)
Remarks: *Corporate Governance and Finance Department (CGFD) through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
E. Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
E.1. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Markets and Securities Regulation Department (MSRD)
Remarks: *Markets and Securities Regulation Department (MSRD) through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

F. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
F.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector
Remarks: *To request, please refer to BSP Citizen's Charter through this link:* *https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
G.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group
Remarks: *To request, please refer to IC Citizen's Charter through this link:* *https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of complete requirements for new application **Location:** • **Electronic mail:** faad_monitoring@sec.gov.ph OR • **iMessage:** imessage.sec.gov.ph **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be	1.1. Verifies completeness of the required documents, receives and records the application if complete, and sends an email confirming receipt and identifying the assigned FAAD Specialist.	**Formula Fees** Breakdown: Property DividendLegal Research FeeDocumentary Stamp tax	4 hour/s	• SEC Accounting Specialist I; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD) • SEC Administrative Officer III; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD)

advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the FAAD Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via email or imessage. For submission of compliance documents, the client will directly send it to the assigned FAAD Specialist's e-mail imessage. The assigned FAAD Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.2. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		8 working day/s	• Securities Specialist II; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD) • Securities Financial Specialist II; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD) • Securities Financial Specialist III; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD) • Securities Examiner II; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD) • Securities Examiner III; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD)

application is deemed disapproved without prejudice to refiling. • The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations. • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional				
	1.3. Reviews the Final Report and, if found in order, directs the FAAD Specialist to issue the Payment Assessment Form (PAF).		9 working day/s	• Securities Financial Specialist IV; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD)
	1.4. Sends the Payment Assessment Form (PAF) to the applicant. Then, informs the applicant to submit the original/hard copy upon payment.		1 hour/s	• Securities Specialist II; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD) • Securities Financial Specialist II; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD) • Securities Financial Specialist III; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD) • Securities Examiner II; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD) • Securities Examiner III; Mergers, Consolidations, and

circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given).				Corporate Reorganization Division (MCCRD)
2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip). **Location:** FAAD Main Office, 18th Floor, The SEC Headquarters, 7907 Makati Ave., Makati City **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)*	2.1. Receives complete application requirements with proof of payment; verifies hard copies against online-submitted documents and, if found in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.	None	2 hour/s	• SEC Administrative Assistant I; Financial Analysis and Audit Department (FAAD) • SEC Administrative Assistant II; Financial Analysis and Audit Department (FAAD) • SEC Data Controller; Financial Analysis and Audit Department (FAAD)
	2.2. Prepares Certificate		4 hour/s	• SEC Administrative Assistant I; Financial Analysis and Audit Department (FAAD) • SEC Administrative Officer II; Financial Analysis and Audit Department (FAAD)

	2.3. Reviews the documents, signs, and approves the Certificate.		1 working day/s	• SEC Director III or Officer-in-Charge; Financial Analysis and Audit Department (FAAD)
	2.4. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.		1 hour/s	• SEC Administrative Assistant I; Financial Analysis and Audit Department (FAAD) • SEC Administrative Assistant II; Financial Analysis and Audit Department (FAAD) • SEC Data Controller; Financial Analysis and Audit Department (FAAD)
	2.5. Schedules and sends email notification to the applicant on date of release of the certificate.		2 hour/s	• SEC Administrative Officer II; Financial Analysis and Audit Department (FAAD)
3. Present the Official Receipt and Appointment Letter. Then, fill out the logbook for released applications and claim the Certificates of Approval. **Location:** FAAD Main Office, 18th Floor, SEC Headquarters, 7907 Makati Avenue, Makati City	3. Calls the name of the corporation, assists the client in filling out the logbook, and releases the Certificates of Approval.	None	2 hour/s	• SEC Administrative Assistant I; Financial Analysis and Audit Department (FAAD) • SEC Administrative Assistant II; Financial Analysis and Audit Department (FAAD) • SEC Data Controller; Financial

				Analysis and Audit Department (FAAD)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Property Dividend**

  1/5 of 1% of the value of the property being distributed as dividend but not less than P1,000.00

- **Legal Research Fee**

  1% of the amount computed in item 1 but not less than P10.00

- **Documentary Stamp tax**

  P30.00

18. Quasi-Reorganization for Domestic Stock Corporations Classified as Philippine National

This service details the adopted online procedure and documentary requirements on application for Quasi-Reorganization.

This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.

For pre-processing of new applications, scanned copies of the required documents shall be submitted through the following:

- ***Electronic mail:*** *faad_application@sec.gov.ph*
- ***iMessage:*** *imessage.sec.gov.ph*

Office or Division:	Financial Analysis and Audit Department (FAAD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Combined Notarized Secretary's Certificate a. Request of Application; b. Board resolution approving the quasi reorganization plan; c. Non-existence of intra-corporate dispute; d. Affidavit of undertaking to Comply with the Guidelines for Quasi-Reorganization) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Combined Secretary's Certificate for* ***Quasi-Reorganization for Domestic Stock Corporations Classified as Philippine National*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Quasi-Reorganization.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
2. Certification by the President that the appraised properties are directly needed and actually used in business.	Applicant / Client

(1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
3. Projected Financial Statements for the next five (5) years certified by the Company Accountant (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
4. Analysis of the revaluation increment certified by the company account (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
5. Schedule showing the details of appraised properties certified by the company accountant (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. If appraisal increment is not yet reflected in the audited financial statements	
A.1. Appraisal report of the fixed assets (real properties, permanently installed fixed assets and machineries and equipment directly needed and actually used in the business) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
B. For Corporations with Primary Licenses:	
B.1. Monitoring Clearance from Monitoring Unit of Financial Analysis and Audit Department (FAAD) (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Financial Analysis and Audit Department (FAAD)
Remarks: *Monitoring Unit of Financial Analysis and Audit Department (FAAD) through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	

C. For Financing and Lending Companies:	
C.1. Financing and Lending Companies Department (FLCD) Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Financing and Lending Companies Department (FLCD)
Remarks: *Financing and Lending Companies Department (FLCD) through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
D. For Listed and Public Companies:	
D.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)
Remarks: *Corporate Governance and Finance Department (CGFD) through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
E. Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
E.1. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Markets and Securities Regulation Department (MSRD)
Remarks: *Markets and Securities Regulation Department (MSRD) through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
F. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
F.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector
Remarks: *To request, please refer to BSP Citizen's Charter through this link:* *https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx*	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

G. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
G.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group

Remarks:

To request, please refer to IC Citizen's Charter through this link:

https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of complete requirements for new application **Location:** • **Electronic mail:** faad_monitoring@sec.gov.ph OR • **iMessage:** imessage.sec.gov.ph **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-	1.1. Verifies completeness of the required documents, receives and records the application if complete, and sends an email confirming receipt and identifying the assigned FAAD Specialist.	**Formula Fees** Breakdown: Quasi-Reorganization Legal Research FeeDocumentary Stamp tax	4 hour/s	• SEC Accounting Specialist I; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD) • SEC Administrative Officer III; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD)
	1.2. Reviews online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		8 working day/s	• Securities Specialist II; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD) • Securities Financial Specialist II;

processing stage or review stage, the FAAD Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via email or imessage. For submission of compliance documents, the client will directly send it to the assigned FAAD Specialist's e-mail imessage. The assigned FAAD Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.2. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The foregoing service may be deemed approved				Mergers, Consolidations, and Corporate Reorganization Division (MCCRD) • Securities Financial Specialist III; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD) • Securities Examiner II; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD) • Securities Examiner III; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD)

pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations. • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of	1.3. Reviews the Final Report and, if found in order, directs the FAAD Specialist to issue the Payment Assessment Form (PAF).		9 working day/s	• Securities Financial Specialist IV; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD)
	1.4. Sends the Payment Assessment Form (PAF) to the applicant. Then, informs the applicant to submit the original/hard copy upon payment.		1 hour/s	• Securities Specialist II; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD) • Securities Financial Specialist II; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD) • Securities Financial Specialist III; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD) • Securities Examiner II; Mergers, Consolidations, and Corporate Reorganization Division (MCCRD) • Securities Examiner III; Mergers, Consolidations, and Corporate Reorganizati

another 20 working days in processing time, provided that a proper notice to the applicant was given).				on Division (MCCRD)
2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip). **Location:** FAAD Main Office, 18th Floor, The SEC Headquarters, 7907 Makati Ave., Makati City **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)*	2.1. Receives complete application requirements with proof of payment; verifies hard copies against online-submitted documents and, if found in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.	None	2 hour/s	• SEC Administrative Assistant I; Financial Analysis and Audit Department (FAAD) • SEC Administrative Assistant II; Financial Analysis and Audit Department (FAAD) • SEC Data Controller; Financial Analysis and Audit Department (FAAD)
	2.2. Prepares Certificate		4 hour/s	• SEC Administrative Assistant I; Financial Analysis and Audit Department (FAAD) • SEC Administrative Officer II; Financial Analysis and Audit Department (FAAD)
	2.3. Reviews the documents, signs, and approves the Certificate.		1 working day/s	• SEC Director III or Officer-in-Charge;

				Financial Analysis and Audit Department (FAAD)
	2.4. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.		1 hour/s	• SEC Administrative Assistant I; Financial Analysis and Audit Department (FAAD) • SEC Administrative Assistant II; Financial Analysis and Audit Department (FAAD) • SEC Data Controller; Financial Analysis and Audit Department (FAAD)
	2.5. Schedules and sends email notification to the applicant on date of release of the certificate.		2 hour/s	• SEC Administrative Officer II; Financial Analysis and Audit Department (FAAD)
3. Present the Official Receipt and Appointment Letter. Then, fill out the logbook for released applications and claim the Certificates of Approval. **Location:** FAAD Main Office, 18th Floor, SEC Headquarters, 7907 Makati Avenue, Makati City	3. Calls the name of the corporation, assists the client in filling out the logbook, and releases the Certificates of Approval.	None	2 hour/s	• SEC Administrative Assistant I; Financial Analysis and Audit Department (FAAD) • SEC Administrative Assistant II; Financial Analysis and Audit Department (FAAD) • SEC Data Controller; Financial Analysis and Audit

				Department (FAAD)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Quasi-Reorganization**

  P5,000.00

- **Legal Research Fee**

  1% of the amount computed in item 1 but not less than P10.00

- **Documentary Stamp tax**

  P30.00

19. Reclassification / Declassification / Conversion of Shares / Change in par value for Domestic Stock Corporations Classified as Philippine National

This service details the adopted online procedure and documentary requirements on application for Reclassification, Declassification, Conversion of Shares, or Change in par value pursuant to Section 6 and 15 of the Revised Corporation Code of the Philippines.

This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National , please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.

For pre-processing of new applications, scanned copies of the required documents shall be submitted via e-mail through faad_application@sec.gov.ph or imessage through imessage.sec.gov.ph.

Office or Division:	Financial Analysis and Audit Department (FAAD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National , please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Directors' certificate (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Financial Analysis and Audit Department (FAAD)
Remarks: *Download Director's Certificate through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
2. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
3. Combined Notarized Secretary's Certificate (a. List of stockholders showing the names, nationalities and stockholdings before and after	Securities and Exchange Commission - Financial Analysis

the reclassification/declassification/conversion/change in par value ; b.Treatment on resulting fractional shares; c. Non-existence of intra-corporate dispute) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	and Audit Department

Remarks:

*Download the **Combined Notarized Secretary's for Reclassification / Conversion of Shares** Certificate below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Reclassification.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

For Situational Requirement

A. For Corporations with Primary Licenses:

A.1. Monitoring Clearance from Monitoring Unit of Financial Analysis and Audit Department (FAAD) (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Financial Analysis and Audit Department (FAAD)

Remarks:

Monitoring Unit of Financial Analysis and Audit Department (FAAD) through the link:

***eWATCH:** https://ewatch.sec.gov.ph/login*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

B. For Financing and Lending Companies:

B.1. Financing and Lending Companies Department (FLCD) Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Financing and Lending Companies Department (FLCD)

Remarks:

Financing and Lending Companies Department (FLCD) through the link:

***eWATCH:** https://ewatch.sec.gov.ph/login*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

C. For Listed and Public Companies:

C.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)

Remarks:

Corporate Governance and Finance Department (CGFD) through the link:

***eWATCH:** https://ewatch.sec.gov.ph/login*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

D. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
D.1. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Market and Securities Regulation Department (MSRD)

Remarks:

Market and Securities Regulation Department (MSRD) through the link:

eWATCH: *https://ewatch.sec.gov.ph/login*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

E. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
E.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector

Remarks:

To request, please refer to BSP Citizen's Charter through this link:
https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

F. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
F.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group

Remarks:

To request, please refer to IC Citizen's Charter through this link:

https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)

1. Submit the electronic copy of complete requirements for new application. **Location:** • **Electronic mail:** faad_monitoring@sec.gov.ph OR • **iMessage:** imessage.sec.gov.ph **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the FAAD Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via email or imessage. For submission of compliance documents, the client will directly send it to the assigned FAAD Specialist's e-mail or imessage. The assigned FAAD Specialist will acknowledge the	1.1. Receives the required documents, checks if everything is complete, and records the application if it is. Then, assigns the application to the FAAD Specialist.	**Formula Fees** Breakdown: Amended Articles of IncorporationLegal Research FeeDocumentary Stamp tax	4 hour/s	• SEC Accounting Specialist I; Financial Amendments and Compliance Division (FACD) • SEC Administrative Officer III; Financial Amendments and Compliance Division (FACD)
	1.2. Reviews online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		8 working day/s	• Securities Specialist I; Financial Amendments and Compliance Division (FACD) • Securities Specialist II; Financial Amendments and Compliance Division (FACD) • Securities Financial Specialist I; Financial Amendments and Compliance Division (FACD) • Securities Financial Specialist II; Financial Amendments and Compliance Division (FACD) • SEC Administrative Officer IV;

receipt of compliance documents then proceed to Agency Step 1.4. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations				Financial Amendments and Compliance Division (FACD) • Securities Examiner III; Financial Amendments and Compliance Division (FACD)
	1.3. Reviews the Final Report and, if found in order, directs the FAAD Specialist to issue the Payment Assessment Form (PAF).		9 working day/s	• Securities Financial Specialist IV; Financial Amendments and Compliance Division (FACD) • Assistant Director; Financial Amendments and Compliance Division (FACD)
	1.4. Issues the Payment Assessment Form (PAF) to the applicant. Then, informs the applicant to submit the original/hard copy upon payment.		1 hour/s	• Securities Specialist I; Financial Amendments and Compliance Division (FACD) • Securities Specialist II; Financial Amendments and Compliance

• The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)				Division (FACD) • Securities Financial Specialist I; Financial Amendments and Compliance Division (FACD) • Securities Financial Specialist II; Financial Amendments and Compliance Division (FACD) • SEC Administrative Officer IV; Financial Amendments and Compliance Division (FACD) • Securities Examiner III; Financial Amendments and Compliance Division (FACD)
2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip). **Location:** FAAD Main Office, 18th Floor, The SEC	2.1. Receives complete application requirements with proof of payment; verifies hard copies against online-submitted documents and, if found in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.	None	2 hour/s	• SEC Administrative Assistant I; Financial Analysis and Audit Department (FAAD) • SEC Administrative Assistant II; Financial Analysis and Audit

Headquarters, 7907 Makati Ave., Makati City **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)*				Department (FAAD) • SEC Data Controller; Financial Analysis and Audit Department (FAAD)
	2.2. Prepares the Certificate		4 hour/s	• SEC Administrative Assistant I; Financial Analysis and Audit Department (FAAD) • SEC Administrative Officer II; Financial Analysis and Audit Department (FAAD)
	2.3. Reviews the documents, signs, and approves the Certificate.		1 working day/s	• SEC Director III or Officer-in-Charge; Financial Analysis and Audit Department (FAAD)
	2.4. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.		1 hour/s	• SEC Data Controller; Financial Analysis and Audit Department (FAAD)
	2.5. Schedules and sends email notification to the applicant on the date of release of the certificate.		2 hour/s	• SEC Administrative Officer II; Financial Analysis and Audit Department (FAAD)
3. Present the Official Receipt and Appointment Letter.Then, fill out the logbook for released applications and claim the Certificates of Approval. **Location:**	3. Calls the name of the corporation, assists the client in filling out the logbook, and releases the Certificates of Approval.	None	2 hour/s	• SEC Administrative Assistant I; Financial Analysis and Audit Department (FAAD)

FAAD Main Office, 18th Floor, SEC Headquarters, 7907 Makati Avenue, Makati City				• SEC Administrative Assistant II; Financial Analysis and Audit Department (FAAD) • SEC Data Controller; Financial Analysis and Audit Department (FAAD)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Amended Articles of Incorporation**

  P2,000.00

- **Legal Research Fee**

  1% of the amount computed in item 1 but not less than P10.00

- **Documentary Stamp tax**

  P30.00

20. Requests for Monitoring Clearance of Corporations with applications filed before the Financial Analysis and Audit Department (FAAD)

This service details the adopted online procedure and documentary requirements on application for Monitoring Clearance of Corporations with application under FAAD, except: publicly-listed corporations and corporations with secondary license; regular monitoring of Foreign Corporations (Branch Offices, Representative Offices, Regional Area Headquarters and Regional Operating Headquarters) and foundations.

Guidelines on the Imposition of fines or penalties for non-compliance with reportorial requirements; Memorandum Circular No. 06, series of 2024; Memorandum Circular No. 8, series of 2009 (MC8-2009); Amended rules governing the distribution of excess profits of corporation; Memorandum Circular No. 8, Series of 1998 (MC8-1998); and Office Order No. 298, Series of 2010; Memorandum Circular No. 28, Series of 2020; Memorandum Circular No. 10, Series of 2026.

For pre-processing of new applications, scanned copies of the required documents shall be submitted through the Electronic Workbench and Analytics Technical Computing Hub (eWATCH): ***https://dev-ewatch.sec.gov.ph/login***

Office or Division:	Financial Analysis and Audit Department (FAAD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service details the adopted online procedure and documentary requirements on application for Monitoring Clearance of Corporations with application under FAAD, except: publicly-listed corporations and corporations with secondary license; regular monitoring of Foreign Corporations (Branch Offices, Representative Offices, Regional Area Headquarters and Regional Operating Headquarters) and foundations.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Latest due Financial Statements (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department (FAAD)
Remarks: *Note: If the documentary requirement is unavailable in our system, the assigned FAAD Monitoring Specialist will request the corporation to submit a copy.*	
2. Latest due General Information Sheet (GIS) (1) Electronic Copy	Securities and Exchange Commission (SEC) - Financial Analysis and Audit Department (FAAD)

Remarks: ***Note: If the documentary requirement is unavailable in our system, the assigned FAAD Monitoring Specialist will request the corporation to submit a copy.***	
Sub Requirement	
2.A. FOR ONE PERSON CORPORATION	
2.A.1. Form for Appointment of Officers for One Person Corporation (1) Electronic Copy	Securities and Exchange Commission (SEC) - Financial Analysis and Audit Department (FAAD)
Remarks: ***Note: If the documentary requirement is unavailable in our system, the assigned FAAD Monitoring Specialist will request the corporation to submit a copy.***	
For Situational Requirement	
A. If the initial General Information Sheet has deficiencies	
A.1. Amended General Information Sheet (1) Electronic Copy	Securities and Exchange Commission (SEC) - Financial Analysis and Audit Department (FAAD)
Remarks: ***Note: If the documentary requirement is unavailable in our system, the assigned FAAD Monitoring Specialist will request the corporation to submit a copy.***	
B. Additional requirements upon evaluation, if needed	
B.1. Secretary's Certificate (No-Intra Corporate Dispute/Clarification/explaining the double filing of General Information Sheet) (1) Original Copy And (1) Electronic Copy	Applicant / Client
B.2. Affidavit (Anti-Dummy Law/one and the same/auditor) (1) Original Copy And (1) Electronic Copy	Applicant / Client
B.3. OGA Acknowledgment (functional currency) (1) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Office of the General Accountant (OGA)
B.4. Surety Bond (1) Original Copy And (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Apply through eWATCH and submit the electronic copy of required documents. **Location:**	1.1. Assigns the application	None	4 hour/s	• SEC Administrative Officer II; Financial Analysis and Audit

Please send your request through: • **eWATCH:** https://dev-ewatch.sec.gov.ph/login **Notes/Instruction:** • If a problem/error is encountered by the client during Step 1, they will create a ticket through the iMessage Portal, which will then be automatically transferred by the system to the appropriate Department. • If during the monitoring procedure there is/are deficiency/ies found, the FAAD Monitoring Specialist will prepare a monitoring sheet with tentative assessment and the deficiencies to be complied with by the applicant-corporation, and issue it to their transacting-representative via eWATCH. The applicant-corporation then has seven (7) days from receipt of the tentative monitoring sheet to resubmit the application; otherwise, the request will be tagged as cancelled without prejudice to refiling. For submission of compliance documents, the client will directly upload to https://dev-				Department (FAAD) • Securities Examiner II; Financial Analysis and Audit Department (FAAD)
	1.2. Determines possible compliance, deficiencies, and violations and prepares Monitoring Sheet (MS).		7 working day/s	• SEC Administrative Assistant II; Financial Analysis and Audit Department (FAAD) • SEC Data Controller; Financial Analysis and Audit Department (FAAD) • SEC Accounting Specialist I; Financial Analysis and Audit Department (FAAD) • SEC Administrative Officer II; Financial Analysis and Audit Department (FAAD) • Securities Examiner II; Financial Analysis and Audit Department (FAAD)

ewatch.sec.gov.ph/login.The assigned FAAD Monitoring Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.2. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed terminated without prejudice to refiling. • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons				
	1.3. Forwards the Monitoring Sheet (MS) to the reviewer.		1 hour/s	• SEC Administrative Assistant II; Financial Analysis and Audit Department (FAAD) • Data Controller; Financial Analysis and Audit Department (FAAD) • SEC Accounting Specialist I; Financial Analysis and Audit Department (FAAD)
	1.4. Checks and reviews the findings of the assigned processor.		3 working day/s	• SEC Administrative Officer II; Financial Analysis and Audit Department (FAAD) • Securities Examiner II; Financial Analysis and Audit

for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period.				Department (FAAD)
2. Receives the Monitoring Clearance - No Penalty or Monitoring Sheet and Payment Assessment Form (PAF) **Location:** • **eWATCH:** https://dev-ewatch.sec.gov.ph/login **Notes/Instruction:** If no penalty, End of Transaction, if with penalty proceed with Client Step 3.	2. Issues the Monitoring Clearance - No Penalty or Monitoring Sheet, which indicates the penalty to be paid, and the Payment Assessment Form (PAF).	**Formula Fees** Breakdown: Penalties/Fees	1 hour/s	• SEC Administrative Assistant II; Financial Analysis and Audit Department (FAAD) • SEC Data Controller; Financial Analysis and Audit Department (FAAD) • SEC Accounting Specialist I; Financial Analysis and Audit Department (FAAD) • SEC Administrative Officer II; Financial Analysis and Audit Department (FAAD) • Securities Examiner II; Financial Analysis and Audit Department (FAAD)
3. Pay the corresponding penalties/fines by presenting PAF to the nearest Landbank of the Philippines Branch or pay through the SEC Online Payment Portal **Location:** Landbank of the Philippines Branch or pay through the SEC Online Payment Portal	3. Uploads the signed Monitoring Sheet, with payment details, in the Document Verification System to generate QR code.	**Formula Fees** Breakdown: Penalties/Fines	1 working day/s	• SEC Administrative Assistant II; Financial Analysis and Audit Department (FAAD) • SEC Data Controller; Financial Analysis and Audit

https://espaysec.sec.gov.ph/payment-portal/home				Department (FAAD) • SEC Accounting Specialist I; Financial Analysis and Audit Department (FAAD) • SEC Administrative Officer II; Financial Analysis and Audit Department (FAAD) • Securities Examiner II; Financial Analysis and Audit Department (FAAD)
4. Receives the Confirmation of Payment (COP)/Monitoring Sheet (MS) in PDF Format. **Location:** eWATCH: https://dev-ewatch.sec.gov.ph/login **Notes/Instruction:** END OF TRANSACTION	4. Releases the Confirmation of Payment of Fines	None	2 hour/s	• SEC Administrative Assistant II; Financial Analysis and Audit Department (FAAD) • SEC Data Controller; Financial Analysis and Audit Department (FAAD) • SEC Accounting Specialist; Financial Analysis and Audit Department (FAAD) • SEC Administrative Officer II; Financial Analysis and Audit Department (FAAD) • Securities Examiner II; Financial Analysis and

				Audit Department (FAAD)
Total Processing Time:		Working Days: 12 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Penalties/Fees**

  Guidelines on the Imposition of fines or penalties for non-compliance with reportorial requirements; Memorandum Circular No. 04, series of 2026; Memorandum Circular No. 06, series of 2024; Memorandum Circular No. 8, series of 2009 (MC8-2009); Memorandum Circular No. 15, series of 2006; Memorandum Circular No. 17, series of 2019; Amended rules governing the distribution of excess profits of corporation; Memorandum Circular No. 8, Series of 1998 (MC8-1998); and Office Order No. 298, Series of 2010; Memorandum Circular No. 28, Series of 2020; Memorandum Circular No. 10, Series of 2026

- **Penalties/Fines**

  Guidelines on the Imposition of fines or penalties for non-compliance with reportorial requirements; Memorandum Circular No. 06, series of 2024; Memorandum Circular No. 8, series of 2009 (MC8-2009); Memorandum Circular No. 15, series of 2006; Memorandum Circular No. 17, series of 2019; Amended rules governing the distribution of excess profits of corporation; Memorandum Circular No. 8, Series of 1998 (MC8-1998); and Office Order No. 298, Series of 2010; Memorandum Circular No. 28, Series of 2020.

Baguio Extension Office

External Services

1. a) Certification of Paid-up Capital / Capital Structure / Percentage of Ownership for Domestic Stock Corporations Classified as Philippine National, and b) Certification of Capital / Contribution of Domestic Partnerships Classified as Philippine National

This service details the adopted online procedure and documentary requirements for issuance of the following Certifications:

a. *Certification of Paid-up Capital Capital Structure,Percentage of Ownership of Philippine National Domestic Corporation, based on any of the following:*

   i. *Articles of Incorporation, for newly registered corporations;*
   ii. *Audited Financial Statements (AFS) as of the latest fiscal year, duly received by the BIR and SEC;*
   iii. *Interim Audited Financial Statements, if there is/are payment/s on unpaid subscription/s or additional issuance/s of shares through cash infusion/s made subsequent to item a(ii);*
   iv. *Latest approved Increase in Authorized Capital Stock, if approval is subsequent to item a(ii); or*
   v. *Latest approved Confirmation of Valuation, if approval is subsequent to item a(ii)*

b. *Certification of Capital Contribution of Philippine National Domestic Partnerships, based on either:*

   i. *Articles of Partnership, for newly recorded partnerships; or*
   ii. *Latest approved Amended Articles of Partnership.*

Note that this service is exclusively for Domestic Stock Corporations or Partnerships classified as Philippine National. For corporations/partnerships classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department (CRMD).

For pre-processing of new applications, scanned copies of the required documents shall be submitted through the following:

- ***Electronic mail:***

  amendments_bageo@sec.gov.ph

Office or Division:	Baguio Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations or Partnerships classified as Philippine National. For corporations/partnerships classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department (CRMD).
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Combined Notarized Secretary's Certificate on: a. Request for Certification; b. List of stockholders showing the present capital	Securities and Exchange Commission - Financial Analysis

structure of the Company (Names of stockholders, nationality, no. of shares and amount subscribed, amount of paid-up capital) ; and c. non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	and Audit Department
Remarks: *Download the Combined Secretary's Certificate for* ***Certification of Paid-up Capital / Capital Structure / Percentage of Ownership for Domestic Stock Corporations Classified as Philippine National*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Certification-of-Paid-up-Capital_Corporation.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
2. Audited Financial Statements as of the last fiscal year, stamped received by SEC and BIR (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Information and Communications Technology Department (ICTD)
Remarks: *To be provided by the Company, in case the Company did not file* *Note: The one (1) photo copy will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses	
A.1. Monitoring Clearance from Monitoring Unit of Financial Analysis and Audit Department (FAAD) (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Financial Analysis and Audit Department (FAAD)
Remarks: *Monitoring Unit of Financial Analysis and Audit Department (FAAD) through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
B. For Financing and Lending Companies	
B.1. Monitoring Clearance from Financing and Lending Companies Department (FLCD) (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financing and Lending Companies Department (FLCD)
Remarks: *Financing and Lending Companies Department (FLCD) through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login*	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

C. Additional Requirement if in case there is/are payment/s to unpaid subscription/s or additional issuance of shares out of the unissued authorized capital stock thru cash infusion made after the fiscal year or after the approval of the increase in capital stock and/or confirmation of valuation:	
C.1. Audited Interim Financial Statements (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

External Auditor to be engaged by the Company

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

D. Additional Requirement if the request is Certification of Percentage of Ownership:	
D.1. Stock and transfer book of the corporation (to be presented for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Notes:

- *The original copy will be presented for verification during the processing stage.*
- *The two (2) photo copies will be submitted upon payment of the corresponding fees.*

E. If the request is Certification of Partners' Contribution for Partnership:	
E.1. Letter request signed by corporate officer / duly authorized representative (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

Download below:

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Certification-of-Paid-up-Capital_Partnership.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Upload the electronic copy of complete requirements for new application by creating a ticket through the iMessage at imessage.sec.gov.ph **Location:** **iMessage:** imessage.sec.gov.ph **Notes/Instruction:**	1.1. Verifies completeness of the uploaded documents. If complete, acknowledges, records and assigns the ticket to processor.	None	1 working day/s	• Administrative Assistant II; Baguio Extension Office

• If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the processor will prepare a checklist of deficiencies and inform and return it to the applicant through the iMessage. For submission of compliance documents, the client will send it to the same ticket through the iMessage. The processor will acknowledge the receipt of compliance documents then proceed to Agency Step 1.2. • If upon evaluation, the application does not meet the requirements of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The period to act upon the agency actions mentioned above may be extended				
	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		6 working day/s	• Securities Specialist II; Baguio Extension Office • Securities Counsel II; Baguio Extension Office
	1.3. Reviews the submitted documents along with the final report and orders the processor to issue the Payment Assessment Form (PAF)		7 working day/s	• Securities Specialist II; Baguio Extension Office • Securities Counsel II; Baguio Extension Office

whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period.(Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)				
	1.4. Prepares and Sends the Payment Assessment Form (PAF) to the applicant through iMessage		1 working day/s	• Securities Specialist II; Baguio Extension Office
2. Upload the scanned copy of the proof of payment of filing fees by replying to the ticket thread in the iMessage portal, and await the release of the electronic copy of the duly signed certificate **Location:** **iMessage:** imessage.sec.gov.ph	2.1. Receives and acknowledges the receipt of proof of payment	None	4 hour/s	• Securities Specialist II; Baguio Extension Office • Securities Counsel II; Baguio Extension Office
	2.2. Prepares the Certificate and forwards it to the Reviewing Specialist for review.		1 working day/s	• Administrative Assistant II; Baguio Extension Office

	2.3. Reviews and initials the certificate, then forwards to Support Staff for signature of the Director.		1 working day/s	• Securities Specialist II; Baguio Extension Office • Securities Counsel II; Baguio Extension Office
	2.4. Signs the Certificate of Paid-up Capital/Capital Structure/Percentage of Ownership		1 working day/s	• SEC Director III or Officer-in-Charge; Baguio Extension Office
	2.5. Scans and uploads the signed Certificate to the Document Verification System to generate a QR Code, forwards the electronic copy of the duly signed certificate to the assigned processor		6 hour/s	• Administrative Officer III; Baguio Extension Office
	2.6. Sends and releases the electronic copy of the signed certificate through the iMessage portal and tags the ticket as closed.		6 hour/s	• Securities Specialist II; Baguio Extension Office • SEC Administrative Officer II; Baguio Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		

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

The Annex G Form with Sworn Certificate of No Intra Corporate Dispute can be downloaded in Amendment Requirement.

FORMS MUST BE NOTARIZED UPON SUBMISSION

Office or Division:	Baguio Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	General transacting public and business entities for: a.) Registered corporations; b.) Suspended and Revoked Corporation for purposes of filing a Petition to Set Aside Order of Suspension or Revocation; and c.) Corporations with Notice of Deficiencies and Hearing or Orders.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. NOTARIZED Annex G (1) Electronic Copy	Applicant / Client
Remarks: *Annex G may be found in the MC 28 series of 2020 uploaded in https://mc28.sec.gov.ph/*	
2. NOTARIZED SECRETARY CERTIFICATE OF NO INTRA-CORPORATE DISPUTE (1) Electronic Copy	Applicant / Client
Remarks: *Template available in MC 28 Portal : https://mc28.sec.gov.ph/*	

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Use and submit notice to change email address and/or mobile number (ANNEX G) application in Memorandum Circular No. 28, Series of 2020 through https://mc28.sec.gov.ph/ . Annex G form should be notarized. Use and submit notice to change email address and/or mobile number (ANNEX	1.1. Receive the amendment application through MC28 Portal including its attachments.	None	3 hour/s	• SEC Administrative Assistant II; Baguio Extension Office

G) application in Memorandum Circular No. 28, Series of 2020 through https://mc28.sec.gov.ph/ **Location:** https://mc28.sec.gov.ph/ **Notes/Instruction:** 1.1. Go to **AMENDMENT** in MC28 Portal, the SEC registration number will appear and be available for amendment if the application of ANNEX D for corporations or Annex E for partnerships was approved. 1.2. A one-time password/OTP will be sent to the contact details previously submitted by the client. The user must validate the OTP to proceed with the amendment process. 1.3. Encode the new company details reflected in ANNEX G. Then click the continue and verified contact details. After confirming the details, One-time password/OTP will be sent to the contact details provided in the form. 1.4. Upload ANNEX G with Sworn Certificate of No Intra Corporate Dispute, then submit the application.				
	1.2. Browse over the SEC systems online, review and compare the information in the uploaded ANNEX G and encoded data in the portal.		5 hour/s	• SEC Administrative Assistant II; Baguio Extension Office
	1.3. Check the signatories of the required attachments i.e. ANNEX G and Sworn Certificate of No Intra Corporate Dispute.		3 hour/s	• SEC Administrative Assistant II; Baguio Extension Office
2. Receive a display confirmation indicating that the submission was successful along with reference Number assigned to the transaction at the same	2.1. If the old information from Annex D/E is consistent with the information in Annex G, consistently encoded in the portal, and with complete documents, it	None	1 working day/s	• SEC Administrative Assistant II; Baguio Extension Office

time a confirmation email notifying them that the submission has been successfully received and is now under reviewed by the SEC. Receive an email notification in their official email address encoded in MC28 Portal, regarding status and remarks. **Location:** Baguio Extension Office **Notes/Instruction:** 2.1. If the application is for compliance/rejected, client must re-apply their application in MC28 Portal Amendment with the compliance from the said remarks. 2.2 If the party no longer has access to the old information, they may select the " I don't have any access" option. This will prompt them to submit a Notarized Explanation Letter in the form of a Director's Certificate (Must be signed by the majority of the board/trustees). After seven (7) working days, if no comment has been received and the explanation is clearly stated, the request will be tagged as approved. The system will then send a link to proceed with the submission of Annex G.	will be tagged as approved.			
	2.2. If the application is for compliance, it will be tagged as rejected (the findings are stated as well as the possible solutions/remedies for compliance).		1 working day/s	• SEC Administrative Assistant II; Baguio Extension Office
	2.3. After seven (7) working days, if no comment has been received and the explanation is clearly stated, the request will be tagged as approved. The system will then send a link to proceed with the submission of Annex G.		8 working day/s	• SEC Administrative Assistant II; Baguio Extension Office
Total Processing Time:		Working Days: 11 working day/s, 3 hour/s		
Total Processing Fee:		Total Standard Fee: None		

3. Amendment to shorten the corporate term (Voluntary Dissolution under Section 136 of the RCC) where the proposed expiration of the corporate term [must contemplate a future date] is less than one year, from approval of the application for amendment under Regular Processing

This service details the procedure and the documentary requirements for amendment of Stock and Non-Stock Corporations to shorten the corporate term where the proposed expiration is less than one year, from the approval of the application under Regular Processing.

Office or Division:	Baguio Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered stock domestic corporations with foreign equity participation of not more than forty percent (40%) and non-stock corporations, except lending corporations and financing companies, through their Authorized Representatives.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Amended Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client
3. Directors` or Trustees` Certificate (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *Original copy should be signed (wet signature) and notarized* • *notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors and stockholders, (iii) the date and place of the stockholders' meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed name.* *Secure sample format through the SEC Website:* • *Director's Certificate:- https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf* • *Trustees' Certificate- https://www.sec.gov.ph/wp-content/uploads/2019/11/Trustees_Certificate.pdf*	
Sub Requirement	

3.A. For One Person Corporation	
3.A.1. Notarized Resolution of the Single Stockholder (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *signed by the single stockholder and Corporate Secretary* • *https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm_RESOLUTION-opc.docx*	
4. Audited Financial Statements as of the last fiscal year stamped received by SEC and BIR (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *EXCEPT:* 1. *Where the applicant has ceased operations for at least one (1) year, it shall submit: a) Audited Financial Statements as of the last fiscal year of operation; and b) Affidavit of non-operation certified under oath by the President and Treasurer* 2. *Where the applicant has no operation since incorporation, it shall submit: a) Balance Sheet certified under oath by the Treasurer and President; b) Affidavit of non-operation certified under oath by the President and Treasurer; To be provided by the Company 67 c) Certificate of non-registration issued by the BIR* 3. *Where the applicant corporation (stock or nonstock) is with total assets or liabilities of less than Six Hundred Thousand Pesos (Php600,000.00), it shall submit its Balance Sheet as of last preceding fiscal year certified under oath by the President and Treasurer*	
5. Certification under oath by the President and Treasurer (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *certifying that:* 1. *the dissolution is not prejudicial to the interest of the creditors; and* 2. *there is no opposition from any creditor from the time of publication of the notice of dissolution up to the filing of the dissolution with the Commission*	
6. Bureau of Internal Revenue (BIR) Tax Clearance Certificate (2) Original Copy And (1) Electronic Copy	Bureau of Internal Revenue - BIR
7. Publisher’s Affidavit of Publication of the notice of meeting (once) (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Publisher of a newspaper of general circulation*	
8. Notarized Secretary's Certificate of no pending case of intra-corporate dispute (2) Original Copy And (1) Electronic Copy	SECURITIES AND EXCHANGE COMMISSION - CORPORATE AND PARTNERSHIP REGISTRATION DIVISION
Remarks: *Download Secretary’s Certificate sample form through this link: https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx*	

9. Clearance/Favorable recommendation from other Departments of the Commission or from the appropriate (2) Original Copy And (1) Electronic Copy	Applicant / Client
For Situational Requirement	
A. For Clearance from other SEC departments	
Sub Situational Requirement/s	
A.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
A.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
A.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
A.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
A.c. For Financial Technology (FinTech) related business activities	
A.c.1. PhiliFintech Innovation Office (PIO) and Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO) and Enforcement and Investor Protection Department (EIPD)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
B. Endorsement from other government agencies	
Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	

B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy			Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas	
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization				
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy			Insurance Commission - Insurance Commission	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, and submit the application in the eAMEND portal (Regular Processing) **Location:** (https://eamend.sec.gov.ph/login)	1.1. Verifies completeness of the submitted amendment requirements and assigns the application to Processors	None	1 hour/s	• SEC Administrative Assistant II; Baguio Extension Office • Securities Specialist II; Baguio Extension Office
	1.2. Processes and evaluates the legal aspects of the dissolution application.		4 working day/s, 6 hour/s, 50 minute/s	• Securities Counsel II; Baguio Extension Office • Director; Baguio Extension Office
	1.3. Processes and evaluates the financial aspects of the dissolution application.		5 working day/s	• SEC Securities Specialist II; Baguio Extension Office
	1.4. Issues Payment Assessment Form (PAF) to the applicant.		5 minute/s	• Securities Counsel II; Baguio Extension Office • Securities Specialist II; Baguio Extension Office • Director; Baguio Extension Office
2. Pays the filing fee through SEC-accredited Landbank branches or through eSPAYSEC **Location:**	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: AMENDED ARTICLES OF	5 minute/s	• ESPAYSEC; Baguio Extension Office

https://espaysec.sec.gov.ph/		INCORPORATION: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 Total: PHP 1040		
3. Submits the documentary requirements with proof of payment to the SEC Baguio Extension Office 3rd floor Newtown Plaza Square, Navy Base Road, Baguio City through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Baguio Extension Office 3rd floor Newtown Plaza Square, Navy Base Road, Baguio City	3.1. Receives and verifies documentary requirements and proof of payment	None	5 minute/s	• Administrative Assistant II; Baguio Extension Office
	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minute/s	• Administrative Assistant II; Baguio Extension Office
	3.3. Prepares and generates the Certificate of Amended Articles of Incorporation		10 minute/s	• SEC Administrative Assistant II; Baguio Extension Office
	3.4. Reviews the application and signs the Certificate of Amended Articles of Incorporation		9 working day/s, 7 hour/s	• Director; Baguio Extension Office
	3.5. Forwards the signed Certificate of Amended Articles of Incorporation to the Releasing Unit.		10 minute/s	• Administrative Assistant II; Baguio Extension Office
	3.6. Tags the application through the eAmend Portal to issue the Notice for Schedule of Appointment on the release of the Certificate of Amendment of Articles of Incorporation and/or By-Laws		5 minute/s	• Administrative Assistant II; Baguio Extension Office
4. Proceeds to SEC Baguio Extension Office 3rd floor Newtown Plaza Square, Navy Base Road, Baguio City for presentment of the original proof of payment or arranges the delivery of the Certificate through	4. Releases signed Certificate of Amended Articles of Incorporation	None	15 minute/s	• Administrative Assistant II; Baguio Extension Office

preferred courier and receives the signed Certificate of Amended Articles of Incorporation **Location:** SEC Baguio Extension Office 3rd floor Newtown Plaza Square, Navy Base Road, Baguio City				
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1040		

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

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

1. *Articles of Incorporation*

- *Prefatory Clause;*
- *Corporate Name/Business Name;*
- *Primary Purpose;*
- *Secondary Purpose;*
- *Change in the Principal Office Address;*
- *Terms of Existence;*
- *Increase or Decrease in the Number of the Board of Directors/Trustees;*
- *Features of Shares, except if simultaneously filed with an application for increase of capital stock, or reclassification/declassification of shares;*
- *Provision for the Undertaking to Change Name;*
- *Fiscal Year for One Person Corporations (OPCs);*

1. *By-Laws*

- *Adoption of Corporate Name in the By-Laws;*
- *Provision for Transfer of Stock and Rights of Stockholders or Interest (e.g. Right of First Refusal, Pre-Emptive Rights);*
- *Amendment of a Corporation Sole (change of corporate name, change of address, change of primary purpose)*
- *Provision for Tax Exemption for Non-Stock;*
- *Date of Annual Meeting of the stockholders/members;*
- *Fiscal Year;*
- *Audit of Books and Dividends;*
- *Seal;*
- *Subscription, Issuance and Transfer of Shares;*
- *Suspension, Expulsion and Termination of Membership;*
- *The Form for Proxies of Stockholders/Members and the Manner of Voting Them;*
- *The Manner of Election or Appointment, Qualification, Functions, and the Term of Office of All Officers other than Directors/Trustees;*
- *The Place and Manner of Calling and Conducting Regular Meetings of the Stockholders/Members;*
- *The Powers, Qualifications, Duties, Term, and Compensation of Directors/Trustees;*
- *The Required Quorum in Meetings of Stockholders/Members;*
- *The Time, Place, and Manner of Calling and Conducting Regular or Special Meetings of the Directors/Trustees;*
- *The Time, Place, and Manner of Calling and Conducting Special Meetings of the Stockholders/Members; and*
- *Amendments of Amended By-Laws concerning two (2) to four (4) provisions thereof.*

Office or Division:	Baguio Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)

Who may avail:	All registered stock domestic corporations with foreign equity participation of not more than forty percent (40%) and non-stock corporations, except lending corporations and financing companies, through their Authorized Representatives.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate and Partnership Registration Division
Remarks: *With downloadable system-generated forms in the eAmend Portal*	
2. Amendment Form (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *With downloadable system-generated forms in the eAmend Portal* • *notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed names* • ***For corporation sole**: Original copies should be signed (wet signature) and notarized*	
3. Amended Articles of Incorporation/By-Laws (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • ***two (2) copies shall be submitted together with all the documentary requirements uploaded in the eAMEND portal** (Please submit the Amended Articles of Incorporation/By-laws incorporating the proposed provisions. The amendments must be clearly underlined and annotated with the phrase "(As amended on [date of meeting])" immediately following the amended provision. Kindly ensure that no established facts are removed or modified in the process.)*	
4. Monitoring Clearance (1) Original Copy	Securities and Exchange Commission - Compliance Monitoring Division (CMD)
Remarks: *Application for Monitoring Clearance through: ewatch.sec.gov.ph* • *If there is no valid and available Monitoring Clearance, submit an Affidavit of Undertaking for Monitoring from the eAMEND System.* • *If you have previously used an Affidavit of Undertaking for your amendment application, kindly submit a valid Monitoring Clearance issued by the Compliance Monitoring Division (CMD) for your current application.*	

For Foundations: Corporate Governance and Finance Department (CGFD) or through cgfd@sec.gov.ph

For Corporations with Secondary License: Market and Securities Regulation Department (MSRD)

5. Affidavit of Undertaking for Post-Evaluation (2) Original Copy And (1) Electronic Copy	Applicant / Client

Remarks:

With downloadable system-generated forms in the eAmend Portal

For Situational Requirement

A. For Clearance from other SEC departments

Sub Situational Requirement/s

A.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation

A.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)

Remarks:

ewatch.sec.gov.ph

A.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House

A.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)

Remarks:

ewatch.sec.gov.ph

A.c. For Financial Technology (FinTech) related business activities

A.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)

Remarks:

- *Operators of payment systems;*
- *Payment Service Providers;*
- *Electronic Money Issuers (EMI);*
- *Non-bank EMIs;*
- *Alternative Credit Scoring Companies;*
- *Online Lending Companies;*
- *Peer-to-peer Lending Companies;*
- *AI/Big Data Companies;*
- *InsurTech Companies (InsurTech Service Providers);*
- *KYC/Security Companies (KYC Service Providers);*

- *Digital Banks;*
- *Digital Asset Exchanges;*
- *Virtual Asset Service Providers;*
- *Play-to-Earn Platforms;*
- *E-Commerce Companies;*
- *Crowdfunding Platforms;*
- *RegTech Companies (RegTech Service Providers);*
- *SupTech Companies (SupTech Service Providers); and*
- *Digital Advisers/Robo-Advisers.*

ewatch.sec.gov.ph

A.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)

Remarks:

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

ewatch.sec.gov.ph

B. Endorsement from other government agencies	
Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For applications with Amendment of By-laws	
Sub Situational Requirement/s	
C.a. Air Transport	

C.a.1. Civil Aeronautics Board Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.b. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions	
C.b.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.c. Educational Institution: (stock & non-stock)	
C.c.1. Department of Education Endorsement for Elementary (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.c.2. Commission on Higher Education Endorsement for College, Tertiary Course (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.c.3. Technical Education Skills and Development Authority Endorsement for Technical Vocational Course (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.d. Electric Power Plant/Trading of Petroleum Products	
C.d.1. Department of Education Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.e. Hospital, Dental, Medical Clinics	
C.e.1. Department of Health Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.f. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.f.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.g. Money Changer and Remittance Services	
C.g.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.h. Non-Chartered Government Owned and Controlled Corporation	
C.h.1. Government Commission for Government-owned and Controlled Corporation Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.i. Professional Association	
C.i.1. Professional Regulation Commission Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.j. Radio, TV, Telephone, Internet Service Providers, Value-Added Service Provider	
C.j.1. National Telecommunications Commission Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.k. Recruitment for Overseas Employment	
C.k.1. Philippine Overseas Employment Administration Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.l. Security Agency/ Anti-Crime Task Force	
C.l.1. Philippine National Police Endorsement	Applicant / Client

(2) Original Copy And (1) Electronic Copy	
C.m. Tobacco Related Business	
C.m.1. National Tobacco Administration Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.n. Volunteer Fire Brigade	
C.n.1. Bureau of Fire Protection (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.o. Vessel/Ship Operation, Ship Management. Shipbuilding, Ship Repair, Shipping Agency, Ship Husbanding, Ship Chandling and other Maritime related activities	
C.o.1. Maritime Industry Authority (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.p. Water Service Providers and Waterworks	
C.p.1. Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
D. For Amendment of Corporate Name	
Sub Situational Requirement/s	
D.a. For Amendment of Corporate Name	
D.a.1. Name Verification Slip for Amendment of Corporate Name with Proof of Payment of Reservation Fee (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Request from imessage.sec.gov.ph*	
D.a.2. Affidavit of a director, trustees or officer undertaking to change corporate name, if not stated in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, pays the filing fee through through eSPAYSEC and submit the application in the eAMEND portal **Location:**	1.1. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: Amended Articles of Incorporation: PHP 1000 Legal Research Fee: PHP 10 Documentary	5 minute/s	• eAMEND System; Baguio Extension Office
	1.2. Verifies completeness and correctness of the submitted amendment requirements and assigns the application		1 hour/s	• SEC Administrative Assistant II; Baguio Extension Office

(https://eamend.sec.gov.ph/login)	to the processors if the documents are complete.	Stamp Tax: PHP 30 Total: PHP 1040 **Possible Fees** Breakdown: Amendment of By-Laws: PHP 1000 **Formula Fees** Breakdown: Name Reservation Slip		• Securities Specialist II; Baguio Extension Office
	1.3. Processes and evaluates application for amendment.		6 working day/s, 6 hour/s, 45 minute/s	• Administrative Assistant II; Baguio Extension Office • Administrative Officer III; Baguio Extension Office • Securities Specialist II; Baguio Extension Office • Securities Counsel II; Baguio Extension Office
	1.4. Tags the application Complete and issue the Digital Certificate of Amendment of Articles of Incorporation and/or By-Laws		5 minute/s	• Administrative Assistant II; Baguio Extension Office • Administrative Officer III; Baguio Extension Office • Securities Specialist II; Baguio Extension Office • Securities Counsel II; Baguio Extension Office
2. Generates the Digital Certificate **Location:** https://eamend.sec.gov.ph/login **Notes/Instruction:** To secure the original copy of the Certificate, the applicant has to submit two (2) sets of	2. None	None	5 minute/s	• EAMEND; Baguio Extension Office

originally signed documentary requirements with original proof of payment within a period fifteen (15) days from the date of issuance of the Digital Certificate				
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1040 See other fees below		

Possible Fees

- **Amendment of By-Laws** : 1000

Formula / Schedule of Fees

- **Name Reservation Slip**

  Php 100 per Corporate Name

  *Additional Php 100 per trade name

5. Application for Amendment of Articles of Incorporation and/or By-laws of Lending/Financing Companies

This service outlines the online procedure adopted for the amendment of the Articles of Incorporation and/or By-laws of Lending and Financing Companies.

Office or Division:	Baguio Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Coversheet (3) Original Copy	Applicant / Client
Remarks: *May secure a Checklist of requirements and sample formats from the Licensing Unit or through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf.*	
2. Amended Articles of Incorporation/By-laws (1) Original Copy And (2) Photo Copy	Applicant / Client
3. Directors` Certificate - notarized and signed by majority of the directors and the corporate secretary, certifying (i) the amendment of the Articles of Incorporation and indicating the amended provisions, (ii) the vote of the directors and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their names (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *May secure a copy through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf*	
4. Notarized Secretary's Certificate on no pending case of intra-corporate dispute (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *May secure a copy through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf*	
5. Monitoring Clearance (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks:	

Through Financing and Lending Companies Department (FinLend)

https://docs.google.com/forms/d/e/1FAIpQLSeYaCEh_PQ2uq3gq0sS4ppKsbuolUzyTBCQfboQAsHZty-WYA/viewform

For Situational Requirement	
A. If the provision to be amended is the corporate name	
A.1. Name Verification Slip (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *Through iMessage request at https://imessage.sec.gov.ph/*	
A.2. Affidavit of a director or officer undertaking to change corporate name, if not stated in the AI (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *May secure a copy through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/2019_FormsUndertakingtoChangeName.pdf*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. For pre-processing, send a scanned copy of documentary requirements to amendments_bageo@sec.gov.ph and wait for the result on the requested service. **Location:** SEC Baguio Extension Office 3F Newtown Square, Navy Base Road Baguio City via email to amendments_bageo@sec.gov.ph **Notes/Instruction:** **Remarks:** If documents are incomplete and non-compliant, return to clients for compliance by issuing a checklist of deficiencies.	1.1. Receive, assign and forward to the processor the scanned copy of documentary requirements.	None	15 minute/s	• Securities Counsel II; Baguio Extension Office • SEC Administrative Assistant II; Baguio Extension Office
	1.2. Processor reviews and evaluates the submitted documentary requirements.		3 working day/s	• SEC Securities Specialist II; Baguio Extension Office • SEC Securities Counsel II; Baguio Extension Office

2. Receives update on the requested service through email. **Location:** SEC Baguio Extension Office 3F Newtown Square, Navy Base Road Baguio City **Notes/Instruction:** **Remarks:** If an applicant receives a checklist of deficiencies, immediately comply and send back to the assigned LU processor.	2. Checks the Compliances on the deficiencies or lacking documentary requirements	None	3 working day/s	• Securities Specialist II; Baguio Extension Office • Securities Counsel II; Baguio Extension Office

3. Pay the filing fee at selected Landbank branches (over the counter), or SEC Online Payment Portal. **Location:** 4th Floor, The SEC Headquarters 7907 Makati Ave., Salcedo Vill., Brgy. Bel-Air, Makati City 1209 **Notes/Instruction:** **Remarks:** https://www.sec.gov.ph/mc-2017/mc-no-03-s-2017-consolidated-schedule-of-fees-and-charges/ SEC Online Payment Portal through this link https://espaysec.sec.gov.ph/ For over the counter payment at Landbank: **FUND ACCOUNT:** SEC RCC Current Account **ACCOUNT NO.:** 3752-2220-44	3. Receive and acknowledge payment	**Possible Fees** Breakdown: Amended Articles of Incorporation: PHP 1000 Amended By-Laws: PHP 1000 Documentary Stamp Tax: PHP 30 Name Verification: PHP 100 **Formula Fees** Breakdown: Legal Research Fee	15 minute/s	• Securities Specialist I; Licensing Unit (LU) • Data Controller; Licensing Unit (LU)
4. Submits the hard copies at the Baguio Extension Office **Location:** SEC Baguio Extension Office 3F Newtown Square, Navy Base Road Baguio City	4.1. Receive and verify documentary requirements and proof of payment.	None	10 minute/s	• Securities Specialist II; Baguio Extension Office
	4.2. Forward the documents to processor for the preparation of certificate		10 minute/s	• Administrative Assistant II; Corporate Filing and Records Division (CFRD)
	4.3. Prepare the Certificate for Lending/Financing Companies		15 minute/s	• Administrative Assistant II; Baguio Extension Office

	4.4. Reviews the certificate		15 minute/s	• Securities Specialist II; Baguio Extension Office
	4.5. Sign the certificate.		15 minute/s	• Director I; Baguio Extension Office
	4.6. Forward the Certificate for releasing		5 minute/s	• Administrative Assistant II; Baguio Extension Office
5. Receive Notice thru email that the Certificate is already signed. **Location:** SEC Baguio Extension Office 3F Newtown Square, Navy Base Road Baguio City	5. Notify the Applicant thru email that the certificate is already signed.	None	5 minute/s	• Information Officer II; Baguio Extension Office
6. Proceed to Releasing Unit for presentment of the original proof of payment and receive the signed Certificate of Lending/Financing Companies **Location:** SEC Baguio Extension Office 3F Newtown Square, Navy Base Road Baguio City	6. Release signed Certificate of Branch Office of Lending/Financing Companies	None	15 minute/s	• Administrative Assistant I; Baguio Extension Office • Administrative Assistant II; Baguio Extension Office
Total Processing Time:		Working Days: 6 working day/s, 2 hour/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Possible Fees

- **Amended Articles of Incorporation** : 1000
- **Amended By-Laws** : 1000
- **Documentary Stamp Tax** : 30
- **Name Verification** : 100

Formula / Schedule of Fees

- **Legal Research Fee**

  1/10 of 1% of Amendment Fee

6. Application for Amendment of By-Laws concerning five or more provisions and filing of New By-Laws of Domestic Corporations (eAMEND Regular Processing)

This service details the procedure in applying for amendments of the By-laws concerning five or more provisions and filing of New By-Laws through the eAMEND portal under Regular Processing.

1. *New By-Laws*
2. *Amendment of By-Laws concerning five or more provisions*

Office or Division:	Baguio Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered stock domestic corporations with foreign equity participation of not more than forty percent (40%) and non-stock corporations, except lending corporations and financing companies, through their Authorized Representatives.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate and Partnership Registration Division
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Amended By-Laws/ New By-Laws (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *Please use the most recent Articles of Incorporation and By-Laws, which have been duly approved by the Commission. Simply modify the sections that are being amended. Underline the amended provision and add "(as amended on [date of meeting])" after it.*	
3. Notarized Secretary's Certificate of no pending case of intra-corporate dispute (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: • *Original copy should be signed (wet signature) and notarized* • *Download Secretary's Certificate sample form through this link: https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx*	

4. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Compliance Monitoring Division
Remarks: • *If there is no valid and available Monitoring Clearance, submit an Affidavit of Undertaking for Monitoring from the eAMEND System.* • *If you have previously used an Affidavit of Undertaking for your amendment application, kindly submit a valid Monitoring Clearance issued by the Compliance Monitoring Division (CMD) for your current application.* *Application for Monitoring Clearance through: ewatch.sec.gov.ph*	
5. Directors` or Trustees` Certificate (2) Original Copy And (1) Electronic Copy	SECURITIES AND EXCHANGE COMMISSION - CORPORATE AND PARTNERSHIP REGISTRATION DIVISION
Remarks: • *Original copy should be signed (wet signature) and notarized* • *notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed names* *Download Director's Certificate and/or Trustees' Certificate sample form through this link:* *Director's Certificate:- https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf* *Trustees' Certificate- https://www.sec.gov.ph/wp-content/uploads/2019/11/Trustees_Certificate.pdf*	
6. Clearance/Favorable recommendation from other Departments of the Commission or from the appropriate Government Agency if applicable (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Other Departments
For Situational Requirement	
A. For Clearance from other SEC departments	
Sub Situational Requirement/s	
A.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
A.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
A.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	

A.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
A.c. For Financial Technology (FinTech) related business activities	
A.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
A.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	

B. Endorsement from other government agencies	
Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For applications with Amendment of By-laws	
Sub Situational Requirement/s	
C.a. Air Transport	
C.a.1. Civil Aeronautics Board Endorsement (2) Original Copy And (1) Electronic Copy	Civil Aeronautics Board - Civil Aeronautics Board
C.b. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions	
C.b.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.c. Educational Institution: (stock & non-stock)	
C.c.1. Department of Education Endorsement for Elementary (2) Original Copy And (1) Electronic Copy	Department of Education - Department of Education
C.c.2. Commission on Higher Education Endorsement for College, Tertiary Course (2) Original Copy And (1) Electronic Copy	Commission on Higher Education - Commission on Higher Education
C.c.3. Technical Education Skills and Development Authority Endorsement for Technical Vocational Course (2) Original Copy And (1) Electronic Copy	Technical Education Skills and Development Authority - Technical Education Skills and Development Authority
C.d. Electric Power Plant/Trading of Petroleum Products	
C.d.1. Department of Energy Endorsement (2) Original Copy And (1) Electronic Copy	Department of Energy - Department of Energy
C.e. Hospital, Dental, Medical Clinics	
C.e.1. Department of Health Endorsement (2) Original Copy And (1) Electronic Copy	Department of Health - Department of Health
C.f. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.f.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C.g. Money Changer and Remittance Services	
C.g.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.h. Non-Chartered Government Owned and Controlled Corporation	

C.h.1. Government Commission for Government-owned and Controlled Corporation Endorsement (2) Original Copy And (1) Electronic Copy	Government Commission for Government-owned and Controlled Corporation - Government Commission for Government-owned and Controlled Corporation
C.i. Professional Association	
C.i.1. Professional Regulation Commission Endorsement (2) Original Copy And (1) Electronic Copy	Professional Regulation Commission - Professional Regulation Commission
C.j. Radio, TV, Telephone, Internet Service Providers, Value-Added Service Provider	
C.j.1. National Telecommunications Commission Endorsement (2) Original Copy And (1) Electronic Copy	National Telecommunications Commission - National Telecommunications Commission
C.k. Recruitment for Overseas Employment	
C.k.1. Philippine Overseas Employment Administration (2) Original Copy And (1) Electronic Copy	Philippine Overseas Employment Administration - Philippine Overseas Employment Administration
C.l. Security Agency/ Anti-Crime Task Force	
C.l.1. Philippine National Police Endorsement (2) Original Copy And (1) Electronic Copy	Philippine National Police - Philippine National Police
C.m. Tobacco Related Business	
C.m.1. National Tobacco Administration Endorsement (2) Original Copy And (1) Electronic Copy	National Tobacco Administration - National Tobacco Administration
C.n. Volunteer Fire Brigade	
C.n.1. Bureau of Fire Protection Endorsement (2) Original Copy And (1) Electronic Copy	Bureau of Fire Protection - Bureau of Fire Protection
C.o. Vessel/Ship Operation, Ship Management. Shipbuilding, Ship Repair, Shipping Agency, Ship Husbanding, Ship Chandling and other Maritime related activities	
C.o.1. Maritime Industry Authority Endorsement (2) Original Copy And (1) Electronic Copy	Maritime Industry Authority - Maritime Industry Authority
C.p. Water Service Providers and Waterworks	
C.p.1. Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems Endorsement (2) Original Copy And (1) Electronic Copy	Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems - Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, and	1.1. Verifies completeness of the submitted amendment requirements and	None	1 hour/s	• SEC Administrative Assistant II; Baguio

submit the application in the eAMEND portal (Regular Processing) **Location:** (https://eamend.sec.gov.ph/login)	assigns the application to CPRD Processors.			Extension Office • Securities Specialist II; Baguio Extension Office
	1.2. Processes and evaluates application for amendment		9 working day/s, 6 hour/s, 50 minute/s	• SEC Securities Specialist II; Baguio Extension Office • Securities Counsel II; Baguio Extension Office • SEC Administrative Officer II; Baguio Extension Office • Administrative Officer III; Baguio Extension Office • Director ; Baguio Extension Office
	1.3. Issues Payment Assessment Form (PAF) to the applicant.		5 minute/s	• SEC Securities Specialist I; Baguio Extension Office • Securities Counsel II; Baguio Extension Office • Administrative Assistant II; Baguio Extension Office • Administrative Officer III; Baguio Extension Office • Director; Baguio Extension Office

2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** https://espaysec.sec.gov.ph/	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Possible Fees** Breakdown: Amended By-Laws: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 **Formula Fees** Breakdown: Name Reservation Slip	5 minute/s	• ESPAYSEC; Baguio Extension Office
3. Submits the documentary requirements with proof of payment to the SEC Baguio Extension Office 3rd floor Newtown Plaza Square, Navy Base Road, Baguio City or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Baguio Extension Office 3rd floor Newtown Plaza Square, Navy Base Road, Baguio City	3.1. Receives and verifies documentary requirements and proof of payment	None	5 minute/s	• Administrative Assistant II; Baguio Extension Office
	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minute/s	• Administrative Assistant II; Baguio Extension Office
	3.3. Prepares and generates the Certificate of Amendment of By-Laws/New By-Laws		10 minute/s	• SEC Administrative Assistant II; Baguio Extension Office
	3.4. Reviews the application and signs the Certificate of Amendment of By-Laws/New By-Laws		9 working day/s, 7 hour/s	• Director ; Baguio Extension Office
	3.5. Forwards the signed Certificate of Amendment of By-Laws/New By-Laws to the Releasing Unit.		10 minute/s	• Administrative Assistant II; Baguio Extension Office
	3.6. Tags the application through the eAmend Portal to issue the Notice for Schedule of Appointment on the release of the Certificate of Amendment of By-Laws/New By-Laws		5 minute/s	• Administrative Assistant II; Baguio Extension Office

4. Proceeds to SEC Baguio Extension Office 3rd floor Newtown Plaza Square, Navy Base Road, Baguio City for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Amended By-laws/New By-Laws **Location:** SEC Baguio Extension Office 3rd floor Newtown Plaza Square, Navy Base Road, Baguio City	4. Releases signed Certificate of Amended By-laws/New By-Laws	None	15 minute/s	• Administrative Assistant II; Baguio Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Possible Fees

- **Amended By-Laws** : 1000
- **Legal Research Fee** : 10
- **Documentary Stamp Tax** : 30

Formula / Schedule of Fees

- **Name Reservation Slip**

  Php 100 per corporate name

  *additional Php 100 per trade name

7. Application for amendment of corporate term where the proposed expiration is one (1) year or more than one (1) year under Section 136 of the RCC (under eAMEND Regular Processing)

This service details the procedure in applying for amendment of corporate term where the proposed expiration is one (1) year or more than one (1) year under Section 136 of the RCC.

Office or Division:	Baguio Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered stock domestic corporations with foreign equity participation of not more than forty percent (40%) and non-stock corporations, except lending corporations and financing companies, through their Authorized Representatives.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: • *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Amended Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client
3. Directors` or Trustees` Certificate (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download Director's Certificate and/or Trustees' Certificate sample form through this link:* • *Director's Certificate:- https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf* • *Trustees' Certificate- https://www.sec.gov.ph/wp-content/uploads/2019/11/Trustees_Certificate.pdf* *Original copy should be signed (wet signature) and notarized* *notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed names*	
4. Notarized Secretary's Certificate of no intra-corporate dispute	Applicant / Client

(2) Original Copy And (1) Electronic Copy	

Remarks:

Download Secretary's Certificate sample form through this link: https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx

5. Monitoring Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Compliance Monitoring Division (CMD)

Remarks:

Application for Monitoring Clearance through: ewatch.sec.gov.ph

For Situational Requirement

A. For Clearance from other SEC departments

Sub Situational Requirement/s

A.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation

A.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)

A.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House

A.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)

A.c. For Financial Technology (FinTech) related business activities

A.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)

Remarks:

- *Operators of payment systems;*
- *Payment Service Providers;*
- *Electronic Money Issuers (EMI);*
- *Non-bank EMIs;*
- *Alternative Credit Scoring Companies;*
- *Online Lending Companies;*
- *Peer-to-peer Lending Companies;*
- *AI/Big Data Companies;*
- *InsurTech Companies (InsurTech Service Providers);*
- *KYC/Security Companies (KYC Service Providers);*
- *Digital Banks;*
- *Digital Asset Exchanges;*
- *Virtual Asset Service Providers;*
- *Play-to-Earn Platforms;*
- *E-Commerce Companies;*
- *Crowdfunding Platforms;*
- *RegTech Companies (RegTech Service Providers);*
- *SupTech Companies (SupTech Service Providers); and*

• *Digital Advisers/Robo-Advisers.*	
A.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
B. Endorsement from other government agencies	
Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For applications with Amendment of By-laws	
Sub Situational Requirement/s	
C.a. Air Transport	
C.a.1. Civil Aeronautics Board Endorsement (2) Original Copy And (1) Electronic Copy	Civil Aeronautics Board - Civil Aeronautics Board
C.b. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions	
C.b.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.c. Educational Institution: (stock & non-stock)	
C.c.1. Department of Education Endorsement for Elementary (2) Original Copy And (1) Electronic Copy	Department of Education - Department of Education

C.c.2. Commission on Higher Education Endorsement for College, Tertiary Course (2) Original Copy And (1) Electronic Copy	Commission on Higher Education - Commission on Higher Education
C.c.3. Technical Education Skills and Development Authority Endorsement for Technical Vocational Course (2) Original Copy And (1) Electronic Copy	Technical Education Skills and Development Authority - Technical Education Skills and Development Authority
C.d. Electric Power Plant/Trading of Petroleum Products	
C.d.1. Department of Energy Endorsement (2) Original Copy And (1) Electronic Copy	Department of Energy - Department of Energy
C.e. Hospital, Dental, Medical Clinics	
C.e.1. Department of Health Endorsement (2) Original Copy And (1) Electronic Copy	Department of Health - Department of Health
C.f. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.f.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C.g. Money Changer and Remittance Services	
C.g.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.h. Non-Chartered Government Owned and Controlled Corporation	
C.h.1. Government Commission for Government-owned and Controlled Corporation Endorsement (2) Original Copy And (1) Electronic Copy	Government Commission for Government-owned and Controlled Corporation - Government Commission for Government-owned and Controlled Corporation
C.i. Professional Association	
C.i.1. Professional Regulation Commission Endorsement (2) Original Copy And (1) Electronic Copy	Professional Regulation Commission - Professional Regulation Commission
C.j. Radio, TV, Telephone, Internet Service Providers, Value-Added Service Provider	
C.j.1. National Telecommunications Commission Endorsement (2) Original Copy And (1) Electronic Copy	National Telecommunications Commission - National Telecommunications Commission
C.k. Recruitment for Overseas Employment	
C.k.1. Philippine Overseas Employment Administration Endorsement (2) Original Copy And (1) Electronic Copy	Philippine Overseas Employment Administration - Philippine Overseas Employment Administration
C.l. Security Agency/ Anti-Crime Task Force	
C.l.1. Philippine National Police Endorsement (2) Original Copy And (1) Electronic Copy	Philippine National Police - Philippine National Police
C.m. Tobacco Related Business	
C.m.1. National Tobacco Administration Endorsement (2) Original Copy And (1) Electronic Copy	National Tobacco Administration - National Tobacco Administration

C.n. Volunteer Fire Brigade				
C.n.1. Bureau of Fire Protection Endorsement (2) Original Copy And (1) Electronic Copy			Bureau of Fire Protection - Bureau of Fire Protection	
C.o. Vessel/Ship Operation, Ship Management. Shipbuilding, Ship Repair, Shipping Agency, Ship Husbanding, Ship Chandling and other Maritime related activities				
C.o.1. Maritime Industry Authority Endorsement (2) Original Copy And (1) Electronic Copy			Maritime Industry Authority - Maritime Industry Authority	
C.p. Water Service Providers and Waterworks				
C.p.1. Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems Endorsement (2) Original Copy And (1) Electronic Copy			Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems - Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, and submit the application in the eAMEND portal (Regular Processing) **Location:** (https://eamend.sec.gov.ph/login)	1.1. Verifies completeness and correctness of the submitted amendment requirements and assigns the application to the CPRD Processors if the documents are complete.	None	1 hour/s	• SEC Administrative Assistant II; Baguio Extension Office • Securities Specialist II ; Baguio Extension Office
	1.2. Processes and evaluates application for amendment.		2 working day/s, 7 hour/s, 50 minute/s	• Administrative Assistant II; Baguio Extension Office • Administrative Officer III; Baguio Extension Office • Securities Counsel II; Baguio Extension Office
	1.3. Issues Payment Assessment Form (PAF) to the applicant through the eAmend Portal.		5 minute/s	• Administrative Assistant II; Baguio Extension Office • Administrative Officer III; Baguio Extension Office

				• Securities Counsel II; Baguio Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** https://espaysec.sec.gov.ph/	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: Amended Articles of Incorporation: PHP 1000 Documentary Stamp Tax: PHP 30 Legal Research Fee: PHP 10 Total: PHP 1040 **Possible Fees** Breakdown: Amended By-Laws: PHP 1000 **Formula Fees** Breakdown: Name Reservation Slip	5 minute/s	• ESPAYSEC; Baguio Extension Office
3. Submits the documentary requirements with proof of payment to the SEC Baguio Extension Office 3rd floor Newtown Plaza Square Navy Base Road, Baguio City through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Baguio Extension Office 3rd floor Newtown Plaza Square Navy Base Road, Baguio City	3.1. Receives and verifies documentary requirements and proof of payment	None	5 minute/s	• Administrative Assistant II; Baguio Extension Office
	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minute/s	• Administrative Assistant II; Baguio Extension Office
	3.3. Prepares and generates the Certificate of Amended Articles of Incorporation and/or By-Laws		5 minute/s	• SEC Administrative Assistant II; Baguio Extension Office
	3.4. Reviews the application and signs the Certificate of Amended Articles of Incorporation and/or By-Laws		3 working day/s, 6 hour/s, 10 minute/s	• Director; Baguio Extension Office

	3.5. Forwards the signed Certificate of Amended Articles of Incorporation and/or By-Laws to the Releasing Unit		15 minute/s	• Administrative Assistant II; Baguio Extension Office
	3.6. Tags the application through the eAmend Portal to issue the Notice for Schedule of Appointment on the release of the Certificate of Amendment of Articles of Incorporation and/or By-Laws		5 minute/s	• Administrative Assistant II; Baguio Extension Office
4. Proceeds to SEC Baguio Extension Office 3rd floor Newtown Plaza Square, Navy Base Road, Baguio City, for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Amended Articles of Incorporation and/or By-laws **Location:** SEC Baguio Extension Office 3rd floor Newtown Plaza Square Navy Base Road, Baguio City	4. Releases signed Certificate of Amended Articles of Incorporation and/or By-laws	None	5 minute/s	• Administrative Assistant I; Baguio Extension Office • Administrative Assistant II; Baguio Extension Office
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1040 See other fees below		

Possible Fees

- **Amended By-Laws** : 1000

Formula / Schedule of Fees

- **Name Reservation Slip**

  Php 100 per Corporate Name

  *Additional Php100 per trade name

8. Application for Amendment of Lending/Financing Branch Offices

This service outlines the online procedure adopted for amending branch offices of Lending and Financing Companies. Preprocessing is conducted by submitting scanned copies of the required documents for branch office amendments via email at bageo_amendments@sec.gov.ph.

Office or Division:	Baguio Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Coversheet (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: *May secure a Checklist of requirements and sample formats from the Licensing Unit or through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf.*	
2. Letter request signed by any authorized representative stating the amended provision in the Certificate of Authority. (1) Original Copy And (3) Photo Copy	Applicant / Client
3. Original Certificate of Authority (1) Original Copy And (3) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. For pre-processing, send a scanned copy of documentary requirements to amendments_bageo@sec.gov.ph and wait for the result on the requested service. **Location:** SEC Baguio Extension Office 3F Newtown Square, Navy Base Road Baguio City **Notes/Instruction:**	1.1. Receive, assign and forward to the Processor the scanned copy of documentary requirements.	None	15 minute/s	• SEC Securities Counsel II; Baguio Extension Office
	1.2. Processor reviews and evaluates the submitted documentary requirements.		15 minute/s	• SEC Securities Specialist II; Baguio

Remarks: *If documents are incomplete and non-compliant, return to clients for compliance by issuing a checklist of deficiencies.				Extension Office
2. Receives update on the requested service through email. **Location:** SEC Baguio Extension Office 3F Newtown Square, Navy Base Road Baguio City **Notes/Instruction:** Remarks: If an applicant receives a checklist of deficiencies, immediately comply and send back to the assigned LU processor.	2. Checks the Compliances on the deficiencies or lacking documentary requirements	None	30 minute/s	• SEC Administrative Officer III; Baguio Extension Office
3. Pay the filing fee at selected Landbank branches (over the counter), or SEC Online Payment Portal. **Location:** SEC Baguio Extension Office 3F Newtown Square, Navy Base Road Baguio City **Notes/Instruction:** SEC Online Payment Portal through this link https://espaysec.sec.gov.ph/ For over the counter payment at Landbank: **FUND ACCOUNT**: SEC RCC Current Account	3. Confirm and acknowledge payment	None	10 minute/s	• Securities Specialist II; Baguio Extension Office • Securities Specialist I; Baguio Extension Office

ACCOUNT NO.: 3752-2220-44				
4. Submits the documentary requirements with proof of payment to the Receiving Counter at the Baguio EO or sends documentary requirements via courier with self-addressed prepaid courier pouch **Location:** SEC Baguio Extension Office 3F Newtown Square, Navy Base Road Baguio City	4.1. Receive and verify documentary requirements and proof of payment.	None	10 minute/s	• SEC Administrative Assistant I; Baguio Extension Office
	4.2. Forward the documents to Processor for the preparation of certificate		10 minute/s	• SEC Administrative Assistant I; Baguio Extension Office
	4.3. Prepare the certificate for Branch Office of Lending/Financing Companies		15 minute/s	• SEC Administrative Assistant II; Baguio Extension Office
	4.4. Review the certificate.		15 minute/s	• SEC Securities Specialist II; Baguio Extension Office
	4.5. Sign the certificate.		15 minute/s	• Director; Baguio Extension Office
	4.6. Forward the Certificate for releasing		5 minute/s	• SEC Administrative Assistant II; Baguio Extension Office
5. Receive Notice thru email that the Certificate is already signed. **Location:** SEC Baguio Extension Office 3F Newtown Square, Navy Base Road Baguio City	5. Notify the Applicant thru email that the certificate is already signed.	None	5 minute/s	• SEC Information Officer II; Baguio Extension Office
6. Proceed to Releasing Unit for presentment of the original proof of	6. Release signed Certificate of Branch Office of	None	15 minute/s	• SEC Administrative Assistant I;

payment and receive the signed Certificate of Lending/Financing Companies or waits for delivery of the certificate and received documents if sent via courier **Location:** SEC Baguio Extension Office 3F Newtown Square, Navy Base Road Baguio City	Lending/Financing Companies			Baguio Extension Office • SEC Administrative Assistant II; Baguio Extension Office
Total Processing Time:		Working Days: 2 hour/s, 40 minute/s		
Total Processing Fee:		Total Standard Fee: None		

9. Application for Amendment of Partnerships under eAMEND Regular Processing

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

a. Amendments of the Articles of Partnership
b. Dissolution of Partnership
c. Technical Dissolution
d. Change in Capital Contribution
e. Deed of Assignment
f. Withdrawal of Partners
g. Admission of Partners in the Partnership

Office or Division:	Baguio Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered Partnerships through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate and Partnership Registration Division
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Amended Articles of Partnership (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Please use the most recent Articles of Partnership, which have been duly approved by the Commission. Simply modify the sections that are being amended duly signed and notarized.*	
For Situational Requirement	
A. For Withdrawal of Partner	
A.1. Affidavit of Withdrawal (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.2. Deed of Assignment of partnership interest and/or documents showing withdrawal, resignation, retirement and death of a partner, if the provision to be Amended is the change of partners (2) Original Copy And (1) Electronic Copy	Applicant / Client
B. For Dissolution of Partnership	
B.1. Affidavit of Dissolution or Articles of Dissolution	Applicant / Client

(2) Original Copy And (1) Electronic Copy	
B.2. BIR Tax Clearance (2) Original Copy And (1) Electronic Copy	Bureau of Internal Revenue - Bureau of Internal Revenue
C. For Clearance from other SEC departments	
Sub Situational Requirement/s	
C.a. For Financial Technology (FinTech) related business activities	
C.a.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
C.a.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and*	

- *Digital Advisers/Robo-Advisers.*

D. Endorsement from other government agencies	
Sub Situational Requirement/s	
D.a. Money Changer and Remittance Services	
D.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - BSP
D.b. Insurance	
D.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - IC
E. For Amendment of Partnership Name	
E.1. Name Verification Slip for Amendment of Partnership Name with Proof of Payment of Reservation Fee (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Filing and Records Division
Remarks: *Corporate Filing and Records Division or request from crmd_amend_name@sec.gov.ph*	
E.2. Undertaking of the Partner to change partnership name, if not stated in the Articles of Partnership (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download Undertaking to Change Name through https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Encodes data required by the eAmend system, uploads and submits the complete and correct duly signed and notarized electronic copy of the requirements to eAmend Portal **Location:** (https://eamend.sec.gov.ph/login)	1.1. Verifies completeness of the submitted amendment requirements and assigns the application to the Processors.	None	1 hour/s	• SEC Administrative Assistant II ; Baguio Extension Office • Securities Specialist II; Baguio Extension Office
	1.2. Processes and evaluates application for amendment.		2 working day/s, 6 hour/s, 50 minute/s	• Administrative Assistant II; Baguio Extension Office • Administrative Officer III; Baguio Extension Office

				• SEC Securities Specialist II; Baguio Extension Office • Securities Counsel II; Baguio Extension Office • Director ; Baguio Extension Office
	1.3. Issues Payment Assessment Form (PAF) to the applicant if compliant		5 minute/s	• Administrative Assistant II; Baguio Extension Office • Administrative Officer III; Baguio Extension Office • Securities Specialist II; Baguio Extension Office • Securities Counsel II; Baguio Extension Office • Director; Baguio Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: Amended Articles of Partnership: PHP 2000 Legal Research Fee: PHP 20 Documentary Stamp Tax: PHP 30 --- Total: PHP 2050 **Possible Fees** Breakdown:	5 minute/s	• ESPAYSEC; Baguio Extension Office

		Withdrawal of Partner Fee: PHP 1000 Deed of Assignment Fee: PHP 2000 **Formula Fees** Breakdown: Increase of Capital ContributionName Verification		
3. Submits the documentary requirements with proof of payment to the SEC Baguio Extension Office 3rd floor Newtown Plaza Square Navy Base Road, Baguio City through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Baguio Extension Office 3rd floor Newtown Plaza Square Navy Base Road, Baguio City	3.1. Receives and verifies documentary requirements and proof of payment	None	5 minute/s	• Administrative Assistant II; Baguio Extension Office
	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minute/s	• Administrative Assistant II; Baguio Extension Office
	3.3. Prepares and generates the Certificate of Amended Articles of Partnership		5 minute/s	• SEC Administrative Assistant II; Baguio Extension Office
	3.4. Reviews the application and signs the Certificate of Amended Articles of Partnership		3 working day/s, 7 hour/s, 10 minute/s	• Director; Baguio Extension Office
	3.5. Encodes signed Certificate of Amended Articles of Partnership		15 minute/s	• Administrative Officer III; Baguio Extension Office
	3.6. Tags the application for appointment through the eAmend Portal indicating the date of release of the Certificate		5 minute/s	• Administrative Assistant II; Baguio Extension Office
4. Proceeds to SEC Baguio Extension Office 3rd floor Newtown Plaza Square Navy Base Road, Baguio City for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and	4. Releases signed Certificate of Amended Articles of Partnership	None	5 minute/s	• Administrative Assistant II; Baguio Extension Office

receives the signed Certificate of Amended Articles of Partnership **Location:** SEC Baguio Extension Office 3rd floor Newtown Plaza Square Navy Base Road, Baguio City				

Total Processing Time:	Working Days: 7 working day/s
Total Processing Fee:	Total Standard Fee: PHP 2050 See other fees below

Possible Fees

- **Withdrawal of Partner Fee** : 1000
- **Deed of Assignment Fee** : 2000

Formula / Schedule of Fees

- **Increase of Capital Contribution**

  ⅕ of 1% of the increase in capital but not less than P2,000.00

- **Name Verification**

  Php100 per Corporate Name

  *additional Php 100 per trade name

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

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

Office or Division:	Baguio Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All licensed foreign and multinational corporations
Operating Hours:	8:00 AM - 5:00 PM
Statute:	(Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 7 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf)*	
2. Petition for Change of Resident Agent (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
3. Authenticated/Apostilled copy of the Board Resolution approving the change/appointment of Resident Agent (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
For Situational Requirement	
A. For Corporations with Primary License	
A.1. Monitoring Clearance - BAGEO (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Baguio Extension Office
Remarks: *https://ewatch.sec.gov.ph/*	
B. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
B.1. Monitoring Clearance from Markets and Securities Regulation Department (MSRD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Markets and Securities Regulation Department
C. For Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies, and foundation	

C.1. Monitoring Clearance from Corporate Governance and Finance Department (CGFD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Corporate Governance and Finance Department
D. For Financing/Lending	
D.1. Monitoring Clearance from Financing and Lending Companies Department (FLCD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Financing and Lending Companies Department
E. For Financial Technology (FinTech) related business activities [Operators of payment systems; Payment Service Providers; Electronic Money Issuers (EMI); Non-bank EMIs; Alternative Credit Scoring Companies; AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); KYC/Security Companies (KYC Service Providers); Digital Banks; Digital Asset Exchanges; Virtual Asset Service Providers; Play-to-Earn Platforms; o E-Commerce Companies; Crowdfunding Platforms; RegTech Companies (RegTech Service Providers); SupTech Companies (SupTech Service Providers); and Digital Advisers/Robo-Advisers]	
E.1. PhiliFintech Innovation Office (PIO) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office
E.2. Enforcement and Investor Protection Department (EIPD) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department
F. For Banks, banking and quasi-banking institutions, pawnshops, corporations engaged in money service business (ex. Money Changer and Remittance Services), non-stock savings and loan associations (NSSLAs) and other Financial Intermediaries	
F.1. Endorsement from Bangko Sentral ng Pilipinas (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Bangko Sentral ng Pilipinas - Financial Supervision Sector
G. For Insurance/Health Maintenance Organization, preneed	
G.1. Endorsement from Insurance Commission (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Insurance Commission - Legal Services Group - Licensing Division

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the application to amendments_bageo@sec.gov.ph **Location:** Via email to amendments_bageo@sec.gov.ph **Notes/Instruction:** If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the	1.1. Verifies completeness of amendment requirements and assign to processors if the documents are complete	None	5 minute/s	• SEC Securities Counsel II; Baguio Extension Office
	1.2. Processes and evaluates application for Appointment/Substitution of Resident Agent		6 working day/s	• SEC Securities Counsel II; Baguio Extension Office • SEC Securities Specialist II; Baguio

Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via email. For submission of compliance documents, the client will directly send it to the assigned Specialist's e-mail. The assigned Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.2				Extension Office • SEC Securities Specialist I; Baguio Extension Office
	1.3. Issues Payment Assessment Form (PAF)		5 minute/s	• SEC Securities Counsel II; Baguio Extension Office • SEC Securities Specialist II; Baguio Extension Office • SEC Administrative Assistant II; Baguio Extension Office
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Confirms payment	**Standard Fees** Breakdown: Petition for Appointment/Substitution of Resident Agent: PHP 3000 Legal Research Fee: PHP 30 Documentary Stamp Tax: PHP 30 Total: PHP 3060	5 minute/s	• SEC Administrative Assistant II; Baguio Extension Office • SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D) • SEC Administrative Assistant II; Foreign Investment Registration Station Division (FIRST-D)
3. Submits the documentary requirements with proof of payment to the Receiving Counter at the Baguio EO or sends documentary requirements via courier	3.1. Receives and verifies documentary requirements and proof of payment.	None	5 minute/s	• SEC Administrative Assistant II; Baguio Extension Office

with self-addressed prepaid courier pouch **Location:** SEC Baguio Extension Office 3F Newtown Square, Navy Base Road Baguio City	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minute/s	• SEC Administrative Assistant II; Baguio Extension Office
	3.3. Prepares and generates the Certificate of Appointment/Substitution of Resident Agent of Foreign or Multinational Corporations		10 minute/s	• SEC Administrative Assistant II; Baguio Extension Office
	3.4. Reviews the application		7 working day/s	• SEC Securities Counsel II; Baguio Extension Office
	3.5. Encodes signed Certificate of Appointment/Substitution of Resident Agent of Foreign or Multinational Corporations		5 minute/s	• SEC Administrative Officer III; Baguio Extension Office
	3.6. Sends email for releasing appointment		5 minute/s	• SEC Administrative Officer III; Baguio Extension Office
4. Proceeds to the Releasing Section, presents the original proof of payment and receives the signed Certificate of Appointment/Substitution of Resident Agent of Foreign or Multinational Corporations, or waits for the delivery of the certificate through courier **Location:** SEC Baguio Extension Office 3F Newtown Square, Navy Base Road Baguio City	4. Releases signed Certificate of Appointment/Substitution of Resident Agent of Foreign or Multinational Corporations	None	5 minute/s	• SEC Administrative Assistant I; Baguio Extension Office
Total Processing Time:		Working Days: 13 working day/s, 1 hour/s		

Total Processing Fee:	Total Standard Fee: PHP 3060

11. Application for Branch Offices of Lending/Financing Companies

This service outlines the online procedure for establishing branch offices of Lending and Financing Companies. Preprocessing is conducted by submitting scanned copies of the required branch office documents via email at amendments_bageo@sec.gov.ph

Office or Division:	Baguio Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Coversheet (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: *May secure a Checklist of requirements and sample formats from the Licensing Unit or through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf.*	
2. Personal Information Sheet of Officers of the Branch Office (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: • *Using the prescribed format & notarized* *May secure a Checklist of requirements and sample formats from the Licensing Unit or through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf.*	
3. Information Sheet (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: *May secure Checklist of requirements and sample formats from the Licensing Unit or through the Commission's website at https://www.sec.gov.ph/forms-and-fees/second-license/.*	
4. Valid NBI Clearance of ALL Officers of the Branch (1) Original Copy And (3) Photo Copy	Applicant / Client

Remarks: • *With right thumbprint and signature* • *Reflecting the residential address as stated in the Information Sheet* *National Bureau of Investigation (NBI)*	
5. Monitoring Clearance (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: *Through Financing and Lending Companies Department (FinLend)* *https://docs.google.com/forms/d/e/1FAIpQLSeYaCEh_PQ2uq3gq0sS4ppKsbuolUzyTBCQfboQAsHZty-WYA/viewform*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. For pre-processing, send a scanned copy of documentary requirements to amendments_bageo@sec.gov.ph and wait for the result on the requested service. **Location:** SEC Baguio Extension Office 3F Newtown Square, Navy Base Road Baguio City **Notes/Instruction:** Remarks: *If documents are incomplete and non-compliant, return to clients for compliance by issuing a checklist of deficiencies.	1.1. Receive, assign and forward the scanned copy of documentary requirements to the processor	None	15 minute/s	• SEC Administrative Assistant I; Baguio Extension Office
	1.2. Processor reviews and evaluates the submitted documentary requirements.		30 minute/s	• SEC Securities Counsel II; Baguio Extension Office • Securities Specialist II; Baguio Extension Office • SEC Securities Specialist I; Baguio Extension Office
2. Receives update on the requested service through email. **Location:** SEC Baguio Extension Office 3F Newtown Square, Navy Base Road	2. Checks the Compliances on the deficiencies or lacking documentary requirements	None	30 minute/s	• SEC Securities Counsel II; Baguio Extension Office • Securities Specialist II; Baguio Extension Office

Baguio City **Notes/Instruction:** **Remarks:** If an applicant receives a checklist of deficiencies, immediately comply and send back to the assigned processor.				• SEC Securities Specialist I; Baguio Extension Office
3. Pay the filing fee at selected Landbank branches (over the counter), or SEC Online Payment Portal. **Location:** SEC Baguio Extension Office 3F Newtown Square, Navy Base Road Baguio City **Notes/Instruction:** SEC Online Payment Portal through this link https://espaysec.sec.gov.ph/ For over the counter payment at Landbank: **FUND ACCOUNT:** SEC RCC Current Account **ACCOUNT NO.:** 3752-2220-44	3. Confirms and acknowledge payment	**Possible Fees** Breakdown: Documentary Stamp Tax: PHP 30 **Formula Fees** Breakdown: License fees for Lending and Financing CosLegal Research Fee	10 minute/s	• Securities Specialist II; Baguio Extension Office • Securities Specialist I; Licensing Unit (LU) • SEC Administrative Assistant II; Baguio Extension Office
4. Submits the documentary requirements with proof of payment to the Receiving Counter at the Baguio EO or sends documentary requirements via courier with self-addressed prepaid courier pouch **Location:**	4.1. Receive and verify documentary requirements and proof of payment.	None	10 minute/s	• SEC Administrative Officer III; Baguio Extension Office
	4.2. Forward the documents to Processor for the preparation of certificate		10 minute/s	• SEC Administrative Officer III; Baguio

SEC Baguio Extension Office 3F Newtown Square, Navy Base Road Baguio City				Extension Office
	4.3. Prepare the certificate for Branch Office of Lending/Financing Companies		15 minute/s	• SEC Administrative Assistant II; Baguio Extension Office
	4.4. Review the certificate		15 minute/s	• SEC Securities Specialist II; Baguio Extension Office
	4.5. Sign the certificate.		15 minute/s	• Director; Baguio Extension Office
	4.6. Forward the Certificate for releasing		5 minute/s	• SEC Administrative Assistant II; Baguio Extension Office
5. Receive Notice thru email that the Certificate is already signed. **Location:** SEC Baguio Extension Office 3F Newtown Square, Navy Base Road Baguio City	5. Notify the Applicant thru email that the certificate is already signed.	None	5 minute/s	• SEC Information Officer II; Baguio Extension Office
6. Proceed to Releasing Unit for presentment of the original proof of payment and receive the signed Certificate of Lending/Financing Companies or waits for delivery of the certificate and received documents if sent via courier **Location:** 4th Floor, The SEC Headquarters 7097 Makati Ave., Salcedo	6. Release signed Certificate of Branch Office of Lending/Financing Companies	None	15 minute/s	• SEC Administrative Assistant II; Baguio Extension Office • SEC Administrative Assistant I; Baguio Extension Office

Vill., Brgy. Bel-Air, Makati City,1209				
Total Processing Time:		Working Days: 2 hour/s, 55 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Possible Fees

- **Documentary Stamp Tax** : 30

Formula / Schedule of Fees

- **License fees for Lending and Financing Cos**

  1/10 of 1% of the assigned capital of the Branch

- **Legal Research Fee**

  1% of the Filing Fee but not less than P 10.00

12. Application for Change of Head or Appointment of the Head of the Corporation Sole (eAMEND Regular Processing)

This service details the procedure for the Change of Head or Appointment of the Head of the Corporation Sole through the eAMEND portal under Regular Processing.

Office or Division:	Baguio Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered corporation sole, through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: • *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Amended Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client
3. Resolution (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Original copies should be signed (wet signature) and notarized*	
For Situational Requirement	
A. If applicable	
Sub Situational Requirement/s	
A.a. For Change of Corporate Name	
A.a.1. Name Verification Slip for Amendment of Corporate Name with Proof of Payment of Reservation Fee (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Baguio Extension Office
Remarks: *Request from imessage.sec.gov.ph*	

A.b. Affidavit of a trustee or officer undertaking to change corporate name, if not stated in the Articles of Incorporation				
A.b.1. Affidavit of a trustee or officer undertaking to change corporate name, if not stated in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, and submit the application in the eAMEND portal (Regular Processing) **Location:** **(https://eamend.sec.gov.ph/login)** **Notes/Instruction:** *If the application is found to be for compliance in the evaluation stage, the applicant will have to go back to Step 1- Submission of complete requirements.*	1.1. Verifies completeness and correctness of the submitted amendment requirements and assigns the application to the processors.	None	1 hour/s	• SEC Administrative Assistant II; Baguio Extension Office • Securities Specialist II; Baguio Extension Office
	1.2. Processes and evaluates application for amendment.		2 working day/s, 6 hour/s, 50 minute/s	• Administrative Assistant II; Baguio Extension Office • Administrative Officer III; Baguio Extension Office • Securities Counsel II; Baguio Extension Office
	1.3. Issues Payment Assessment Form (PAF) to the applicant.		5 minute/s	• Administrative Assistant II; Baguio Extension Office • Administrative Officer III; Baguio Extension Office • Securities Counsel II; Baguio Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:**	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: Amendment of Articles of Incorporation:	5 minute/s	• ESPAYSEC; Baguio Extension Office

https://espaysec.sec.gov.ph/		PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 Total: PHP 1040 **Possible Fees Breakdown:** Amendment of By-Laws: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 **Formula Fees Breakdown:** Name Reservation Slip		
3. Submits the documentary requirements with proof of payment to the SEC Baguio Extension Office 3rd floor Newtown Plaza Square Navy Base Road, Baguio City, through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Baguio Extension Office 3rd floor Newtown Plaza Square Navy Base Road, Baguio City	3.1. Receives and verifies documentary requirements and proof of payment	None	5 minute/s	• Administrative Assistant II; Baguio Extension Office
	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minute/s	• Administrative Assistant II; Baguio Extension Office
	3.3. Prepares and generates the Certificate of Amended Articles of Incorporation and/or By-Laws		5 minute/s	• SEC Administrative Assistant II; Baguio Extension Office
	3.4. Reviews the application and signs the Certificate of Amended Articles of Incorporation and/or By-Laws		3 working day/s, 7 hour/s, 10 minute/s	• Director; Baguio Extension Office
	3.5. Forwards the signed Certificate of Amended Articles of Incorporation and/or By-Laws to the Releasing Unit.		15 minute/s	• Administrative Assistant II; Baguio Extension Office

	3.6. Tags the application through the eAmend Portal to issue the Notice for Schedule of Appointment on the release of the Certificate of Amendment of Articles of Incorporation and/or By-Laws		5 minute/s	• Administrative Assistant II; Baguio Extension Office
4. Proceeds to SEC Baguio Extension Office 3rd floor Newtown Plaza Square Navy Base Road, Baguio City, for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Amended Articles of Incorporation and/or By-laws **Location:** SEC Baguio Extension Office 3rd floor Newtown Plaza Square Navy Base Road, Baguio City	4. Releases signed Certificate of Amended Articles of Incorporation and/or By-laws	None	5 minute/s	• Administrative Assistant II; Baguio Extension Office
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1040 See other fees below		

Possible Fees

- **Amendment of By-Laws** : 1000
- **Legal Research Fee** : 10
- **Documentary Stamp Tax** : 30

Formula / Schedule of Fees

- **Name Reservation Slip**

  Php100 per Corporate Name

  *Additional Php100 per trade name

13. Application for Conversion from Stock Corporation to Non-stock Corporation through eAMEND portal

This service details the procedure in applying for conversion from stock corporation to non-stock corporation through eAMEND portal using the Regular Processing;

1. *Conversion from Stock Corporation to Non-Stock Corporation (Regular Processing)*

Office or Division:	Baguio Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered stock domestic corporations with foreign equity participation of not more than forty percent (40%), except lending corporations and financing companies, through their Authorized Representatives.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Amended Articles of Incorporation and/or By-Laws (2) Photo Copy And (1) Electronic Copy	Applicant / Client
3. Directors' Certificate (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *Original copy should be signed (wet signature) and notarized* • *notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors and stockholders, (iii) the date and place of the stockholders' meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed names* • *Secure sample format through SEC Website: Primary Registration - Securities and Exchange Commission.*	
4. Secretary's Certificate of no intra-corporate dispute (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *Secure sample format through SEC Website: Primary Registration - Securities and Exchange Commission*	

5. Monitoring Clearance (2) Original Copy And (1) Electronic Copy	SECURITIES AND EXCHANGE COMMISSION - CMD
Remarks: • *If there is no valid and available Monitoring Clearance, submit an Affidavit of Undertaking for Monitoring from the eAMEND System.* • *If you have previously used an Affidavit of Undertaking for your amendment application, kindly submit a valid Monitoring Clearance issued by the Compliance Monitoring Division (CMD) for your current application.* • *Application for Monitoring Clearance through: ewatch.sec.gov.ph*	
6. Name Verification Slip for Amendment of Corporate Name with Proof of Payment of Reservation Fee (2) Original Copy And (1) Original Copy	SECURITIES AND EXCHANGE COMMISSION - CFRD
Remarks: *Request through email at crmd_amend_name@sec.gov.ph*	
7. Clearance/Favorable recommendation from other Departments of the Commission or from the appropriate Government Agency if applicable. (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Other Departments
For Situational Requirement	
A. For Clearance from other SEC Departments	
Sub Situational Requirement/s	
A.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
A.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
Remarks: *imessage@sec.gov.ph*	
A.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
A.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
Remarks: *imessage.sec.gov.ph*	
A.c. For Financial Technology (FinTech) related business activities	
A.c.1. PhiliFintech Innovation Office (PIO) and Enforcement and Investor Protection Department (EIPD) Clearance	Securities and Exchange Commission - PhiliFintech

(2) Original Copy And (1) Electronic Copy	Innovation Office (PIO) and Enforcement and Investor Protection Department (EIPD)

Remarks:

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

B. Endorsement from other government agencies	
Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For applications with Amendment of By-laws	
Sub Situational Requirement/s	
C.a. Air Transport	
C.a.1. Civil Aeronautics Board Endorsement (2) Original Copy And (1) Electronic Copy	Civil Aeronautics Board - Civil Aeronautics Board
C.b. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions	
C.b.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.c. Educational Institution: (stock & non-stock)	
C.c.1. Department of Education Endorsement for Elementary (2) Original Copy And (1) Electronic Copy	Department of Education - Department of Education
C.c.2. Commission on Higher Education Endorsement for College, Tertiary Course (2) Original Copy And (1) Electronic Copy	Commission on Higher Education - Commission on Higher Education

C.c.3. Technical Education Skills and Development Authority Endorsement for Technical Vocational Course (2) Original Copy And (1) Electronic Copy	Technical Education Skills and Development Authority - Technical Education Skills and Development Authority
C.d. Electric Power Plant/Trading of Petroleum Products	
C.d.1. Department of Energy Endorsement (2) Original Copy And (1) Electronic Copy	Department of Energy - Department of Energy
C.e. Hospital, Dental, Medical Clinics	
C.e.1. Department of Health Endorsement (2) Original Copy And (1) Electronic Copy	Department of Health - Department of Health
C.f. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.f.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C.g. Money Changer and Remittance Services	
C.g.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.h. Non-Chartered Government Owned and Controlled Corporation	
C.h.1. Government Commission for Government-owned and Controlled Corporation Endorsement (2) Original Copy And (1) Electronic Copy	Government Commission for Government-owned and Controlled Corporation - Government Commission for Government-owned and Controlled Corporation
C.i. Professional Association	
C.i.1. Professional Regulation Commission Endorsement (2) Original Copy And (1) Electronic Copy	Professional Regulation Commission - Professional Regulation Commission
C.j. Radio, TV, Telephone, Internet Service Providers, Value-Added Service Provider	
C.j.1. National Telecommunications Commission Endorsement (2) Original Copy And (1) Electronic Copy	National Telecommunications Commission - National Telecommunications Commission
C.k. Recruitment for Overseas Employment	
C.k.1. Philippine Overseas Employment Administration Endorsement (2) Original Copy And (1) Electronic Copy	Philippine Overseas Employment Administration - Philippine Overseas Employment Administration
C.l. Security Agency/ Anti-Crime Task Force	
C.l.1. Philippine National Police Endorsement (2) Original Copy And (1) Electronic Copy	Philippine National Police - Philippine National Police
C.m. Tobacco Related Business	
C.m.1. National Tobacco Administration Endorsement (2) Original Copy And (1) Electronic Copy	National Tobacco Administration - National Tobacco Administration
C.n. Volunteer Fire Brigade	
C.n.1. Bureau of Fire Protection Endorsement (2) Original Copy And (1) Electronic Copy	Bureau of Fire Protection - Bureau of Fire Protection

C.o. Vessel/Ship Operation, Ship Management. Shipbuilding, Ship Repair, Shipping Agency, Ship Husbanding, Ship Chandling and other Maritime related activities				
C.o.1. Maritime Industry Authority Endorsement (2) Original Copy And (1) Electronic Copy			Maritime Industry Authority - Maritime Industry Authority	
C.p. Water Service Providers and Waterworks				
C.p.1. Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems Endorsement (2) Original Copy And (1) Electronic Copy			Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems - Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, and submit the application in the eAMEND portal (Regular Processing) **Location:** (https://eamend.sec.gov.ph/login)	1.1. Verifies completeness of the submitted amendment requirements and assigns the application to processors.	None	1 hour/s	• SEC Administrative Assistant II; Baguio Extension Office • Securities Specialist II ; Baguio Extension Office
	1.2. Processes and evaluates application for amendment.		2 working day/s, 6 hour/s, 50 minute/s	• Administrative Assistant II; Baguio Extension Office • Administrative Officer III; Baguio Extension Office • Securities Counsel II; Baguio Extension Office
	1.3. Issues Payment Assessment Form (PAF) to the applicant.		5 minute/s	• Administrative Assistant II; Baguio Extension Office • Administrative Officer III; Baguio Extension Office • Securities Counsel II; Baguio

				Extension Office
2. Pays the filing fee **Location:** Through SEC-accredited landbank branches or through eSPAYSEC (https://espaysec.sec.gov.ph/)	2. Issues payment confirmation containing the Electronic Official Receipt via email.	**Standard Fees** Breakdown: Amendment of Articles of Incorporation: PHP 1000 Legal Research Fee: PHP 20 Documentary Stamp Tax: PHP 60 Amendment By-Laws: PHP 1000 Total: PHP 2080 **Formula Fees** Breakdown: Name Verification Fee	5 minute/s	• ESPAYSEC; Baguio Extension Office
3. Submits the hard copies of the documentary requirements with proof of payment to the SEC Baguio Extension Office 3rd floor Newtown Plaza Square Navy Base Road, Baguio City, through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Baguio Extension Office 3rd floor Newtown Plaza Square Navy Base Road, Baguio City	3.1. Receives and verifies documentary requirements and proof of payment	None	5 minute/s	• Administrative Assistant II; Baguio Extension Office
	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minute/s	• Administrative Assistant II; Baguio Extension Office
	3.3. Prepares and generates the Certificate of Amended Articles of Incorporation and/or By-Laws		5 minute/s	• SEC Administrative Assistant II; Baguio Extension Office
	3.4. Reviews the application and signs the Certificate of Amended Articles of Incorporation and/or By-Laws		3 working day/s, 7 hour/s, 10 minute/s	• Director; Baguio Extension Office
	3.5. Forwards the signed Certificate of Amended Articles of Incorporation and/or By-Laws to the Releasing Unit.		15 minute/s	• Administrative Assistant II; Baguio Extension Office

	3.6. Tags the application through the eAmend Portal to issue the Notice for Schedule of Appointment on the release of the Certificate of Amendment of Articles of Incorporation and/or By-Laws		5 minute/s	• SEC Administrative Assistant II; Baguio Extension Office
4. Proceeds to SEC Baguio Extension Office 3rd floor Newtown Plaza Square, Navy Base Road, Baguio City, for presentment of the proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Amended Articles of Incorporation and/or By-Laws **Location:** SEC Baguio Extension Office 3rd floor Newtown Plaza Square Navy Base Road, Baguio City	4. Releases the signed Certificate of Amended Articles of Incorporation and/or By-Laws	None	5 minute/s	• Administrative Assistant II; Baguio Extension Office
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 2080 See other fees below		

Formula / Schedule of Fees

- **Name Verification Fee**

  PHP 100 per corporate name

  plus Php100 per trade name/s

14. Application for Conversion of Corporation Sole to Ordinary Non-Stock Corporations of Domestic Corporations (eAMEND Regular Processing)

This service details the procedure in applying for Conversion of Corporation Sole to Ordinary Non-Stock Corporation through the eAMEND portal under Regular Processing.

Office or Division:	Baguio Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered corporation sole (for conversion of corporation sole to non-stock), through their Authorized Representatives (for amendment of corporate term)
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Baguio Extension Office
Remarks: *All registered corporation sole (for conversion of corporation sole to non-stock), through their Authorized Representatives (for amendment of corporate term)*	
2. Amended Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Please use the most recent Articles of Incorporation and By-Laws, which have been duly approved by the Commission. Simply modify the sections that are being amended. Underline the amended provision and add "(as amended on [date of meeting])" after it.*	
3. Resolution (2) Original Copy And (1) Electronic Copy	Applicant / Client
For Situational Requirement	
A. If applicable	
Sub Situational Requirement/s	
A.a. For Change of Corporate Name	
A.a.1. Name Verification Slip for Amendment of Corporate Name with Proof of Payment of Reservation Fee (1) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Baguio Extension Office
Remarks: *Corporate Filing and Records Division or request from crmd_amend_name@sec.gov.ph*	

A.a.2. Affidavit of a trustee or officer undertaking to change corporate name, if not stated in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, and submit the application in the eAMEND portal (Regular Processing) **Location:** **(https://eamend.sec.gov.ph/login)** **Notes/Instruction:** *If the application is found to be for compliance in the evaluation stage, the applicant will have to go back to Step 1- Submission of complete requirements.*	1.1. Verifies completeness and correctness of the submitted amendment requirements and assigns the application to the Processors if the documents are complete	None	1 hour/s	• SEC Securities Specialist II; Baguio Extension Office • SEC Director I; Baguio Extension Office
	1.2. Processes and evaluates application for amendment.		2 working day/s, 6 hour/s, 50 minute/s	• SEC Securities Specialist II; Baguio Extension Office • SEC Administrative Officer III; Baguio Extension Office • SEC Administrative Assistant II; Baguio Extension Office • SEC Securities Counsel II; Baguio Extension Office
	1.3. Issues Payment Assessment Form (PAF) to the applicant.		5 minute/s	• SEC Securities Specialist II; Baguio Extension Office • SEC Securities Counsel II; Baguio Extension Office • SEC Securities Examiner III; Corporate

				and Partnership Registration Division (CPRD) • SEC Administrative Officer III; Baguio Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** https://espaysec.sec.gov.ph/	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: Amendment of Articles of Incorporation: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 Total: PHP 1040 **Possible Fees** Breakdown: Amendment of By-Laws: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 **Formula Fees** Breakdown: Name Reservation Slip	5 minute/s	• Accounting Division; Financial Management Department (FMD)
3. Submits the complete requirements with proof of payment to the Receiving Counter at the Baguio EO or sends documentary requirements via courier with self-addressed prepaid courier pouch **Location:**	3.1. Receives and verifies documentary requirements and proof of payment	None	5 minute/s	• SEC Administrative Assistant II; Baguio Extension Office
	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minute/s	• SEC Administrative Assistant II; Baguio

SEC Baguio Extension Office 3F Newtown Square, Navy Base Road Baguio City				Extension Office
	3.3. Prepares and generates the Certificate of Amended Articles of Incorporation and/or By-Laws		5 minute/s	• SEC Administrative Assistant II; Baguio Extension Office
	3.4. Reviews the application and signs the Certificate of Amended Articles of Incorporation and/or By-Laws		3 working day/s, 7 hour/s, 10 minute/s	• SEC Director I; Baguio Extension Office
	3.5. Forwards the signed Certificate of Amended Articles of Incorporation and/or By-Laws to the Releasing Unit.		15 minute/s	• SEC Administrative Assistant II; Baguio Extension Office
	3.6. Tags the application through the eAmend Portal to issue the Notice for Schedule of Appointment on the release of the Certificate of Amendment of Articles of Incorporation and/or By-Laws		5 minute/s	• SEC Administrative Assistant II; Baguio Extension Office
4. Proceeds to Releasing Unit for presentment of the original proof of payment and receive the signed Certificate or waits for delivery of the certificate and received documents if sent via courier **Location:** SEC Baguio Extension Office 3F Newtown Square, Navy Base Road Baguio City	4. Releases signed Certificate of Amended Articles of Incorporation and/or By-laws	None	5 minute/s	• SEC Securities Specialist I; Baguio Extension Office
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1040 See other fees below		

Possible Fees

- **Amendment of By-Laws** : 1000

- **Legal Research Fee** : 10
- **Documentary Stamp Tax** : 30

Formula / Schedule of Fees

- **Name Reservation Slip**

  Php100 per Corporate Name

  *Additional Php100 per trade name

15. Application for Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC) under eAMEND Regular Processing

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

Office or Division:	Baguio Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Baguio Extension Office
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Notice of Conversion of a One Person Corporation to Ordinary Stock Corporation in the form prescribed by the Commission (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Baguio Extension Office
Remarks: • *Sample form downloadable through this link: https://www.sec.gov.ph/mc-2020/mc-no-27-s-2020/* • *Original copy should be signed (wet signature) and notarized* • *Signed by the holder of shares of the outstanding shares of the capital stock;* • *Signed by the Corporation's Corporate Secretary* • *Filed with the Commission within sixty (60) days from such transfer of shares in accordance to Sections 8 to 10 of SEC MC No. 27, series of 2020*	
3. Original or Certified True Copy of the documents effecting the transfer/s of full title/ownership of shares (1) Original Copy Or (1) Photo Copy And (1) Electronic Copy	Applicant / Client
4. Certificate Authorizing Registration/Tax Clearance (2) Original Copy And (1) Electronic Copy	Bureau of Internal Revenue - BIR
5. Articles of Incorporation and By-laws of an OSC filed in accordance with the requirements provided under Section 14 of the RCC, which shall comply with and/or contain the following details; (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Baguio Extension Office
Remarks: • *Section 14 of the Revised Corporation Code of the Philippines (RCC)*	

- *Duly prepared, signed and acknowledged or authenticated by the stockholders who voted for their adoption, and by the corporation's treasurer;*
- *Must clearly state that signatories voluntarily agreed to convert OPC to OSC in the following manner:*

  "KNOW ALL MEN BY THESE PRESENTS:

  - *The undersigned stockholder/s, of legal age, voluntarily agreed to convert a one person corporation (OPC) to Ordinary Stock Corporation (OSC) under the laws of the Republic of the Philippines and certify the following.*
  - *Provision/article indicating the name/s and address of the original incorporator of the OPC*
  - *Provisions/articles reflecting the number of directors, their names and addresses, as well as their subscription and payment details, and;*
  - *Other details particular to an OSC shall likewise be indicated in accordance with the provisions of the RCC and guidelines that the Commission has issued and/or may hereafter issue*
  - *The following shall likewise be added as a new Article in the Articles of Incorporation of the Ordinary Stock Corporation (OSC)*

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

6. Copy of the latest Articles of Incorporation of the OPC shall be attached to the Articles of Incorporation of the Ordinary Stock Corporation (OSC) (2) Original Copy And (1) Electronic Copy	Applicant / Client
7. Monitoring Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Baguio Extension Office

Remarks:

Application for Monitoring Clearance through: ewatch.sec.gov.ph

- *If there is no valid and available Monitoring Clearance, submit an Affidavit of Undertaking for Monitoring from the eAMEND System.*
- *If you have previously used an Affidavit of Undertaking for your amendment application, kindly submit a valid Monitoring Clearance issued by the Compliance Monitoring Division (CMD) for your current application.*

For Situational Requirement

A. For amendment of the Corporate name

A.1. Name Verification Slip (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Baguio Extension Office

Remarks:

request from crmd_amend_name@sec.gov.ph

A.2. Undertaking to Change Corporate Name duly executed under oath by the director of the OSC, if not yet included in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Baguio Extension Office

Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)*	
B. For Clearance from other SEC departments	
Sub Situational Requirement/s	
B.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
B.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
B.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
B.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
B.c. For Financial Technology (FinTech) related business activities	
B.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI)* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
B.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;*	

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

C. Endorsement clearance from appropriate Government agencies	
Sub Situational Requirement/s	
C.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
C.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
D. Undertaking to Assume All Liabilities of the OPC, duly executed under oath by all stockholders of the OSC, if not yet included in the Articles of Incorporation	
D.1. Undertaking to Assume All Liabilities of the OPC, duly executed under oath by all stockholders of the OSC (2) Original Copy And (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, pays the filing fee through through eSPAYSEC and submit the application in the eAMEND portal (Regular Processing) **Location:** (https://eamend.sec.gov.ph/login)	1.1. Verifies completeness of the submitted amendment requirements and assigns the application to the Processors.	None	1 hour/s	• SEC Securities Specialist II; Baguio Extension Office
	1.2. Processes and evaluates application for amendment.		9 working day/s, 6 hour/s, 50 minute/s	• SEC Securities Specialist II; Baguio Extension Office • SEC Administrative Officer III; Baguio

				Extension Office • SEC Securities Counsel II; Baguio Extension Office • SEC Administrative Assistant II; Baguio Extension Office
	1.3. Issues Payment Assessment Form (PAF) to the applicant if compliant.		5 minute/s	• SEC Securities Specialist II; Baguio Extension Office • SEC Administrative Officer III; Baguio Extension Office • SEC Administrative Assistant II; Baguio Extension Office • SEC Securities Counsel II; Baguio Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: Amendment of Articles of Incorporation: PHP 1000 Amendment of By-laws: PHP 1000 Legal Research Fee: PHP 20 Documentary Stamp Tax: PHP 60 Total: PHP 2080	5 minute/s	• Accounting Officer; Financial Management Department (FMD)

		Formula Fees Breakdown: Name Verification Fee		
3. Submits the complete requirements with proof of payment to the Receiving Counter at the Baguio EO or sends documentary requirements via courier with self-addressed prepaid courier pouch) **Location:** SEC Baguio Extension Office 3F Newtown Square, Navy Base Road Baguio City	3.1. Receives and verifies documentary requirements and proof of payment	None	5 minute/s	• SEC Administrative Assistant II; Baguio Extension Office
	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minute/s	• SEC Administrative Assistant II; Baguio Extension Office
	3.3. Prepares and generates the Certificate of Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC)		10 minute/s	• SEC Administrative Assistant II; Baguio Extension Office
	3.4. Reviews the application and signs the Certificate of Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC)		9 working day/s, 7 hour/s	• SEC Director I; Baguio Extension Office
	3.5. Encodes signed Certificate of Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC)		10 minute/s	• SEC Administrative Officer III; Baguio Extension Office
	3.6. 3.6 Tags the application for appointment through the eAmend Portal indicating the date of release of the Certificate		5 minute/s	• SEC Administrative Assistant II; Baguio Extension Office
4. Proceeds to Releasing Unit for presentment of the original proof of payment and receive the signed Certificate of Incorporation or waits for delivery of the certificate and received documents if sent via courier **Location:** SEC Baguio Extension Office	4. Releases signed Certificate of Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC)	None	15 minute/s	• SEC Administrative Assistant I; Baguio Extension Office

3F Newtown Square, Navy Base Road Baguio City				
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 2080 See other fees below		

Formula / Schedule of Fees

- **Name Verification Fee**

  PHP 100 per proposed company name

  *additional Php100 per trade name/s

16. Application for Conversion of Ordinary Corporation to Lending/Financing Companies and Lending to Financing Corporation and vice versa.

This service outlines the online procedure adopted for the conversion from an Ordinary Corporation to a Lending/Financing Corporation, or from a Lending Corporation to a Financing Corporation (and vice versa). Preprocessing is conducted by submitting scanned copies of the required documents for amendment of the Articles of Incorporation and/or By-laws via email at lu_application01@sec.gov.ph.

Office or Division:	Baguio Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Coversheet (3) Original Copy	Securities and Exchange Commission - Licensing Unit
Remarks: *May secure a Checklist of requirements and sample formats from the Licensing Unit or through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf.*	
2. Amended Articles of Incorporation/By-laws (1) Original Copy And (2) Photo Copy	Applicant / Client
3. Directors` Certificate - notarized and signed by majority of the directors and the corporate secretary, certifying (i) the amendment of the Articles of Incorporation and indicating the amended provisions, (ii) the vote of the directors and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their names (1) Original Copy And (2) Photo Copy	Applicant / Client
4. Notarized Secretary's Certificate on no pending case of intra-corporate dispute (1) Original Copy And (2) Photo Copy	Applicant / Client
5. Monitoring Clearance (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *Through Compliance Monitoring Division - https://forms.gle/N3MMQx61C5cApzhm8*	
6. Name Verification Slip, if the provision to be amended is the corporate name (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks:	

Corporate Filing and Records Division or through crmd_amend_name@sec.gov.ph	
7. Affidavit of a director or officer undertaking to change corporate name, if not stated in the AI (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *May secure a copy through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/2019_FormsUndertakingtoChangeName.pdf*	
For Situational Requirement	
A. FROM ORDINARY CORPORATION TO LENDING CORPORATION	
A.1. Application Form (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *May secure a copy through the Commission's website at https://www.sec.gov.ph/forms-and-fees/second-license/.*	
A.2. Information Sheet (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *May secure a copy through the Commission's website at https://www.sec.gov.ph/forms-and-fees/second-license/.*	
A.3. Additional Requirements for FOREIGN Directors and Officers (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *1. Photocopy of Alien Certificate of Registration Card/Immigrant Certificate of Residence Card** *2. Photocopy of Passport Showing Valid Visa or Stay in the Philippines** *3. Clearance from the Bureau of Immigration*	
A.4. Sworn Certification required under SEC Memorandum Circular No. 29, Series of 2020 (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: • *Shall include an undertaking that the applicant shall submit hard and soft copies of its MTPP to the AMLD-EIPD within ten (10) days from receipt of its Certificate of Registration and/or secondary license from the Commission* • *Stamped received by the Anti-Money Laundering Division of the Enforcement and Investor Protection Department (AMLD-EIPD)*	
A.5. Valid NBI Clearance of ALL Incorporators and Stockholders (1) Original Copy And (2) Photo Copy	Applicant / Client

Remarks: • *With right thumb print and signature* • *Reflecting the residential address as stated in the Information Sheet & Articles of Incorporation*	
B. FROM ORDINARY CORPORATION TO FINANCING CORPORATION	
B.1. Application Form (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *May secure a copy through the Commission's website at https://www.sec.gov.ph/forms-and-fees/second-license/.*	
B.2. Information Sheet (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *May secure a copy through the Commission's website at https://www.sec.gov.ph/forms-and-fees/second-license/.*	
B.3. Personal Information Sheet of Directors & Officers (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *• Using the prescribed format & notarized* *May secure a copy through the Commission's website at https://www.sec.gov.ph/forms-and-fees/second-license/.*	
B.4. Valid NBI Clearance of ALL Incorporators and Stockholders (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: • *With right thumb print and signature* • *Reflecting the residential address as stated in the Information Sheet & Articles of Incorporation (AI)/General Information Sheet (GIS)*	
B.5. Additional Requirements for FOREIGN Directors and Officers (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *1. Photocopy of Alien Certificate of Registration Card/Immigrant Certificate of Residence Card** *2. Photocopy of Passport Showing Valid Visa or Stay in the Philippines** *3. Clearance from the Bureau of Immigration*	
B.6. Manual on Corporate Governance (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *If foreign participation in voting stock is more than 40%; or* *-If total assets is PhP50M or more; or*	

-If commercial paper issue, either exempt or registered

B.7. Sworn Certification required under SEC Memorandum Circular No. 29, Series of 2020 (1) Original Copy And (2) Photo Copy	Applicant / Client

Remarks:

- *Shall include an undertaking that the applicant shall submit hard and soft copies of its MTPP to the AMLD-EIPD within ten (10) days from receipt of its Certificate of Registration and/or secondary license from the Commission*
- *Stamped received by the Anti-Money Laundering Division of the Enforcement and Investor Protection Department (AMLD-EIPD)*

B.8. Format of Disclosure Statement on Loan/Credit Transactions (1) Original Copy And (2) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. For pre-processing, send a scanned copy of documentary requirements to https://imessage.sec.gov.ph/ and wait for the result on the requested service. **Location:** SEC Baguio Extension Office 3F Newtown Square, Navy Base Road Baguio City **Notes/Instruction:** Remarks: If documents are incomplete and non-compliant, return to clients for compliance by issuing a checklist of deficiencies.	1.1. Receive, assign and forward to the Processor the scanned copy of documentary requirements.	None	15 minute/s	• Securities Counsel II; Baguio Extension Office
	1.2. Processor reviews and evaluates the submitted documentary requirements.		5 working day/s	• Securities Specialist II; Baguio Extension Office • Securities Specialist I; Baguio Extension Office

2. Receives update on the requested service through email. **Location:** SEC Baguio Extension Office 3F Newtown Square, Navy Base Road Baguio City **Notes/Instruction:** Remarks: If an applicant receives a checklist of deficiencies, immediately comply and send back to the assigned LU processor.	2. Checks the Compliances on the deficiencies or lacking documentary requirements	None	3 working day/s	• Securities Specialist II; Baguio Extension Office • SEC Securities Specialist I; Baguio Extension Office
3. Pay the filing fee at selected Landbank branches (over the counter), or SEC Online Payment Portal **Location:** SEC Baguio Extension Office 3F Newtown Square, Navy Base Road Baguio City **Notes/Instruction:** SEC Online Payment Portal through this link https://espaysec.sec.gov.ph/ For over the counter payment at Landbank: **FUND ACCOUNT:** SEC RCC Current Account **ACCOUNT NO.:** 3752-2220-44	3. Receive and acknowledge payment	**Possible Fees** Breakdown: Amended Articles of Incorporation: PHP 1000 Amended By-Laws: PHP 1000 Documentary Stamp Tax: PHP 30 Name Verification: PHP 100 **Formula Fees** Breakdown: License fees for Lending and Financing CosLegal Research Fee	15 minute/s	• SEC Administrative Assistant II; Baguio Extension Office • SEC Administrative Assistant I; Baguio Extension Office

4. Submits the hard copies at Baguio Extension Office **Location:** SEC Baguio Extension Office 3F Newtown Square, Navy Base Road Baguio City	4.1. Receive and verify documentary requirements and proof of payment.	None	10 minute/s	• SEC Securities Specialist II; Baguio Extension Office
	4.2. Forward the documents for the preparation of certificate		10 minute/s	• SEC Securities Specialist II; Baguio Extension Office
	4.3. Prepare the certificate for Lending/Financing Companies		15 minute/s	• SEC Administrative Assistant II; Baguio Extension Office
	4.4. Review the certificate		15 minute/s	• SEC Securities Specialist II; Baguio Extension Office
	4.5. Sign the certificate.		15 minute/s	• Director; Baguio Extension Office
	4.6. Forward the Certificate for releasing		5 minute/s	• SEC Administrative Assistant I; Baguio Extension Office
5. Receive Notice thru email that the Certificate is already signed. **Location:** SEC Baguio Extension Office 3F Newtown Square, Navy Base Road Baguio City	5. Notify the Applicant thru email that the certificate is already signed.	None	5 minute/s	• SEC Information Officer II; Baguio Extension Office
6. Proceed to Releasing Unit for presentment of the original proof of payment and receive the signed Certificate of Lending/Financing Companies **Location:**	6. Release signed Certificate of Branch Office of Lending/Financing Companies	None	15 minute/s	• SEC Administrative Assistant II; Baguio Extension Office • SEC Administrativ

SEC Baguio Extension Office 3F Newtown Square, Navy Base Road Baguio City				e Assistant I; Baguio Extension Office
Total Processing Time:	Working Days: 8 working day/s, 2 hour/s			
Total Processing Fee:	Total Standard Fee: None See other fees below			

Possible Fees

- **Amended Articles of Incorporation** : 1000
- **Amended By-Laws** : 1000
- **Documentary Stamp Tax** : 30
- **Name Verification** : 100

Formula / Schedule of Fees

- **License fees for Lending and Financing Cos**

  1/10 of 1% of the Paid-Up Capital

- **Legal Research Fee**

  1/10 of 1% of the Filing Fee

17. Application for Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC) under eAMEND Regular Processing

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

Office or Division:	Baguio Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Baguio Extension Office
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Notice of Conversion of an Ordinary Stock Corporation to a One Person Corporation in the form prescribed by the Commission (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Baguio Extension Office
Remarks: • *Sample form downloadable through this link: https://www.sec.gov.ph/mc-2020/mc-no-27-s-2020/* • *Original copy should be signed (wet signature) and notarized* • *Signed by the single stockholder who has acquired all the outstanding shares of the capital stock of an ordinary corporation* • *Signed by the Corporation's Corporate Secretary*	
3. Original or Certified True Copy of the documents effecting the transfer/s of full title/ownership of shares (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *Deeds of Assignment or any legal document transferring the shares to the single stockholder and if applicable;* • *Certified True Copy of Proof of Authority to act on behalf of the Board*	
4. Certificate Authorizing Registration/Tax Clearance (2) Original Copy And (1) Electronic Copy	Bureau of Internal Revenue - BIR
5. Articles of Incorporation of an OPC (with sample form at the SEC Website) (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Baguio Extension Office

Remarks: • *Request sample form through this link:* *MC No. 07 s.2019 - Guidelines on the Establishment of a One Person Corporation (OPC) - Securities and Exchange Commission* • *Must be duly prepared, signed and acknowledged or authenticated by the single stockholder and by the corporation's Treasurer;* • *Provision/article indicating the name/s and address/es of the original incorporator/s of the OSC* • *Provision/articles on the number of directors, their payment details were modified to reflect the name, address, subscription and payment details of the single stockholder in the form prescribed by the Commission* • *Other details particular to an OPC indicated in MC No. 07, Series of 2019.* • *Must contain the following as a new Article in the Articles of Incorporation of the One Person Corporation:* *"Upon issuance by the Securities and Exchange Commission of the Certificate of Filing of Amended Articles of Incorporation, reflecting its conversion into a One Person Corporation, the attached Articles of Incorporation of the Ordinary Stock Corporation shall be deemed superseded"*	
6. Copy of the latest Articles of Incorporation of the Ordinary Stock Corporation (OSC) (2) Original Copy And (1) Electronic Copy	Applicant / Client
7. Notarized Secretary's Certificate of No Intra corporate Dispute (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Baguio Extension Office
Remarks: *Download Secretary's Certificate sample form through this link: https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx*	
8. Monitoring Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Baguio Extension Office
Remarks: *Application for Monitoring Clearance through: ewatch.sec.gov.ph* *If there is no valid and available Monitoring Clearance, submit an Affidavit of Undertaking for Monitoring from the eAMEND System.* *If you have previously used an Affidavit of Undertaking for your amendment application, kindly submit a valid Monitoring Clearance issued by the Compliance Monitoring Division (CMD) for your current application.*	
9. Letter of acceptance of appointment by Nominee and Alternate Nominee (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Baguio Extension Office
Remarks: *Nominee and/or Alternate Nominee or through https://www.sec.gov.ph/wp-content/uploads/2019/10/2019_Sample-Acceptance-Letter-of-Nomi nees.docx*	
10. Self-appointed Treasurer's Bond, if applicable	Applicant / Client

(2) Original Copy And (1) Electronic Copy	
11. Undertaking to Assume All Liabilities of the OPC, duly executed under oath by all stockholders of the OSC, if not yet included in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client
For Situational Requirement	
A. For amendment of the Corporate name	
A.1. Name Verification Slip (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Baguio Extension Office
Remarks: *Request for name verification slip from https://imessage.sec.gov.ph/*	
A.2. Undertaking to Change Corporate Name duly executed under oath by the director of the OSC, if not yet included in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client
B. For Clearance from other SEC departments	
Sub Situational Requirement/s	
B.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
B.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
B.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
B.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
B.c. For Financial Technology (FinTech) related business activities	
B.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;*	

- *Virtual Asset Service Providers;*
- *Play-to-Earn Platforms;*
- *E-Commerce Companies;*
- *Crowdfunding Platforms;*
- *RegTech Companies (RegTech Service Providers);*
- *SupTech Companies (SupTech Service Providers); and*
- *Digital Advisers/Robo-Advisers*

B.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)
C. Endorsement clearance from appropriate Government agencies	
Sub Situational Requirement/s	
C.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
C.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, pays the filing fee through through eSPAYSEC and submit the application in the eAMEND portal (Regular Processing) **Location:** **(https://eamend.sec.gov.ph/login)**	1.1. Verifies completeness of the submitted amendment requirements and assigns the application to the Processors.	None	1 hour/s	• SEC Securities Specialist II; Baguio Extension Office • SEC Director I; Baguio Extension Office
	1.2. Processes and evaluates application for amendment.		9 working day/s, 6 hour/s, 50 minute/s	• SEC Securities Specialist II; Baguio Extension Office • SEC Securities Counsel II; Baguio Extension Office • SEC Administrative Officer III; Baguio Extension Office

				• SEC Administrative Assistant II; Baguio Extension Office
	1.3. Issues Payment Assessment Form (PAF) to the applicant if compliant		5 minute/s	• SEC Securities Counsel II; Baguio Extension Office • SEC Administrative Assistant II; Baguio Extension Office • SEC Securities Specialist II; Baguio Extension Office • SEC Administrative Officer III; Baguio Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** https://espaysec.sec.gov.ph/	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: Amendment of Articles of Incorporation: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 Total: PHP 1040 **Formula Fees** Breakdown: Name Verification Fee	5 minute/s	• Accounting Officer; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the CRMD Receiving Counter, 5th	3.1. Receives and verifies documentary requirements and proof of payment	None	5 minute/s	• SEC Computer Operator; Corporate Filing and

Floor, The SEC Headquarters through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** CRMD Receiving Counter, 5th Floor, The SEC Headquarters				Records Division (CFRD)
	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minute/s	• SEC Computer Operator; Corporate Filing and Records Division (CFRD)
	3.3. Prepares and generates the Certificate of Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC)		10 minute/s	• SEC Administrative Assistant II; Corporate and Partnership Registration Division (CPRD)
	3.4. Reviews the application and signs the Certificate of Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC)		9 working day/s, 7 hour/s	• SEC Assistant Director; Corporate Filing and Records Division (CFRD)
	3.5. Encodes signed Certificate of Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC)		10 minute/s	• SEC Data Analyst; Corporate Filing and Records Division (CFRD)
	3.6. Tags the application for appointment through the eAmend Portal indicating the date of release of the Certificate		5 minute/s	• SEC System Computer Operator; Corporate Filing and Records Division (CFRD)
4. Proceeds to Releasing Unit for presentment of the original proof of payment and receive the signed Certificate or waits for delivery of the certificate and received documents if sent via courier **Location:** SEC Baguio Extension Office	4. Releases signed Certificate of Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC)	None	15 minute/s	• SEC Administrative Assistant I; Baguio Extension Office

3F Newtown Square, Navy Base Road Baguio City				
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1040 See other fees below		

Formula / Schedule of Fees

- **Name Verification Fee**

  Php 100 per Corporate Name

  *Additional Php 100 per trade name/s

18. Application for Monitoring Clearance for All Types of Corporations

A request for monitoring may be sent through the eWATCH Monitoring Request System: https://ewatch.sec.gov.ph/. An online platform for submitting company monitoring requests. It automatically tracks compliance with the submission of reportorial requirements of Domestic Corporations, ordinary stock and non-stock, except: foundations, publicly-listed corporations and corporations with secondary license; regular monitoring of Foreign Corporations (Branch Offices, Representative Offices, Regional Area Headquarters and Regional Operating Headquarters) except foundations.

Office or Division:	Baguio Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	1. General transacting public and business entities for: a.) Registered and Delinquent corporations; b.) Corporations with Notice of Deficiencies and Hearing or Orders
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Accomplished Monitoring Request (1) Electronic Copy	Securities and Exchange Commission - Baguio Extension Office
Remarks: *eWATCH Monitoring Request System: https://ewatch.sec.gov.ph/*	
For Situational Requirement	
A. Additional requirements upon evaluation, if needed	
A.1. Secretary's Certificate (No-Intra Corporate Dispute/Clarification/explaining the double filing of General Information Sheet) (1) Original Copy And (1) Electronic Copy	Applicant / Client
A.2. Affidavit (Anti-Dummy Law/one and the same/auditor) (1) Original Copy And (1) Electronic Copy	Applicant / Client
A.3. Form for Appointment of Officers for One Person Corporation (1) Electronic Copy	Applicant / Client
A.4. Surety Bond (1) Original Copy And (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)

1. Application for Monitoring Clearance eWatch link: https://ewatch.sec.gov.ph/login Ensure that the corporation has an eSecure account and has complied with the following: • MC 28 submission • Latest due reports (AFS/GIS) • Complete company profile **Location:** https://ewatch.sec.gov.ph/login	1. The system processes the application if the corporation meets the required criteria.	None	30 minute/s	• NONE; Compliance Monitoring Division (CMD)
2. System automatically updates the status of the corporation to "For Assign" **Location:** Baguio Extension Office **Notes/Instruction:** *If not compliant, the applicant shall comply with the submission of the latest due reportorial requirements and send* ***a new request through the eWatch system.***	2.1. Determines compliance with the latest due reports and their corresponding jurisdiction	None	30 minute/s	• SEC Securities Specialist II; Baguio Extension Office
	2.2. If compliant and within the jurisdiction of SEC Baguio Extension Office, the request is assigned to a Monitoring Officers.		30 minute/s	• SEC Securities Specialist II; Baguio Extension Office
	2.3. If not compliant with the latest due reports, the request is reverted to the applicant		30 minute/s	• SEC Securities Specialist II; Baguio Extension Office
	2.4. If outside the jurisdiction of the SEC Baguio Extension Office, the request is endorsed to the appropriate Office (EO).		20 minute/s	• SEC Securities Specialist II; Compliance Monitoring Division (CMD)
3. Receives an update on the requested service. **Location:** Baguio Extension Office **Notes/Instruction:** The corporation shall comply with the findings within **seven (7)** calendar days. Failure to	3.1. Send the Monitoring Sheet within 10 working days.	**Formula Fees** Breakdown: Penalties/Fines	10 working day/s	• SEC Securities Specialist II; Baguio Extension Office • SEC Securities Specialist I; Baguio Extension Office

comply shall result in the request being automatically purged by the system and a new request must be filed.	3.2. If WITHOUT PENALTY, issues a Monitoring Sheet - No Penalty - END OF TRANSACTION.		1 working day/s	• SEC Securities Specialist II; Baguio Extension Office • SEC Securities Specialist I; Baguio Extension Office
	3.3. If WITH PENALTY, issue the Monitoring Sheet and Payment Assessment Form (PAF)		1 working day/s	• SEC Securities Specialist II; Baguio Extension Office • SEC Securities Specialist I; Baguio Extension Office
	3.4. If for compliance, issues a TENTATIVE Monitoring Sheet with remarks		1 working day/s	• SEC Securities Specialist II; Baguio Extension Office • SEC Securities Specialist I; Baguio Extension Office
4. Present PAF and pay the penalties to the nearest Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home **Location:** Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home **Notes/Instruction:** Send the copy of validated deposit slip/Electronic Official	4.1. The system will automatically validate the payment from the applicant. If Landbank Payment, posting is within 1-2 working days If ESPAYSEC, the posting of payment is real-time	**Formula Fees** Breakdown: Penalties/Fine sCustodian Fee	2 working day/s	• SEC Securities Specialist II; Baguio Extension Office • SEC Securities Specialist I; Baguio Extension Office
	4.2. Once the system tags the request as Paid, the monitoring specialist will forward the proof of payment and the monitoring sheet for review and signature.		1 working day/s	• SEC Securities Specialist II; Baguio Extension Office • SEC Securities Specialist I;

Receipt to the email address of the Monitoring Specialist.				Baguio Extension Office
	4.3. Review and sign the Monitoring Sheet.		1 working day/s	• SEC Director; Baguio Extension Office
	4.4. The signed Monitoring Sheet is uploaded in the Document Verification System to generate QR code.		2 working day/s	• SEC Securities Specialist II; Baguio Extension Office • SEC Securities Specialist I; Baguio Extension Office
5. Receive the Confirmation of Payment (COP)/Monitoring Sheet (MS) in PDF Format. - END OF TRANSACTION **Location:** Baguio Extension Office	5. Release the Confirmation of Payment/Monitoring Sheet.	None	20 minute/s	• SEC Securities Specialist II; Baguio Extension Office • SEC Securities Specialist I; Baguio Extension Office
Total Processing Time:		Working Days: 19 working day/s, 2 hour/s, 40 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Penalties/Fines**

  Guidelines on the Imposition of fines or penalties for non-compliance with reportorial requirements; Securities Regulation Code (SRC); Revised Corporation Code (RCC); Memorandum Circular No. 06, series of 2024; Memorandum Circular No. 8, series of 2009 (MC8-2009); Memorandum Circular No. 15, series of 2006; Memorandum Circular No. 17, series of 2019; Amended rules governing the distribution of excess profits of corporation; Memorandum Circular No. 8, Series of 1998 (MC8-1998); and Office Order No. 298, Series of 2010; Memorandum Circular No. 10 Series of 2026; Memorandum Circular No. 28, Series of 2020.

- **Custodian Fee**

  Memorandum Circular No. 17, series of 2019

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

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

Office or Division:	Baguio Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All licensed foreign and multinational corporations
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (1) Electronic Copy And (1) Photo Copy	Securities and Exchange Commission - Baguio Extension Office
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf)*	
2. Petition for Withdrawal of License (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
3. Authenticated/Apostilled copy of the Board Resolution authorizing the withdrawal of license (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
4. Audited Financial Statements (AFS), stamped received by the BIR and SEC, as of the last fiscal year of operation or latest filed (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
5. Original license issued by SEC (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
6. Publisher's affidavit evidencing the publication of the notice of withdrawal (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *once a week for three [3] consecutive weeks*	
7. Tax Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Bureau of Internal Revenue - Revenue District Office
8. Certification under oath by the Resident Agent or duly authorized officer / representative (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

Remarks: *certification that:* *1. the dissolution is not prejudicial to the interest of the creditors;* *2. there is no opposition from any creditor from the time of publication of the notice of dissolution up to the filing of the dissolution with the Commission; and* *3. All claims which have accrued in the Philippines have been paid, compromised or settled* *Note: Not applicable if already indicated in the Petition*	
9. Depending on the creditors (Note: to be verified against the AFS) *Any of the following:*	
9.A. List of creditors, if any, and their consent (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
---- OR ----	
9.B. Notarized certification as to non-existence of creditors (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
For Situational Requirement	
A. For Corporations with Primary License	
A.1. Monitoring Clearance - BAGEO (1) Electronic Copy And (1) Photo Copy	Securities and Exchange Commission - Baguio Extension Office
Remarks: *https://forms.gle/Nt9p8PN88j7G4LPi8*	
B. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
B.1. Monitoring Clearance from Markets and Securities Regulation Department (MSRD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Markets and Securities Regulation Department
C. For Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies, and foundation	
C.1. Monitoring Clearance from Corporate Governance and Finance Department (CGFD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Corporate Governance and Finance Department
D. For Financing/Lending	
D.1. Monitoring Clearance from Financing and Lending Companies Department (FLCD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Financing and Lending Companies Department
E. For Financial Technology (FinTech) related business activities [Operators of payment systems; Payment Service Providers; Electronic Money Issuers (EMI); Non-bank EMIs; Alternative Credit Scoring Companies; AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); KYC/Security Companies (KYC Service Providers); Digital Banks; Digital Asset Exchanges; Virtual Asset Service Providers; Play-to-Earn Platforms; o E-Commerce Companies; Crowdfunding Platforms; RegTech Companies (RegTech Service Providers); SupTech Companies (SupTech Service Providers); and Digital Advisers/Robo-Advisers]	

E.1. PhiliFintech Innovation Office (PIO) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office
E.2. Enforcement and Investor Protection Department (EIPD) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department
F. For Banks, banking and quasi-banking institutions, pawnshops, corporations engaged in money service business (ex. Money Changer and Remittance Services), non-stock savings and loan associations (NSSLAs) and other Financial Intermediaries	
F.1. Endorsement from Bangko Sentral ng Pilipinas (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Bangko Sentral ng Pilipinas - Financial Supervision Sector
G. For Insurance/Health Maintenance Organization, preneed	
G.1. Endorsement from Insurance Commission (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Insurance Commission - Legal Services Group - Licensing Division
H. For Regional Operating Headquarters (ROHQs) and Regional/Area Headquarters (RHQs)	
H.1. Endorsement/Clearance from Board of Investments (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Board of Investments - Legal and Compliance Service

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

1. Submits the application to amendments_bageo@sec.gov.ph **Location:** amendments_bageo@sec.gov.ph **Notes/Instruction:** If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via email. For submission of compliance documents, the client will directly send it to the assigned Specialist's e-mail. The assigned Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.2	1.1. Verifies completeness of amendment requirements	None	4 hour/s	• SEC Securities Counsel II; Baguio Extension Office
	1.2. Evaluates whether the documents submitted are complete in form and in substance, then prepares Final Report and forwards it to the Officer-in-Charge for review if compliant		14 working day/s	• SEC Securities Counsel II; Baguio Extension Office • SEC Securities Specialist II; Baguio Extension Office
	1.3. Evaluates the final report, then orders the Securities Specialist II to issue Payment Assessment Form (PAF) if compliant		14 working day/s	• SEC Securities Counsel II; Baguio Extension Office
	1.4. Issues Payment Assessment Form (PAF)		3 hour/s	• SEC Securities Specialist II; Baguio Extension Office • SEC Securities Specialist I; Baguio Extension Office
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the electronic Official Receipt via e-mail	**Standard Fees** Breakdown: Withdrawal of License of Foreign and Multinational Corporations: PHP 3000 Legal Research Fee: PHP 30 Documentary Stamp Tax: PHP 30 Total: PHP 3060	1 working day/s	• Accounting Division; Financial Management Department (FMD)
3. Submits the documentary	3.1. Receives and verifies documentary	None	10 minute/s	• SEC Securities

requirements with proof of payment to the Receiving Counter at the Baguio EO or sends documentary requirements via courier with self-addressed prepaid courier pouch **Location:** SEC Baguio Extension Office 3F Newtown Square, Navy Base Road Baguio City	requirements and proof of payment.			Specialist II; Baguio Extension Office
	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		10 minute/s	• SEC Administrative Assistant II; Baguio Extension Office
	3.3. Prepares and generates the Certificate of Withdrawal of License of Foreign or Multinational Corporations		10 minute/s	• SEC Administrative Assistant II; Corporate and Partnership Registration Division (CPRD)
	3.4. Reviews the application and signs the Certificate of Withdrawal of License of Foreign or Multinational Corporations		10 working day/s	• SEC Director; Baguio Extension Office
	3.5. Encodes signed Certificate of Withdrawal of License of Foreign or Multinational Corporations		10 minute/s	• SEC Administrative Officer III; Baguio Extension Office
	3.6. Sends email for releasing appointment		10 minute/s	• SEC Information Officer II; Baguio Extension Office
4. Proceeds to the CRMD Releasing Section at SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209, presents the original proof of payment and receives the signed Certificate of Withdrawal of License of Foreign or Multinational Corporations **Location:** SEC Headquarters, 5th Floor, 7907 Makati	4. Releases signed Certificate of Withdrawal of License of Foreign or Multinational Corporations	None	10 minute/s	• SEC Assistant Computer Operator; Corporate Filing and Records Division (CFRD)

Avenue, Salcedo Village, Bel-Air, Makati City, 1209				
Total Processing Time:		Working Days: 40 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 3060		

20. Cancellation Certificate of Authority of Lending/Financing Branch Offices

This service outlines the online procedure adopted for the cancellation of the Certificate of Authority of Lending and Financing Companies. Preprocessing is conducted by submitting scanned copies of the required documents for Certificate of Authority cancellation via email at amendments_bageo@sec.gov.ph

Office or Division:	Baguio Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Coversheet (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *May secure a Checklist of requirements and sample formats from BAGEO or through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf.*	
2. Letter addressed to the Director signifying its intention to surrender the Certificate of Authority. (1) Original Copy And (1) Photo Copy	Applicant / Client
3. Original Certificate of Authority (1) Original Copy And (1) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. For pre-processing, send a scanned copy of documentary requirements to amendments_bageo@sec.gov.ph and wait for the result on the requested service. **Location:** SEC Baguio Extension Office 3F Newtown Square, Navy Base Road Baguio City **Notes/Instruction:**	1.1. Receive, assign and forward to the LU processor the scanned copy of documentary requirements.	None	15 minute/s	• Data Controller; Licensing Unit (LU)
	1.2. Processor reviews and evaluates the submitted documentary requirements.		15 minute/s	• SEC Securities Specialist II; Baguio Extension Office

Remarks: *If documents are incomplete and non-compliant, return to clients for compliance by issuing a checklist of deficiencies.				
2. Receives update on the requested service through email. **Location:** SEC Baguio Extension Office 3F Newtown Square, Navy Base Road Baguio City **Notes/Instruction:** Remarks: If an applicant receives a checklist of deficiencies, immediately comply and send back to the assigned LU processor.	2. Checks the Compliances on the deficiencies or lacking documentary requirements	None	30 minute/s	• SEC Administrative Officer III; Baguio Extension Office
3. Submits the documentary requirements to the Receiving Counter at the Baguio EO or sends documentary requirements via courier with self-addressed prepaid courier pouch **Location:** SEC Baguio Extension Office 3F Newtown Square, Navy Base Road Baguio City	3.1. Receive and verify documentary requirements.	None	10 minute/s	• SEC Administrative Officer III; Baguio Extension Office
	3.2. Prepare the acknowledgement letter.		10 minute/s	• SEC Securities Specialist I; Baguio Extension Office
	3.3. Review the acknowledgement letter.		15 minute/s	• SEC Securities Counsel II; Baguio Extension Office
	3.4. Sign the acknowledgement letter.		15 minute/s	• Director; Baguio Extension Office
	3.5. Forward the acknowledgement letter for releasing		15 minute/s	• SEC Administrative Officer III; Baguio Extension Office

4. Receive Notice thru email that the Acknowledgement letter is already signed. **Location:** SEC Baguio Extension Office 3F Newtown Square, Navy Base Road Baguio City	4.1. Notify the Applicant thru email that the Acknowledgement letter is already signed.	None	5 minute/s	• SEC Information Officer II; Baguio Extension Office
	4.2. Scans the signed Acknowledgement letter.		5 minute/s	• SEC Administrative Officer III; Baguio Extension Office
5. Proceed to Releasing Unit for presentation of the original Certificate of Authority and receive the signed Acknowledgement Letter. **Location:** SEC Baguio Extension Office 3F Newtown Square, Navy Base Road Baguio City	5. Release signed Acknowledgement Letter.	None	15 minute/s	• SEC Administrative Assistant I; Baguio Extension Office
Total Processing Time:		Working Days: 2 hour/s, 30 minute/s		
Total Processing Fee:		Total Standard Fee: None		

21. Cash or Stock Dividend Declaration (For shares that are not listed)

This service details the adopted online procedure and documentary requirements for the acknowledgment of cash or stock dividends pursuant to Sections 42 and 61 of the Revised Corporation Code of the Philippines. The request for acknowledgment of cash dividend declaration is only optional, whereas, the approval of the Commission for the stock dividend declaration in accordance with Section 61 of the Revised Corporation Code of the Philippines.

This service is exclusively for non-Philippine national Stock domestic corporations registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs).

Office or Division:	Baguio Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All FIA registered corporations
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover sheet (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Company Registration and Monitoring Department
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf* *Note: The two (2) original copies will be submitted upon payment of the corresponding fees.*	
2. Audited Financial Statements as of the last fiscal year stamped received by SEC and BIR (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Information and Communications Technology Department (ICTD)
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
3. Reconciliation of Retained Earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 16 Series of 2023- Revised Guidelines on the Determination of Retained Earnings Available for Dividend Declaration through this link: https://www.sec.gov.ph/wp-content/uploads/2023/10/2023SEC-MC-No.-16,-s.-of-2023-Revised-Guidelines-on-the-Determination-of-Retained-Earnings%20-Available-for-Dividend-Declaration.pdf*	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

4. Notarized Secretary's Certificate on non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Company Registration and Monitoring Department

Remarks:

Download Secretary's Certificate on non-existence of intra-corporate dispute through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

For Situational Requirement

A. In case the unappropriated retained earnings is not sufficient to warrant the dividend declaration:

A.1. Notarized Secretary's Certificate of the Board Resolution as to the reversal of appropriated retained earnings to unappropriated retained earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

B. For Corporations with Primary Licenses

B.1. Monitoring Clearance from Compliance Monitoring Division (CMD) or Extension Offices (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Compliance Monitoring Division, Company Registration and Monitoring Department, Extension Offices

Remarks:

ewatch.sec.gov.ph

C. For Financing and Lending Companies

C.1. Financing and Lending Companies Department (FLCD) Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Financing and Lending Companies Department (FLCD), Extension Offices

Remarks:
ewatch.sec.gov.ph

D. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services, and Operator of Designated Payment System:

D.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector

Remarks:
To request, kindly refer to the BSP Citizen's Charter
https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.	
E. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker	
E.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group
Remarks: *To request, kindly refer to the IC Citizen's Charter https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
F. Additional Requirements in case of Cash Dividend Declaration:	
F.1. Certification under oath by the Corporate Secretary on the board of directors' resolution declaring cash dividends (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G. Additional Requirements in case of Stock Dividend Declaration:	
G.1. Certification under oath by the Corporate Secretary on the declaration of stock dividends by majority of the directors and the stockholders representing 2/3 of the outstanding capital stock (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.2. List of stockholders with their respective subscribed capital stock as of the date meeting approving the declaration of stock dividend together with the allocation of stock dividend certified under oath by the Corporate Secretary (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.3. Analysis of capital structure certified under oath by the Treasurer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.4. Notarized Secretary's Certificate certifying that on the basis of the computation of the Finance Officer, the allocation of stock dividend as indicated in the list of stockholders of record is in proportion to the shareholdings of stockholders as of date of declaration/record date and the treatment of resulting fractional	Applicant / Client

shares (if any), are true and correct (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of complete requirements at amendments_bageo@sec.gov.ph **Location:** amendments_bageo@sec.gov.ph **Notes/Instruction:** • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the FIRST-D Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via email. For submission of compliance documents, the client will directly send it to the assigned Specialist's e-mail. The assigned Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.2. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules	1.1. Receives the required documents, checks the completeness, and records the application. Thereafter, sends an email confirming the receipt.	None	7 hour/s	• Securities Counsel II; Baguio Extension Office
	1.2. Examines online whether the documents submitted are complete in form and in substance, then prepares Final Report and forwards it to the FIRST-D Officer-in-Charge for review if compliant		14 working day/s	• SEC Securities Specialist I; Baguio Extension Office • SEC Securities Counsel II; Baguio Extension Office

and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed terminated without prejudice to refiling. • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period.				
	1.3. Reviews the final report, then orders the Securities Specialist II to issue Payment Assessment Form (PAF) if compliant		14 working day/s	• Securities Counsel II; Baguio Extension Office
	1.4. Sends the Payment Assessment Form (PAF) to the applicant		1 working day/s	• SEC Securities Specialist I; Baguio Extension Office • SEC Securities Counsel II; Baguio Extension Office
2. Pay the corresponding filing fees **Location:** eSPAYSEC (https://espaysec.sec.gov.ph/payment-portal/home) or at any	2. Issues payment confirmation containing the electronic Official Receipt via e-mail	**Formula Fees** Breakdown: If the amount of Cash/Stock dividend declared by Corporation whose	1 working day/s	• ESPAYSEC; Baguio Extension Office

Land Bank of the Philippines branch nationwide		securities are not listed is up to PHP50,000,000.00If the amount of Cash/Stock dividend declared by Corporation whose securities are not listed is over PHP50,000,000.00		
3. Secure an appointment through the e-mail and wait to be called to submit the complete application requirements together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip) **Location:** SEC Baguio Extension Office 3rd floor Newtown Plaza Square, Navy Base Road, Baguio City **Notes/Instruction:** ***Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)***	3.1. Calls the number through the system and Receives the complete application requirements together with proof of payment and informs the applicant to wait for the appointment letter from the Financial Analysis and Audit Department (FAAD)	None	4 hour/s	• Administrative Assistant I; Baguio Extension Office
	3.2. Prints the source documents and forwards the application to the assigned processor.		2 working day/s	• Administrative Assistant II; Baguio Extension Office
	3.3. Compares the hard copies received with the scanned copy of the application documents. If complete and in order, prepare the Acknowledgment letter and forwards it to the Office of the Director for signature.		1 working day/s	• SEC Securities Specialist I; Baguio Extension Office • SEC Securities Counsel II; Baguio Extension Office
	3.4. Reviews the application and manually signs the acknowledgement letter if compliant		3 working day/s	• SEC Director III or Officer-in-Charge; Baguio Extension Office
	3.5. Schedules and sends email notification to the applicant on date of release of the certificate		1 working day/s	• Administrative Assistant II; Baguio Extension Office • SEC Securities

				Counsel II; Baguio Extension Office
4. Present the Official Receipt and Appointment Letter upon receipt of the email notification. **Location:** SEC Baguio Extension Office 3rd floor Newtown Plaza Square, Navy Base Road, Baguio City	4.1. Receives the Official Receipt and Appointment Letter	None	2 hour/s	• Administrative Assistant I; Baguio Extension Office • Administrative Assistant II; Baguio Extension Office
	4.2. Review and Sign the Certificate		10 minute/s	• Director; Baguio Extension Office
	4.3. Release the Certificate.		10 minute/s	• Administrative Assistant I; Baguio Extension Office
Total Processing Time:		Working Days: 38 working day/s, 5 hour/s, 20 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **If the amount of Cash/Stock dividend declared by Corporation whose securities are not listed is up to PHP50,000,000.00**

  Cash/Stock dividend- P500.00

  plus

  Legal Research Fee (LRF)- P10.00

- **If the amount of Cash/Stock dividend declared by Corporation whose securities are not listed is over PHP50,000,000.00**

  Cash/Stock dividend- P1,000.00

  plus

  Legal Research Fee (LRF)- P10.00

22. Cash or Stock Dividend Declaration (For Shares That Are Not Listed) – Domestic Stock Corporations Classified as Philippine National

This service details the adopted online procedure and documentary requirements for the acknowledgment of cash or stock dividends pursuant to Sections 42 of the Revised Corporation Code of the Philippines. The request for acknowledgment of cash or stock dividend declaration is only optional.

Note that this service is exclusively for Domestic Stock Corporations or Partnerships classified as Philippine National. For corporations/partnerships classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department (CRMD).

For pre-processing of new applications, scanned copies of the required documents shall be submitted through the following:

- ***Electronic mail:*** *faad_application@sec.gov.ph*
- ***iMessage:*** *imessage.sec.gov.ph*

Office or Division:	Baguio Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Note that this service is exclusively for Domestic Stock Corporations or Partnerships classified as Philippine National. For corporations/partnerships classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department (CRMD).
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Reconciliation of Retained Earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 16 Series of 2023- Revised Guidelines on the Determination of Retained Earnings Available for Dividend Declaration through this link: https://www.sec.gov.ph/wp-content/uploads/2023/10/2023SEC-MC-No.-16,-s.-of-2023-Revised-Guidelines-on-the-Determination-of-Retained-Earnings%20-Available-for-Dividend-Declaration.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
2. Notarized Secretary's Certificate on non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Financial

	Analysis and Audit Department (FAAD)

Remarks:

Download Secretary's Certificate on non-existence of intra-corporate dispute through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

For Situational Requirement

A. In case the unappropriated retained earnings is not sufficient to warrant the dividend declaration:

A.1. Notarized Secretary's Certificate of the Board Resolution as to the reversal of appropriated retained earnings to unappropriated retained earnings. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

*Download the Combined Secretary's Certificate for **Cash or Stock Dividend Declaration (For Shares That Are Not Listed)** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Cash-Dividend-Declaration.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

B. For Corporations with Primary Licenses

B.1. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Financial Analysis and Audit Department (FAAD)

Remarks:

Monitoring Unit of Financial Analysis and Audit Department (FAAD) through the link:

***eWATCH:** https://ewatch.sec.gov.ph/login*

Note: The two (2) photocopies will be submitted upon payment of the corresponding fees.

C. For Financing and Lending Companies

C.1. Financing and Lending Companies Department (FLCD) Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Financing and Lending Companies Department (FLCD)

Remarks:

Financing and Lending Companies Department (FLCD) through the link:

***eWATCH:** https://ewatch.sec.gov.ph/login*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

D. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services, and Operator of Designated Payment System:	
D.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector
Remarks: *To request, kindly refer to the BSP Citizen's Charter* *https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
E. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker	
E.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group
Remarks: *To request, kindly refer to the IC Citizen's Charter https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
F. Additional Requirements in case of Cash Dividend Declaration:	
F.1. Certification under oath by the Corporate Secretary on the board of directors' resolution declaring cash dividends (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G. Additional Requirements in case of Stock Dividend Declaration:	
G.1. Combined Notarized Secretary's Certificate a. declaration of stock dividends by majority of the directors and the stockholders representing 2/3 of the outstanding capital stock ; b. List of stockholders with their respective subscribed capital stock as of the date meeting approving the declaration of stock dividend together with the allocation of stock dividend; c. Certifying that on the basis of the computation of the Finance Officer, the allocation of stock dividend as indicated in the list of stockholders of record is in proportion to the shareholdings of stockholders as of date of declaration/record date and the treatment of resulting fractional shares (if any). (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Combined Secretary's Certificate for **Stock Dividend Declaration (For Shares That Are Not Listed)** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Stock-Dividend-Declaration.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

G.2. Analysis of capital structure certified under oath by the Treasurer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of complete requirements for new application **Location:** • **Electronic mail:** amendments_bagueo@sec.gov.ph **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the processor will prepare a checklist of deficiencies and inform and return it to the applicant via email or imessage. For submission of compliance	1.1. Receives the required documents, checks if everything is complete, and records the application if it is. Then, assigns the application to the FAAD Specialist.	None	1 working day/s	• Securities Counsel II; Baguio Extension Office
	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the		6 working day/s	• Securities Counsel II; Baguio Extension Office

documents, the client will directly send it to the assigned processor's e-mail . The assigned processor will acknowledge the receipt of compliance documents then proceed to Agency Step 1.2. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling.	Final Report and forwards it to the assigned reviewer.			• Securities Specialist II; Baguio Extension Office
• The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all	1.3. Reviews the Final Report and, if found in order, directs the Securities Specialist to issue the Payment Assessment Form (PAF).		7 working day/s	• Director; Baguio Extension Office

submissions are compliant with existing SEC laws, rules, and regulations. • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)				
	1.4. Sends the Payment Assessment Form (PAF) to the applicant. Then, inform the applicant to submit a copy of proof of payment via email or iMessage.		1 working day/s	• Securities Counsel II; Baguio Extension Office
2. Pay the corresponding filing fees. Then, send the scanned copy of the proof of payment of the filing fees to the	2.1. Receives and acknowledges the receipt of proof of payment.	None	2 hour/s	• Administrative Assistant I; Baguio Extension Office

assigned processor via email and await email notification from the Assigned processor for the release of certificate. **Location:** SEC Baguio Extension Office 3rd floor Newtown Plaza Square, Navy Base Road, Baguio City **Notes/Instruction:** ***Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)***	2.2. Prepares the Certificate and forwards it to the Reviewing Specialist for review		1 working day/s	• Administrative Assistant II; Baguio Extension Office
	2.3. Reviews the application and initials the acknowledgment then forwards to the Office of the Director for signature of the Director.		1 working day/s	• Securities Specialist II; Baguio Extension Office • Securities Counsel II; Baguio Extension Office
	2.4. Signs the acknowledgement letter		1 working day/s	• SEC Director III or Officer-in-Charge; Baguio Extension Office
	2.5. Scans and uploads the signed Acknowledgement Letter on the Document Verification System to generate QR Code, then prints the Acknowledgement Letter and informs the FAAD Specialist of the availability of the Acknowledgement Letter for releasing.		4 hour/s	• Administrative Officer III; Baguio Extension Office
	2.6. Schedules and sends notification to the applicant on the date of submission of the complete application requirement and release of the acknowledgment letter.		4 hour/s	• Securities Counsel II; Baguio Extension Office
3. Submit complete application requirements together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip) and copy of notification to submit the same, and receive the duly signed Acknowledgment Letter. **Location:** FAAD Main Office, 18th Floor, The SEC	3.1. Receives complete application requirement and proof of payment.	None	2 hour/s	• SEC Administrative Assistant I; Financial Analysis and Audit Department (FAAD) • SEC Administrative Assistant II; Financial Analysis and Audit

Headquarters, 7907 Makati Ave., Makati City				Department (FAAD) • SEC Data Controller;
	3.2. Compares the hard copies received with the scanned copy of the application documents.		2 hour/s	• SEC Administrative Assistant I; Financial Analysis and Audit Department (FAAD) • SEC Administrative Assistant II; Financial Analysis and Audit Department (FAAD) • SEC Data Controller; Financial Analysis and Audit Department (FAAD)
	3.3. Calls the name of the corporation, assists the client in filling out the logbook, and releases the signed Acknowledgment Letter		2 hour/s	• SEC Administrative Assistant I; Financial Analysis and Audit Department (FAAD) • SEC Administrative Assistant II; Financial Analysis and Audit Department (FAAD) • SEC Data Controller; Financial Analysis and Audit Department (FAAD)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		

23. Certification of Paid-up Capital / Capital Structure / Percentage of Ownership

This service details the adopted online procedure and documentary requirements for issuance of Certification of Paid-up Capital, Capital Structure or Percentage of Ownership based on the latest fiscal year's Audited Financial Statements; Interim Audited Financial Statements; Latest approved Increase in Authorized Capital Stock, if not reflected in the latest (AFS); Latest approved Confirmation of Valuation, if not reflected in the latest (AFS); For newly registered corporations (Articles of Incorporation); or For partnerships (Articles of Partnership or latest approved Amended Articles of Partnership).

This service is exclusively for non-Philippine national Stock domestic corporations registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs).

Office or Division:	Baguio Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All FIA registered corporations and partnerships
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Letter request signed by corporate officer / duly authorized representative (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
2. Audited Financial Statements as of the last fiscal year, stamped received by SEC and BIR (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Information and Communications Technology Department (ICTD)
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
3. Notarized Secretary's Certificate on non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission (SEC) - Baguio Extension Office
Remarks: *Download Secretary's Certificate on non-existence of intra-corporate dispute through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses	

A.1. Monitoring Clearance - BAGEO (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Baguio Extension Office
Remarks: *https://forms.gle/Nt9p8PN88j7G4LPi8*	
B. Additional Requirement if in case there is/are payment/s to unpaid subscription/s or additional issuance of shares out of the unissued authorized capital stock thru cash infusion made after the fiscal year or after the approval of the increase in capital stock and/or confirmation of valuation:	
B.1. Audited Interim Financial Statements (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *External Auditor to be engaged by the Company* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
B.2. List of stockholders certified under oath by the Corporate Secretary showing the present capital structure of the Company (Names of stockholders, nationality, no. of shares and amount subscribed, amount of paid-up capital) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
C. Additional Requirement if the request is Certification of Capital Structure:	
C.1. List of stockholders certified under oath by the Corporate Secretary showing the present capital structure of the Company (Names of stockholders, nationality, no. of shares and amount subscribed, amount of paid-up capital) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
C.a. In case payment for subscription is paid after the date of audited financial statements as of the last fiscal year	
C.a.1. Audited Interim Financial Statements (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
D. Additional Requirement if the request is Certification of Percentage of Ownership:	
D.1. List of stockholders certified under oath by the Corporate Secretary showing the present capital structure of the Company (Names of stockholders, nationality, no. of shares and amount	Applicant / Client

subscribed, amount of paid-up capital) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
D.2. Stock and transfer book of the corporation (to be presented for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
E. If the request is Certification of Partners' Contribution for Partnership:	
E.1. Letter request signed by corporate officer / duly authorized representative (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
E.2. Articles of Partnership or Amended Articles of Partnership (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Information and Communications Technology Department (ICTD)
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
F. If the applicant is newly registered corporation:	
F.1. Letter request signed by corporate officer / duly authorized representative (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
F.2. Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Information and Communications Technology Department (ICTD)
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

				(Designation; Office)
1. Submit the electronic copy of complete requirements at secbaguio@sec.gov.ph **Location:** secbaguio@sec.gov.ph **Notes/Instruction:** • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the FIRST-D Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via email. For submission of compliance documents, the client will directly send it to the assigned Specialist's e-mail. The assigned Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.2. • If upon evaluation, the application does not meet the requirements of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed terminated	1.1. Receives the required documents, checks the completeness, and records the application, then forwards the application to the Securities Specialist II	None	7 hour/s	• SEC Administrative Officer III; Baguio Extension Office
	1.2. Examines online whether the documents submitted are complete in form and in substance, then prepares Final Report		6 working day/s	• SEC Securities Specialist II; Baguio Extension Office • SEC Securities Counsel II; Baguio Extension Office
	1.3. Reviews the final report, then issues Payment Assessment Form (PAF) if compliant		3 working day/s	• SEC Securities Specialist II; Baguio Extension Office
	1.4. Sends the Payment Assessment Form (PAF) to the applicant		1 working day/s	• SEC Information Officer II; Baguio Extension Office • SEC Securities Counsel II; Foreign Investment Registration Station Division (FIRST-D)

without prejudice to refiling.				
2. Pay the corresponding filing fees **Location:** eSPAYSEC (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide	2. Issues payment confirmation containing the electronic Official Receipt via e-mail	**Standard Fees** Breakdown: Certification of Paid-up Capital: PHP 1000 Documentary Stamp Tax: PHP 30 Total: PHP 1030	1 working day/s	• Accounting Division; Financial Management Department (FMD)
3. Send the scanned copy of the proof of payment of the filing fees via email to secbaguio@sec.gov.ph and await email notification for the submission of hard copies and release of certificate. **Location:** secbaguio@sec.gov.ph	3.1. Receives and acknowledges the receipt of proof of payment	None	2 hour/s	• SEC Information Officer II; Baguio Extension Office • SEC Administrative Assistant II; Baguio Extension Office
	3.2. Prepares the Certificate and forwards it for review		4 hour/s	• SEC Administrative Assistant II; Baguio Extension Office • SEC Securities Specialist I; Baguio Extension Office
	3.3. Reviews the application and initials the certificate then forwards to Officer of the Director for signature of the Director		2 working day/s	• SEC Securities Specialist II; Baguio Extension Office
	3.4. Signs the Certificate of Paid-up Capital/Capital Structure/Percentage of Ownership		1 working day/s	• Director; Baguio Extension Office
	3.5. Scans and uploads the signed Certificate of Paid-up Capital/Capital Structure/Percentage of Ownership on the		2 hour/s	• SEC Administrative Officer III; Baguio

	Document Verification System to generate QR Code, then prints the Certificate of Paid-up Capital			Extension Office • SEC Administrative Assistant II; Baguio Extension Office
	3.6. Schedules and sends email notification to the applicant on the date of submission of the complete application requirement and release of the certificate		2 hour/s	• SEC Information Officer II; Baguio Extension Office • SEC Administrative Assistant II; Baguio Extension Office
4. Submits the complete requirements with proof of payment to the Receiving Counter at the Baguio EO or sends documentary requirements via courier with self-addressed prepaid courier pouch **Location:** SEC Baguio Extension Office 3F Newtown Square, Navy Base Road Baguio City **Notes/Instruction:** *Note:* ***Hard copies of the application requirements must be the same as the documents pre-processed online***	4.1. Receives complete application requirement and proof of payment	None	2 hour/s	• SEC Administrative Officer III; Baguio Extension Office • SEC Securities Specialist II; Baguio Extension Office
	4.2. Compares the hard copies received with the scanned copy of the application documents		3 hour/s	• SEC Administrative Assistant II; Baguio Extension Office • SEC Administrative Assistant I; Baguio Extension Office
	4.3. Releases the signed Certificate of Paid-up Capital/Capital Structure/Percentage of Ownership		2 hour/s	• SEC Administrative Assistant II; Baguio Extension Office • SEC Administrative Assistant I; Baguio Extension Office

Total Processing Time:	Working Days: 17 working day/s
Total Processing Fee:	Total Standard Fee: PHP 1030

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

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

Office or Division:	Baguio Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	General transacting public and business entities for: a.) Registered corporations; b.) Suspended and Revoked Corporation for purposes of filing a Petition to Set Aside Order of Suspension or Revocation; and c.) Corporations with Notice of Deficiencies and Hearing or Orders.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Annex D for corporations or Annex E for partnerships may be found in the MC 28 series of 2020 uploaded in the SEC website - MUST BE NOTARIZED UPON SUBMISSION (1) Electronic Copy	Applicant / Client
Remarks: *ALL FORMS SHOULD BE NOTARIZED (Annex D or Annex E)*	

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit Email account address and cellular phone number for the compliance in Memorandum Circular No. 28 Series of 2020 through https://mc28.sec.gov.ph/ The Annex D Form can be downloaded in NEW SUBMISSION Requirement. **Location:** https://mc28.sec.gov.ph/ **Notes/Instruction:** 1.1. Click NEW SUBMISSION in MC28	1.1. Receive the application through MC28 Portal including its attachments.	None	2 hour/s	• SEC Administrative Officer III; Baguio Extension Office
	1.2. Browse over the SEC systems online, review and compare the information in the		3 hour/s	• SEC Administrative Officer III; Baguio

Portal, enter the Correct SEC registration, and fill out the information in the prescribed format provided in MC28, S2020 (ANNEX D for corporations, or Annex E for partnerships - **ALL FORMS SHOULD BE NOTARIZED**)	uploaded ANNEX D/E and encoded data in the portal.			Extension Office
1.2. Encode the company details reflected in the ANNEX D for corporations, or Annex E for partnerships. Then click the continue and verified contact details. After confirming the details, One-time password/OTP will be sent to the contact details provided in the form. A system will again display a verification page prompting the user to enter the received OTP to proceed. 1.3. Upload NOTARIZED ANNEX D for corporations; or NOTARIZED ANNEX E for partnerships and other attachments if any, then submit the application.	1.3. Check the authorized Person in Control and the signatories of its attachments.		3 hour/s	• SEC Administrative Officer III; Baguio Extension Office
	1.4. Approves submission of MC28 Compliance.		30 minute/s	• SEC Administrative Officer III; Baguio Extension Office
Total Processing Time:		Working Days: 1 working day/s, 30 minute/s		
Total Processing Fee:		Total Standard Fee: None		

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

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

Office or Division:	Baguio Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Foreign corporations who are licensed as branch office under Section 142 of the RCC and Foreign Investment Act of 1991 Exemptions: Foreign banking corporation including offshore banking units, foreign insurance corporation, foreign non-stock corporations including foreign religious corporations, foreign corporations which established representative offices in the Philippines, Regional or Area Headquarters, and Regional Operating Head Quarters
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Monitoring Clearance (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Baguio Extension Office
Remarks: *Application for Monitoring Clearance through* ***ewatch.sec.gov.ph***	
2. Cover Sheet (2) Original Copy And (1) Electronic Copy	Applicant / Client
3. Notarized Covering Letter Requesting for the Acceptance of Securities Deposit (1) Original Copy And (1) Electronic Copy And (1) Photo Copy	Applicant / Client
For Situational Requirement	
A. Government Debt Instruments	
A.1. Agrarian Reform Bonds - Confirmation of Sale and Certificate of Bonds (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.2. Shares of stocks in registered enterprises under the Omnibus Invest Code of 1987 (1) Original Copy And (1) Electronic Copy And (1) Photo Copy	Applicant / Client
A.3. Shares of stocks in domestic insurance corporation (1) Original Copy And (1) Electronic Copy And (1) Photo Copy	Applicant / Client

A.4. Shares of stocks in banks (1) Original Copy And (1) Electronic Copy And (1) Photo Copy	Applicant / Client
B. For solvent branch offices of airline companies availing the modified formula:	
B.1. Audited Special or Annual Income Statement (1) Original Copy And (1) Electronic Copy And (1) Photo Copy	Applicant / Client
B.2. Notarized certification of the company on the extent of its operation in the Philippines (1) Original Copy And (1) Electronic Copy And (1) Photo Copy	Applicant / Client
C. For solvent non-airline branch offices availing of deductions from gross income:	
C.1. Audited Special or Annual Income Statement (1) Original Copy And (1) Electronic Copy And (1) Photo Copy	Applicant / Client
D. For branch offices whose AFS are denominated in foreign currency:	
D.1. Certified/ Authenticated copy of the Foreign Corporation AFS for the immediately preceding year (1) Electronic Copy And (2) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit a copy of the monitoring clearance with validated deposit slip/electronic official receipt and documentary requirements via email to secbaguio@sec.gov.ph **Location:** **Via email to secbaguio@sec.gov.ph** **Notes/Instruction:** Application will be simultaneously processed with the monitoring of the corporation.	1.1. Receive application via email and assign to Securities Specialist II	None	20 minute/s	• SEC Information Officer II or SEC Administrative Assistant II; Baguio Extension Office
	1.2. Examines online whether the documents submitted are complete in form and in substance. If complete and compliant, issue PAF		3 working day/s	• SEC Securities Specialist II; Baguio Extension Office
	1.3. Sends the Payment Assessment Form (PAF) to the applicant and instruct the applicant to submit two (2) sets of hard copies		30 minute/s	• SEC Administrative Assistant II; Baguio Extension Office
2. Pay the corresponding custodian fee through Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide. **Location:**	2. Issues payment confirmation containing the electronic Official Receipt via e-mail.	**Formula Fees** Breakdown: Custodian Fee	1 working day/s	• SEC Assistant Computer Operator; Financial Management Department (FMD)

espaysec.sec.gov.ph **Notes/Instruction:** Penalties (if any, pursuant to SEC Memorandum Circular No. 17, series of 2019) Custodian Fee (*+**) *1% of amount of securities deposit but not lower than PHP 10,000.00 but not exceeding PHP 50,000.00 **Documentary Stamp Taxes – PHP 30.00				
3. Email proof of payment to secbaguio@sec.gov.ph **Location:** Email via secbaguio@sec.gov.ph	3. Acknowledge receipt of proof of payment and advise the sending of 2 sets printed and signed copies.	None	20 minute/s	• SEC IO II; Baguio Extension Office
4. Submit 2 sets of the complete application requirements together with the proof of payment at the Baguio Extension Office personally or via courier sending with self-addressed prepaid courier pouch **Location:** SEC Baguio Extension Office 3rd Floor, Newtown Square, Navy Base Road Baguio City	4.1. Receives the complete application requirements together with proof of payment and issues a claim stub with date and time of claiming	None	2 hour/s	• SEC Admin Asst II; Baguio Extension Office
	4.2. Retrieves and prints the source documents		2 hour/s	• SEC Admin Asst II; Baguio Extension Office
	4.3. Prepares Certificate		1 working day/s, 30 minute/s	• SEC Admin Asst II; Baguio Extension Office
	4.4. Endorse the original copy of the Certification of Bonds or Stock Certificates to Securities Specialist II for Recording and Safekeeping		20 minute/s	• SEC Admin Asst II, Securities Specialist II; Baguio Extension Office
	4.5. Approve the application and sign the		20 minute/s	• SEC Director I; Baguio

	Certificate			Extension Office
	4.6. Schedules and sends email notification to the applicant on date of release of the certificate		20 minute/s	• SEC Info Officer II or Admin Asst II; Baguio Extension Office
5. Receives appointment letter or claim stub and proceeds to SEC BAGEO for presentation of original proof of payment and receives Certificate of Securities Deposit or wait for the Certificate to be delivered by courier if hard copies of documents sent with self-addressed prepaid pouch. **Location:** SEC Baguio Extension Office 3F Newtown Square, Navy Base Road Baguio City	5. Release the Certificate of Securities Deposit to the client.	None	20 minute/s	• SEC Admin Asst I; Baguio Extension Office
Total Processing Time:		Working Days: 5 working day/s, 7 hour/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Custodian Fee**

  Penalties (if any, pursuant to SEC Memorandum Circular No. 17, series of 2019; Guidelines on the Imposition of fines or penalties for non-compliance with reportorial requirements; Memorandum Circular No. 06, series of 2024; Memorandum Circular No. 8, series of 2009 (MC8-2009); Memorandum Circular No. 28, Series of 2020).

  Custodian Fee

  (*+**)

  *1% of amount of securities deposit but not lower than PHP 10,000.00 but not exceeding PHP 50,000.00

  **Documentary Stamp Taxes – PHP 30.00

26. Decrease of Capital Stock for Domestic Stock Corporations Classified as Philippine National

This service details the adopted online procedure and documentary requirements on application for Decrease of Capital Stock pursuant to Section 37 of the Revised Corporation Code of the Philippines.

This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.

If the decrease of capital stock is accompanied by an application for equity restructuring, comply also with the requirements for Equity Restructuring.

For pre-processing of new applications, scanned copies of the required documents shall be submitted via e-mail through amendments_bageo@sec.gov.ph or through the iMessage portal at imessage.sec.gov.ph

Office or Division:	Baguio Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Unified Certification for Decrease of Capital Stock on: a. Certificate of Decrease of Capital Stock; b. Director's Certificate; c. List of stockholders of record as of date of meeting approving the decrease, indicating their nationalities and their respective subscribed and paid-up capital on the present authorized capital stock; e. Non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Financial Analysis and Audit Department (FAAD)
Remarks: *Download the **Unified Certification for Decrease in Authorized Capital Stock** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Decrease-of-ACS.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
2. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.	
3. Treasurer's Certification, attesting the following: a) A complete list of creditors as of last fiscal year; b) that all creditors have been duly informed of the decrease of capital stock; c) that no opposition from any creditor has been received; and d) that the decrease of capital stock is undertaken for a valid and legitimate purpose and is not intended to defraud creditors (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *To be prepared by the Company in compliance* ***with SEC Notice issued last August 28, 2025.*** *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
4. Publisher's affidavit of the publication of the decrease of capital (once in a newspaper of general circulation) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance from Monitoring Unit of Financial Analysis and Audit Department (FAAD) (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Financial Analysis and Audit Department (FAAD)
Remarks: *Monitoring Unit of Financial Analysis and Audit Department (FAAD) through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
B. For Financing and Lending Companies:	
B.1. Financing and Lending Companies Department (FLCD) Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Financing and Lending Companies Department (FLCD)
Remarks: *Financing and Lending Companies Department (FLCD) through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	

C. For Listed and Public Companies:	
C.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)
Remarks: *Corporate Governance and Finance Department (CGFD) through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
D. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
D.1. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Market and Securities Regulation Department (MSRD)
Remarks: *Market and Securities Regulation Department (MSRD) through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
E. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
E.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector
Remarks: *To request, please refer to BSP Citizen's Charter through this link:* *https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
F. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
F.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group
Remarks: *To request, please refer to IC Citizen's Charter through this link:* *https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

G. In case the treasury shares subject of retirement is not reflected in the latest required Audited Financial Statements	
G.1. Interim Financial Statements certified under oath by the President and Treasurer (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The photo copy will be submitted upon payment of the corresponding fees.*	
H. If with Amendment of Corporate Name / Trade Name / Business Name	
H.1. Name Verification Slip (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Filing and Records Division (CFRD)
Remarks: *imessage.sec.gov.ph*	
I. If other amendments filed simultaneous with the decrease would result in conversion of a Lending to a Financing company, or vice versa	
I.1. Certificate of Authority (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Licensing Unit (LU)
Remarks: *Please refer to the Citizens Charter for the documentary requirements and process.* *Note: The photo copy will be submitted upon payment of the corresponding fees.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of complete requirements for new application. **Location:** • **Electronic mail:** amendments_bagio@sec.gov.ph OR • **iMessage:** imessage.sec.gov.ph **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be	1.1. Verifies completeness of the required documents, receives and records the application if complete, and sends an email confirming receipt and identifying the assigned processor.	None	4 hour/s	• Administrative Assistant II; Baguio Extension Office • Securities Counsel II; Baguio Extension Office

submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the processor will prepare a checklist of deficiencies and inform and return it to the applicant via email or imessage. For submission of compliance documents, the client will send it to the processor's e-mail or imessage. The assigned processor will acknowledge the receipt of compliance documents then proceed to Agency Step 1.4. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the	1.2. Examines online-submitted documents for completeness in form and substance and prepares the Final Report and forwards it to the assigned reviewer.		8 working day/s	• Securities Specialist II; Baguio Extension Office • Securities Counsel II; Baguio Extension Office

application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension.				
	1.3. Reviews the Final Report and, if found in order, directs the FAAD Specialist to issue the Payment Assessment Form (PAF).		9 working day/s	• Securities Specialist II; Baguio Extension Office • Securities Counsel II; Baguio Extension Office
	1.4. Issues the Payment Assessment Form (PAF) to the applicant. Then, informs the applicant to submit the original/hard copy upon payment.		1 hour/s	• Securities Specialist II; Baguio Extension Office

In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)				
2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip). **Location:** SEC Baguio Extension Office 3rd floor Newtown Plaza Square Navy Base Road, Baguio City **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)*	2.1. Receives complete application requirements with proof of payment; verifies hard copies against online-submitted documents and, if found in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.	None	2 hour/s	• SEC Administrative Assistant II; Baguio Extension Office
	2.2. Prepares the Certificate		4 hour/s	• SEC Administrative Assistant II; Baguio Extension Office
	2.3. Reviews the documents, signs, and approves the Certificate.		1 working day/s	• SEC Director III or Officer-in-Charge; Baguio Extension Office
	2.4. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.		1 hour/s	• Administrative Assistant I; Baguio Extension Office • Administrative Assistant II; Baguio Extension Office

	2.5. Schedules and sends email notification to the applicant on the date of release of the certificate.		2 hour/s	• SEC Administrative Officer II; Baguio Extension Office
3. Present the Official Receipt and Appointment Letter.Then, fill out the logbook for released applications and claim the Certificates of Approval. **Location:** SEC Baguio Extension Office 3rd floor Newtown Plaza Square Navy Base Road, Baguio City	3. Calls the name of the corporation, assists the client in filling out the logbook, and releases the Certificates of Approval.	None	2 hour/s	• SEC Administrative Assistant I; Baguio Extension Office • SEC Administrative Assistant II; Baguio Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		

27. Increase of Capital Stock by way of Cash through electronic mail submission for Domestic Stock Corporations Classified as Philippine National (Other than OPC)

This service details the adopted online procedure and documentary requirements for application for Increase of Capital Stock by way of Cash pursuant to Section 37 of the Revised Corporation Code of the Philippines.

This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.

For the pre-processing of new applications, applicants who choose to file through email must submit scanned copies of the notarized documents via faad_application@sec.gov.ph. Applicants are advised to adhere to the prescribed steps outlined in the email for the proper submission of the required documents.

Alternatively, corporations that choose to submit their application via eAmend Portal may do so by submitting the notarized documents via the eAmend Portal. For detailed guidelines, please refer to the Citizen's Charter for Increase of Capital Stock by way of Cash through the eAmend Portal.

Office or Division:	Baguio Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Unified Certification for Certificate of Increase of Capital Stock on: a. Certificate of Increase of Capital Stock; b. Director's Certificate; c. List of stockholders of record as of date of meeting approving the increase, indicating their nationalities and their respective subscribed and paid-up capital on the present authorized capital stock; d. Non-existence of intra-corporate dispute; e. Waiver of pre-emptive rights of non-subscribing shareholders (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks: *Download the Unified Certification for **Increase of Capital Stock** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Unified-Certification-for-Increase-in-Authorized.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
2. Treasurer's Affidavit (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download Treasurer's Affidavit through this link:* *https://www.sec.gov.ph/wp-content/uploads/2025/06/2025Forms_Treasurers-Affidavit.doc* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
3. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance from Monitoring Unit of Financial Analysis and Audit Department (FAAD) (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Financial Analysis and Audit Department (FAAD)
Remarks: *Monitoring Unit of Financial Analysis and Audit Department (FAAD) through the link:* • ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
B. For Financing and Lending Companies:	
B.1. Financing and Lending Companies Department (FLCD) Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Financing and Lending Companies Department (FLCD)
Remarks: *Financing and Lending Companies Department (FLCD) through the link:* • ***eWATCH:*** *https://ewatch.sec.gov.ph/login*	

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

C. For Listed and Public Companies:	
C.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)

Remarks:

Corporate Governance and Finance Department (CGFD) through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

D. Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
D.1. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)

Remarks:

Market and Securities Regulation Department (MSRD) through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

E. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
E.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector

Remarks:

To request, please refer to BSP Citizen's Charter through this link:
https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

F. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
F.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group

Remarks:

To request, please refer to IC Citizen's Charter through this link:

https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G. Additional requirement if cash payment for subscription is not yet reflected in the Audited Financial Statements:	
Sub Situational Requirement/s	
G.a. Notarized Subscription Contract	
G.a.1. A subscription contract, executed under oath among subscriber/s, treasurer and president for the corporation, stating the number of additional shares subscribed to and paid for. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2026 – Subscription Contracts through this link: https://www.sec.gov.ph/mc-2026/sec-mc-no-06-series-of-2026/#gsc.tab=0* *Or May download to the sample below:* *https://www.sec.gov.ph/wp-content/uploads/2025/08/2025Forms_Subscription-Contract-for-Cash-Payment.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.b. If applicant corporation is/are: a) Listed companies; b) Public companies defined in the Securities Regulation Code; c) Companies that offer or sell securities to the public; d) Companies with secondary license; e) Others, pursuant to item no. 2 of SEC MC No. 6 of 2026	
G.b.1. Special Audit Report (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H. Additional requirement for Rural Banks:	
H.1. Notarized Certification on payment for subscriptions to be signed by majority of the rural bank's Board of Directors in accordance with the form required by BSP (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.2. List of stockholders of record showing their respective subscribed and paid-up amount before and after the increase and the list of subscribers to the increase with their respective subscription and payment as presented and approved by BSP annexed to the notarized certification (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of complete requirements for new application. **Location:** amendments_bageo@sec.gov.ph **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the FAAD Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via email. For submission of compliance documents, the client will directly send it to the assigned	1.1. Verifies completeness of the required documents, receives and records the application if complete, and sends an email confirming receipt and identifying the assigned FAAD Specialist.	None	1 working day/s	• Securities Counsel II; Baguio Extension Office • SEC Administrative Officer II; Baguio Extension Office
	1.2. Examines online-submitted documents for completeness in form		5 working day/s	• Securities Specialist II; Baguio

processor's e-mail. The assigned processr will acknowledge the receipt of compliance documents then proceed to Agency Step 1.2. • The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved	and substance and prepares the Final Report and forwards it to the assigned reviewer.			Extension Office • Securities Counsel II; Baguio Extension Office
	1.3. Reviews the Final Report and, if found in order, directs the FAAD Specialist to issue the Payment Assessment Form (PAF).		7 working day/s	• Securities Specialist II; Baguio Extension Office • Securities Counsel II; Baguio Extension Office

without prejudice to refiling. • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)				
	1.4. Sends the Payment Assessment Form (PAF) to the applicant. Then, informs the applicant to submit the original/hard copy upon payment.		1 working day/s	• Securities Counsel II; Baguio Extension Office
2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip)	2.1. Calls the name of the corporation, accepts the complete application requirements together with the proof of payment, and transmits these to the Receiving officer.	None	2 hour/s	• Administrative Assistant I; Baguio Extension Office • SEC Administrative Assistant II; Baguio

Location: SEC Baguio Extension Office 3rd floor Newtown Plaza Square Navy Base Road, Baguio City **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements).*				Extension Office
	2.2. Verifies hard copies against the documents reviewed by the processor and attaches the source documents; if found complete and in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.		4 hour/s	• SEC Administrative Assistant II; Baguio Extension Office • Securities Counsel II; Baguio Extension Office
	2.3. Prepares Certificate		1 working day/s	• SEC Administrative Assistant II; Baguio Extension Office
	2.4. Reviews the documents, signs, and approves the Certificate.		2 working day/s	• SEC Director III or Officer-in-Charge; Baguio Extension Office
	2.5. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.		6 hour/s	• SEC Administrative Assistant I; Baguio Extension Office • SEC Administrative Assistant II; Baguio Extension Office
	2.6. Schedules and sends email notification to the applicant on date of release of the certificate.		1 working day/s	• Securities Counsel II; Baguio Extension Office
3. Present the Official Receipt and Appointment Letter. Then, fill out the logbook for released applications and claim the Certificates of Approval. **Location:** SEC Baguio Extension Office	3. Calls the name of the corporation, assists the client in filling out the logbook, and releases the Certificates of Approval.	None	4 hour/s	• SEC Administrative Assistant I; Baguio Extension Office • SEC Administrative Assistant II; Baguio Extension Office

3rd floor Newtown Plaza Square Navy Base Road, Baguio City				
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		

28. Increase of Capital Stock by way of Cash through the eAMEND Portal - Simple Processing for One Person Corporations (OPC) Classified as Philippine National

This service details the adopted online procedure and documentary requirements for application for Increase of Capital Stock by way of Cash of OPCs pursuant to Section 37 of the Revised Corporation Code of the Philippines.

***Upon approval, a Digital Certificate shall be issued electronically,** subject to the later submission of originally signed documents.*

This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.

For the pre-processing of new applications, applicants who choose to file through the eAmend Portal must submit scanned copies of the notarized documents via the eAmend Portal. Applicants are advised to adhere to the prescribed steps outlined in the eAmend Portal for the proper uploading and submission of the required documents.

*Alternatively, corporations that choose to submit their application via email may do so by sending all required documents directly to faad_application@sec.gov.ph. For detailed guidelines, please refer to the Citizen's Charter for **Increase of Capital Stock by way of Cash through electronic mail submission.***

Office or Division:	Baguio Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks: *Note:* • *This is a system-generated requirement.* • *The photo copies will be submitted upon payment of the corresponding fees.*	
2. Unified Certification and Subscription Contract for Increase In Authorized Capital Stock containing: Certificate of Increase of Capital Stock; OPC Resolution; Schedule of Capital Structure as of date of OPC Resolution, indicating the nationality, no of shares and amount subscribed, and paid-up capital on the present authorized capital stock; and Treasurer's Affidavit Subscription Contract Non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Note:* • *This is a system-generated requirement.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
3. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance from Monitoring Unit of Financial Analysis and Audit Department (FAAD) (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Financial Analysis and Audit Department (FAAD)
Remarks: *Monitoring Unit of Financial Analysis and Audit Department (FAAD) through the link:* • ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
B. Clearance / Endorsement from other departments or other government agencies, if applicable.	
B.1. Clearance / Endorsement from other departments or other government agencies. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

C. Additional requirement if cash payment for subscription is already reflected in the Audited Financial Statements:	
C.1. Audited Financial Statements as of the last fiscal year stamped received by BIR and SEC. (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Note: To be submitted by the Company if not available in the SEC's system.*	
D. Additional requirement if cash payment for subscription is not yet reflected in the Audited Financial Statements:	
Sub Situational Requirement/s	
D.a. If applicant corporation is/are: a) Listed companies; b) Public companies defined in the Securities Regulation Code; c) Companies that offer or sell securities to the public; d) Companies with secondary license; e) Others, pursuant to item no. 2 of SEC MC No. 6 of 2026	
D.a.1. Special Audit Report (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of notarized requirements for new application to eAmend Portal. **Location:** **https://eamend.sec.gov.ph/** **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the	1.1. Verifies completeness of the required documents. Assigns the application to the processor, then records the application.	None	1 working day/s	• Administrative Assistant II; Baguio Extension Office • Securities Specialist II; Baguio Extension Office

applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the FAAD Specialist shall revert the application informing the client of the deficiencies. For submission of compliance documents, the client must upload the documents through the eAmend Portal. The assigned FAAD Specialist will proceed to Agency Step 1.2. • The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations. • If upon evaluation, the application does not meet the requirements of				
	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		5 working day/s	• Securities Specialist II; Baguio Extension Office • Securities Counsel II; Baguio Extension Office
	1.3. Reviews the Final Report and, if found in order, directs the processor to issue the Payment Assessment Form (PAF).		7 working day/s	• Securities Specialist II; Baguio Extension Office

Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter				• Securities Counsel II; Baguio Extension Office
	1.4. Issues the Payment Assessment Form (PAF) to the applicant. Then, informs the applicant to submit the original/hard copy upon payment.		1 working day/s	• Securities Specialist II; Baguio Extension Office • Securities Counsel II; Baguio Extension Office

B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)				
2. Pay the corresponding filing fees through Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide. **Location:** 1. Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or 2. any Land Bank of the Philippines branch nationwide.	2. Issues payment confirmation containing the electronic Official Receipt via e-mail.	None	1 working day/s	• ESPAYSEC; Baguio Extension Office
3. Downloads the Digital Certificate of approval via eAmend and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip) **Location:** SEC Baguio Extension Office 3rd floor Newtown Plaza Square Navy Base Road, Baguio City **Notes/Instruction:** *Hard copies of the application requirements must be the same as the*	3.1. Calls the name of the corporation, accepts the complete application requirements together with the proof of payment, and transmits these to the Receiving officer.	None	2 hour/s	• Administrative Assistant I; Baguio Extension Office • SEC Administrative Assistant II; Baguio Extension Office
	3.2. Verifies hard copies against the documents reviewed by the processor and attaches the source documents; if found complete and in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.		4 hour/s	• Administrative Assistant II; Baguio Extension Office

documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements and amended articles of incorporation).	3.3. Prepares and generates the Certificate.		1 working day/s	• SEC Administrative Officer II; Baguio Extension Office
	3.4. Reviews the documents, signs, and approves the Certificate.		1 working day/s	• SEC Director III or Officer-in-Charge; Baguio Extension Office
	3.5. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.		6 hour/s	• SEC Administrative Assistant II; Baguio Extension Office
	3.6. Tags the application for appointment through eAmend Portal indicating the date of release of the certificate.		1 working day/s	• SEC Administrative Officer II; Baguio Extension Office
4. Present the Official Receipt and Appointment Letter. Then, fill out the logbook for released applications and claim the Certificates of Approval. **Location:** SEC Baguio Extension Office 3rd floor Newtown Plaza Square Navy Base Road, Baguio City	4. Calls the name of the corporation, assists the client in filling out the logbook, and releases the Certificates of Approval.	None	4 hour/s	• SEC Administrative Assistant I; Baguio Extension Office • SEC Administrative Assistant II; Baguio Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		

29. Increase of Capital Stock by way of Cash through the eAMEND Portal for Domestic Stock Corporations Classified as Philippine National (Other than OPC)

This service details the adopted online procedure and documentary requirements for application for Increase of Capital Stock by way of Cash pursuant to Section 37 of the Revised Corporation Code of the Philippines.

This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.

For the pre-processing of new applications, applicants who choose to file through the eAmend Portal must submit scanned copies of the notarized documents via the eAmend Portal. Applicants are advised to adhere to the prescribed steps outlined in the eAmend Portal for the proper uploading and submission of the required documents.

Alternatively, corporations that choose to submit their application via email may do so by sending all required documents directly to faad_application@sec.gov.ph. For detailed guidelines, please refer to the Citizen's Charter for ***Increase of Capital Stock by way of Cash through electronic mail submission.***

Office or Division:	Baguio Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Unified Certification for Certificate of Increase of Capital Stock on: a. Certificate of Increase of Capital Stock; b. Director's Certificate; c. List of stockholders of record as of date of meeting approving the increase, indicating their nationalities and their respective subscribed and paid-up capital on the present authorized capital stock; d. Non-existence of intra-corporate dispute; e. Waiver of pre-emptive rights of non-subscribing shareholders (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

Download the Unified Certification for ***Increase of Capital Stock*** *below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Unified-Certification-for-Increase-in-Authorized.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

2. Treasurer's Affidavit (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Download Treasurer's Affidavit through this link:

https://www.sec.gov.ph/wp-content/uploads/2025/06/2025Forms_Treasurers-Affidavit.doc

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

3. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

For Situational Requirement

A. For Corporations with Primary Licenses:

A.1. Monitoring Clearance from Monitoring Unit of Financial Analysis and Audit Department (FAAD) (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Financial Analysis and Audit Department (FAAD)

Remarks:

Monitoring Unit of Financial Analysis and Audit Department (FAAD) through the link:

- ***eWATCH:*** https://ewatch.sec.gov.ph/login

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

B. For Financing and Lending Companies:

B.1. Financing and Lending Companies Department (FLCD) Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Financing and Lending Companies Department (FLCD)

Remarks:

Financing and Lending Companies Department (FLCD) through the link:

- ***eWATCH:*** https://ewatch.sec.gov.ph/login

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

C. For Listed and Public Companies:	
C.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)
Remarks: *Corporate Governance and Finance Department (CGFD) through the link:* • ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
D. Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
D.1. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
Remarks: *Market and Securities Regulation Department (MSRD) through the link:* • ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
E. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
E.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector
Remarks: *To request, please refer to BSP Citizen's Charter through this link:* *https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
F. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
F.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group
Remarks: *To request, please refer to IC Citizen's Charter through this link:* *https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

G. Additional requirement if cash payment for subscription is not yet reflected in the Audited Financial Statements:	
Sub Situational Requirement/s	
G.a. Notarized Subscription Contract	
G.a.1. A subscription contract, executed under oath among subscriber/s, treasurer and president for the corporation, stating the number of additional shares subscribed to and paid for. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2026 – Subscription Contracts through this link: https://www.sec.gov.ph/mc-2026/sec-mc-no-06-series-of-2026/#gsc.tab=0* *Or May download to the sample below:* *https://www.sec.gov.ph/wp-content/uploads/2025/08/2025Forms_Subscription-Contract-for-Cash-Payment.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.b. If applicant corporation is/are: a) Listed companies; b) Public companies defined in the Securities Regulation Code; c) Companies that offer or sell securities to the public; d) Companies with secondary license; e) Others, pursuant to item no. 2 of SEC MC No. 6 of 2026	
G.b.1. Special Audit Report (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H. Additional requirement for Rural Banks:	
H.1. Notarized Certification on payment for subscriptions to be signed by majority of the rural bank's Board of Directors in accordance with the form required by BSP (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.2. List of stockholders of record showing their respective subscribed and paid-up amount before and after the increase and the list of subscribers to the increase with their respective subscription and payment as presented and approved by BSP annexed to the notarized certification (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of notarized requirements for new application to eAmend Portal. **Location:** **https://eamend.sec.gov.ph/** **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the processor shall revert the application informing the client of the deficiencies. For submission of compliance documents, the client must upload the documents through the eAmend Portal. The assigned processor will proceed to Agency Step 1.2.	1.1. Verifies completeness of the required documents. Assigns the application to the processor, if complete, then records the application.	None	1 working day/s	• Securities Specialist II; Baguio Extension Office
	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		5 working day/s	• Securities Specialist II; Baguio Extension Office • Securities Counsel II; Baguio Extension Office • Director; Baguio Extension Office

• The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The period to act upon the agency actions mentioned above may be extended whenever the said	1.3. Reviews the Final Report and, if found in order, directs the FAAD Specialist to issue the Payment Assessment Form (PAF).		7 working day/s	• Securities Specialist II; Baguio Extension Office • Securities Counsel II; Baguio Extension Office • Director ; Baguio Extension Office
	1.4. Issues the Payment Assessment Form (PAF) to the applicant.		1 working day/s	• Securities Specialist II; Baguio

action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)				Extension Office • Securities Counsel II; Baguio Extension Office • Director ; Baguio Extension Office
2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip) **Location:** SEC Baguio Extension Office 3rd floor Newtown Plaza Square, Navy Base Road, Baguio City	2.1. Calls the name of the corporation, accepts the complete application requirements together with the proof of payment, and transmits these to the Receiving officer.	None	2 hour/s	• SEC Administrative Assistant I; Baguio Extension Office • SEC Administrative Assistant II; Baguio Extension Office
	2.2. Verifies hard copies against the documents reviewed by the FAAD Specialist and attaches the source documents; if found complete and in		4 hour/s	• SEC Administrative Assistant I; Baguio Extension Office

Notes/Instruction: *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements).*	order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.			• SEC Administrative Assistant II; Baguio Extension Office
	2.3. Prepares and generates the Certificate.		1 working day/s	• SEC Administrative Assistant I; Baguio Extension Office • SEC Administrative Officer II; Baguio Extension Office
	2.4. Reviews the documents, signs, and approves the Certificate.		2 working day/s	• SEC Director III or Officer-in-Charge; Baguio Extension Office
	2.5. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.		6 hour/s	• SEC Administrative Assistant I; Baguio Extension Office • SEC Administrative Assistant II; Baguio Extension Office
	2.6. Tags the application for appointment through eAmend Portal indicating the date of release of the certificate.		1 working day/s	• SEC Administrative Officer II; Baguio Extension Office
3. Present the Official Receipt and Appointment Letter. Then, fill out the logbook for released applications and claim the Certificates of Approval. **Location:** SEC Baguio Extension Office 3rd floor Newtown Plaza Square,	3. Calls the name of the corporation, assists the client in filling out the logbook, and releases the Certificates of Approval.	None	4 hour/s	• SEC Administrative Assistant I; Baguio Extension Office • SEC Administrative Assistant II; Baguio Extension Office

Navy Base Road, Baguio City				
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		

30. Increase of Capital Stock of One Person Corporation (OPC) through electronic mail submission for Domestic Stock Corporations Classified as Philippine National

This service details the adopted online procedure and documentary requirements for application for Increase of Capital Stock by way of Cash and Non Cash pursuant to Section 37 of the Revised Corporation Code of the Philippines through electronic mail.

This service is exclusively for One Person Corporations classified as Philippine National. For corporations classified as Non-Philippine National , please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.

For the pre-processing of new applications, applicants who choose to file through email must submit scanned copies of the notarized documents via amendments_bageo@sec.gov.ph. Applicants are advised to adhere to the prescribed steps outlined in the email for the proper submission of the required documents.

Alternatively, corporations that choose to submit their application via eAmend Portal may do so by submitting the notarized documents via the eAmend Portal. For detailed guidelines, please refer to the Citizen's Charter for Increase of Capital Stock of One Person Corporation (OPC) through the eAMEND Portal.

Office or Division:	Baguio Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Unified Certification for Certificate of Increase of Capital Stock a. Certificate of Increase of Capital Stock; b. OPC Resolution; c. Schedule of Capital Structure as of date of OPC Resolution, indicating the nationality, no of shares and amount subscribed, and paid-up capital on the present authorized capital stock; and d. Non-existence of intra-corporate dispute. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

*Download the Unified Certification for **Increase of Capital Stock_OPC** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Unified-Certification-for-Increase-in-AC-OPC.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

2. Treasurer's Affidavit (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download Treasurer's Affidavit for OPC through this link:* *https://www.sec.gov.ph/wp-content/uploads/2022/03/2022SECForm_TREASURERS-AFFIDAVIT.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
3. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance from Monitoring Unit of Financial Analysis and Audit Department (FAAD) (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Financial Analysis and Audit Department (FAAD)
Remarks: *Monitoring Unit of Financial Analysis and Audit Department (FAAD) through the link:* • ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
B. For Financing and Lending Companies:	
B.1. Financing and Lending Companies Department (FLCD) Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Financing and Lending Companies Department (FLCD)
Remarks: *Financing and Lending Companies Department (FLCD) through the link:* • ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
C. For Listed and Public Companies:	
C.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate

	Governance and Finance Department (CGFD)

Remarks:

Corporate Governance and Finance Department (CGFD) through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

D. Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
D.1. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Market and Securities Regulation Department (MSRD)

Remarks:

Market and Securities Regulation Department (MSRD) through the link:

eWATCH: *https://ewatch.sec.gov.ph/login*

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

E. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
E.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector

Remarks:

To request, please refer to BSP Citizen's Charter through this link:
https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

F. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
F.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group

Remarks:

To request, please refer to IC Citizen's Charter through this link:

https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

G. Additional Requirement if the consideration for issuance of shares is in the form of Previously incurred indebtedness (e.g., conversion of advances into equity / conversion of deposit for future subscription)

G.1. Deed of Assignment of advances / liabilities (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Deed of Assignment for **Advances** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Single-Assignor.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
G.a. If the advances/liabilities is not yet reflected in the Audited Financial Statements (AFS):	
G.a.1. A report to be rendered by an Independent CPA on the verification of the advances to be converted to equity (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H. Additional Requirements if the payment for issuance of shares is by way of Stock Dividend:	
H.1. Reconciliation of Retained Earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 16 Series of 2023- Revised Guidelines on the Determination of Retained Earnings Available for Dividend Declaration through this link: https://www.sec.gov.ph/wp-content/uploads/2023/10/2023SEC-MC-No.-16,-s.-of-2023-Revised-Guidelines-on-the-Determination-of-Retained-Earnings%20-Available-for-Dividend-Declaration.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
H.a. In case the unappropriated retained earnings is not sufficient to warrant the dividend declaration:	
H.a.1. Secretary's Certificate on the Board's resolution to reverse the appropriated retained earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I. Additional Requirement if the consideration for issuance of shares is in the form of Land, buildings / condominium units:	

I.1. Detailed schedule of property showing the registered owner, location, area, TCT/CCT no., tax declaration number and the basis of transfer value (market value, assessed value or zonal value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the sample* ***Detailed Schedule for Land, Buldings/Condominium Units*** *below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=405110855#gid=405110855* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.2. Copy of TCT/CCT electronically certified and issued by Register of Deeds and tax declaration sheet certified Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.3. Deed of Assignment (a. Deed of Assignment; b. Certifying that the improvements are existing and in good condition ; c. Undertaking that the corporation will submit the required proof of transfer within the prescribed period) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Deed of Assignment for* ***Increase of Capital Stock_Land, Buildings / Condominium Units*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Land-Buildings-Condo.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
I.a. If transfer value is based on appraised value:	
I.a.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.a.2. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Electronic Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.b. If property is mortgaged:	
I.b.1. Mortgagee/creditor's certification on the outstanding loan balance and his/her written consent to the transfer of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.c. For assignment of buildings where assignor is not the owner of the land:	
I.c.1. Lease contract on the land and consent of the land owner to the transfer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J. Additional Requirement if the consideration for issuance of shares is in the form of Untitled Lands:	
J.1. Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least twenty (20) years and the possessor had introduced improvements thereon, if any (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.2. Duplicate original or certified true copies of the tax declaration sheets (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.3. Latest realty tax receipts (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

J.4. Affidavit by the transferor attesting the following: 1. Continuous and open possession of the property is located; 2.a. Existence (or non-existence) of easements over the untitled property; b. Kind/description of the easement and its location; and c. Whether the transferor is the dominant estate or the servient estate, by virtue of such easements 3. That the transferor/subscriber to answer for any liability that the corporation might incur by virtue of the acceptance of said property as paid-up capital) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download **Transferor Affidavit for Untitled Land** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-the-Transferor_Untitled-Lands.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.5. Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.6. Duplicate original or certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument affecting the property recorded in the Register of Deeds for the province of city where the land is situated (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.7. Clearance or certification from the Department of Agrarian Reform (DAR) attesting to the following: (a) There is no other claimant to the untitled land; (b) it has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party; or (c) The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Department of Agrarian Reform (DAR) - Department of Agrarian Reform (DAR)
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.8. Blue Print Survey of the Plan as approved by the Bureau of Lands (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.9. Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer	Securities and Exchange Commission - Financial Analysis

value (market value/ assessed value / zonal value or appraised value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	and Audit Department
Remarks: *Download the sample **Detailed Schedule of Untitled Lands** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=508694029#gid=508694029* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.10. Deed of Assignment reflecting: a. Assignment of Untitled Lands; b. Undertaking to submit certified true copy of the original certificate of title in the name of the transferee-corporation within one (1) year from the date of receipt of the approval of the application) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Untitled Lands** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Untitled-Lands.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
J.a. If transfer value is based on zonal value	
J.a.1. Latest zonal valuation certified by BIR (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.b. If transfer value is based on appraised value	
J.b.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.b.2. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks:	

Download the Affidavit of Undertaking re Section 64 (watered stocks) below:

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

K. Additional Requirement if the consideration for issuance of shares is in the form of Inventories / Furniture / Personal Properties:	
K.1. Detailed schedule of property showing the description and the basis of transfer value (market value or book value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

*Download the sample **Detailed Schedule of Inventories / Furniture / Personal Properties** below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1666788899#gid=1666788899

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

K.2. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

*Download the Deed of Assignment for **Increase of Capital Stock_Inventories / Furniture / Personal Properties** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Inventories-Furniture-Personal-Properties.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s	
K.a. If transfer value is based on book value:	
K.a.1. Special Audit Report by an Independent CPA on the verification and valuation of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

L. Additional Requirement if the consideration for issuance of shares is in the form of Heavy equipment and machinery:	
L.1. Detailed schedule of the property showing the description and the transfer value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks: *Download the sample **Detailed Schedule of Heavy Equipment and Machinery** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1745725976#gid=1745725976* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.2. Appraisal report by a licensed appraiser (not more than 6-month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.3. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Heavy Equipment and Machinery** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Heavy-Equipment-and-Machinery.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.4. Certification from the transferor stating that the properties are existing and in good condition (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
L.a. In case the heavy equipment and machinery qualify as real property as defined under the New Civil Code.	
L.a.1. Copy of the latest required Tax Declaration Sheet certified by the Assessor's Office. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.a.2. Copy of the TCT / CCT of the land on which the heavy equipment and machinery are located certified by the Register of	Applicant / Client

Deeds. (2) Photo Copy And (1) Electronic Copy	
Remarks: *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.b. If the assignor is not the owner of the land on which the heavy equipment and machinery are located as defined under the New Civil Code.	
L.b.1. Lease contract on the land and consent of the land owner to the transfer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.c. If the transfer value is based on appraised value:	
L.c.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M. Additional Requirement if the consideration for issuance of shares is in the form of Shares of Stock:	
M.1. Detailed schedule of the shares of stock showing the stockholder, stock certificate number, no. of shares and the basis of transfer value (market or book value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the sample **Detailed Schedule of Shares of Stock** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1402851319#gid=1402851319* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.2. Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Information and

	Communications Technology Department (ICTD)
Remarks: *To be provided by the Company, in case the Company did not file* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.3. Deed of Assignment (a. Deed of Assignment ; b. Undertaking that the corporation will submit the required proof of transfer within the prescribed period). (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Deed of Assignment for* ***Increase of Capital Stock_Shares of Stock*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Shares-of-Stocks.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.4. Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the assignor (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.5. Photocopy of the stock certificate (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
M.a. If listed in the Stock Exchange:	
M.a.1. Latest market price quotation in the newspaper or certification from the stock exchange/broker as to latest market price of the shares of stock (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N. Additional Requirement if by way of Motor Vehicles	
N.1. Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified under	Securities and Exchange Commission - Financial Analysis and Audit Department

oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	

Remarks:

*Download the sample **Detailed Schedule of Motor Vehicle** below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=318133614#gid=318133614

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

N.2. Photocopy of certificate of registration and official receipt of annual registration fee (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Notes:

- *The original copy will be presented for verification during the processing stage.*
- *The two (2) photo copies will be submitted upon payment of the corresponding fees.*

N.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

N.4. Deed of Assignment reflecting: a. Assignment of Motor Vehicles; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period; c. Certification from the transferor stating that the motor vehicles are existing and in good running condition (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

*Download the Deed of Assignment for **Increase of Capital Stock_Motor Vehicle** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Motor-Vehicles.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

N.a. If the transfer value is based on appraised value:

N.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

Download the Affidavit of Undertaking re Section 64 (watered stocks) below:

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx

The original copy and photo copy will be submitted upon payment of the corresponding fees.

O. Additional Requirement if by way of Sea Vessel / Aircraft:	
O.1. Detailed schedule of vessel/aircraft showing registered Owner, registry number, technical description and appraised value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

*Download the sample **Detailed Schedule of Sea Vessel / Aircraft** below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1212106110#gid=1212106110

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

O.2. Certified true copy of the certificate of ownership (1) Certified True Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The certified true copy and photo copy will be submitted upon payment of the corresponding fees.

O.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

O.4. Certificate of seaworthiness/airworthiness issued by appropriate government agency (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

O.5. Deed of Assignment reflecting: a. Assignment of Sea Vessel/Aircraft; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

*Download the Deed of Assignment for **Increase of Capital Stock_Sea Vessel / Aircraft** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Sea-Vessels-aircrafts.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.	
Sub Situational Requirement/s	
O.a. If the transfer value is based on appraised value:	
O.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P. Additional Requirement if the consideration for issuance of shares is in the form of Intangibles:	
P.1. Photocopy of System Purchase Agreement or any proof of ownership (for software) (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
P.2. Copy of Certificate of Registration of Intellectual Property Rights and mining permit for mining claims/rights (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
P.3. Appraisal report by an accredited appraisal company or by a licensed Filipino mining engineer for mining claims/rights (not more than 6 months old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P.4. Deed of Assignment reflecting: a. Assignment of Intangibles; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Deed of Assignment for* ***Increase of Capital Stock_Intangibles*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Intangibles.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

Q. Additional Requirement if the consideration for issuance of shares is in the form of Net Assets:	
Q.1. Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
Q.2. Deed of Assignment of the assets and liabilities (a. Deed of Assignment; b. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period). (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Deed of Assignment for* ***Increase of Capital Stock_Net Assets*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Net-Assets.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q.3. List of creditors with the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q.4. Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the sample* ***Detailed Schedule of Net Asset*** *below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1662940848#gid=1662940848* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q.5. Photocopy of the certificate of registration of the motor vehicles (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note:*	

- *The original copy will be presented for verification during the processing stage.*
- *The two (2) photo copies will be submitted upon payment of the corresponding fees.*

Q.6. Copy of TCT/CCT electronically certified and issued by the Register of Deeds and tax declaration sheets certified by the Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Q.7. Photocopy of stock certificates (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Notes:

- *The original copy will be presented for verification during the processing stage.*
- *The two (2) photo copies will be submitted upon payment of the corresponding fees.*

Q.8. DTI Certificate of Registration (for single proprietorship) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

Q.a. If the transfer value is based on appraised value:

Q.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

Download the Affidavit of Undertaking re Section 64 (watered stocks) below:

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

R. Additional requirement if cash payment for subscription is not yet reflected in the Audited Financial Statements:

Sub Situational Requirement/s

R.a. Notarized Subscription Contract

R.a.1. A subscription contract, executed under oath among subscriber/s, treasurer and president for the corporation, stating the number of additional shares subscribed to and paid for (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2026 – Subscription Contracts through this link: https://www.sec.gov.ph/mc-2026/sec-mc-no-06-series-of-2026/#gsc.tab=0

Or May download to the sample below:

https://www.sec.gov.ph/wp-content/uploads/2025/08/2025Forms_Subscription-Contract-for-Cash-Payment.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

R.b. If applicant corporation is/are: a) Listed companies; b) Public companies defined in the Securities Regulation Code; c) Companies that offer or sell securities to the public; d) Companies with secondary license; e) Others, pursuant to item no. 2 of SEC MC No. 6 of 2026

R.b.1. Special Audit Report (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of complete requirements for new application. **Location:** amendments_bageo@sec.gov.ph **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous	1.1. Verifies completeness of the required documents, receives and records the application if complete, and sends an email confirming receipt and identifying the assigned FAAD Specialist.	None	4 hour/s	• Securities Counsel II; Baguio Extension Office • Administrative Assistant II; Baguio Extension Office

documents, the applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the processor will prepare a checklist of deficiencies and inform and return it to the applicant via email. For submission of compliance documents, the client will directly send it to the same e-mail thread. The processor will acknowledge the receipt of compliance documents then proceed to Agency Step 1.2. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved	1.2. Examines online-submitted documents for completeness in form and substance and prepares the Final Report and forwards it to the assigned reviewer.		8 working day/s	• Securities Specialist II; Baguio Extension Office • Securities Counsel II; Baguio Extension Office

without prejudice to refiling. • The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant				
	1.3. Reviews the Final Report and directs the Specialist to issue the Payment Assessment Form (PAF).		9 working day/s	• Securities Counsel II; Baguio Extension Office • Securities Specialist II; Baguio Extension Office
	1.4. Sends the Payment Assessment Form (PAF) to the applicant. Then, informs the applicant to submit the original/hard copy upon payment.		1 hour/s	• Securities Counsel II; Baguio Extension Office

to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given.				
2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip). **Location:** SEC Baguio Extension Office 3rd floor Newtown Plaza Square Navy Base Road, Baguio City **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)*	2.1. Receives complete application requirements with proof of payment; verifies hard copies against online-submitted documents and, if found in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.	None	2 hour/s	• Administrative Assistant II; Baguio Extension Office • Securities Counsel II; Baguio Extension Office
	2.2. Prepares Certificate		4 hour/s	• SEC Administrative Assistant II; Baguio Extension Office
	2.3. Reviews the documents, signs, and approves the Certificate.		1 working day/s	• SEC Director III or Officer-in-Charge; Baguio Extension Office
	2.4. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.		1 hour/s	• SEC Administrative Assistant I; Baguio Extension Office • SEC Administrative Assistant II; Baguio Extension Office
	2.5. Schedules and sends email notification to the applicant on the date of release of the certificate.		2 hour/s	• SEC Administrative Officer II; Baguio Extension Office • Securities Counsel II; Baguio

				Extension Office
3. Present the Official Receipt and Appointment Letter. Then, fill out the logbook for released applications and claim the Certificates of Approval. **Location:** SEC Baguio Extension Office 3rd floor Newtown Plaza Square Navy Base Road, Baguio City	3. Calls the name of the corporation, assists the client in filling out the logbook, and releases the Certificates of Approval.	None	2 hour/s	• SEC Administrative Assistant I; Baguio Extension Office • SEC Administrative Assistant II; Baguio Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		

31. Increase of Capital Stock through payment other than cash of One Person Corporation (OPC through the eAMEND Portal (Regular Amendment) for Domestic Stock Corporations Classified as Philippine National

This service details the adopted online procedure and documentary requirements for application for Increase of Capital Stock by and Non Cash pursuant to Section 37 of the Revised Corporation Code of the Philippines through eAmend Portal.

This service is exclusively for One Person Corporations classified as Philippine National.

For the pre-processing of new applications, applicants who choose to file through the eAmend Portal must submit scanned copies of the notarized documents via the eAmend Portal. Applicants are advised to adhere to the prescribed steps outlined in the eAmend Portal for the proper uploading and submission of the required documents.

Alternatively, corporations that choose to submit their application via email may do so by sending all required documents directly to amendments_bageo@sec.gov.ph. For detailed guidelines, please refer to the Citizen's Charter for Increase of Capital Stock by way of Cash through electronic mail submission.

Office or Division:	Baguio Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Unified Certification for Certificate of Increase of Capital Stock a. Certificate of Increase of Capital Stock; b. OPC Resolution; c. Schedule of Capital Structure as of date of OPC Resolution, indicating the nationality, no of shares and amount subscribed, and paid-up capital on the present authorized capital stock; and d. Non-existence of intra-corporate dispute. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks: *Download the Unified Certification for **Increase of Capital Stock_OPC** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Unified-Certification-for-Increase-in-AC-OPC.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
2. Treasurer's Affidavit (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download Treasurer's Affidavit for OPC through this link:* *https://www.sec.gov.ph/wp-content/uploads/2022/03/2022SECForm_TREASURERS-AFFIDAVIT.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
3. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance from Monitoring Unit of Financial Analysis and Audit Department (FAAD) (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Financial Analysis and Audit Department (FAAD)
Remarks: *Monitoring Unit of Financial Analysis and Audit Department (FAAD) through the link:* • ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
B. For Financing and Lending Companies:	
B.1. Financing and Lending Companies Department (FLCD) Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Financing and Lending Companies Department (FLCD)
Remarks: *Financing and Lending Companies Department (FLCD) through the link:* • ***eWATCH:*** *https://ewatch.sec.gov.ph/login*	

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

C. For Listed and Public Companies:	
C.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)

Remarks:

Corporate Governance and Finance Department (CGFD) through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

D. Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
D.1. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Market and Securities Regulation Department (MSRD)

Remarks:

Market and Securities Regulation Department (MSRD) through the link:

eWATCH: *https://ewatch.sec.gov.ph/login*

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

E. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
E.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector

Remarks:

To request, please refer to BSP Citizen's Charter through this link:
https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

F. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
F.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group

Remarks:

To request, please refer to IC Citizen's Charter through this link:

https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

G. Additional Requirement if the consideration for issuance of shares is in the form of Previously incurred indebtedness (e.g., conversion of advances into equity / conversion of deposit for future subscription)	
G.1. Deed of Assignment of advances / liabilities (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

*Download the Deed of Assignment for **Advances** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Single-Assignor.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s	
G.a. If the advances/liabilities is not yet reflected in the Audited Financial Statements (AFS):	
G.a.1. A report to be rendered by an Independent CPA on the verification of the advances to be converted to equity (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

H. Additional Requirements if the payment for issuance of shares is by way of Stock Dividend:	
H.1. Reconciliation of Retained Earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

For guidance, please refer to SEC Memorandum Circular No. 16 Series of 2023- Revised Guidelines on the Determination of Retained Earnings Available for Dividend Declaration through this link: https://www.sec.gov.ph/wp-content/uploads/2023/10/2023SEC-MC-No.-16,-s.-of-2023-Revised-Guidelines-on-the-Determination-of-Retained-Earnings%20-Available-for-Dividend-Declaration.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s	
H.a. In case the unappropriated retained earnings is not sufficient to warrant the dividend declaration:	
H.a.1. Secretary's Certificate on the Board's resolution to reverse the appropriated retained earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.	
I. Additional Requirement if the consideration for issuance of shares is in the form of Land, buildings / condominium units:	
I.1. Detailed schedule of property showing the registered owner, location, area, TCT/CCT no., tax declaration number and the basis of transfer value (market value, assessed value or zonal value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the sample **Detailed Schedule for Land, Buldings/Condominium Units** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=405110855#gid=405110855* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.2. Copy of TCT/CCT electronically certified and issued by Register of Deeds and tax declaration sheet certified Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.3. Deed of Assignment (a. Deed of Assignment; b. Certifying that the improvements are existing and in good condition ; c. Undertaking that the corporation will submit the required proof of transfer within the prescribed period) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Land, Buildings / Condominium Units** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Land-Buildings-Condo.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
I.a. If transfer value is based on appraised value:	
I.a.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

I.a.2. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Electronic Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.b. If property is mortgaged:	
I.b.1. Mortgagee/creditor's certification on the outstanding loan balance and his/her written consent to the transfer of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.c. For assignment of buildings where assignor is not the owner of the land:	
I.c.1. Lease contract on the land and consent of the land owner to the transfer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J. Additional Requirement if the consideration for issuance of shares is in the form of Untitled Lands:	
J.1. Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least twenty (20) years and the possessor had introduced improvements thereon, if any (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.2. Duplicate original or certified true copies of the tax declaration sheets (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.3. Latest realty tax receipts (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.	
J.4. Affidavit by the transferor attesting the following: 1. Continuous and open possession of the property is located; 2.a. Existence (or non-existence) of easements over the untitled property; b. Kind/description of the easement and its location; and c. Whether the transferor is the dominant estate or the servient estate, by virtue of such easements 3. That the transferor/subscriber to answer for any liability that the corporation might incur by virtue of the acceptance of said property as paid-up capital) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download **Transferor Affidavit for Untitled Land** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-the-Transferor_Untitled-Lands.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.5. Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.6. Duplicate original or certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument affecting the property recorded in the Register of Deeds for the province of city where the land is situated (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.7. Clearance or certification from the Department of Agrarian Reform (DAR) attesting to the following: (a) There is no other claimant to the untitled land; (b) it has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party; or (c) The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Department of Agrarian Reform (DAR) - Department of Agrarian Reform (DAR)
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.8. Blue Print Survey of the Plan as approved by the Bureau of Lands (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

J.9. Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/ assessed value / zonal value or appraised value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the sample **Detailed Schedule of Untitled Lands** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=508694029#gid=508694029* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.10. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.11. Affidavit of undertaking to submit certified true copy of the original certificate of title in the name of the transferee-corporation within one (1) year from the date of receipt of the approval of the application (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
J.a. If transfer value is based on zonal value	
J.a.1. Latest zonal valuation certified by BIR (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.b. If transfer value is based on appraised value	
J.b.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

J.b.2. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K. Additional Requirement if the consideration for issuance of shares is in the form of Inventories / Furniture / Personal Properties:	
K.1. Detailed schedule of property showing the description and the basis of transfer value (market value or book value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the sample **Detailed Schedule of Inventories / Furniture / Personal Properties** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1666788899#gid=1666788899* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K.2. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Inventories / Furniture / Personal Properties** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Inventories-Furniture-Personal-Properties.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
K.a. If transfer value is based on book value:	
K.a.1. Special Audit Report by an Independent CPA on the verification and valuation of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L. Additional Requirement if the consideration for issuance of shares is in the form of Heavy equipment and machinery:	
L.1. Detailed schedule of the property showing the description and the transfer value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the sample **Detailed Schedule of Heavy Equipment and Machinery** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1745725976#gid=1745725976* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.2. Appraisal report by a licensed appraiser (not more than 6-month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.3. Deed of Assignment reflecting: a. Assignment of Heavy Equipment and Machineries; b. Certification from the transferor stating that the properties are existing and in good condition) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Heavy Equipment and Machinery** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Heavy-Equipment-and-Machinery.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
L.a. In case the heavy equipment and machinery qualify as real property as defined under the New Civil Code.	
L.a.1. Copy of the latest required Tax Declaration Sheet certified by the Assessor's Office. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

L.a.2. Copy of the TCT / CCT of the land on which the heavy equipment and machinery are located certified by the Register of Deeds. (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

The original copy and photo copy will be submitted upon payment of the corresponding fees.

L.b. If the assignor is not the owner of the land on which the heavy equipment and machinery are located as defined under the New Civil Code.

L.b.1. Lease contract on the land and consent of the land owner to the transfer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

The original copy and photo copy will be submitted upon payment of the corresponding fees.

L.c. If the transfer value is based on appraised value:

L.c.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

Download the Affidavit of Undertaking re Section 64 (watered stocks) below:

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

M. Additional Requirement if the consideration for issuance of shares is in the form of Shares of Stock:

M.1. Detailed schedule of the shares of stock showing the stockholder, stock certificate number, no. of shares and the basis of transfer value (market or book value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

*Download the sample **Detailed Schedule of Shares of Stock** below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1402851319#gid=1402851319

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

M.2. Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Information and Communications Technology Department (ICTD)
Remarks: *To be provided by the Company, in case the Company did not file* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.3. Deed of Assignment (a. Deed of Assignment ; b. Undertaking that the corporation will submit the required proof of transfer within the prescribed period). (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Deed of Assignment for* ***Increase of Capital Stock_Shares of Stock*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Shares-of-Stocks.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.4. Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the assignor (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.5. Photocopy of the stock certificate (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
M.a. If listed in the Stock Exchange:	
M.a.1. Latest market price quotation in the newspaper or certification from the stock exchange/broker as to latest market price of the shares of stock (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N. Additional Requirement if by way of Motor Vehicles	

N.1. Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the sample* ***Detailed Schedule of Motor Vehicle*** *below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=318133614#gid=318133614* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.2. Photocopy of certificate of registration and official receipt of annual registration fee (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
N.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.4. Deed of Assignment reflecting: a. Assignment of Motor Vehicles; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period; c. Certification from the transferor stating that the motor vehicles are existing and in good running condition (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Deed of Assignment for* ***Increase of Capital Stock_Motor Vehicle*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Motor-Vehicles.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
N.a. If the transfer value is based on appraised value:	

N.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O. Additional Requirement if by way of Sea Vessel / Aircraft:	
O.1. Detailed schedule of vessel/aircraft showing registered Owner, registry number, technical description and appraised value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the sample **Detailed Schedule of Sea Vessel / Aircraft** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1212106110#gid=1212106110* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.2. Certified true copy of the certificate of ownership (1) Certified True Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The certified true copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.4. Certificate of seaworthiness/airworthiness issued by appropriate government agency (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.5. Deed of Assignment reflecting: a. Assignment of Sea Vessel/Aircraft; b. Undertaking by an officer of the corporation to	Securities and Exchange Commission - Financial Analysis and Audit Department

submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Download the Deed of Assignment for* ***Increase of Capital Stock_Sea Vessel / Aircraft*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Sea-Vessels-aircrafts.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
O.a. If the transfer value is based on appraised value:	
O.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P. Additional Requirement if the consideration for issuance of shares is in the form of Intangibles:	
P.1. Photocopy of System Purchase Agreement or any proof of ownership (for software) (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
P.2. Copy of Certificate of Registration of Intellectual Property Rights and mining permit for mining claims/rights (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
P.3. Appraisal report by an accredited appraisal company or by a licensed Filipino mining engineer for mining claims/rights (not more than 6 months old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P.4. Deed of Assignment reflecting: a. Assignment of Intangibles; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Intangibles** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Intangibles.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*
Q. Additional Requirement if the consideration for issuance of shares is in the form of Net Assets:

Q.1. Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
Q.2. Deed of Assignment of the assets and liabilities (a. Deed of Assignment; b. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period). (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Net Assets** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Net-Assets.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q.3. List of creditors with the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q.4. Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the sample **Detailed Schedule of Net Asset** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1662940848#gid=1662940848* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

Q.5. Photocopy of the certificate of registration of the motor vehicles (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
Q.6. Copy of TCT/CCT electronically certified and issued by the Register of Deeds and tax declaration sheets certified by the Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q.7. Photocopy of stock certificates (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
Q.8. DTI Certificate of Registration (for single proprietorship) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
Q.a. If the transfer value is based on appraised value:	
Q.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
R. Additional requirement if cash payment for subscription is not yet reflected in the Audited Financial Statements:	
Sub Situational Requirement/s	
R.a. Notarized Subscription Contract	

R.a.1. A subscription contract, executed under oath among subscriber/s, treasurer and president for the corporation, stating the number of additional shares subscribed to and paid for (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2026 – Subscription Contracts through this link: https://www.sec.gov.ph/mc-2026/sec-mc-no-06-series-of-2026/#gsc.tab=0

Or May download to the sample below:

https://www.sec.gov.ph/wp-content/uploads/2025/08/2025Forms_Subscription-Contract-for-Cash-Payment.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

R.b. If applicant corporation is/are: a) Listed companies; b) Public companies defined in the Securities Regulation Code; c) Companies that offer or sell securities to the public; d) Companies with secondary license; e) Others, pursuant to item no. 2 of SEC MC No. 6 of 2026	
R.b.1. Special Audit Report (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of complete requirements for new application. **Location:** **https://eamend.sec.gov.ph/** **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a	1.1. Verifies completeness of the required documents. Assigns the application to the FAAD specialist, if complete, then records the application.	None	4 hour/s	• Administrative Assistant II; Baguio Extension Office • Securities Specialist II; Baguio Extension Office

photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the processor shall revert the application informing the client of the deficiencies. For submission of compliance documents, the client must upload the documents through the eAmend Portal. The assigned processor will proceed to Agency Step 1.2. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant				
	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		8 working day/s	• Securities Specialist II; Baguio Extension Office • Securities Counsel II; Baguio Extension Office

corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20)	1.3. Reviews the Final Report and, if found in order, directs the processor to issue the Payment Assessment Form (PAF).		9 working day/s	• Securities Specialist II; Baguio Extension Office • Securities Counsel II; Baguio Extension Office
	1.4. Issues the Payment Assessment Form (PAF) to the applicant.		1 hour/s	• Securities Specialist II; Baguio Extension Office • Securities Counsel II; Baguio Extension Office

working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given.				
2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip). **Location:** SEC Baguio Extension Office 3rd floor Newtown Plaza Square Navy Base Road, Baguio City **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)*	2.1. Receives complete application requirements with proof of payment; verifies hard copies against online-submitted documents and, if found in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.	None	2 hour/s	• SEC Administrative Assistant II; Baguio Extension Office
	2.2. Prepares and generates the Certificate.		4 hour/s	• SEC Administrative Assistant II; Baguio Extension Office
	2.3. Reviews the documents, signs, and approves the Certificate.		1 working day/s	• SEC Director III or Officer-in-Charge; Baguio Extension Office
	2.4. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.		1 hour/s	• SEC Administrative Assistant I; Baguio Extension Office • SEC Administrative Assistant II; Baguio Extension Office
	2.5. Tags the application for appointment through		2 hour/s	• SEC Administrativ

	eAmend Portal indicating the date of release of the certificate.			e Officer II; Baguio Extension Office
3. Present the Official Receipt and Appointment Letter. Then, fill out the logbook for released applications and claim the Certificates of Approval. **Location:** SEC Baguio Extension Office 3rd floor Newtown Plaza Square Navy Base Road, Baguio City	3. Calls the name of the corporation, assists the client in filling out the logbook, and releases the Certificates of Approval.	None	2 hour/s	• SEC Administrative Assistant I; Baguio Extension Office • SEC Administrative Assistant II; Baguio Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		

32. Increase of Capital Stock through payment other than cash through electronic mail submission for Domestic Stock Corporations Classified as Philippine National (other than OPC)

This service details the adopted online procedure and documentary requirements on application for increase of capital stock by way of Non Cash, but not limited to the following:

1. *Previously incurred indebtedness (e.g. conversion of advances into equity / conversion of deposit for future subscriptions)*
2. *Stock Dividend*
3. *Land, building / condominium units*
4. *Untitled Lands*
5. *Inventories / Furniture / Personal Properties*
6. *Heavy equipments and machineries*
7. *Shares of stock in another corporation*
8. *Motor Vehicles*
9. *Sea vessels / aircrafts*
10. *Intangibles*
11. *Net assets*
12. *Other assets or generally accepted forms of consideration necessary or convenient for its use and lawful purposes*

This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National , please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.

For the pre-processing of new applications, applicants who choose to file through email must submit scanned copies of the notarized documents via amendments_bageo@sec.gov.ph. Applicants are advised to adhere to the prescribed steps outlined in the email for the proper submission of the required documents.

Alternatively, corporations that choose to submit their application via eAmend Portal may do so by submitting the notarized documents via the eAmend Portal. For detailed guidelines, please refer to the Citizen's Charter for Increase of Capital Stock through payment other than cash through the eAmend Portal.

Office or Division:	Baguio Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**

For Standard Requirement	
1. Unified Certification for Certificate of Increase of Capital Stock on: a. Certificate of Increase of Capital Stock; b. Director's Certificate; c. List of stockholders of record as of date of meeting approving the increase, indicating their nationalities and their respective subscribed and paid-up capital on the present authorized capital stock; d. Non-existence of intra-corporate dispute; e. Waiver of pre-emptive rights of non-subscribing shareholders (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Unified Certification for **Increase of Capital Stock** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Unified-Certification-for-Increase-in-Authorized.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
2. Treasurer's Affidavit (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download Treasurer's Affidavit through this link:* *https://www.sec.gov.ph/wp-content/uploads/2025/06/2025Forms_Treasurers-Affidavit.doc* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
3. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance from Monitoring Unit of Financial Analysis and Audit Department (FAAD) (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Financial Analysis and Audit Department (FAAD)
Remarks: *Monitoring Unit of Financial Analysis and Audit Department (FAAD) through the link:* • ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
B. For Financing and Lending Companies:	

B.1. Financing and Lending Companies Department (FLCD) Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Financing and Lending Companies Department (FLCD)

Remarks:

Financing and Lending Companies Department (FLCD) through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

C. For Listed and Public Companies:

C.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)

Remarks:

Corporate Governance and Finance Department (CGFD) through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

D. Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)

D.1. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Market and Securities Regulation Department (MSRD)

Remarks:

Market and Securities Regulation Department (MSRD) through the link:

eWATCH: *https://ewatch.sec.gov.ph/login*

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

E. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:

E.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector

Remarks:

To request, please refer to BSP Citizen's Charter through this link:
https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

F. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
F.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group

Remarks:

To request, please refer to IC Citizen's Charter through this link:

https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

G. Additional Requirement if the consideration for issuance of shares is in the form of Previously incurred indebtedness (e.g., conversion of advances into equity / conversion of deposit for future subscription)	
G.1. Deed of Assignment of advances / liabilities (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

*Download the Deed of Assignment for **Advances** below:*

a. Sigle Assignor: https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Single-Assignor.docx

b. Multiple Assignor: https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Multiple-Assignor.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s	
G.a. If the advances/liabilities is not yet reflected in the Audited Financial Statements (AFS):	
G.a.1. A report to be rendered by an Independent CPA on the verification of the advances to be converted to equity (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

H. Additional Requirements if the payment for issuance of shares is by way of Stock Dividend:	
H.1. List of stockholders entitled to stock dividend with their respective outstanding shares and the allocation of stock dividend certified by the corporate secretary (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.2. Secretary's Certificate that on the basis of the computation of the Finance Officer, the allocation of stock dividends as indicated in the Certificate of Increase is in proportion to the shareholdings of stockholders as of date of meeting approving the dividend declaration or as of record date and the treatment of resulting fractional shares, if any, are true and correct. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.3. Reconciliation of Retained Earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 16 Series of 2023- Revised Guidelines on the Determination of Retained Earnings Available for Dividend Declaration through this link: https://www.sec.gov.ph/wp-content/uploads/2023/10/2023SEC-MC-No.-16,-s.-of-2023-Revised-Guidelines-on-the-Determination-of-Retained-Earnings%20-Available-for-Dividend-Declaration.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
H.a. In case the unappropriated retained earnings is not sufficient to warrant the dividend declaration:	
H.a.1. Secretary's Certificate on the Board's resolution to reverse the appropriated retained earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I. Additional Requirement if the consideration for issuance of shares is in the form of Land, buildings / condominium units:	
I.1. Detailed schedule of property showing the registered owner, location, area, TCT/CCT no., tax declaration number and the basis of transfer value (market value, assessed value or zonal value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the sample **Detailed Schedule for Land, Buldings/Condominium Units** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=405110855#gid=405110855* *Note:*	

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

I.2. Copy of TCT/CCT electronically certified and issued by Register of Deeds and tax declaration sheet certified Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

I.3. Deed of Assignment: a. Deed of Assignment; b. Certifying that the improvements are existing and in good condition ; c. Undertaking that the corporation will submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

*Download the Deed of Assignment for **Increase of Capital Stock_Land, Buildings / Condominium Units** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Land-Buildings-Condo.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

I.a. If transfer value is based on appraised value:

I.a.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

I.a.2. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

Download the Affidavit of Undertaking re Section 64 (watered stocks) below:

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

I.b. If property is mortgaged:

I.b.1. Mortgagee/creditor's certification on the outstanding loan balance and his/her written consent to the transfer of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.	
I.c. For assignment of buildings where assignor is not the owner of the land:	
I.c.1. Lease contract on the land and consent of the land owner to the transfer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J. Additional Requirement if the consideration for issuance of shares is in the form of Untitled Lands:	
J.1. Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least twenty (20) years and the possessor had introduced improvements thereon, if any (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.2. Duplicate original or certified true copies of the tax declaration sheets (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.3. Latest realty tax receipts (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.4. Affidavit by the transferor attesting the following: 1. Continuous and open possession of the property is located; 2.a. Existence (or non-existence) of easements over the untitled property; b. Kind/description of the easement and its location; and c. Whether the transferor is the dominant estate or the servient estate, by virtue of such easements 3. That the transferor/subscriber to answer for any liability that the corporation might incur by virtue of the acceptance of said property as paid-up capital) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *Download the **Transferor Affidavit for Untitled Land** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-the-Transferor_Untitled-Lands.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.5. Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.6. Duplicate original or certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument affecting the property recorded in the Register of Deeds for the province of city where the land is situated (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.7. Clearance or certification from the Department of Agrarian Reform (DAR) attesting to the following: (a) There is no other claimant to the untitled land; (b) it has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party; or (c) The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Department of Agrarian Reform (DAR) - Department of Agrarian Reform (DAR)
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.8. Blue Print Survey of the Plan as approved by the Bureau of Lands (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.9. Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/ assessed value / zonal value or appraised value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the sample **Detailed Schedule of Untitled Lands** below:*	

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=508694029#gid=508694029

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

J.10. Deed of Assignment reflecting: a. Assignment of Untitled Lands; b. Undertaking to submit certified true copy of the original certificate of title in the name of the transferee-corporation within one (1) year from the date of receipt of the approval of the application) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

Download the Deed of Assignment for ***Increase of Capital Stock_Untitled Lands*** *below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Untitled-Lands.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

J.a. If transfer value is based on zonal value

J.a.1. Latest zonal valuation certified by BIR (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

J.b. If transfer value is based on appraised value

J.b.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

J.b.2. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

Download the Affidavit of Undertaking re Section 64 (watered stocks) below:

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

K. Additional Requirement if the consideration for issuance of shares is in the form of Inventories / Furniture / Personal Properties:	
K.1. Detailed schedule of property showing the description and the basis of transfer value (market value or book value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the sample **Detailed Schedule of Inventories / Furniture / Personal Properties** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1666788899#gid=1666788899* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K.2. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Inventories / Furniture / Personal Properties** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Inventories-Furniture-Personal-Properties.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
K.a. If transfer value is based on book value:	
K.a.1. Special Audit Report by an Independent CPA on the verification and valuation of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L. Additional Requirement if the consideration for issuance of shares is in the form of Heavy equipment and machinery:	
L.1. Detailed schedule of the property showing the description and the transfer value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the sample **Detailed Schedule of Heavy Equipment and Machinery** below:*	

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1745725976#gid=1745725976 *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.2. Appraisal report by a licensed appraiser (not more than 6-month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.3. Deed of Assignment reflecting: a. Assignment of Heavy Equipment and Machineries; b. Certification from the transferor stating that the properties are existing and in good condition) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Deed of Assignment for* ***Increase of Capital Stock_Heavy Equipment and Machinery*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Heavy-Equipment-and-Machinery.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
L.a. In case the heavy equipment and machinery qualify as real property as defined under the New Civil Code.	
L.a.1. Copy of the latest required Tax Declaration Sheet certified by the Assessor's Office. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.a.2. Copy of the TCT / CCT of the land on which the heavy equipment and machinery are located certified by the Register of Deeds. (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.b. If the assignor is not the owner of the land on which the heavy equipment and machinery are located as defined under the New Civil Code.	
L.b.1. Lease contract on the land and consent of the land owner to the transfer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.c. If the transfer value is based on appraised value:	
L.c.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M. Additional Requirement if the consideration for issuance of shares is in the form of Shares of Stock:	
M.1. Detailed schedule of the shares of stock showing the stockholder, stock certificate number, no. of shares and the basis of transfer value (market or book value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the sample **Detailed Schedule of Shares of Stock** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1402851319#gid=1402851319* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.2. Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Information and Communications Technology Department (ICTD)
Remarks: *To be provided by the Company, in case the Company did not file* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.3. Deed of Assignment (a. Deed of Assignment ; b. Undertaking that the corporation will submit the required proof of transfer within the prescribed period). (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Shares of Stock** below:*	

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Shares-of-Stocks.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

M.4. Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the assignor (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

M.5. Photocopy of the stock certificate (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Notes:

- *The original copy will be presented for verification during the processing stage.*
- *The two (2) photo copies will be submitted upon payment of the corresponding fees.*

Sub Situational Requirement/s

M.a. If listed in the Stock Exchange:

M.a.1. Latest market price quotation in the newspaper or certification from the stock exchange/broker as to latest market price of the shares of stock (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

N. Additional Requirement if by way of Motor Vehicles

N.1. Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

*Download the sample **Detailed Schedule of Motor Vehicle** below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=318133614#gid=318133614

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

N.2. Photocopy of certificate of registration and official receipt of annual registration fee (present original for verification)	Applicant / Client

(1) Original Copy And (2) Photo Copy And (1) Electronic Copy	

Remarks:

Notes:

- *The original copy will be presented for verification during the processing stage.*
- *The two (2) photo copies will be submitted upon payment of the corresponding fees.*

N.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

N.4. Deed of Assignment reflecting: a. Assignment of Motor Vehicles; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period; c. Certification from the transferor stating that the motor vehicles are existing and in good running condition (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

*Download the Deed of Assignment for **Increase of Capital Stock_Motor Vehicle** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Motor-Vehicles.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

N.a. If the transfer value is based on appraised value:

N.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

Download the Affidavit of Undertaking re Section 64 (watered stocks) below:

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx

The original copy and photo copy will be submitted upon payment of the corresponding fees.

O. Additional Requirement if by way of Sea Vessel / Aircraft:

O.1. Detailed schedule of vessel/aircraft showing registered Owner, registry number, technical description and appraised value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

*Download the sample **Detailed Schedule of Sea Vessel / Aircraft** below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1212106110#gid=1212106110

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

O.2. Certified true copy of the certificate of ownership (1) Certified True Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The certified true copy and photo copy will be submitted upon payment of the corresponding fees.

O.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

O.4. Certificate of seaworthiness/airworthiness issued by appropriate government agency (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

O.5. Deed of Assignment reflecting: a. Assignment of Sea Vessel/Aircraft; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

*Download the Deed of Assignment for **Increase of Capital Stock_Sea Vessel / Aircraft** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Sea-Vessels-aircrafts.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

O.a. If the transfer value is based on appraised value:

O.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

Download the Affidavit of Undertaking re Section 64 (watered stocks) below:

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

P. Additional Requirement if the consideration for issuance of shares is in the form of Intangibles:	
P.1. Photocopy of System Purchase Agreement or any proof of ownership (for software) (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
P.2. Copy of Certificate of Registration of Intellectual Property Rights and mining permit for mining claims/rights (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
P.3. Appraisal report by an accredited appraisal company or by a licensed Filipino mining engineer for mining claims/rights (not more than 6 months old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P.4. Deed of Assignment reflecting: a. Assignment of Intangibles; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Intangibles** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Intangibles.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
P.a. If the transfer value is based on appraised value:	
P.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q. Additional Requirement if the consideration for issuance of shares is in the form of Net Assets:	
Q.1. Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year	Applicant / Client

(2) Photo Copy And (1) Electronic Copy	
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
Q.2. Deed of Assignment of the assets and liabilities (a. Deed of Assignment; b. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period). (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Deed of Assignment for* ***Increase of Capital Stock_Net Assets*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Net-Assets.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q.3. List of creditors with the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q.4. Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the sample* ***Detailed Schedule of Net Asset*** *below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1662940848#gid=1662940848* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q.5. Photocopy of the certificate of registration of the motor vehicles (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
Q.6. Copy of TCT/CCT electronically certified and issued by the Register of Deeds and tax declaration sheets certified by the	Applicant / Client

Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q.7. Photocopy of stock certificates (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
Q.8. DTI Certificate of Registration (for single proprietorship) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of complete requirements for new application. **Location:** amendments_bageo@sec.gov.ph **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with	1.1. Verifies completeness of the required documents, receives and records the application if complete, and sends an email confirming receipt and identifying the assigned FAAD Specialist.	None	4 hour/s	• Securities Counsel II; Baguio Extension Office

minor correction during the pre-processing stage or review stage, the FAAD Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via email. For submission of compliance documents, the client will directly send it to the assigned FAAD Specialist's e-mail. The assigned FAAD Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.2. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The foregoing service may be	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		8 working day/s	• Securities Specialist II; Baguio Extension Office • Securities Counsel II; Baguio Extension Office

deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an	1.3. Reviews the Final Report and, if found in order, directs the Specialist to issue the Payment Assessment Form (PAF).		9 working day/s	• Securities Specialist II; Baguio Extension Office • Securities Counsel II; Baguio Extension Office
	1.4. Sends the Payment Assessment Form (PAF) to the applicant. Then, informs the applicant to submit the original/hard copy upon payment.		1 hour/s	• Securities Counsel II; Baguio Extension Office

extension of another 20 working days in processing time, provided that a proper notice to the applicant was given.				
2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip). **Location:** SEC Baguio Extension Office 3rd floor Newtown Plaza Square Navy Base Road, Baguio City **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)*	2.1. Receives complete application requirements with proof of payment; verifies hard copies against online-submitted documents and, if found in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.	None	2 hour/s	• Securities Counsel II; Baguio Extension Office • SEC Administrative Assistant II; Baguio Extension Office
	2.2. Prepares Certificate		4 hour/s	• Administrative Assistant II; Baguio Extension Office
	2.3. Reviews the documents, signs, and approves the Certificate.		1 working day/s	• SEC Director III or Officer-in-Charge; Baguio Extension Office
	2.4. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.		1 hour/s	• SEC Administrative Assistant II; Baguio Extension Office
	2.5. Schedules and sends email notification to the applicant on the date of release of the certificate.		2 hour/s	• SEC Administrative Officer II; Baguio Extension Office • Securities Counsel II; Baguio Extension Office
3. Present the Official Receipt and Appointment	3. Calls the name of the corporation, assists the	None	2 hour/s	• SEC Administrativ

Letter. Then, fill out the logbook for released applications and claim the Certificates of Approval. **Location:** SEC Baguio Extension Office 3rd floor Newtown Plaza Square Navy Base Road, Baguio City	client in filling out the logbook, and releases the Certificates of Approval.			e Assistant I; Baguio Extension Office • SEC Administrative Assistant II; Baguio Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		

33. Increase of Capital Stock through payment other than cash through the eAMEND Portal for Domestic Stock Corporations Classified as Philippine National (other than OPC)

This service details the adopted online procedure and documentary requirements on application for increase of capital stock by way of Non Cash, but not limited to the following:

1. *Previously incurred indebtedness (e.g. conversion of advances into equity / conversion of deposit for future subscriptions)*
2. *Stock Dividend*
3. *Land, building / condominium units*
4. *Untitled Lands*
5. *Inventories / Furniture / Personal Properties*
6. *Heavy equipments and machineries*
7. *Shares of stock in another corporation*
8. *Motor Vehicles*
9. *Sea vessels / aircrafts*
10. *Intangibles*
11. *Net assets*
12. *Other assets or generally accepted forms of consideration necessary or convenient for its use and lawful purposes*

This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.

For the pre-processing of new applications, applicants who choose to file through the eAmend Portal must submit scanned copies of the notarized documents via the eAmend Portal. Applicants are advised to adhere to the prescribed steps outlined in the eAmend Portal for the proper uploading and submission of the required documents.

Alternatively, corporations that choose to submit their application via email may do so by sending all required documents directly to amendments_bageo@sec.gov.ph. For detailed guidelines, please refer to the Citizen's Charter for Increase of Capital Stock through payment other than cash through electronic mail submission.

Office or Division:	Baguio Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	

1. Unified Certification for Certificate of Increase of Capital Stock on: a. Certificate of Increase of Capital Stock; b. Director's Certificate; c. List of stockholders of record as of date of meeting approving the increase, indicating their nationalities and their respective subscribed and paid-up capital on the present authorized capital stock; d. Non-existence of intra-corporate dispute; e. Waiver of pre-emptive rights of non-subscribing shareholders (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Unified Certification for* ***Increase of Capital Stock*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Unified-Certification-for-Increase-in-Authorized.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
2. Treasurer's Affidavit (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download Treasurer's Affidavit through this link:* *https://www.sec.gov.ph/wp-content/uploads/2025/06/2025Forms_Treasurers-Affidavit.doc* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
3. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance from Monitoring Unit of Financial Analysis and Audit Department (FAAD) (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Financial Analysis and Audit Department (FAAD)
Remarks: *Monitoring Unit of Financial Analysis and Audit Department (FAAD) through the link:* • ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
B. For Financing and Lending Companies:	
B.1. Financing and Lending Companies Department (FLCD) Clearance	Securities and Exchange Commission (SEC) - Financing

(2) Photo Copy And (1) Original Copy	and Lending Companies Department (FLCD)

Remarks:

Financing and Lending Companies Department (FLCD) through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

C. For Listed and Public Companies:

C.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)

Remarks:

Corporate Governance and Finance Department (CGFD) through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

D. Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)

D.1. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Market and Securities Regulation Department (MSRD)

Remarks:

Market and Securities Regulation Department (MSRD) through the link:

eWATCH: *https://ewatch.sec.gov.ph/login*

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

E. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:

E.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector

Remarks:

To request, please refer to BSP Citizen's Charter through this link:
https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

F. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
F.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group
Remarks: *To request, please refer to IC Citizen's Charter through this link:* *https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G. Additional Requirement if the consideration for issuance of shares is in the form of Previously incurred indebtedness (e.g., conversion of advances into equity / conversion of deposit for future subscription)	
G.1. Deed of Assignment of advances / liabilities (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Deed of Assignment for **Advances** below:* *a. Sigle Assignor: https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Single-Assignor.docx* *b. Multiple Assignor: https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Multiple-Assignor.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
G.a. If the advances/liabilities is not yet reflected in the Audited Financial Statements (AFS):	
G.a.1. A report to be rendered by an Independent CPA on the verification of the advances to be converted to equity (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H. Additional Requirements if the payment for issuance of shares is by way of Stock Dividend:	
H.1. List of stockholders entitled to stock dividend with their respective outstanding shares and the allocation of stock dividend certified by the corporate secretary (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.2. Secretary's Certificate that on the basis of the computation of the Finance Officer, the allocation of stock dividends as indicated in the Certificate of Increase is in proportion to the shareholdings of stockholders as of date of meeting approving the dividend declaration or as of record date and the treatment of resulting fractional shares, if any, are true and correct. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.3. Reconciliation of Retained Earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 16 Series of 2023- Revised Guidelines on the Determination of Retained Earnings Available for Dividend Declaration through this link: https://www.sec.gov.ph/wp-content/uploads/2023/10/2023SEC-MC-No.-16,-s.-of-2023-Revised-Guidelines-on-the-Determination-of-Retained-Earnings%20-Available-for-Dividend-Declaration.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
H.a. In case the unappropriated retained earnings is not sufficient to warrant the dividend declaration:	
H.a.1. Secretary's Certificate on the Board's resolution to reverse the appropriated retained earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I. Additional Requirement if the consideration for issuance of shares is in the form of Land, buildings / condominium units:	
I.1. Detailed schedule of property showing the registered owner, location, area, TCT/CCT no., tax declaration number and the basis of transfer value (market value, assessed value or zonal value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the sample **Detailed Schedule for Land, Buldings/Condominium Units** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=405110855#gid=405110855* *Note:*	

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

I.2. Copy of TCT/CCT electronically certified and issued by Register of Deeds and tax declaration sheet certified Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

I.3. Deed of Assignment: a. Deed of Assignment; b. Certifying that the improvements are existing and in good condition ; c. Undertaking that the corporation will submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

*Download the Deed of Assignment for **Increase of Capital Stock_Land, Buildings / Condominium Units** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Land-Buildings-Condo.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

I.a. If transfer value is based on appraised value:

I.a.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

I.a.2. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

Download the Affidavit of Undertaking re Section 64 (watered stocks) below:

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

I.b. If property is mortgaged:

I.b.1. Mortgagee/creditor's certification on the outstanding loan balance and his/her written consent to the transfer of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.c. For assignment of buildings where assignor is not the owner of the land:	
I.c.1. Lease contract on the land and consent of the land owner to the transfer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J. Additional Requirement if the consideration for issuance of shares is in the form of Untitled Lands:	
J.1. Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least twenty (20) years and the possessor had introduced improvements thereon, if any (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.2. Duplicate original or certified true copies of the tax declaration sheets (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.3. Latest realty tax receipts (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.4. Affidavit by the transferor attesting the following: 1. Continuous and open possession of the property is located; 2.a. Existence (or non-existence) of easements over the untitled property; b. Kind/description of the easement and its location; and c. Whether the transferor is the dominant estate or the servient estate, by virtue of such easements 3. That the transferor/subscriber to answer for any liability that the corporation might incur by virtue of the acceptance of said property as paid-up capital) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the **Transferor Affidavit for Untitled Land** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-the-Transferor_Untitled-Lands.docx*	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

J.5. Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

J.6. Duplicate original or certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument affecting the property recorded in the Register of Deeds for the province of city where the land is situated (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

J.7. Clearance or certification from the Department of Agrarian Reform (DAR) attesting to the following: (a) There is no other claimant to the untitled land; (b) it has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party; or (c) The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Department of Agrarian Reform (DAR) - Department of Agrarian Reform (DAR)

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

J.8. Blue Print Survey of the Plan as approved by the Bureau of Lands (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

J.9. Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/ assessed value / zonal value or appraised value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

*Download the sample **Detailed Schedule of Untitled Lands** below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=508694029#gid=508694029

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*

- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

J.10. Deed of Assignment reflecting: a. Assignment of Untitled Lands; b. Undertaking to submit certified true copy of the original certificate of title in the name of the transferee-corporation within one (1) year from the date of receipt of the approval of the application) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

*Download the Deed of Assignment for **Increase of Capital Stock_Untitled Lands** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Untitled-Lands.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

J.a. If transfer value is based on zonal value

J.a.1. Latest zonal valuation certified by BIR (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

J.b. If transfer value is based on appraised value

J.b.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

J.b.2. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

Download the Affidavit of Undertaking re Section 64 (watered stocks) below:

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

K. Additional Requirement if the consideration for issuance of shares is in the form of Inventories / Furniture / Personal Properties:

K.1. Detailed schedule of property showing the description and the basis of transfer value (market value or book value) certified under	Securities and Exchange Commission - Financial Analysis

oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	and Audit Department

Remarks:

*Download the sample **Detailed Schedule of Inventories / Furniture / Personal Properties** below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1666788899#gid=1666788899

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

K.2. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

*Download the Deed of Assignment for **Increase of Capital Stock_Inventories / Furniture / Personal Properties** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Inventories-Furniture-Personal-Properties.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

K.a. If transfer value is based on book value:

K.a.1. Special Audit Report by an Independent CPA on the verification and valuation of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

L. Additional Requirement if the consideration for issuance of shares is in the form of Heavy equipment and machinery:

L.1. Detailed schedule of the property showing the description and the transfer value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

*Download the sample **Detailed Schedule of Heavy Equipment and Machinery** below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1745725976#gid=1745725976

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*

- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

L.2. Appraisal report by a licensed appraiser (not more than 6-month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

L.3. Deed of Assignment reflecting: a. Assignment of Heavy Equipment and Machineries; b. Certification from the transferor stating that the properties are existing and in good condition) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

Download the Deed of Assignment for ***Increase of Capital Stock_Heavy Equipment and Machinery*** *below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Heavy-Equipment-and-Machinery.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

L.a. In case the heavy equipment and machinery qualify as real property as defined under the New Civil Code.

L.a.1. Copy of the latest required Tax Declaration Sheet certified by the Assessor's Office. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

L.a.2. Copy of the TCT / CCT of the land on which the heavy equipment and machinery are located certified by the Register of Deeds. (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

The original copy and photo copy will be submitted upon payment of the corresponding fees.

L.b. If the assignor is not the owner of the land on which the heavy equipment and machinery are located as defined under the New Civil Code.

L.b.1. Lease contract on the land and consent of the land owner to the transfer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

The original copy and photo copy will be submitted upon payment of the corresponding fees.

L.c. If the transfer value is based on appraised value:

L.c.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M. Additional Requirement if the consideration for issuance of shares is in the form of Shares of Stock:	
M.1. Detailed schedule of the shares of stock showing the stockholder, stock certificate number, no. of shares and the basis of transfer value (market or book value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the sample **Detailed Schedule of Shares of Stock** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1402851319#gid=1402851319* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.2. Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Information and Communications Technology Department (ICTD)
Remarks: *To be provided by the Company, in case the Company did not file* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.3. Deed of Assignment (a. Deed of Assignment ; b. Undertaking that the corporation will submit the required proof of transfer within the prescribed period). (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Shares of Stock** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Shares-of-Stocks.docx*	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

M.4. Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the assignor (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

M.5. Photocopy of the stock certificate (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Notes:

- *The original copy will be presented for verification during the processing stage.*
- *The two (2) photo copies will be submitted upon payment of the corresponding fees.*

Sub Situational Requirement/s

M.a. If listed in the Stock Exchange:

M.a.1. Latest market price quotation in the newspaper or certification from the stock exchange/broker as to latest market price of the shares of stock (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

N. Additional Requirement if by way of Motor Vehicles

N.1. Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

*Download the sample **Detailed Schedule of Motor Vehicle** below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=318133614#gid=318133614

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

N.2. Photocopy of certificate of registration and official receipt of annual registration fee (present original for verification)	Applicant / Client

(1) Original Copy And (2) Photo Copy And (1) Electronic Copy	
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
N.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.4. Deed of Assignment reflecting: a. Assignment of Motor Vehicles; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period; c. Certification from the transferor stating that the motor vehicles are existing and in good running condition (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Deed of Assignment for* ***Increase of Capital Stock_Motor Vehicle*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Motor-Vehicles.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
N.a. If the transfer value is based on appraised value:	
N.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O. Additional Requirement if by way of Sea Vessel / Aircraft:	
O.1. Detailed schedule of vessel/aircraft showing registered Owner, registry number, technical description and appraised value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks:	

*Download the sample **Detailed Schedule of Sea Vessel / Aircraft** below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1212106110#gid=1212106110

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

O.2. Certified true copy of the certificate of ownership (1) Certified True Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The certified true copy and photo copy will be submitted upon payment of the corresponding fees.

O.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

O.4. Certificate of seaworthiness/airworthiness issued by appropriate government agency (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

O.5. Deed of Assignment reflecting: a. Assignment of Sea Vessel/Aircraft; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

*Download the Deed of Assignment for **Increase of Capital Stock_Sea Vessel / Aircraft** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Sea-Vessels-aircrafts.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

O.a. If the transfer value is based on appraised value:

O.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

Download the Affidavit of Undertaking re Section 64 (watered stocks) below:

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

P. Additional Requirement if the consideration for issuance of shares is in the form of Intangibles:	
P.1. Photocopy of System Purchase Agreement or any proof of ownership (for software) (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
P.2. Copy of Certificate of Registration of Intellectual Property Rights and mining permit for mining claims/rights (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
P.3. Appraisal report by an accredited appraisal company or by a licensed Filipino mining engineer for mining claims/rights (not more than 6 months old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P.4. Deed of Assignment reflecting: a. Assignment of Intangibles; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Intangibles** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Intangibles.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
P.a. If the transfer value is based on appraised value:	
P.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx*	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.	
Q. Additional Requirement if the consideration for issuance of shares is in the form of Net Assets:	
Q.1. Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
Q.2. Deed of Assignment of the assets and liabilities (a. Deed of Assignment; b. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period). (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Net Assets** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Net-Assets.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q.3. List of creditors with the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q.4. Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the sample **Detailed Schedule of Net Asset** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1662940848#gid=1662940848* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

Q.5. Photocopy of the certificate of registration of the motor vehicles (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
Q.6. Copy of TCT/CCT electronically certified and issued by the Register of Deeds and tax declaration sheets certified by the Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q.7. Photocopy of stock certificates (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
Q.8. DTI Certificate of Registration (for single proprietorship) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of notarized requirements for new application to eAmend Portal. **Location:** **https://eamend.sec.gov.ph/** **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be	1.1. Verifies completeness of the required documents. Assigns the application to the processor then records the application.	None	4 hour/s	• Administrative Assistant II; Baguio Extension Office • Securities Specialist II; Baguio Extension Office

submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the processor shall revert the application informing the client of the deficiencies. For submission of compliance documents, the client must upload the documents through the eAmend Portal. The processor will proceed to Agency Step 1.2 • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the	1.2. Examines online-submitted documents for completeness in form and substance and prepares the Final Report and forwards it to the assigned reviewer.		8 working day/s	• Securities Specialist II; Baguio Extension Office • Securities Counsel II; Baguio Extension Office

application is deemed disapproved without prejudice to refiling. • The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional	1.3. Reviews the Final Report and, directs the processor to issue the Payment Assessment Form (PAF).		9 working day/s	• Securities Specialist II; Baguio Extension Office • Securities Counsel II; Baguio Extension Office
	1.4. Issues the Payment Assessment Form (PAF) to the applicant.		1 hour/s	• Securities Specialist II; Baguio Extension Office • Securities Counsel II; Baguio Extension Office

circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given.				
2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip). **Location:** SEC Baguio Extension Office 3rd floor Newtown Plaza Square Navy Base Road, Baguio City **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)*	2.1. Receives complete application requirements with proof of payment; verifies hard copies against online-submitted documents and, if found in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.	None	2 hour/s	• SEC Administrative Assistant II; Baguio Extension Office
	2.2. Prepares and generates the Certificate		4 hour/s	• SEC Administrative Assistant II; Baguio Extension Office
	2.3. Reviews the documents, signs, and approves the Certificate.		1 working day/s	• SEC Director III or Officer-in-Charge; Baguio Extension Office
	2.4. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.		1 hour/s	• SEC Administrative Assistant I; Baguio Extension Office • SEC Administrative Assistant II; Baguio Extension Office
	2.5. Tags the application for appointment through		2 hour/s	• SEC Administrativ

	eAmend Portal indicating the date of release of the certificate.			e Officer II; Baguio Extension Office
3. Present the Official Receipt and Appointment Letter. Then, fill out the logbook for released applications and claim the Certificates of Approval. **Location:** SEC Baguio Extension Office 3rd floor Newtown Plaza Square Navy Base Road, Baguio City	3. Calls the name of the corporation, assists the client in filling out the logbook, and releases the Certificates of Approval.	None	2 hour/s	• SEC Administrative Assistant I; Baguio Extension Office • SEC Administrative Assistant II; Baguio Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		

34. Licensing of Foreign Corporations through the ESPARC (Electronic Simplified Processing of Application for Registration of Company)

This service outlines the procedure for applying for an SEC license to operate in the Philippines as a foreign branch office, representative office, regional operating headquarters (ROHQ), or regional/area headquarters (RHQ).

Office or Division:	Baguio Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *System-generated*	
2. Signed & notarized Application Form (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *System-generated* • *F-103 for stock branch office;* • *F-104 for stock representative office;* • *F-108 for non-stock branch/representative office, including foundations* *Note: **"Non-stock"** refers to a foreign corporation that conducts activities in its home country similar to those of a non-stock corporation in the Philippines. Non-stock corporations are typically organized for purposes such as charitable, religious, educational, professional, cultural, fraternal, literary, scientific, social, or civic service. They may also include organizations like trade, industry, or agricultural chambers, or any combination of these purposes.*	
For Situational Requirement	
A. For Foreign Branch and Representative Office	
A.1. Authenticated/Apostilled copy of the Board Resolution (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks:	

- *Authorizing the establishment of Branch/Representative Office in the Philippines;*
- *Designating the Resident Agent to whom summons and other legal processes may be served in behalf of the foreign corporation; and*
- *Stipulating that in the absence of such Agent or upon cessation of its business in the Philippines, any summons or legal processes may be served to SEC as if the same is made upon the corporation at its home office*

A.2. Authenticated/Apostilled copy of the Articles of Incorporation/Partnership/Association with an English translation thereof if in foreign language other than English (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

Remarks:

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

A.3. Authenticated/Apostilled Audited Financial Statements (FS) for the immediately preceding year at the time of filing of application (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

Remarks:

*Audited by an independent Certified Public Accountant of the home country *Authenticated before the Philippine Consulate/Embassy*

A.4. Compliance with Financial Ratios (1) Electronic Copy	Applicant / Client

Remarks:

Stock Branch Office

Ratio	***Formula***	***Benchmark Value***
Solvency	*Total assets/total liabilities*	*1:1*
Liquidity	*Current assets/current liabilities*	*1:1*
Debt to Equity	*Total liabilities/equity*	*3:1*

Stock Representative Office/Non-Stock Branch Office/Non-Stock Representative Office

Solvency	*Total assets/total liabilities*	*1:1*

Note:
If solvency is not within the Benchmark value - application is REJECTED
If Liquidity Ratio and / or Debt to Equity Ratio is/are not within the Benchmark Value/s - submit P1M Surety Bond

Surety bond must be conditioned upon faithful compliance of the Principal relative to the Licensing of the Foreign COrporation with Securities and Exchange Commission and the observance with the provisions

of the Corporation Code of the Philippines, the Securities Regulation Code, and its implementing rules and regulations, and other pertinent laws, and regulations implemented by the Commission.	
A.5. Affidavit of Undertaking to change corporate name, if not stated in the Application Form (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)*	
A.6. If Resident Agent is not the signatory in the Application Form, Resident's Agent Acceptance of Appointment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.7. Endorsement/Clearance from other SEC departments *Any of the following:*	
A.7.A. Corporate Governance and Finance Department (CGFD) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Corporate Governance and Finance Department
Remarks: *For Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation*	
---- OR ----	
A.7.B. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Markets and Securities Regulation Department
Remarks: *For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House*	
---- OR ----	
A.7.C. PhiliFintech Innovation Office (PIO) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office
Remarks: *For Financial Technology (FinTech) related business activities [Operators of payment systems; Payment Service Providers; Electronic Money Issuers (EMI); Non-bank EMIs; Alternative Credit Scoring Companies; AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); KYC/Security Companies (KYC Service Providers); Digital Banks; Digital Asset Exchanges; Virtual Asset Service Providers; Play-to-Earn Platforms; o E-Commerce Companies; Crowdfunding Platforms; RegTech Companies (RegTech Service Providers); SupTech Companies (SupTech Service Providers); and Digital Advisers/Robo-Advisers]*	
A.8. Endorsement from other government agencies *Any of the following:*	

A.8.A. Endorsement from Insurance Commission (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Insurance Commission - Legal Services Group - Licensing Division
Remarks: *For Insurance/Health Maintenance Organization*	
---- OR ----	
A.8.B. Endorsement from Bangko Sentral ng Pilipinas (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Bangko Sentral ng Pilipinas - Financial Supervision Sector
Remarks: *For Bank and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services*	
Sub Situational Requirement/s	
A.a. If the date of the AFS exceeds the one-year requirement	
A.a.1. Authenticated AFS that are available as of date of filing of the application (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.a.2. Authenticated Unaudited FS (AUFS) as of date not exceeding one (1) year immediately prior to the filing of the application signed by an officer of the foreign corporation (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b. For those whose home country does NOT REQUIRE AFS	
A.b.1. Authenticated Unaudited FS as of the date not exceeding one (1) year immediately prior to the filing of the application (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.2. Authenticated/Apostilled Certification signed under oath by an officer of a responsible regulatory institution or by the applicant's legal counsel that the applicant is not required to prepare and submit AFS, with citation of the law for verification purposes (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.c. For Stock Branch/Representative Office	
A.c.1. Notarized proof of Inward Remittance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *such as bank certificate of inward remittance or credit advances*	
A.d. For Non-Stock Branch/Representative Office Foundation	
A.d.1. Notarized Certificate of Bank Deposit of the amount of not less than P1,000,000.00 (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.d.2. Statement of Willingness to allow the Commission to conduct an audit (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

B. For Regional/Area Headquarters (RHQ)/ Regional Operating Headquarters (ROHQ)	
B.1. Certification from the Philippine Consulate/Embassy or the Philippine Commercial Office or from the equivalent office of the Philippine DTI in the applicant's home country that said foreign firm is an entity engaged in international trade with affiliates, subsidiaries, or branch offices in the Asia Pacific Region and other foreign markets (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *In case the Certification is issued by the equivalent office of the DTI, the same shall be authenticated by the Philippine Consulate/Embassy*	
B.2. Authenticated Certification from principal officer of the foreign entity to the effect that the said foreign entity has been authorized by its board of directors or governing body to establish its RHQ/ROHQ (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
B.3. Affidavit of Undertaking to change corporate name, if not stated in the Application Form (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)*	
B.4. Endorsement from Board of Investments (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Board of Investments - Legal and Compliance Service
Sub Situational Requirement/s	
B.a. For Financial Technology (FinTech) related business activities [Operators of payment systems; Payment Service Providers; Electronic Money Issuers (EMI); Non-bank EMIs; Alternative Credit Scoring Companies; AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); KYC/Security Companies (KYC Service Providers); Digital Banks; Digital Asset Exchanges; Virtual Asset Service Providers; Play-to-Earn Platforms; o E-Commerce Companies; Crowdfunding Platforms; RegTech Companies (RegTech Service Providers); SupTech Companies (SupTech Service Providers); and Digital Advisers/Robo-Advisers]	
B.a.1. PhiliFintech Innovation Office (PIO) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office
B.a.2. Enforcement and Investor Protection Department (EIPD) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department
C. If to engage as a foreign retailer	
C.1. Certification of Inward Remittance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

Remarks: *Certification of Inward Remittance of Foreign Exchange showing compliance of the foreign retailer with the minimum paid-up capital requirement of Twenty-Five Million Pesos (P25,000,000.00) or other proof, such as Bank Certification, certifying that such capital investment is deposited and maintained in a bank in the Philippines*	
C.2. Apostilled/authenticated Certificate of Reciprocity (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *to the effect that such State provides reciprocity to Filipinos*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ and encodes corporate information **Location:** https://esparc.sec.gov.ph/ **Notes/Instruction:** If the application is found to be for compliance during the evaluation stage, the applicant will have to go back to Step 1 for the submission of requirements/compliance	1.1. Verifies and approves proposed company name and/or trade name/s if compliant with SEC Memorandum Circular No. 13, Series of 2019	None	1 working day/s, 7 hour/s	• Securities Counsel II; Baguio Extension Office • Director ; Baguio Extension Office
	1.2. Assigns to FIRST processors		5 minute/s	• Securities Counsel II; Baguio Extension Office • Director ; Baguio Extension Office
	1.3. Reviews the application and issues Payment Assessment Form (PAF) if compliant		15 working day/s, 15 minute/s	• SEC Securities Counsel II; Baguio Extension Office • Director; Baguio Extension Office

2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the electronic Official Receipt via e-mail	**Standard Fees** Breakdown: Documentary Stamp Tax: PHP 30 Total: PHP 30 **Formula Fees** Breakdown: Legal Research FeeLicense Fee	1 working day/s	• ESPAYSEC; Baguio Extension Office
3. Submits the documentary requirements with proof of payment to the SEC Baguio Extension Office 3rd floor Newtown Plaza Square, Navy Base Road, Baguio City through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Baguio Extension Office 3rd floor Newtown Plaza Square, Navy Base Road, Baguio City	3.1. Officially receives and stamps the hard copies of the registration application and forwards to the Support Staff	None	10 minute/s	• Administrative Assistant I; Baguio Extension Office
	3.2. Generates the Certificate		15 minute/s	• SEC Administrative Assistant II; Baguio Extension Office
	3.3. Reviews the application and signs the Certificate of Incorporation		22 working day/s	• SEC Director; Baguio Extension Office
	3.4. Sends appointment through email indicating the date of release of the Certificate		10 minute/s	• Administrative Assistant II; Baguio Extension Office
4. Proceeds to the SEC Baguio Extension Office 3rd floor Newtown Plaza Square, Navy Base Road, Baguio City, presents the original proof of payment and receives the signed Certificate of Incorporation **Location:** SEC Baguio Extension Office 3rd floor Newtown Plaza Square,	4. Enters company name in the Masterlist, releases the Certificate together with registration application and stamps release the official receipt	None	5 minute/s	• Administrative Assistant II; Baguio Extension Office

Navy Base Road, Baguio City				
Total Processing Time:		Working Days: 40 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 30 See other fees below		

Formula / Schedule of Fees

- **Legal Research Fee**

  1% of the computed Filing Fees

- **License Fee**

  For Stock Foreign Corporations:

  Branch Office - 1% of the actual inward remittance of the corporation converted into Philippine currency, but not less than PHP 3,000

  Representative Office - 1/10 of 1% of the actual inward remittance of the corporation converted into Philippine currency, but not less than PHP 2,000

  For Non-Stock Foreign Corporations:

  Branch Office - PHP 3,000

  Representative Office - PHP 2,000

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

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

Office or Division:	Baguio Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Domestic Corporations: General transacting public and business entities for: a.) Registered corporations; b.) Suspended and Revoked Corporation for purposes of filing a Petition to Set Aside Order of Suspension or Revocation; c.) Corporations with Notice of Deficiencies and Hearing or Orders; and d.) Corporations with applications to be filed with the Corporate and Partnership Registration Division, Financial Audit and Analysis Division and Corporate Filing and Records Division.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Application for Monitoring Clearance through: ewatch.sec.gov.ph (1) Electronic Copy	Securities and Exchange Commission - Baguio Extension Office
Remarks: *ewatch.sec.gov.ph*	
2. Latest due General Information Sheet (GIS) (1) Electronic Copy	Securities and Exchange Commission - Information and Communications Technology Department
Remarks: *Download through* *https://efast.sec.gov.ph/*	

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Sends the request through https://ewatch.sec.gov.ph/login **Location:** https://ewatch.sec.gov.ph/login	1.1. Assign the request for monitoring.	None	10 minute/s	• SEC Securities Specialist II; Baguio Extension Office
	1.2. Determine or verify that there is more than one set of GIS filed with		30 minute/s	• SEC Securities Specialist II;

	the Commission by two or more different groups. Note: Monitoring will be deferred.			Baguio Extension Office
	1.3. Assign the case.		10 minute/s	• SEC Securities Counsel II; Baguio Extension Office
	1.4. Review the filings and prepare Notice for a Clarificatory Conference addressed to the different groups, indicating the schedule of the conference, within 2 working days.		2 working day/s, 1 hour/s	• SEC Counsel I/II; Baguio Extension Office
	1.5. Review the Notice for a Clarificatory Conference.		20 minute/s	• SEC Director I; Baguio Extension Office
	1.6. Revise the Notice, if there are suggested comments/revisions.		20 minute/s	• SEC Counsel I/II; Baguio Extension Office
	1.7. Sign the Notice for a Clarificatory Conference.		10 minute/s	• Director; Baguio Extension Office
	1.8. Send the Notice for Clarificatory Conference through email.		10 minute/s	• SEC Securities Counsel II; Baguio Extension Office
2. Representatives from the different groups appear at the scheduled conference. **Location:** SEC Baguio Extension Office 3F Newtown Square, Navy Base Road Baguio City	2.1. Conduct the Clarificatory Conference and determine that there is a possible existence of an intra-corporate issue.	None	2 hour/s	• SEC Counsel I/II; Baguio Extension Office
	2.2. Prepare the draft Order recommending that the GIS in question be marked as disputed. Note: Monitoring application shall be considered as closed until the dispute is resolved by appropriate courts.		1 hour/s	• SEC Counsel I/II; Baguio Extension Office
	2.3. Review the draft Order.		30 minute/s	• SEC Director I; Baguio

				Extension Office
	2.4. Revise the draft Order, if there are suggested comments/revisions.		1 hour/s	• SEC Counsel I/II; Baguio Extension Office
	2.5. Signs the Order.		10 minute/s	• Director; Baguio Extension Office
	2.6. Scan and upload the signed Order in the Document Verification System to generate QR code.		10 minute/s	• SEC Administrative Officer III; Baguio Extension Office
	2.7. Prints the transmittal letter and Order		10 minute/s	• SEC Securities Counsel II; Baguio Extension Office
	2.8. Mail and transmits the Order to the parties and scans it for uploading		10 minute/s	• SEC Administrative Assistant I; Baguio Extension Office
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: None		

36. Post-Audit of eAMEND Applications approved under Simple Processing

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

Office or Division:	Baguio Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All applications submitted and approved under Simple Processing in the eAMEND Portal
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy	Securities and Exchange Commission - Corporate and Partnership Registration Division
Remarks: *With downloadable system-generated forms in the eAmend Portal*	
2. Amendment Form (2) Original Copy	Securities and Exchange Commission - Corporate and Partnership Registration Division
Remarks: • *With downloadable system-generated forms in the eAmend Portal.* • *Original copies should be signed (wet signature) and notarized* • *notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed names*	
3. Monitoring Clearance (2) Original Copy	Securities and Exchange Commission - Corporate and Partnership Registration Division

Remarks:

- ***(not applicable for corporation sole)***
- *If there is no valid and available Monitoring Clearance, submit an Affidavit of Undertaking for Monitoring from the eAMEND System.*
- *If you have previously used an Affidavit of Undertaking for your amendment application, kindly submit a valid Monitoring Clearance issued by the Compliance Monitoring Division (CMD) for your current application.*
- *Original copies should be signed (wet signature) and notarized*

Compliance Monitoring Division (CMD) or through cmd_amendment_monitoring@sec.gov.ph

4. And other additional documentary requirements uploaded in the eAmend portal (2) Original Copy	Applicant / Client
5. Amended Articles of Incorporation/By-Laws (2) Original Copy	Applicant / Client

Remarks:

- ***two (2) copies shall be submitted together with all the documentary requirements uploaded in the eAMEND portal***

(Please submit the Amended Articles of Incorporation/By-laws incorporating the proposed provisions. The amendments must be clearly underlined and annotated with the phrase "(As amended on [date of meeting])" immediately following the amended provision. Kindly ensure that no established facts are removed or modified in the process.)

For Situational Requirement	
A. For Clearance from other SEC departments	
Sub Situational Requirement/s	
A.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
A.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
A.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
A.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
A.c. For Financial Technology (FinTech) related business activities	
A.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)

Remarks:

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

A.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)

Remarks:

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

B. Endorsement from other government agencies	
Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement	Insurance Commission - Insurance

(2) Original Copy And (1) Electronic Copy	Commission
C. For applications with Amendment of By-laws	
Sub Situational Requirement/s	
C.a. Air Transport	
C.a.1. Civil Aeronautics Board Endorsement (2) Original Copy And (1) Electronic Copy	Civil Aeronautics Board - Civil Aeronautics Board
C.b. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions	
C.b.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.c. Educational Institution: (stock & non-stock)	
C.c.1. Department of Education Endorsement for Elementary (2) Original Copy And (1) Electronic Copy	Department of Education - Department of Education
C.c.2. Commission on Higher Education Endorsement for College, Tertiary Course (2) Original Copy And (1) Electronic Copy	College, Tertiary Course - College, Tertiary Course
C.c.3. Technical Education Skills and Development Authority Endorsement for Technical Vocational Course (2) Original Copy And (1) Electronic Copy	Technical Education Skills and Development Authority - Technical Education Skills and Development Authority
C.d. Electric Power Plant/Trading of Petroleum Products	
C.d.1. Department of Energy Endorsement (2) Original Copy And (1) Electronic Copy	Department of Energy - Department of Energy
C.e. Hospital, Dental, Medical Clinics	
C.e.1. Department of Health Endorsement (2) Original Copy And (1) Electronic Copy	Department of Health - Department of Health
C.f. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.f.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C.g. Money Changer and Remittance Services	
C.g.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.h. Non-Chartered Government Owned and Controlled Corporation	
C.h.1. Government Commission for Government-owned and Controlled Corporation Endorsement (2) Original Copy And (1) Electronic Copy	Government Commission for Government-owned and Controlled Corporation - Government Commission for Government-owned and Controlled Corporation
C.i. Professional Association	
C.i.1. Professional Regulation Commission Endorsement (2) Original Copy And (1) Electronic Copy	Professional Regulation Commission - Professional Regulation Commission
C.j. Radio, TV, Telephone, Internet Service Providers, Value-Added Service Provider	

C.j.1. National Telecommunications Commission Endorsement (2) Original Copy And (1) Electronic Copy	National Telecommunications Commission - National Telecommunications Commission
C.k. Recruitment for Overseas Employment	
C.k.1. Philippine Overseas Employment Administration Endorsement (2) Original Copy And (1) Electronic Copy	Philippine Overseas Employment Administration - Philippine Overseas Employment Administration
C.l. Security Agency/ Anti-Crime Task Force	
C.l.1. Philippine National Police Endorsement (2) Original Copy And (1) Electronic Copy	Philippine National Police - Philippine National Police
C.m. Tobacco Related Business	
C.m.1. National Tobacco Administration Endorsement (2) Original Copy And (1) Electronic Copy	National Tobacco Administration - National Tobacco Administration
C.n. Volunteer Fire Brigade	
C.n.1. Bureau of Fire Protection Endorsement (2) Original Copy And (1) Electronic Copy	Bureau of Fire Protection - Bureau of Fire Protection
C.o. Vessel/Ship Operation, Ship Management. Shipbuilding, Ship Repair, Shipping Agency, Ship Husbanding, Ship Chandling and other Maritime related activities	
C.o.1. Maritime Industry Authority Endorsement (2) Original Copy And (1) Electronic Copy	Maritime Industry Authority - Maritime Industry Authority
C.p. Water Service Providers and Waterworks	
C.p.1. Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems Endorsement (2) Original Copy And (1) Electronic Copy	Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems - Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems
D. For Amendment of Corporate Name	
D.1. Name Verification Slip for Amendment of Corporate Name with Proof of Payment of Reservation Fee (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Filing and Records Division
Remarks: *imessage.sec.gov.ph*	
E. Affidavit of a director, trustees or officer undertaking to change corporate name, if not stated in the Articles of Incorporation	
E.1. Affidavit of a director, trustees or officer undertaking to change corporate name, if not stated in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the documentary	1.1. Stamp receives the submitted documentary	None	5 minute/s	• Administrative Assistant I;

requirements with proof of payment to the SEC Baguio Extension Office 3rd floor Newtown Plaza Square Navy Base Road, Baguio City Headquarters through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Baguio Extension Office 3rd floor Newtown Plaza Square Navy Base Road, Baguio City	requirements			Baguio Extension Office
	1.2. Prints Certificate of Amendment (Certificate)		15 minute/s	• Administrative Assistant II; Baguio Extension Office
	1.3. Assigns to post-audit processor		10 minute/s	• SEC Administrative Assistant II; Baguio Extension Office • Securities Specialist II; Baguio Extension Office
	1.4. Post-evaluates the assigned application		6 working day/s, 7 hour/s	• Administrative Assistant II; Baguio Extension Office • Securities Counsel II; Baguio Extension Office • Director ; Baguio Extension Office
	1.5. Tags the application as complete in the eAmend portal		15 minute/s	• SEC Administrative Assistant II; Baguio Extension Office • Securities Counsel II; Baguio Extension Office • Director ; Baguio Extension Office
2. Proceeds to SEC Baguio Extension Office 3rd floor Newtown Plaza Square Navy Base Road, Baguio City for presentment of the original proof of payment or arranges the delivery of the Certificate through	2. Releases signed Certificate of Amended Articles of Incorporation and/or By-laws	None	15 minute/s	• Administrative Assistant II; Baguio Extension Office

preferred courier and receives the signed Certificate of Amended Articles of Incorporation and/or By-laws **Location:** SEC Baguio Extension Office 3rd floor Newtown Plaza Square Navy Base Road, Baguio City				
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		

37. Post-Evaluation of Regular eSPARC Applications

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

Office or Division:	Baguio Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All Natural and Juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (2) Original Copy	Securities and Exchange Commission - Baguio Extension Office
Remarks: *System-generated*	
2. Articles of Incorporation (2) Original Copy	Securities and Exchange Commission - Baguio Extension Office
Remarks: *System-generated* *Original copy should be signed (wet signature) and notarized/authenticated*	
3. By-Laws (2) Original Copy	Securities and Exchange Commission - Baguio Extension Office
Remarks: • *Original copy should be signed (wet signature)* • *For One Person Corporations, no by-laws required.*	
4. And other additional documentary requirements based on the mode of payment of the subscription of shares. (2) Original Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the documentary requirements with proof of payment to the	1.1. Stamp receives the submitted documentary requirements.	None	5 minute/s	• SEC Administrative Assistant I; Baguio

Receiving Counter at the Baguio EO or sends documentary requirements via courier with self-addressed prepaid courier pouch **Location:** SEC Baguio Extension Office 3F Newtown Square, Navy Base Road Baguio City				Extension Office
	1.2. Prints Certificate of Incorporation (Certificate)		15 minute/s	• SEC Administrative Assistant II; Baguio Extension Office
	1.3. Assigns to post-audit processor		5 minute/s	• SEC Administrative Assistant II; Baguio Extension Office
	1.4. Post-evaluates the assigned application		6 working day/s, 7 hour/s	• SEC Administrative Assistant I; Baguio Extension Office • SEC Securities Specialist I ; Baguio Extension Office • SEC Administrative Officer III; Baguio Extension Office • SEC Information Officer II; Baguio Extension Office
	1.5. Tags the application as complete in the Company Registration Encoding System		10 minute/s	• SEC Administrative Assistant II; Baguio Extension Office • SEC Administrative Officer III; Baguio Extension Office • SEC Administrative Assistant I; Baguio Extension Office

				• SEC Information Officer II; Baguio Extension Office
	1.6. Emails the applicant a Notice of Schedule of Appointment on the release of the Original Certificate.		15 minute/s	• SEC Information Officer II; Baguio Extension Office
2. Proceeds to Releasing Unit for presentment of the original proof of payment and receive the signed Certificate of Lending/Financing Companies or waits for delivery of the certificate and received documents if sent via courier **Location:** SEC Baguio Extension Office 3F Newtown Square, Navy Base Road Baguio City	2. Releases original copy of the Certificate	None	10 minute/s	• SEC Administrative Assistant I; Baguio Extension Office
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		

38. Post-Evaluation OneSEC eSPARC applications

This detail ensures compliance of the contents of the submitted hard copies of approved registration applications under eSPARC OneSEC in accordance with existing laws, rules, and regulations

Office or Division:	Baguio Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (2) Original Copy	Securities and Exchange Commission - Baguio Extension Office
Remarks: *System-generated*	
2. Articles of Incorporation (2) Original Copy	Securities and Exchange Commission - Baguio Extension Office
Remarks: *System-generated* *Original copy should be signed (wet signature) and notarized/authenticated*	
3. By-Laws (2) Original Copy	Securities and Exchange Commission - Baguio Extension Office
Remarks: • *Original copy should be signed (wet signature)* • *For One Person Corporations, no by-laws required.*	
4. And other additional documentary requirements based on the mode of payment of the subscription of shares. (2) Original Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the documentary requirements with proof of payment to the Baguio	1.1. Stamp receives the submitted documentary requirements.	None	15 minute/s	• SEC Administrative Assistant I; Baguio

Extension Office or sends complete signed documents via courier with self-addressed prepaid pouch to the Baguio Extension Office **Location:** SEC BAGUIO EXTENSION OFFICE 3F Newtown Square, Navy Base Road Baguio City				Extension Office
	1.2. Prints Certificate of Incorporation (Certificate)		15 minute/s	• SEC Administrative Assistant II; Baguio Extension Office
	1.3. Assigns to post-audit processor		10 minute/s	• SEC Administrative Assistant II; Baguio Extension Office
	1.4. Post-evaluates the assigned application		3 working day/s	• SEC Administrative Assistant II; Baguio Extension Office • SEC Securities Specialist I ; Baguio Extension Office • SEC Administrative Officer III; Baguio Extension Office
	1.5. Tags the application as complete in the Company Registration Encoding System		10 minute/s	• SEC Administrative Assistant II; Baguio Extension Office • SEC Securities Specialist I ; Baguio Extension Office • SEC Securities Specialist II ; Baguio Extension Office
	1.6. Emails the applicant a Notice of Schedule of Appointment on the release of the Original Certificate		10 minute/s	• SEC Administrative Assistant II; Baguio Extension Office

2. Proceeds to Releasing Section at SEC Baguio Extension Office for presentment of the proof of payment issued by the eSPAYSEC or arranges the delivery of the Certificate through preferred courier **Location:** CRMD Releasing Section at SEC Headquarters	2. Releases original copy of the Certificate	None	15 minute/s	• SEC Administrative Assistant I; Baguio Extension Office
Total Processing Time:		Working Days: 3 working day/s, 1 hour/s, 15 minute/s		
Total Processing Fee:		Total Standard Fee: None		

39. Posting of Bond for One Person Corporation (OPC)

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

Office or Division:	Baguio Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Target SEC Clients/Stakeholders/Customers
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet (2) Original Copy And (1) Electronic Copy	Applicant / Client
2. Notarized covering letter requesting for posting of Bond (signed by the President of OPC) (1) Original Copy And (1) Electronic Copy And (1) Photo Copy	Applicant / Client
3. Bond issued by a company duly licensed and authorized by the Insurance Commission (1) Original Copy And (1) Electronic Copy And (1) Photo Copy	Applicant / Client
4. Undertaking to faithfully administer the funds of the One Person Corporation to be received as Treasurer, and to disburse and invest the same in accordance with the Articles of Incorporation as approved by the Commission, pursuant to Section 122 of the RCC (1) Original Copy And (1) Electronic Copy And (1) Photo Copy	Applicant / Client
Remarks: *Note: This is not required if upon incorporation, the single stockholder is designated as Treasurer in the Articles of Incorporation.*	
5. Certified copy of the title with annotation (applicable for Property Bond only) (1) Original Copy And (1) Electronic Copy And (1) Photo Copy	Applicant / Client
6. Certificate of Approval of Increase of Capital Stock (if applicable) (3) Photo Copy	Applicant / Client
7. Monitoring Sheet and Proof of payment (Electronic Official Receipt) (3) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department - Compliance Monitoring Division
Remarks: *Application for Monitoring Clearance through* ***imessage.sec.gov.ph***	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit a scanned copy of the Bond via imessage.sec.gov.ph **Location:** **imessage.sec.gov.ph**	1. Assign the ticket to the Securities Specialist II	None	20 minute/s	• SEC TIcket Handler/ Assignor; Baguio Extension Office
2. If applicant receives a tentative assessment, applicant shall comply with the findings indicated in the Monitoring Sheet **Location:** SEC Baguio Extension Office 3F Newtown Square, Navy Base Road Baguio City **Notes/Instruction:** 2.1. Applicant submits the required documents as advised in the Monitoring Sheet 2.2. Upon receipt of the final assessment, the applicant shall proceed with the payment of the Custodian Fee and any applicable penalties	2.1. Evaluate if the amount of the Bond is compliant.	**Formula Fees** Breakdown: Custodian FeePenalties/Fines	20 minute/s	• SEC Securities Specialist II; Baguio Extension Office
	2.2. If the amount is sufficient, proceed to Step 2.4.		20 minute/s	• SEC Securities Specialist II; Baguio Extension Office
	2.3. If the amount is insufficient, prepare and issue a tentative Monitoring Sheet.		1 hour/s	• SEC Securities Specialist II; Baguio Extension Office
	2.4. Determines compliance, deficiencies and violations and prepares Monitoring Sheet (MS) and Checklist of Requirements.		20 minute/s	• SEC Securities Specialist II; Baguio Extension Office
	2.5. Forward the Monitoring Sheet with attached documents to the Reviewer.		20 minute/s	• SEC Administrative Assistant II; Baguio Extension Office
	2.6. Check and consolidate the findings of the Assigned Specialist/ Processor		20 minute/s	• SEC Securities Specialist I; Baguio Extension Office
	2.7. Send the Monitoring Sheet and Payment Assessment Form (PAF)		10 working day/s	• SEC Securities Specialist I; Baguio Extension Office

3. Present PAF to the nearest LBP Branch or pay through the SEC Online Payment Portal www.espaysec.sec.gov.ph **Location:** www.espaysec.sec.gov.ph	3. Receive the proof of payment from the applicant via imessage.sec.gov.ph	**Formula Fees** Breakdown: Custodian FeePenalties/Fines	30 minute/s	• SEC Securities Specialist II; Baguio Extension Office
4. Submit the Monitoring Sheet, PAF and proof of payment and attach the original copy of the Bond together with the required document to BAGEO **Location:** SEC Baguio Extension Office 3F Newtown Square, Navy Base Road Baguio City	4.1. Receive the documents, verify that the attached Bond is original, and forward to Reviewing Officer	None	20 minute/s	• SEC Securities Specialist II; Baguio Extension Office
	4.2. Receive the proof of payment together with the required documents.		3 working day/s	• SEC Administrative Assistant II; Baguio Extension Office
	4.3. Draft the Report of the Bond and Certificate of Posting of Bond.		30 minute/s	• SEC Securities Specialist II; Baguio Extension Office
	4.4. Forward the Report of the Bond and Certificate of Posting of Bond for review.		10 minute/s	• SEC Securities Specialist II; Baguio Extension Office
	4.5. Reviews the Report of the Bond and Certificate of Posting of Bond and other required documents and affixes initials on the other original duplicate copies.		30 minute/s	• SEC Director I; Baguio Extension Office
	4.6. Transmit the Certificate of Posting of Bond with attached Report to the Director for signature		5 minute/s	• SEC Securities Specialist II; Baguio Extension Office
	4.7. Transmit the Original copy of the Bond to Administrative Officer III for safekeeping.		5 minute/s	• SEC Securities Specialist II; Baguio Extension Office

	4.8. Reviews and signs the Certificate of Posting of Bond and its original duplicate copies.x		1 working day/s	• Director; Baguio Extension Office
	4.9. Scan and upload the signed Certificate in the Document Verification System to generate QR code.		5 minute/s	• SEC Administrative Officer III; Baguio Extension Office
	4.10. Prints the Certificate with QR code.		5 minute/s	• SEC Administrative Assistant II; Baguio Extension Office
	4.11. Forward the signed Certificate of Posting of Bond and other original duplicate copies to the Releasing Unit		5 minute/s	• SEC Administrative Officer III; Baguio Extension Office
	4.12. Send appointment letter through email.		5 minute/s	• SEC Information Officer II; Company Registration and Monitoring Department (CRMD)
5. Receives appointment letter and proceeds to the SEC Baguio Extension Office for presentation of original proof of payment and receives the Certificate of Posting of Bond or wait for the Certificate to be delivered by courier **Location:** SEC Baguio Extension Office 3F Newtown Square, Navy Base Road Baguio City	5. Release the Certificate of Posting of Bond to the client.	None	10 minute/s	• SEC Administrative Assistant II; Baguio Extension Office
Total Processing Time:		Working Days: 14 working day/s, 5 hour/s, 40 minute/s		
Total Processing Fee:		Total Standard Fee: None		

	See other fees below

Formula / Schedule of Fees

- **Custodian Fee**

  Pursuant to SEC Memorandum Circular No. 10, series of 2026

  https://www.sec.gov.ph/mc-2026/sec-mc-no-10-series-of-2026

- **Penalties/Fines**

  Pursuant to SEC Memorandum Circular No. 10, series of 2026

  https://www.sec.gov.ph/mc-2026/sec-mc-no-10-series-of-2026

40. Primary Registration and Secondary License for Lending and Financing Company through the ESPARC (Electronic Simplified Processing of Application for Registration of Company)

The Electronic Simplified Processing of Application for Registration of Company (SEC – ESPARC) is a facility to cater application for registration of Lending and Financing Corporations of Domestic corporations with 2 or more incorporators who may either be natural person, partnership, association or corporations, singly or jointly with others but not more than fifteen (15) in number. The system allows the registrant or his duly appointed representative to submit the proposed company name and input the details of the Articles of Incorporation.

The following are the various company type to choose from:

- *Lending Corporation*
- *Financing Corporation*

Office or Division:	Baguio Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Coversheet (2) Original Copy	Securities and Exchange Commission - Licensing Unit
Remarks: *System generated*	
2. Articles of Incorporation (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Licensing Unit
Remarks: *Articles of Incorporation reflecting the:* • *Corporate name;* • *Business activity;* • *Principal office address;* • *Name, nationality, residences and Tax Identification Number (TIN) of Filipino or foreign incorporators, directors, stockholders including corporate subscribers, the foreign incorporators, directors and stockholders may also state their passport numbers* • *Capital structure;* • *Name of Treasurer and TIN;* • *Undertaking to change company name;* • *Printed names and Signature of incorporators;* • *Notarization/Authentication* *** System generated*	

3. By-laws (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Licensing Unit
Remarks: *System generated*	
4. Notarized Bank Certificate of Deposit (1) Original Copy And (1) Photo Copy	Applicant / Client
5. Joint Affidavit of Undertaking to Change Name, in case not incorporated in the Articles of Incorporation) (1) Original Copy And (1) Photo Copy	Applicant / Client
6. Affidavit of Relinquishment, in case the treasurer is a foreigner and the business activity of the registrant is a partly-nationalized activity (1) Original Copy And (1) Photo Copy	Applicant / Client
7. Authenticated/Apostilled Articles of Incorporation and By-Laws and supporting documents, if the same were executed in a foreign jurisdiction (1) Original Copy And (1) Photo Copy	Applicant / Client
8. For Clearance from other SEC departments, if applicable (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO); Enforcement and Investor Protection Department (EIPD)
Remarks: *For Financial Technology (FinTech) related business activities* • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
9. Application Form (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Licensing Unit
Remarks: *System generated*	

10. Information Sheet (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Licensing Unit
Remarks: *System generated*	
11. Valid NBI Clearance of ALL Incorporators and Stockholders (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: • *With right thumb print and signature* • *Reflecting the residential*	
12. Additional Requirements for FOREIGN Directors and Officers (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *a. Photocopy of Alien Certificate of Registration Card/Immigrant Certificate of Residence Card** *b.Photocopy of Passport Showing Valid Visa or Stay in the Philippines** *c. Clearance from the Bureau of Immigration*	
13. Sworn Certification required under SEC Memorandum Circular No. 29, Series of 2020 (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: • *Shall include an undertaking that the applicant shall submit hard and soft copies of its MTPP to the AMLD-EIPD within ten (10) days from receipt of its Certificate of Registration and/or secondary license from the Commission* • *Stamped received by the Anti-Money Laundering Division of the Enforcement and Investor Protection Department (AMLD-EIPD)* **https://www.sec.gov.ph/mc-2020/mc-no-29-s-2020/*	
For Situational Requirement	
A. For Financing Corporations	
A.1. Personal Information Sheet of Directors & Officers (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Licensing Unit
Remarks: *System generated*	
A.2. Additional Requirements for FOREIGN Directors and Officers (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: • *Photocopy of Alien Certificate of Registration Card/Immigrant Certificate of Residence Card** • *Photocopy of Passport Showing Valid Visa or Stay in the Philippines**	

- *Clearance from the Bureau of Immigration*

A.3. Clearance from Bangko Sentral ng Pilipinas (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *If applicant is a subsidiary or affiliate of a bank and/or non-bank financial institution with quasi-banking license*	
A.4. Manual on Corporate Governance (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *-If foreign participation in voting stock is more than 40%; or* *-If total assets is PhP50M or more; or* *-If commercial paper issue, either exempt or registered*	
A.5. Format of Disclosure Statement on Loan/Credit Transactions (1) Original Copy And (1) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph **Location:** Through https://esparc.sec.gov.ph	1.1. System receives submitted application.	None	15 minute/s	• ESPARC; Baguio Extension Office
	1.2. Approves or disapproves proposed company name and/or trade name/s in accordance with SEC Memorandum Circular No. 13, Series of 2019 and assigns the application to the LU Processors.		2 working day/s	• Securities Counsel II; Baguio Extension Office • Director; Baguio Extension Office
	1.3. Processes and evaluates application for Registration		4 working day/s	• Securities Counsel II; Baguio Extension Office
	1.4. Issues Payment Assessment Form(PAF) to the applicant through eSPARC		10 minute/s	• Securities Counsel II; Baguio Extension Office
2. Pays the assessed license fee attached in the email notification. **Location:**	2. Issues payment confirmation containing Electronic Official Receipt via email.	**Possible Fees** Breakdown: By-Laws: PHP 1000	10 minute/s	• ESPAYSEC; Baguio Extension Office

ESPAYSEC		Documentary Stamp Tax: PHP 30 Name Verification: PHP 100 Registration of Stock and Transfer Book: PHP 150 **Formula Fees** Breakdown: Registration of CorporationLicense fees for Lending and Financing Cos		
3. Submits the documentary requirements with proof of payment to the SEC Baguio Extension Office 3rd floor Newtown Plaza Square, Navy Base Road, Baguio City through the company's representatives or through courier of their choice (e.g. JRS, LBC, J&T etc.) **Location:** SEC Baguio Extension Office 3rd floor Newtown Plaza Square, Navy Base Road, Baguio City	3. Officially receives and stamps the hard copies of the registration application and forwards to the Corporate Filing and Records Division (CFRD) for generation of the Certificate	None	15 minute/s	• Administrative Assistant II; Baguio Extension Office
4. Proceed to SEC Baguio Extension Office 3rd floor Newtown Plaza Square, Navy Base Road, Baguio City for presentment of the original proof of payment and receive the signed Certificate of Lending/Financing Companies. **Location:**	4. Release signed Certificate of Branch Office of Lending/Financing Companies.	None	15 minute/s	• Administrative Assistant II; Baguio Extension Office

SEC Baguio Extension Office 3rd floor Newtown Plaza Square, Navy Base Road, Baguio City				

Total Processing Time:	Working Days: 6 working day/s, 1 hour/s, 5 minute/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Possible Fees

- **By-Laws** : 1000
- **Documentary Stamp Tax** : 30
- **Name Verification** : 100
- **Registration of Stock and Transfer Book** : 150

Formula / Schedule of Fees

- **Registration of Corporation**

  1/5 of 1% of the Authorized Capital Stock

- **License fees for Lending and Financing Cos**

  1/10 of1% of the Paid-Up Capital

41. Reclassification / Declassification / Conversion of Shares / Change in par value for Domestic Stock Corporations Classified as Philippine National

This service details the adopted online procedure and documentary requirements on application for Reclassification, Declassification, Conversion of Shares, or Change in par value pursuant to Section 6 and 15 of the Revised Corporation Code of the Philippines.

This service is exclusively for Domestic Stock Corporations classified as Philippine National.

For pre-processing of new applications, scanned copies of the required documents shall be submitted via e-mail through faad_application@sec.gov.ph or imessage through imessage.sec.gov.ph.

Office or Division:	Baguio Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National , please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Directors' certificate (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Financial Analysis and Audit Department (FAAD)
Remarks: *Download Director's Certificate through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
2. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
3. Combined Notarized Secretary's Certificate (a. List of stockholders showing the names, nationalities and stockholdings before and after the reclassification/declassification/conversion/change in par value ; b.Treatment on resulting fractional shares; c. Non-existence of intra-	Securities and Exchange Commission - Financial Analysis and Audit Department

corporate dispute) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	

Remarks:

*Download the **Combined Notarized Secretary's for Reclassification / Conversion of Shares** Certificate below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Reclassification.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance from Monitoring Unit of Financial Analysis and Audit Department (FAAD) (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Financial Analysis and Audit Department (FAAD)

Remarks:

Monitoring Unit of Financial Analysis and Audit Department (FAAD) through the link:

eWATCH: *https://ewatch.sec.gov.ph/login*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

B. For Financing and Lending Companies:	
B.1. Financing and Lending Companies Department (FLCD) Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Financing and Lending Companies Department (FLCD)

Remarks:

Financing and Lending Companies Department (FLCD) through the link:

eWATCH: *https://ewatch.sec.gov.ph/login*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

C. For Listed and Public Companies:	
C.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)

Remarks:

Corporate Governance and Finance Department (CGFD) through the link:

eWATCH: *https://ewatch.sec.gov.ph/login*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

D. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
D.1. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Market and Securities Regulation Department (MSRD)

Remarks:

Market and Securities Regulation Department (MSRD) through the link:

eWATCH: *https://ewatch.sec.gov.ph/login*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

E. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
E.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector

Remarks:

To request, please refer to BSP Citizen's Charter through this link:
https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

F. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
F.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group

Remarks:

To request, please refer to IC Citizen's Charter through this link:

https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)

1. Submit the electronic copy of complete requirements for new application. **Location:** • **Electronic mail:** amendments_baguio@sec.gov.ph OR • **iMessage:** imessage.sec.gov.ph **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the processor will prepare a checklist of deficiencies and inform and return it to the applicant via email or imessage. For submission of compliance documents, the client will send it to the processor's e-mail or imessage. The assigned processor will acknowledge the	1.1. Receives the required documents, checks if everything is complete, and records the application if it is. Then, assigns the application to the processor.	None	4 hour/s	• Administrative Assistant II; Baguio Extension Office • Securities Counsel II; Baguio Extension Office
	1.2. Reviews online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		8 working day/s	• Securities Specialist II; Baguio Extension Office • Securities Counsel II; Baguio Extension Office

receipt of compliance documents then proceed to Agency Step 1.4. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations				
	1.3. Reviews the Final Report and, if found in order, directs the processor to issue the Payment Assessment Form (PAF).		9 working day/s	• Securities Specialist II; Baguio Extension Office • Securities Counsel II; Baguio Extension Office

• The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)				
	1.4. Issues the Payment Assessment Form (PAF) to the applicant. Then, informs the applicant to submit the original/hard copy upon payment.		1 hour/s	• Securities Specialist II; Baguio Extension Office
2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip). **Location:** SEC Baguio Extension Office	2.1. Receives complete application requirements with proof of payment; verifies hard copies against online-submitted documents and, if found in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.	None	2 hour/s	• SEC Administrative Assistant II; Baguio Extension Office

3rd floor Newtown Plaza Square Navy Base Road, Baguio City **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)*	2.2. Prepares the Certificate		4 hour/s	• SEC Administrative Assistant II; Baguio Extension Office
	2.3. Reviews the documents, signs, and approves the Certificate.		1 working day/s	• SEC Director III or Officer-in-Charge; Baguio Extension Office
	2.4. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.		1 hour/s	• Administrative Assistant II; Baguio Extension Office
	2.5. Schedules and sends email notification to the applicant on the date of release of the certificate.		2 hour/s	• SEC Administrative Officer II; Baguio Extension Office
3. Present the Official Receipt and Appointment Letter.Then, fill out the logbook for released applications and claim the Certificates of Approval. **Location:** SEC Baguio Extension Office 3rd floor Newtown Plaza Square Navy Base Road, Baguio City	3. Calls the name of the corporation, assists the client in filling out the logbook, and releases the Certificates of Approval.	None	2 hour/s	• SEC Administrative Assistant I; Baguio Extension Office • SEC Administrative Assistant II; Baguio Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		

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

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

The following are the various company type to choose form:

- *General Partnership*
- *Professional Partnership*
- *Limited Partnership*

Type of partnership based on foreign equity participation:

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

Office or Division:	Baguio Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Baguio Extension Office
Remarks: *System-generated*	
2. Articles of Partnership (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Baguio Extension Office
Remarks: *System-generated* *Original copy should be signed (wet signature) and notarized*	
For Situational Requirement	
A. Endorsement/Clearance from other government agencies	
Sub Situational Requirement/s	

A.a. Money Changer and Remittance Services	
A.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
A.a.2. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
B. For Clearance from other SEC departments	
Sub Situational Requirement/s	
B.a. For Financial Technology (FinTech) related business activities	
B.a.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Alternative Credit Scoring Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
B.a.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)
Remarks: • *Alternative Credit Scoring Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
C. Additional requirement, if applicable;	
Sub Situational Requirement/s	
C.a. If the Partner is a Juridical Entity	
C.a.1. Authenticated/Apostilled Board Resolution approving the Corporation to be a partner and appointing their authorized representative (2) Original Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Board Resolution of the Juridical Entity allowing it to invest in the said Corporation

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ **Location:** https://esparc.sec.gov.ph/	1.1. Approves proposed company name and/or trade name/s in accordance with SEC Memorandum Circular No. 13, Series of 2019	None	2 hour/s	• SEC Securities Counsel II; Baguio Extension Office • SEC Director; Baguio Extension Office
	1.2. Pre-processes all corporate information submitted		2 working day/s, 7 hour/s, 45 minute/s	• SEC Securities Counsel II; Baguio Extension Office • SEC Securities Specialist I ; Baguio Extension Office • SEC Administrative Officer III; Baguio Extension Office • SEC Information Officer II; Baguio Extension Office
	1.3. Processor prepares and issues the Payment Assessment Form (PAF)		5 minute/s	• SEC Securities Counsel II; Baguio Extension Office • SEC Securities Specialist I; Baguio Extension Office • SEC Administrativ

				e Officer III; Baguio Extension Office • SEC Information Officer II; Baguio Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Confirms payment	**Formula Fees** Breakdown: Articles of PartnershipName ReservationLegal Research FeeDocumentary Stamp Tax	5 minute/s	• SEC Securities Specialist II; Baguio Extension Office • SEC Securities Specialist I; Baguio Extension Office
3. Submits the documentary requirements with proof of payment to the Receiving Counter at the Baguio EO or sends documentary requirements via courier with self-addressed prepaid courier pouch **Location:** SEC Baguio Extension Office 3F Newtown Square, Navy Base Road Baguio City	3.1. Officially receives and stamps the hard copies of the registration application	None	5 minute/s	• SEC Administrative Assistant I; Baguio Extension Office
	3.2. Generates the Certificate and forwards the same with the submitted proof of payment and documentary requirements to the authorized signatory		10 minute/s	• SEC Administrative Assistant II; Baguio Extension Office
	3.3. Reviews the application and signs the Certificate;		3 working day/s, 5 hour/s, 30 minute/s	• Director; Baguio Extension Office
	3.4. Sends appointment through email or issues a claim stub indicating the date of release of the Certificate		10 minute/s	• SEC Administrative Assistant I; Baguio Extension Office
4. Proceeds to Releasing Unit for presentment of the original proof of payment and receive the signed Certificate of Recording or waits for delivery of the certificate and received documents if sent via courier **Location:**	4. Enters company name in the Masterlist and releases the Certificate together with registration application then stamps release the official receipt	None	10 minute/s	• SEC Administrative Assistant II; Baguio Extension Office

SEC Baguio Extension Office 3F Newtown Square, Navy Base Road Baguio City				

Total Processing Time:	Working Days: 7 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

- **Articles of Partnership**

  ⅕ of 1% of the Partnership's Capital but not less than PHP 2,000

- **Name Reservation**

  PHP 100 per Corporate Name

  *Additional Php 100 per trade name/s

- **Legal Research Fee**

  1% of the computed Filing Fees

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

43. Registration of Corporations through One-day Submission and E-registration of Companies (OneSEC) with ZERO Processing for DOMESTIC STOCK CORPORATIONS

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

a. *The company classification is All Filipino, .01 to 40%, and more than 40% to 100% foreign equity participation;*
b. *The proposed corporate name may comply to the following: (a) has a name descriptor according to its industry classification; (b) does not contain any Trade Name/s ; and (c) not subject to any Letter of Appeal for reconsideration; and (d) in explicit form (any set or group of letters does not contain any acronym or meaning);*
c. *The primary purpose or main activity is predetermined and is not subject to any modification/correction;*
d. *The corporate term of existence may be determined by the applicant.*
e. *The incorporator/s, members of the Board of Directors and subscribers are Natural Person/s, of legal age;*
f. *The applicant corporation is not located in any of the economic zones, if located within an economic zone, then proceed to eSPARC ZERO Regular processing;*
g. *The share type classification contains the following : (a) Common Shares; (b) with Par Value and (c) Amount of par value is not less than P1.00 and in non-decimal currency;*
h. *The Mode of Payment for the subscription of shares is CASH;*
i. *Once the application is completed, the registration fees are paid immediately through the SEC eSPAYSEC;*
j. *The applicant corporation is not required to secure clearance/endorsement from any Department of SEC and/or other government agency/ies, if clearance/endorsement is needed please proceed to eSPARC ZERO Regular processing;*
k. *None of the incorporators, stockholders/members, directors/trustees, beneficial owners, and officers of the applicant corporation have been convicted of or have pending criminal or administrative case of felony or misdemeanor involving investment or investment-related business, fraud, false statements or omissions, wrongful taking of property, bribery, forgery, counterfeiting or extortion, or other felonies;*
l. *None of the incorporators, stockholders/members, directors/trustees, beneficial owners, and officers of the applicant corporation are included in pertinent sanctions list circularized by the Bangko Sentral ng Pilipinas (BSP), the Anti-Money Laundering Council (AMLC), the Anti-Terrorism Council (ATC), and other domestic and/or international entities or organizations, such as the Office of Foreign Assets Control (OFAC) of the U.S. Department of Treasury and the United Nations Sanctions List;*

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

Activities of Employment Agency Activities

1. *Activities of Employment Agency Activities*
2. *Activities of a Holding Company*
3. *Advertising*
4. *Agriculture*
5. *Air transportation*
6. *Arrastre and Stevedoring services*
7. *Business process outsourcing*
8. *Cargo consolidator*
9. *Cargo Sales Agent or Breakbulk Sales Agent*
10. *Cockpit*
11. *Combined Facilities Support Activities (Cleaning Activities)*
12. *Computer Programming*
13. *Construction*
14. *Courier services*

15. *Creative Arts and Entertainment of Activities*
16. *Customs Brokerage*
17. *Deep Sea Commercial Fishing*
18. *Domestic Airfreight Forwarder*
19. *Domestic Agricultural Aerial Spraying Services*
20. *Domestic Agricultural Aerial Spraying Services using Remotely Piloted Aircraft (RPA)*
21. *Domestic Non-Scheduled Air Transportation Services*
22. *Domestic Scheduled Air Transportation Services*
23. *Drugstore*
24. *Electric generation*
25. *Film production*
26. *Fishery*
27. *Funeral and Related Services*
28. *Gambling and Betting Activities*
29. *Gas station*
30. *General Sales Agent for Cargo*
31. *General Sales Agent for Passenger*
32. *Hotel*
33. *Hospital*
34. *International Airfreight Forwarder*
35. *International Non-Scheduled Air Transportation Services*
36. *International Non-Scheduled All-Cargo Air Transportation Services*
37. *International Scheduled Air Transportation Services*
38. *IT – TNVs*
39. *IT/Software applications*
40. *Landscape care and maintenance service activities*
41. *Land transportation*
42. *Laundry Services*
43. *Logistic*
44. *Management Consultancy*
45. *Mining*
46. *Non-Vessel Operating Common Carrier*
47. *Organization of Convention and Trade Shows*
48. *Other Residential Care Activities*
49. *Personal Services for Wellness except Sports Activities*
50. *Photographic Activities*
51. *Printing and Publishing*
52. *Property Management*
53. *Radio Broadcasting*
54. *Real Estate*
55. *Recruitment*
56. *Renting and Leasing Machinery*
57. *Renting and Leasing Motor Vehicles*
58. *Renting and Leasing of Personal and Household Goods*
59. *Repairs of Computers and Communications Equipment*
60. *Repair of Household Appliances and Home and Garden*
61. *Residential care activities for mental retardation, mental health and substance abuse*
62. *Residential care activities for the elderly and disabled*
63. *Residential Nursing Care Facilities*
64. *Restaurant*
65. *Retail trading of goods*
66. *Retail via mail/telephone order houses via the internet*
67. *Schools*
68. *Sea transportation*
69. *Security agency*
70. *Security Facility Sales and Installation Activities*
71. *Shipping Agency*
72. *Sound Recording*
73. *Sports Activities*
74. *Technical testing/analysis*

75. *Telecommunications*
76. *Television Programming and Broadcasting Activities*
77. *Travel agency*
78. *Veterinary Activities*
79. *Waste Collection/Disposal/Management*
80. *Wholesale and retail trading of goods*
81. *Wholesale trading of goods*
82. *Parking Spaces*
83. *Materials Recycling Facility (MRF) / Junkshop*
84. *Automotive Repair*
85. *Glass, Aluminum, and Other Metal Installations*
86. *Woodworking and Carpentry Business*
87. *Tailoring and Dressmaking Business*
88. *Hauling and Trucking Business*
89. *Storage and Warehousing Facilities Rental*
90. *Motor Vehicle Rental Business*
91. *Manufacturing and Assembly of Electronics and Semiconductor Business*
92. *Manufacturing/Assembly of Automotive Parts Business*
93. *Garment and Textile Business*
94. *Manufacturing of Medical Devices and Parts*
95. *Operation of Fishpond*
96. *Memorial Parks*
97. *Games and Amusement Activities*
98. *Bakeshop*
99. *Beauty Salon*
100. *Cold Storage*

Office or Division:	Baguio Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business)
Who may avail:	All Natural and Juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Baguio Extension Office
Remarks: *System-generated*	
2. Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Baguio Extension Office
Remarks: *System-generated*	
3. By-Laws (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Baguio Extension Office

Remarks:

- *System-generated*
- ***Not applicable for One Persion Corporation (OPC)***

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ and encodes the data required. **Location:** https://esparc.sec.gov.ph/	1. ESPARC System issues the payment assessment form	None	2 working day/s, 6 hour/s	• eSPARC system; Baguio Extension Office
2. Pays the assessed registration fee through eSPAYSEC and receives the Digital copy of the Certificate of Incorporation in the email provided in the system **Location:** https://espaysec.sec.gov.ph/	2. The system issues the electronic receipt of the payment of filing fees.	**Standard Fees** Breakdown: Articles of Incorporation: PHP 2000 By-Laws: PHP 1000 Documentary Stamp Tax: PHP 60 Legal Research Fee: PHP 20 Total: PHP 3080 **Possible Fees** Breakdown: Stock and Transfer Book: PHP 150 Membership Book: PHP 75 **Formula Fees** Breakdown: Filing FeeName Verification Fee	1 hour/s	• eSPARC System; Baguio Extension Office

3. Generates the Digital Certificate **Location:** esoparc	3. The system issues the Digital Certificate of Incorporation	None	1 hour/s	• eSPARC System; Baguio Extension Office
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 3080 See other fees below		

Possible Fees

- **Stock and Transfer Book** : 150
- **Membership Book** : 75

Formula / Schedule of Fees

- **Filing Fee**

  Stock corporation with par value - ⅕ of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher

  Stock corporation without par value - ⅕ of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher

  Non- Stock corporation – PHP 1,000

- **Name Verification Fee**

  Php100.00 per Corporate Name

  *additional fee of Php100.00 for each trade name/s.

44. Registration of Corporations through the Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular with ZERO Processing

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

The following are the various company type to choose form:

1. *Stock Corporation*

As to composition:

1. *One Person Corporation*
2. *Corporation with 2 to 15 incorporators*

As to ownership:

1. *All Filipino*
2. *With Foreign equity participation*

As to Company type:

1. *Domestic Corporations*

1. *Non-stock Corporation*

As to Company sub-types:

1. *Corporation Sole*
2. *Non-stock/Non-profit*
3. *Foundation*
4. *Federation*
5. *Microfinance*
6. *Religious Aggregate*
7. *Condominium Corporation*

As to ownership:

1. *All Filipino*
2. *With foreign equity participation*

Office or Division:	Baguio Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives

Operating Hours:	8:00 AM - 5:00 PM
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Cover Sheet for Registration (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Baguio Extension Office
Remarks: *System-generated*	
2. Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Baguio Extension Office
Remarks: *System-generated* • *Original copy should be signed (wet signature) and notarized* • *corporate name;* • *business activity;* • *principal office address;* • *names, nationality, residences and Tax Identification Numbers (TIN) of natural Filipino incorporators/officer (for corporations composed of 2-15 incorporators) or single incorporator, nominee and alternate nominee (for One Person Corporation).* • *capital structure;* • *name of treasurer and TIN;* • *Undertaking to change company name;* • *Printed names and with original signatures of the single stockholder, nominee and alternate nominee of all incorporators for corporations with 2-15 incorporators or single stockholder, nominee and alternate nominee for One Person Corporation;* • *Notarization or Authentication*	
3. By-Laws (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Baguio Extension Office
Remarks: • *System-generated* • *Original copy should be signed (wet signature)* • *Needs to be submitted for corporations with 2 -15 incorporators only. For One Person Corporations, no by-laws required.*	
For Situational Requirement	
A. For Initial Processing of Ordinary Corporations	
A.1. Joint Affidavit of Undertaking to Change Name, in case not incorporated in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Baguio Extension Office
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)*	

- *Original copy should be signed (wet signature) and notarized*

Sub Situational Requirement/s	
A.a. If Articles of Incorporation and By-Laws are executed in a foreign jurisdiction	
A.a.1. Authenticated/Apostilled Articles of Incorporation and By-Laws and supporting documents (1) Original Copy And (1) Electronic Copy	Applicant / Client
A.b. If Incorporator/s is/are a Juridical Entity	
A.b.1. Board Resolution/Directors'/Trustees' Certificate or Secretary's Certificate (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Authenticated/Apostilled (if executed in a foreign jurisdiction)*	
B. Endorsement/Clearance from other government agencies	
Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For Clearance from other SEC departments	
Sub Situational Requirement/s	
C.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
C.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
C.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
C.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD
C.c. For Financial Technology (FinTech) related business activities	
C.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Operators of payment systems;*	

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

C.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)

Remarks:

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

D. For Foundation

D.1. Notarized certificate of bank deposit of the contribution (2) Original Copy And (1) Electronic Copy	Applicant / Client

Remarks:

which shall not be less than P1,000,000.00

D.2. Statement of Willingness to allow the Commission to conduct an audit (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate and Partnership Registration Division

Remarks:

System-generated

E. For Federation	
E.1. List of Member-Associations certified by the Corporate Secretary and attested by the President (2) Original Copy And (1) Electronic Copy	Applicant / Client
F. For Confederation	
F.1. List of Member-Federations certified by the Corporate Secretary and attested by the President (2) Original Copy And (1) Electronic Copy	Applicant / Client
G. For Condominium Corporation/Association	
G.1. Notarized Copy of the Master Deed with primary entry of the Register of Deeds (2) Original Copy And (1) Electronic Copy	Applicant / Client
G.2. Certification that there is no existing similar condominium association within the condominium project (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate and Partnership Registration Division

Remarks:

System-generated

Applicant Condominium Corporation/Association to be executed by the Corporate Secretary

H. For Non-Stock Religious Aggregate	
H.1. Affidavit of Affirmation/Verification by the chief priest, rabbi, minister, or presiding elder, (not required if already part of the Articles of Incorporation) (2) Original Copy And (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ **Location:** https://esparc.sec.gov.ph/	1.1. Approves proposed company name and/or trade name/s in accordance with SEC Memorandum Circular No. 13, Series of 2019	None	2 working day/s	• SEC Securities Counsel II; Baguio Extension Office • SEC Director I; Baguio Extension Office
	1.2. Pre-processes all corporate information submitted		4 working day/s, 7 hour/s, 45 minute/s	• SEC Securities Counsel II; Baguio Extension Office • SEC Securities Specialist I;

				Baguio Extension Office • SEC Information Officer II; Baguio Extension Office • SEC Administrative Assistant II; Baguio Extension Office
	1.3. CPRD Processor prepares and issues the Payment Assessment Form (PAF)		5 minute/s	• SEC Administrative Officer III; Baguio Extension Office • SEC Securities Specialist I; Baguio Extension Office • SEC Securities Counsel II; Baguio Extension Office • SEC Administrative Assistant II; Baguio Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: By-Laws: PHP 1000 --- Total: PHP 1000 **Formula Fees** Breakdown: Filing FeeRegistration of Stock and Transfer Book/Membership BookName ReservationLegal Research	5 minute/s	• Accounting Division; Financial Management Department (FMD)

		FeeDocumentary Stamp Tax		
3. Generates and prints the Digital Certificate **Location:** eSPARC	3. The eSPARC system issues the Digital Certificate	None	5 minute/s	• eSPARC System; Corporate Filing and Records Division (CFRD)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1000 See other fees below		

Formula / Schedule of Fees

- **Filing Fee**

  Stock corporation with par value - ⅕ of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher

  Stock corporation without par value - ⅕ of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher

  Non- Stock corporation – PHP 1,000

- **Registration of Stock and Transfer Book/Membership Book**

  Stock and Transfer Book – PHP 150

  Membership Book – PHP 75

- **Name Reservation**

  PHP 100 per Corporate Name

  *Additional Php100 per trade name/s

- **Legal Research Fee**

  1% of the computed Filing Fees for Amended Articles of Incorporation and/or By-Laws

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

45. Registration of Corporations through the Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular ZERO where payment for subscription is other than Cash

This service details the procedure for registration of Stock Corporation where payment for subscription is other than Cash through Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular Zero.

Office or Division:	Baguio Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *System-generated*	
2. Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *System Generated*	
3. By-Laws (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *System-generated*	
For Situational Requirement	
A. Additional requirements based on kind of payment for subscription	
Sub Situational Requirement/s	
A.a. If subscription payment is through Land and/ Building/Condominium Unit	

A.a.1. Detailed schedule of the property showing the registered owner, location, area, TCT/CCT No., tax declaration number and the basis of transfer value (appraised/market value/assessed value/zonal value) certified by the treasurer (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.a.2. Copy of TCT/CCT and tax declaration sheet certified by Register of Deeds and Assessor's Office, respectively (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.a.3. Latest zonal value certified by BIR, if transfer value is based on zonal value (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.a.4. Appraisal report by authorized appraiser, if transfer value is based on appraised value (not more than 6 months old) (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.a.5. Deed of Assignment (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.a.6. If property is mortgaged, submit mortgage/creditor's certification on the outstanding loan balance and written consent to the transfer of property (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.a.7. For assignment of building where assignor is not owner of the land, submit lease contract on land and consent of landowner to the transfer (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.a.8. Affidavit of Undertaking by an incorporator of the corporation to submit the proof of transfer to the corporation within the prescribed period (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.b. If subscription payment is through Untitled Lands	
A.b.1. Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least thirty (30) years and the possessor had introduced improvements thereon, if any (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.b.2. Duplicate original or certified true copies of the tax declaration sheets (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.b.3. Latest realty tax receipts (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.4. Affidavit by the transferor attesting continuous and open possession of the property and that the property is not tenanted (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.5. Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.6. Duplicate original or certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument	Applicant / Client

affecting the property recorded in the Register of Deeds for the province or city where the land is situated (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	
A.b.7. Affidavit executed by the transferor (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *attesting to the:* *1. Existence (or non-existence) of easements over the untitled property* *2. Kind/description of the easement and its location* *3. Whether the transferor is the dominant estate or the servient estate, by virtue of such easements*	
A.b.8. Under oath undertaking of the transferor/subscribed to answer for any liability that the corporation might incur by virtue if the acceptance of said property paid-up capital (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.9. Clearance or certification from the Department of Agrarian Reform (DAR) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Department of Agrarian Reform - Documentation and Coordination Division
Remarks: *attesting the following:* *1. There is no other claimant to the untitled land* *2. It has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party or* *3. The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP)*	
A.b.10. Blue Print Survey of the Plan as approved by the Bureau of Lands (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.11. Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/assessed value/zonal value or appraised value) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.12. Latest zonal valuation certified by BIR, if transfer value is based on zonal value (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.13. Appraisal report by authorized appraiser, if transfer value is based on appraised value (not more than 6 month old) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.14. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.15. Affidavit of undertaking to submit certified true copy of the original certificate of title in the name of transferee-corporation within one (1) year from the date of receipt of the approval of the application (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.c. If subscription payment is through Inventories/Furniture/Personal Properties	

A.c.1. Detailed schedule of the property showing the description and transfer value certified by the treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.c.2. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.d. If subscription payment is through Heavy Equipment and Machinery	
A.d.1. Detailed schedule of the properties showing the description and the transfer value certified by the treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.d.2. Appraisal report by authorized appraiser (not more than 6 months old). If the property is imported, a valuation report with description of the property by the Bangko Ng Pilipinas (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.d.3. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.e. If subscription payment is through Shares of Stock	
A.e.1. Detailed schedule of the shares of stock showing the name of stockholder, stock certificate number, number of shares and the basis of transfer value whether market or book value certified by the treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.e.2. Audited financial statements of the investee company as of the last fiscal year stamped received by BIR and SEC (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.e.3. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.e.4. Certification by the Corporate Secretary of the investee company that the shares of stock are outstanding in the name of assignor (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.e.5. Photocopy of the stock certificate (present original for verification) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.e.6. Latest market quotation in newspaper or certification from stock exchange/broker as to latest market price of the shares of stock (if listed in the Stock Exchange) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.e.7. Affidavit of Undertaking by an incorporator of the corporation to submit the required proof of transfer within the prescribed period (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.f. If subscription payment is through Motor Vehicle	
A.f.1. Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified by the treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.f.2. Photocopy of the Certificate of Registration and latest Official Receipt of Registration (present the original for verification)	Applicant / Client

(1) Electronic Copy And (2) Photo Copy	
A.f.3. Appraisal report by authorized appraiser (not more than six month old) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.f.4. Deed of assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.f.5. Affidavit of undertaking by an incorporator of the corporation to submit the required proof of transfer within the prescribed period (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.g. If subscription payment is through Sea Vessel/Aircraft	
A.g.1. Detailed schedule of the vessel/aircraft showing registered owner, registry number, technical description, and appraised value certified by the treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.g.2. Certified true copy of the certificate of ownership (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.g.3. Appraisal report by authorized appraiser (not more than 6 month old) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.g.4. Certificate of seaworthiness/airworthiness issued by appropriate government agency (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.g.5. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.g.6. Affidavit of Undertaking by an incorporator of the corporation to submit the required proof of transfer within the prescribed period (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.h. If subscription payment is Intangible	
A.h.1. Photocopy of the System Purchase Agreement or any documents as proof of ownership (for a software) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.h.2. Copy of Certificate of Registration of Intellectual Property Rights, mining permit for mining claims or rights (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.h.3. Appraisal report by an accredited appraisal company or licensed Filipino mining engineer for mining rights/claims (not more than 6 month old) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.h.4. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.i. If subscription payment is through Net Assets by way of conversion of single proprietorship/partnership into corporation	
A.i.1. Audited Financial Statements (AFS) of single proprietorship partnership/division of a corporation for spin-off as of last fiscal year (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

A.i.2. Long-form audit report of item no. 1 (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.i.3. Deed of Assignment of the assets and liabilities to the corporation (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.i.4. ist of creditors showing the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.i.5. Detailed schedule of properties with certificates of registration/title and their respective book values certified by the company accountant (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.i.6. Photocopy of the certificate of registration of the motor vehicles (present original for verification) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.i.7. Copy of TCT/CCT and tax declaration sheets certified by the Register of Deeds and Assessor's Office, respectively (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.i.8. Photocopy of stock certificate (present original for verification) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.i.9. DTI Certificate of Registration (for single proprietorship) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Department of Trade and Industry - DTI Regional and Provincial Offices
A.i.10. Affidavit of Undertaking by an incorporator of the corporation to submit the required proof of transfer within the prescribed period (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.j. If subscription payment is Lands	
A.j.1. Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/assessed value/zonal value or appraised value) (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.j.2. Latest zonal valuation certified by BIR, if transfer value is based on zonal value (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.j.3. Appraisal report by authorized appraiser, if transfer value is based on appraised value (not more than 6 month old) (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.j.4. Deed of Assignment (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.j.5. Affidavit of undertaking to submit certified true copy of the original certificate of title in the name of transferee-corporation within one (1) year from the date of receipt of the approval of the application (2) Original Copy And (1) Electronic Copy	Applicant / Client
B. For One Person Corporation	

B.1. Letter of Acceptance of the Nominee and Alternate Nominee (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Sub Situational Requirement/s	
B.a. If single stockholder is a trustee, administrator, executor, guardian, conservator, custodian, or other person exercising fiduciary duties	
B.a.1. Proof of Authority (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
C. Endorsement from other government agencies	
Sub Situational Requirement/s	
C.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
C.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
D. For Clearance from other SEC departments	
Sub Situational Requirement/s	
D.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
D.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
D.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
D.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
D.c. For Financial Technology (FinTech) related business activities	
D.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)

Remarks:

- *Operators of payment systems;*
- *Payment Service Providers;*
- *Electronic Money Issuers (EMI);*
- *Non-bank EMIs;*
- *Alternative Credit Scoring Companies;*
- *Online Lending Companies;*
- *Peer-to-peer Lending Companies;*
- *AI/Big Data Companies;*
- *InsurTech Companies (InsurTech Service Providers);*
- *KYC/Security Companies (KYC Service Providers);*
- *Digital Banks;*

- *Digital Asset Exchanges;*
- *Virtual Asset Service Providers;*
- *Play-to-Earn Platforms;*
- *E-Commerce Companies;*
- *Crowdfunding Platforms;*
- *RegTech Companies (RegTech Service Providers);*
- *SupTech Companies (SupTech Service Providers); and*
- *Digital Advisers/Robo-Advisers.*

D.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)

Remarks:

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

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph **Location:** https://esparc.sec.gov.ph/ **Notes/Instruction:** *If payment for subscription is other than cash, additional documentary requirements should be submitted.*	1.1. Approves proposed company name and/or trade name/s in accordance with SEC Memorandum Circular No. 13, Series of 2019	None	2 working day/s	• SEC Securities Counsel II; Baguio Extension Office
	1.2. Assigns ESPARC application to processor		8 working day/s, 7 hour/s, 45 minute/s	• SEC Securities Counsel II; Baguio Extension Office • SEC Administrative Assistant II; Baguio Extension Office • SEC Administrative Officer III; Baguio Extension Office • SEC Administrative Assistant II; Baguio Extension Office
	1.3. Evaluates the financial documents for the ESPARC application		9 working day/s	• SEC Securities Specialist II; Baguio Extension Office • SEC Securities Specialist I; Baguio Extension Office • SEC Securities Counsel II; Baguio Extension Office • SEC Information Officer II; Baguio Extension Office
	1.4. Issues Payment Assessment Form (PAF) to the applicant		5 minute/s	• SEC Securities Specialist II; Baguio

				Extension Office • SEC Securities Specialist I; Baguio Extension Office • SEC Administrative Officer III; Baguio Extension Office • SEC Administrative Assistant II; Baguio Extension Office
2. Pays the filing fee through through eSPAYSEC **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: By-Laws: PHP 1000 Total: PHP 1000 **Formula Fees** Breakdown: Registration of CorporationRegistration of Stock and Transfer Book/Membership BookName ReservationLegal Research FeeDocumentary Stamp Tax	5 minute/s	• Accounting Division; Financial Management Department (FMD)
3. Generates and prints the Digital Certificate **Location:** eSPARC **Notes/Instruction:** Remarks: To secure the original copy of the Certificate, clients shall submit two (2) sets of originally signed documentary requirements with original proof of payment	3. The eSPARC system issues the Digital Certificate	None	5 minute/s	• eSPARC System; Baguio Extension Office

within sixty (60) calendar days from the date of issuance of the Digital Certificate				
Total Processing Time:	Working Days: 20 working day/s			
Total Processing Fee:	Total Standard Fee: PHP 1000 See other fees below			

Formula / Schedule of Fees

- **Registration of Corporation**

  Stock corporation with par value - ⅕ of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher

  Stock corporation without par value - ⅕ of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher

  Non- Stock corporation – PHP 1,000

- **Registration of Stock and Transfer Book/Membership Book**

  Stock and Transfer Book – PHP 150

  Membership Book – PHP 75

- **Name Reservation**

  PHP 100 per Corporate Name

  *Additional Php 100 per trade name

- **Legal Research Fee**

  1% of the computed Filing Fees for Amended Articles of Incorporation and/or By-Laws

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

46. Registration of Corporations, with more than 40% foreign equity, through the ESPARC (Electronic Simplified Processing of Application for Registration of Company) where payment for subscription is Cash except Licensing of Foreign Corporations, Registration of Partnerships, and Licensing of Lending and Financing Companies

This service details the procedure in applying for registration of a non-Philippine national domestic corporation

Non-Philippine National shall mean a corporation organized under the laws of the Philippines of which at least 60% of the capital stock outstanding and entitled to vote is owned and held by citizens of the Philippines

Office or Division:	Baguio Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 7 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *System-generated*	
2. Articles of Incorporation (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *System-generated*	
3. Foreign Investments Act (FIA) Application Form (F-100) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *SEC Website* *(https://www.sec.gov.ph/wp-content/uploads/2019/11/SEC_Form_No.F-100.pdf)*	

For Situational Requirement	
A. For Ordinary Stock and Non-Stock Corporation	
A.1. By-Laws (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *System-generated* **except for Corporation Sole*	
A.2. Joint Affidavit of Undertaking to Change Name, in case not incorporated in the Articles of Incorporation (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)*	
Sub Situational Requirement/s	
A.a. In case the treasurer is a foreigner and the business activity of the registrant is a partly-nationalized activity	
A.a.1. Affidavit of Relinquishment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b. If Articles of Incorporation and By-Laws are executed in a foreign jurisdiction	
A.b.1. Authenticated/Apostilled Articles of Incorporation and By-Laws and supporting documents (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.c. If Incorporator/s is/are a Juridical Entity	
A.c.1. Board Resolution/Directors'/Trustees' Certificate or Secretary's Certificate (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *Authenticated/Apostilled if executed in a foreign jurisdiction*	
A.c.2. Certificate of Incorporation and Articles of Incorporation or latest General Information Sheet (GIS) of Filipino corporate subscriber/s (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.c.3. Proof of existence/registration of foreign corporate subscriber/s (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
B. For One Person Corporation	
B.1. Letter of Acceptance of the Nominee and Alternate Nominee (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

Sub Situational Requirement/s	
B.a. If single stockholder is a trustee, administrator, executor, guardian, conservator, custodian, or other person exercising fiduciary duties	
B.a.1. Proof of Authority (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
C. For Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies, and foundation	
C.1. Clearance from Corporate Governance and Finance Department (CGFD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Corporate Governance and Finance Department
D. For Capital Market Institutions	
D.1. Clearance from Markets and Securities Regulation Department (MSRD) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Markets and Securities Regulation Department
E. For Financial Technology (FinTech) related business activities [Operators of payment systems; Payment Service Providers; Electronic Money Issuers (EMI); Non-bank EMIs; Alternative Credit Scoring Companies; AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); KYC/Security Companies (KYC Service Providers); Digital Banks; Digital Asset Exchanges; Virtual Asset Service Providers; Play-to-Earn Platforms; o E-Commerce Companies; Crowdfunding Platforms; RegTech Companies (RegTech Service Providers); SupTech Companies (SupTech Service Providers); and Digital Advisers/Robo-Advisers]	
E.1. PhiliFintech Innovation Office (PIO) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office
E.2. Enforcement and Investor Protection Department (EIPD) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department
F. For Bank and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
F.1. Endorsement from Bangko Sentral ng Pilipinas (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Bangko Sentral ng Pilipinas - Financial Supervision Sector
G. For Insurance/Health Maintenance Organization	
G.1. Endorsement from Insurance Commission (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Insurance Commission - Legal Services Group - Licensing Division
H. For foreign retailer	
H.1. Certification of Inward Remittance of Foreign Exchange showing compliance of the foreign retailer with the minimum paid-up capital requirement of Twenty-Five Million Pesos (P25,000,000.00) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
H.2. Apostilled/authenticated Certification that the Home State of the Foreign Retailer provides reciprocity to Filipinos (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

				(Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ and encodes corporate information **Location:** https://esparc.sec.gov.ph/	1.1. Verifies and approves proposed company name and/or trade name/s if compliant with SEC Memorandum Circular No. 13, Series of 2019	None	1 working day/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD) • SEC Securities Specialist I; Corporate Filing and Records Division (CFRD)
	1.2. Assigns to FIRST processors		5 minute/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD) • SEC Securities Specialist I; Corporate Filing and Records Division (CFRD)
	1.3. Reviews the application and issues Payment Assessment Form (PAF) if compliant		5 working day/s, 15 minute/s	• SEC Securities Counsel II; Foreign Investment Registration Station Division (FIRST-D) • SEC Securities Specialist I; Foreign Investment Registration Station Division (FIRST-D) • SEC Officer-in-Charge; Foreign Investment Registration Station

				Division (FIRST-D)
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the electronic Official Receipt via e-mail	**Standard Fees** Breakdown: By-Laws: PHP 1000 Foreign Investments Act: PHP 3000 Total: PHP 4000 **Formula Fees** Breakdown: Registration of CorporationRegistration of Stock and Transfer Book/Membership BookName ReservationLegal Research FeeDocumentary Stamp Tax	1 working day/s	• Accounting Division; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the CRMD Receiving Counter at SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209 through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209	3.1. Officially receives and stamps the hard copies of the registration application and forwards to the Support Staff	None	10 minute/s	• SEC Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
	3.2. Generates the Certificate of Incorporation		10 minute/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD)
	3.3. Reviews the application and signs the Certificate of Incorporation		6 working day/s, 7 hour/s	• SEC Director; Company Registration and Monitoring Department (CRMD)

	3.4. Sends appointment through email indicating the date of release of the Certificate		10 minute/s	• SEC Computer Operator; Corporate Filing and Records Division (CFRD)
4. Proceeds to the CRMD Releasing Section at SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209, presents the original proof of payment and receives the signed Certificate of Incorporation **Location:** SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209	4. Enters company name in the Masterlist, releases the Certificate together with registration application and stamps release the official receipt	None	10 minute/s	• SEC Assistant Computer Operator; Corporate Filing and Records Division (CFRD)
Total Processing Time:		Working Days: 14 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 4000 See other fees below		

Formula / Schedule of Fees

- **Registration of Corporation**

  Stock corporation with par value - ⅕ of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher

  Stock corporation without par value - ⅕ of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher

  Non- Stock corporation – PHP 1,000

- **Registration of Stock and Transfer Book/Membership Book**

  Stock and Transfer Book – PHP 150

  Membership Book – PHP 75

- **Name Reservation**

  PHP 100 per proposed name/s or trade name/s

- **Legal Research Fee**

  1% of the computed Filing Fees for Amended Articles of Incorporation and/or By-Laws

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

47. Registration of Corporations, with more than 40% foreign equity, through the ESPARC (Electronic Simplified Processing of Application for Registration of Company) where payment for subscription is other than Cash except Licensing of Foreign Corporations, Registration of Partnerships, and Licensing of Lending and Financing Companies

This service details the procedure in applying for registration of a non-Philippine national domestic corporation

Non-Philippine National shall mean a corporation organized under the laws of the Philippines of which at least 60% of the capital stock outstanding and entitled to vote is owned and held by citizens of the Philippines

Office or Division:	Baguio Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *System-generated*	
2. Articles of Incorporation (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *System-generated*	
3. Foreign Investments Act (FIA) Application Form (F-100) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *SEC Website* *(https://www.sec.gov.ph/wp-content/uploads/2019/11/SEC_Form_No.F-100.pdf)*	

For Situational Requirement	
A. For Ordinary Stock and Non-Stock Corporation	
A.1. By-Laws (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *System-generated* **except for Corporation Sole*	
A.2. Joint Affidavit of Undertaking to Change Name, in case not incorporated in the Articles of Incorporation (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)*	
Sub Situational Requirement/s	
A.a. In case the treasurer is a foreigner and the business activity of the registrant is a partly-nationalized activity	
A.a.1. Affidavit of Relinquishment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b. If Articles of Incorporation and By-Laws are executed in a foreign jurisdiction	
A.b.1. Authenticated/Apostilled Articles of Incorporation and By-Laws and supporting documents (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.c. If subscription payment is through Building/Condominium Unit	
A.c.1. Detailed schedule of the property showing the registered owner, location, area, TCT/CCT No., tax declaration number and the basis of transfer value (appraised/market value/assessed value/zonal value) certified by the treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.c.2. Copy of TCT/CCT and tax declaration sheet certified by Register of Deeds and Assessor's Office, respectively (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.c.3. Appraisal report by authorized appraiser, if transfer value is based on appraised value (not more than 6 months old) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.c.4. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.c.5. If property is mortgaged, submit mortgage/creditor's certification on the outstanding loan balance and written consent to the transfer of property (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

A.c.6. For assignment of building where assignor is not owner of the land, submit lease contract on land and consent of landowner to the transfer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.c.7. Affidavit of Undertaking by an incorporator of the corporation to submit the proof of transfer to the corporation within the prescribed period (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.d. If subscription payment is through Inventories/Furniture/Personal Properties	
A.d.1. Detailed schedule of the property showing the description and transfer value certified by the treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.d.2. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.e. If subscription payment is through Heavy Equipment and Machinery	
A.e.1. Detailed schedule of the properties showing the description and the transfer value certified by the treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.e.2. Appraisal report by authorized appraiser (not more than 6 months old). If the property is imported, a valuation report with description of the property by the Bangko Ng Pilipinas (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.e.3. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.e.4. Affidavit of undertaking by the transferor that the machinery is in good running condition (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.f. If subscription payment is through Shares of Stock	
A.f.1. Detailed schedule of the shares of stock showing the name of stockholder, stock certificate number, number of shares and the basis of transfer value whether market or book value certified by the treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.f.2. Audited financial statements of the investee company as of the last fiscal year stamped received by BIR and SEC (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.f.3. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.f.4. Certification by the Corporate Secretary of the investee company that the shares of stock are outstanding in the name of assignor (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.f.5. Photocopy of the stock certificate (present original for verification) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.f.6. Latest market quotation in newspaper or certification from stock exchange/broker as to latest market price of the shares of	Applicant / Client

stock (if listed in the Stock Exchange) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	
A.f.7. Affidavit of Undertaking by an incorporator of the corporation to submit the required proof of transfer within the prescribed period (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.g. If subscription payment is through Motor Vehicle	
A.g.1. Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified by the treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.g.2. Photocopy of the Certificate of Registration and latest Official Receipt of Registration (present the original for verification) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.g.3. Appraisal report by authorized appraiser (not more than six month old) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.g.4. Deed of assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.g.5. Affidavit of undertaking by an incorporator of the corporation to submit the required proof of transfer within the prescribed period (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.g.6. Affidavit of undertaking by the transferor that the motor vehicle is in good running condition (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.h. If subscription payment is through Sea Vessel/Aircraft	
A.h.1. Detailed schedule of the vessel/aircraft showing registered owner, registry number, technical description, and appraised value certified by the treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.h.2. Certified true copy of the certificate of ownership (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.h.3. Appraisal report by authorized appraiser (not more than 6 month old) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.h.4. Certificate of seaworthiness/airworthiness issued by appropriate government agency (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.h.5. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.h.6. Affidavit of Undertaking by an incorporator of the corporation to submit the required proof of transfer within the prescribed period (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.i. If subscription payment is Intangible	
A.i.1. Photocopy of the System Purchase Agreement or any documents as proof of ownership (for a software) (1) Electronic Copy And (2) Photo Copy	Applicant / Client

A.i.2. Copy of Certificate of Registration of Intellectual Property Rights, mining permit for mining claims or rights (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.i.3. Appraisal report by an accredited appraisal company or licensed Filipino mining engineer for mining rights/claims (not more than 6 month old) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.i.4. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.j. If subscription payment is through Net Assets by way of conversion of single proprietorship/partnership into corporation	
A.j.1. Audited Financial Statements (AFS) of single proprietorship partnership/division of a corporation for spin-off as of last fiscal year (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.j.2. Long-form audit report of item no. 1 (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.j.3. Deed of Assignment of the assets and liabilities to the corporation (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.j.4. ist of creditors showing the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.j.5. Detailed schedule of properties with certificates of registration/title and their respective book values certified by the company accountant (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.j.6. Photocopy of the certificate of registration of the motor vehicles (present original for verification) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.j.7. Copy of TCT/CCT and tax declaration sheets certified by the Register of Deeds and Assessor's Office, respectively (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.j.8. Photocopy of stock certificate (present original for verification) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.j.9. DTI Certificate of Registration (for single proprietorship) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Department of Trade and Industry - DTI Regional and Provincial Offices
A.j.10. Affidavit of Undertaking by an incorporator of the corporation to submit the required proof of transfer within the prescribed period (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.k. If Incorporator/s is/are a Juridical Entity	
A.k.1. Board Resolution/Directors'/Trustees' Certificate or Secretary's Certificate (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

Remarks: *Authenticated/Apostilled if executed in a foreign jurisdiction*	
A.k.2. Certificate of Incorporation and Articles of Incorporation or latest General Information Sheet (GIS) of Filipino corporate subscriber/s (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.k.3. Proof of existence/registration of foreign corporate subscriber/s (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
B. For One Person Corporation	
B.1. Letter of Acceptance of the Nominee and Alternate Nominee (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Sub Situational Requirement/s	
B.a. If single stockholder is a trustee, administrator, executor, guardian, conservator, custodian, or other person exercising fiduciary duties	
B.a.1. Proof of Authority (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
C. For Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies, and foundation	
C.1. Clearance from Corporate Governance and Finance Department (CGFD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Corporate Governance and Finance Department
D. For Capital Market Institutions	
D.1. Clearance from Markets and Securities Regulation Department (MSRD) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Markets and Securities Regulation Department
E. For Financial Technology (FinTech) related business activities [Operators of payment systems; Payment Service Providers; Electronic Money Issuers (EMI); Non-bank EMIs; Alternative Credit Scoring Companies; AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); KYC/Security Companies (KYC Service Providers); Digital Banks; Digital Asset Exchanges; Virtual Asset Service Providers; Play-to-Earn Platforms; o E-Commerce Companies; Crowdfunding Platforms; RegTech Companies (RegTech Service Providers); SupTech Companies (SupTech Service Providers); and Digital Advisers/Robo-Advisers]	
E.1. PhiliFintech Innovation Office (PIO) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office
E.2. Enforcement and Investor Protection Department (EIPD) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department
F. For Bank and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
F.1. Endorsement from Bangko Sentral ng Pilipinas (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Bangko Sentral ng Pilipinas - Financial Supervision Sector
G. For Insurance/Health Maintenance Organization	

G.1. Endorsement from Insurance Commission (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Insurance Commission - Legal Services Group - Licensing Division
H. For foreign retailer	
H.1. Certification of Inward Remittance of Foreign Exchange showing compliance of the foreign retailer with the minimum paid-up capital requirement of Twenty-Five Million Pesos (P25,000,000.00) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
H.2. Apostilled/authenticated Certification that the Home State of the Foreign Retailer provides reciprocity to Filipinos (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ and encodes corporate information **Location:** https://esparc.sec.gov.ph/	1.1. Verifies and approves proposed company name and/or trade name/s if compliant with SEC Memorandum Circular No. 13, Series of 2019	None	1 working day/s	• Securities Counsel II; Baguio Extension Office • Director; Baguio Extension Office
	1.2. Assigns to processor		5 minute/s	• Securities Counsel II; Baguio Extension Office • Director; Baguio Extension Office
	1.3. Examines online whether the documents submitted are complete in form and in substance, then forwards it to the FIRST-D Officer-in-Charge for further review		13 working day/s, 15 minute/s	• SEC Securities Counsel II; Baguio Extension Office • Director; Baguio Extension Office
	1.4. Reviews the application, then issues Payment Assessment Form (PAF) if compliant		14 working day/s	• Securities Counsel II; Baguio Extension Office • Director; Baguio Extension Office
	1.5. Sends the Payment Assessment Form (PAF)		30 minute/s	• ESPARC; Baguio

	to the applicant			Extension Office
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the electronic Official Receipt via e-mail	**Standard Fees** Breakdown: By-Laws: PHP 1000 Foreign Investments Act: PHP 3000 --- Total: PHP 4000 **Formula Fees** Breakdown: Registration of CorporationRegistration of Stock and Transfer Book/Membership BookName ReservationLegal Research FeeDocumentary Stamp Tax	1 working day/s	• ESPAYSEC; Baguio Extension Office
3. Submits the documentary requirements with proof of payment to the SEC Baguio Extension Office 3rd floor Newtown Plaza Square, Navy Base Road, Baguio City through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Baguio Extension Office 3rd floor Newtown Plaza Square, Navy Base Road, Baguio City	3.1. Officially receives and stamps the hard copies of the registration application and forwards to the Support Staff	None	10 minute/s	• SEC Administrative Assistant I; Baguio Extension Office
	3.2. Generates the Certificate of Incorporation		10 minute/s	• SEC Administrative Assistant II; Baguio Extension Office
	3.3. Reviews the application and signs the Certificate of Incorporation		10 working day/s, 6 hour/s, 30 minute/s	• SEC Director; Baguio Extension Office
	3.4. Sends appointment through email indicating the date of release of the Certificate		10 minute/s	• Administrative Assistant II; Baguio Extension Office
4. Proceeds to the SEC Baguio Extension Office 3rd floor Newtown Plaza Square, Navy Base Road, Baguio City, presents the original	4. Enters company name in the Masterlist, releases the Certificate together with registration application and stamps	None	10 minute/s	• Administrative Officer III; Baguio Extension Office

proof of payment and receives the signed Certificate of Incorporation **Location:** SEC Baguio Extension Office 3rd floor Newtown Plaza Square, Navy Base Road, Baguio City	release the official receipt			

Total Processing Time:	Working Days: 40 working day/s
Total Processing Fee:	Total Standard Fee: PHP 4000 See other fees below

Formula / Schedule of Fees

- **Registration of Corporation**

  Stock corporation with par value - ⅕ of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher

  Stock corporation without par value - ⅕ of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher

  Non- Stock corporation – PHP 1,000

- **Registration of Stock and Transfer Book/Membership Book**

  Stock and Transfer Book – PHP 150

  Membership Book – PHP 75

- **Name Reservation**

  PHP 100 per proposed name/s or trade name/s

- **Legal Research Fee**

  1% of the computed Filing Fees for Amended Articles of Incorporation and/or By-Laws

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

48. Registration of Non-Stock Corporations through the Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular Only (with Digital Certificate and Post-Audit Evaluation)

This service details the procedure for registration of the following non-stock corporation through Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular Only;

As to Company sub-types:

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

As to ownership:

a. All Filipino
b. With foreign equity participation

Office or Division:	Baguio Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Baguio Extension Office
Remarks: *System-generated*	
2. Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Baguio Extension Office
Remarks: *System-generated* • *Original copy should be signed (wet signature) and notarized* • *corporate name;*	

- *business activity;*
- *principal office address;*
- *names, nationality, residences and Tax Identification Numbers (TIN) of natural Filipino incorporators/officer (for corporations composed of 2-15 incorporators) or single incorporator, nominee and alternate nominee (for One Person Corporation).*
- *capital structure;*
- *name of treasurer and TIN;*
- *Undertaking to change company name;*
- *Printed names and with original signatures of the single stockholder, nominee and alternate nominee of all incorporators for corporations with 2-15 incorporators or single stockholder, nominee and alternate nominee for One Person Corporation;*
- *Notarization or Authentication*

3. By-Laws (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Baguio Extension Office

Remarks:

- *System-generated*
- *Original copy should be signed (wet signature)*
- *Needs to be submitted for corporations with 2 -15 incorporators only. For One Person Corporations, no by-laws required.*

For Situational Requirement

A. Additional Requirement, if applicable;

A.1. Joint Affidavit of Undertaking to Change Name, in case not incorporated in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Baguio Extension Office

Remarks:

SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)

- *Original copy should be signed (wet signature) and notarized*

Sub Situational Requirement/s

A.a. If Articles of Incorporation and By-Laws are executed in a foreign jurisdiction

A.a.1. Authenticated/Apostilled Articles of Incorporation and By-Laws and supporting documents (1) Original Copy And (1) Electronic Copy	Applicant / Client

A.b. If Incorporator/s is/are a Juridical Entity

A.b.1. Board Resolution/Directors'/Trustees' Certificate or Secretary's Certificate (2) Original Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Authenticated/Apostilled (if executed in a foreign jurisdiction)

A.c. For non-stock religious aggregate

A.c.1. Affidavit of Affirmation/Verification by the chief priest, rabbi, minister, or presiding elder, (not required if already part of the	Applicant / Client

Articles of Incorporation) (2) Original Copy And (1) Electronic Copy	
A.d. For foundation	
A.d.1. Notarized certificate of bank deposit of the contribution, which shall not be less than P1,000,000.00 Statement of Willingness to allow the Commission to conduct an audit (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.e. For federation	
A.e.1. List of Member-Associations certified by the Corporate Secretary and attested by the President (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.f. For confederation	
A.f.1. List of Member-Federations certified by the Corporate Secretary and attested by the President (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.g. For condominium corporation/association	
A.g.1. Notarized Copy of the Master Deed with primary entry of the Register of Deeds (2) Original Copy And (1) Electronic Copy	Condominium Developer and Register of Deeds - Condominium Developer and Register of Deeds
A.g.2. Certification that there is no existing similar condominium association within the condominium project (2) Original Copy And (1) Electronic Copy	Applicant Condominium Corporation/Association to be executed by the Corporate Secretary - Applicant Condominium Corporation/Association to be executed by the Corporate Secretary
B. Endorsement/Clearance from other government agencies	
Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For Clearance from other SEC departments	
Sub Situational Requirement/s	
C.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
C.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
C.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	

C.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
C.c. For Financial Technology (FinTech) related business activities	
C.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
C.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ **Location:** https://esparc.sec.gov.ph/	1.1. Approves proposed company name and/or trade name/s in accordance with SEC Memorandum Circular No. 13, Series of 2019	None	2 working day/s	• SEC Securities Counsel II; Baguio Extension Office • Director I; Baguio Extension Office
	1.2. Pre-processes all corporate information submitted		3 working day/s	• SEC Securities Specialist I; Baguio Extension Office • SEC Administrative Officer III; Baguio Extension Office • SEC Information Officer II; Baguio Extension Office • SEC Securities Counsel II; Baguio Extension Office
	1.3. Forward the application to Reviewing Officer for review of the payment for subscription other than cash.		10 minute/s	• SEC ESPARC Processor; Baguio Extension Office • SEC Securities Specialist I; Baguio Extension Office • SEC Securities Specialist II ; Baguio Extension Office • SEC Administrativ

				e Officer III; Baguio Extension Office
	1.4. ESPARC Processor reviews and pre-approves the application if complete and compliant		15 minute/s	• SEC Administrative Officer III; Baguio Extension Office • SEC Securities Specialist I; Baguio Extension Office • SEC Information Officer II; Baguio Extension Office • SEC Administrative Assistant II; Baguio Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: By-Laws: PHP 1000 --- Total: PHP 1000 **Formula Fees** Breakdown: Registration of CorporationRegistration of Stock and Transfer Book/Membership BookName ReservationLegal Research FeeDocumentary Stamp Tax	5 minute/s	• Accounting Division; Financial Management Department (FMD)
3. Generates and prints the Digital Certificate **Location:** eSPARC **Notes/Instruction:**	3. The eSPARC system issues the Digital Certificate	None	5 minute/s	• eSPARC System; Corporate Filing and Records Division (CFRD)

To secure the original copy of the Certificate, clients shall submit four (4) sets of originally signed documentary requirements with original proof of payment within sixty (60) calendar days from the date of issuance of the Digital Certificate				

Total Processing Time:	Working Days: 5 working day/s, 35 minute/s
Total Processing Fee:	Total Standard Fee: PHP 1000 See other fees below

Formula / Schedule of Fees

- **Registration of Corporation**

  Stock corporation with par value - ⅕ of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher

  Stock corporation without par value - ⅕ of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher

  Non- Stock corporation – PHP 1,000

- **Registration of Stock and Transfer Book/Membership Book**

  Stock and Transfer Book – PHP 150

  Membership Book – PHP 75

- **Name Reservation**

  PHP 100 per Corporate Name

  *Additional Pgp100 per trade name

- **Legal Research Fee**

  1% of the computed Filing Fees for Amended Articles of Incorporation and/or By-Laws

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

49. Registration of Partnerships, with 0.01% foreign equity or more, through the ESPARC (Electronic Simplified Processing of Application for Registration of Company) 1

This service details the procedure in applying for registration of a non-Philippine national domestic partnerships

Non-Philippine National shall mean a domestic partnership that is partially owned by citizens of the Philippines

Office or Division:	Baguio Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 7 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (1) Electronic Copy And (1) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *System-generated*	
2. Signed & Notarized Articles of Partnership (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *System-generated* **with Tax Identification Numbers (TIN) of Filipino partners including domestic partnership (to be written in the Articles of partnership and applicable document/s) and/or Tax Identification Numbers (TIN) or passport numbers of foreign partners (to be written in the Articles of Partnership and applicable document/s)* **must be Authenticated/Apostilled, if executed in a foreign jurisdiction*	
3. Foreign Investments Act (FIA) Application Form (F-105) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department

Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2019/11/F-105.doc)* **must be Authenticated/Apostilled, if executed in a foreign jurisdiction*	
For Situational Requirement	
A. If a partner in the partnership is a Foreign Company	
A.1. Proof of existence of foreign company (if a partner in the partnership agreement is signed in the home country) (1) Electronic Copy And (1) Photo Copy	Applicant / Client
A.2. Board Resolution of the Foreign Company authorizing it to be a partner in a Contract of Partnership (Authenticated/Apostilled Document) and designating the authorized signatures (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
B. For Financial Technology (FinTech) related business activities [Operators of payment systems; Payment Service Providers; Electronic Money Issuers (EMI); Non-bank EMIs; Alternative Credit Scoring Companies; AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); KYC/Security Companies (KYC Service Providers); Digital Banks; Digital Asset Exchanges; Virtual Asset Service Providers; Play-to-Earn Platforms; o E-Commerce Companies; Crowdfunding Platforms; RegTech Companies (RegTech Service Providers); SupTech Companies (SupTech Service Providers); and Digital Advisers/Robo-Advisers]	
B.1. PhiliFintech Innovation Office (PIO) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office
B.2. Enforcement and Investor Protection Department (EIPD) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department
C. For Bank and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
C.1. Endorsement from Bangko Sentral ng Pilipinas (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Bangko Sentral ng Pilipinas - Financial Supervision Sector
D. For Insurance/Health Maintenance Organization	
D.1. Endorsement from Insurance Commission (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Insurance Commission - Legal Services Group - Licensing Division
E. For foreign retailer	
E.1. Certification of Inward Remittance of Foreign Exchange showing compliance of the foreign retailer with the minimum paid-up capital requirement of Twenty-Five Million Pesos (P25,000,000.00) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
E.2. Apostilled/authenticated Certification that the Home State of the Foreign Retailer provides reciprocity to Filipinos (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ and encodes corporate information **Location:** https://esparc.sec.gov.ph/ **Notes/Instruction:** If the application is found to be for compliance during the evaluation stage, the applicant will have to go back to Step 1 for the submission of requirements	1.1. Verifies and approves proposed company name and/or trade name/s if compliant with SEC Memorandum Circular No. 13, Series of 2019	None	1 working day/s	• Securities Counsel II; Baguio Extension Office • Director ; Baguio Extension Office
	1.2. Assigns to FIRST-D processors		5 minute/s	• SEC Securities Counsel II; Baguio Extension Office • Director ; Baguio Extension Office
	1.3. Reviews the application and issues Payment Assessment Form (PAF) if compliant		5 working day/s, 15 minute/s	• SEC Securities Counsel II; Baguio Extension Office • Director; Baguio Extension Office
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the electronic Official Receipt via e-mail	**Standard Fees** Breakdown: Foreign Investments Act: PHP 3000 Total: PHP 3000 **Formula Fees** Breakdown: Articles of PartnershipName ReservationLegal Research FeeDocumentary Stamp Tax	1 working day/s	• ESPAYSEC; Baguio Extension Office
3. Submits the documentary requirements with proof of payment to the SEC Baguio Extension Office 3rd floor Newtown Plaza Square, Navy Base Road, Baguio City	3.1. Officially receives and stamps the hard copies of the registration application and forwards to the Support Staff	None	10 minute/s	• Administrative Assistant I; Baguio Extension Office
	3.2. Generates the Certificate		10 minute/s	• SEC Administrativ

through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Baguio Extension Office 3rd floor Newtown Plaza Square, Navy Base Road, Baguio City				e Assistant II; Baguio Extension Office
	3.3. Reviews the application and signs the Certificate of Incorporation		6 working day/s, 7 hour/s	• SEC Director; Baguio Extension Office
	3.4. Sends appointment through email indicating the date of release of the Certificate		10 minute/s	• Administrative Assistant I; Baguio Extension Office
4. Proceeds to the SEC Baguio Extension Office 3rd floor Newtown Plaza Square, Navy Base Road, Baguio City, presents the original proof of payment and receives the signed Certificate of Incorporation **Location:** SEC Baguio Extension Office 3rd floor Newtown Plaza Square, Navy Base Road, Baguio City	4. Enters company name in the Masterlist, releases the Certificate together with registration application and stamps release the official receipt	None	10 minute/s	• Administrative Assistant II; Baguio Extension Office
Total Processing Time:		Working Days: 14 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 3000 See other fees below		

Formula / Schedule of Fees

- **Articles of Partnership**

  ⅕ of 1% of the Partnership's Capital but not less than PHP 2,000

- **Name Reservation**

  PHP 100 per proposed name/s or trade name/s

- **Legal Research Fee**

  1% of the computed Filing Fees

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

50. Request for Case Status Update (via email) - for One-Party Petitions

This service refers to the request for case status update through email for one-party petitions

***One-party petitions** are those with only one party is concerned such as: Verified Petition to Correct Entries in the Company Registration Documents; Verified Petition on matters with respect to the payment in the form of property other than cash for the subscription of shares that is used as part of the paid-up capital of a corporation; Verified Request for Dissolution where no Creditors are Affected (Section 134, RCC); Verified Petition for Voluntary Dissolution where Creditors are Affected (Section 135, RCC); and Petition for Revival of Corporate Existence.*

Note: Request for Case Status Update shall be strictly confined to procedural matters and shall under no circumstances include legal advice, interpretation, or the release of pleadings, and any request shall be outrightly denied for failure to present sufficient and satisfactory proof of the requesting party's identity or authority.

Office or Division:	Baguio Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Parties to the Case
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Proof of identity of the requesting party; (1) Electronic Copy	Applicant / Client
2. Email request using the email address of the requesting party based on the records of the case (1) Electronic Copy	Applicant / Client
3. If through a representative, clean Scanned Copy of the Special Power of Attorney, Secretary's Certificate or Director's Certificate. If through a counsel, clean Scanned Copy of the Formal Entry of Appearance with conforme of the client if still not counsel of record. (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Send an email request to secbaguio@sec.gov.ph and attach the requirements indicating the name of the corporation involved in the subject. **Location:** secbaguio@sec.gov.ph	1.1. Refer the email request to the handling lawyer for their instruction.	None	3 working day/s	• SEC Information Officer II; Baguio Extension Office • SEC Administrative Assistant II; Baguio Extension Office

				• Securities Counsel I; Baguio Extension Office • SEC Administrative Assistant II; Baguio Extension Office
	1.2. Provide updates on the status of the case to the requesting party, upon instruction of the handling lawyer.		2 working day/s	• Administrative Officer III; Baguio Extension Office • SEC Information Officer II; Baguio Extension Office
Total Processing Time:		Working Days: 5 working day/s		
Total Processing Fee:		Total Standard Fee: None		

51. Request for Case Status Update (via email) - for Two-Party complaints

This service refers to the request for case status update through email for two-party complaints

***Two-party complaints** are those with two or more parties are concerned such as: Verified Petition for Revocation of Certificate of Incorporation; Verified Complaint to Mark the General Information Sheet (GIS) as Disputed; Verified Complaint for Violation of Right to Inspect and/or Reproduce Corporate Books/Records, except those falling within the authority of other Operating Departments; and Verified Petition for Disqualification of Directors, Trustees, and Officers of a Corporation, except those falling within the authority of other Operating Departments.*

Note: Request for Case Status Update shall be strictly confined to procedural matters and shall under no circumstances include legal advice, interpretation, or the release of pleadings, and any request shall be outrightly denied for failure to present sufficient and satisfactory proof of the requesting party's identity or authority.

Office or Division:	Baguio Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Parties to the Case
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Proof of identity of the requesting party; (1) Electronic Copy	Applicant / Client
2. Email request using the email address of the requesting party based on the records of the case (1) Electronic Copy	Applicant / Client
3. If through a representative, clean Scanned Copy of the Special Power of Attorney, Secretary's Certificate or Director's Certificate. If through a counsel, clean Scanned Copy of the Formal Entry of Appearance with conforme of the client if still not counsel of record. (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Send an email request to secbaguio@sec.gov.ph with attached requirements. Note: Subject title in the email must be: "NAME OF THE CORPORATION - FOR THE PETITIONER/ COMPLAINANT/ RESPONDENT" ex. XYZ CORPORATION - FOR	1.1. Refer the email request to the handling lawyer for their instruction.	None	3 working day/s	• Administrative Assistant II; Baguio Extension Office • Administrative Officer III; Baguio Extension Office • SEC Information

THE PETITIONER; XYZ CORPORATION - FOR THE COMPLAINANT; XYZ CORPORATION - FOR THE RESPONDENT; **Location:** secbaguio@sec.gov.ph				Officer II; Baguio Extension Office • Securities Counsel II; Baguio Extension Office
	1.2. Provide updates on the status of the case to the requesting party, upon instruction of the handling lawyer.		2 working day/s	• SEC Information Officer II; Baguio Extension Office • Administrative Assistant II; Baguio Extension Office
Total Processing Time:		Working Days: 5 working day/s		
Total Processing Fee:		Total Standard Fee: None		

52. Request for Case Status Update (Walk-in Inquiry)

This service allows walk-in clients who are a party to the case to request a case status update for cases that are currently pending with the Baguio Extension Office.

***One-party petitions** are those with only one party is concerned such as: Verified Petition to Correct Entries in the Company Registration Documents; Verified Petition on matters with respect to the payment in the form of property other than cash for the subscription of shares that is used as part of the paid-up capital of a corporation; Verified Request for Dissolution where no Creditors are Affected (Section 134, RCC); Verified Petition for Voluntary Dissolution where Creditors are Affected (Section 135, RCC); and Petition for Revival of Corporate Existence.*

***Two-party complaints** are those with two or more parties are concerned such as: Verified Petition for Revocation of Certificate of Incorporation; Verified Complaint to Mark the General Information Sheet (GIS) as Disputed; Verified Complaint for Violation of Right to Inspect and/or Reproduce Corporate Books/Records, except those falling within the authority of other Operating Departments; and Verified Petition for Disqualification of Directors, Trustees, and Officers of a Corporation, except those falling within the authority of other Operating Departments.*

Note: Request for Case Status Update shall be strictly confined to procedural matters and shall under no circumstances include legal advice, interpretation, or the release of pleadings, and any request shall be outrightly denied for failure to present sufficient and satisfactory proof of the requesting party's identity or authority.

Office or Division:	Baguio Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Parties to the Case
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Proof of identity of the requesting party; (1) Electronic Copy Or (1) Original Copy Or (1) Photo Copy	Applicant / Client
2. Case information such as BAGEO Case Docket Number, Case Title and Names of the Parties (1) Electronic Copy Or (1) Photo Copy	Applicant / Client
3. If through the authorized representative, one (1) Original Copy of the Special Power of Attorney, Secretary's Certificate or Director's Certificate. If through a counsel, one (1) Original Copy of the Formal Entry of Appearance with conforme of the client if still not counsel of record. (1) Original Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Present the requirements to the BAGEO Officer of the Day (OD)	1.1. Verify the completion of the requirements and the	None	1 hour/s	• Securities Counsel II; Baguio

Location: SEC BAGUIO EXTENSION OFFICE 3F Newtown Square, Navy Base Road Baguio City	identity of the requesting party.			Extension Office • Securities Counsel I; Baguio Extension Office
	1.2. OD to discuss with the handling lawyer for their instruction.		1 hour/s	• Securities Counsel II; Baguio Extension Office • Securities Counsel I; Baguio Extension Office • Administrative Officer II; Baguio Extension Office • Administrative Assistant II; Baguio Extension Office
	1.3. Check complete records pertaining to the case, and determine status for updating per client request		1 hour/s	• Securities Counsel I; Baguio Extension Office
	1.4. Provide updates on the status of the case to the requesting party.		1 hour/s	• Securities Counsel I; Baguio Extension Office • Administrative Assistant II; Baguio Extension Office
Total Processing Time:		Working Days: 4 hour/s		
Total Processing Fee:		Total Standard Fee: None		

53. Request for Certificate of No Derogatory Information

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

Office or Division:	Baguio Extension Office
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	All SEC Registered Entities
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Monitoring Clearance (1) Electronic Copy	Securities and Exchange Commission - Baguio Extension Office
Remarks: *eWATCH Monitoring Request System:* *https://ewatch.sec.gov.ph/*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Sends email request with Monitoring Clearance. **Location:** secbaguio@sec.gov.ph	1.1. Checks completeness of the requirements and verifies status of corporation through the Certification Issuance System-Unified Reference Database (CIS-URDB)	None	15 minute/s	• SEC Administrative Assistant II; Baguio Extension Office
	1.2. Issues a Payment Assessment Form (PAF) through email, if with complete requirements and status in CIS-URDB is cleared		15 minute/s	• SEC Securities Specialist II; Baguio Extension Office

2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the electronic Official Receipt via email	**Standard Fees** Breakdown: Certification Fee: PHP 500 Documentary Stamp Tax: PHP 30 --- Total: PHP 530	6 hour/s	• Accounting Division; Financial Management Department (FMD)
3. Submits proof of payment through email. **Location:** secbaguio@sec.gov.ph	3.1. Acknowledge receipt of proof of payment with instruction to wait for the releasing appointment that will be issued through email	None	10 minute/s	• SEC Information Officer II; Baguio Extension Office
	3.2. Prints the proof of payment		25 minute/s	• SEC Information Officer II; Baguio Extension Office
	3.3. Prints the Certificate of No Derogatory Information through the CIS-URDB		25 minute/s	• SEC Administrative Assistant I; Baguio Extension Office
	3.4. Reviews the application and signs the Certificate of No Derogatory Information		2 working day/s	• SEC Director; Baguio Extension Office
	3.5. Sends email for releasing appointment		10 minute/s	• SEC Information Officer II; Baguio Extension Office
4. Goes to the SEC Baguio Extension Office and presents the proof of payment for the release of the requested Certificate **Location:** SEC Baguio Extension Office, 3rd floor, Newtown Square, #42 Navy Base Rd., Baguio City	4.1. Seals the Certificate of No Derogatory Information with the SEC logo	None	5 minute/s	• SEC Administrative Assistant I; Baguio Extension Office
	4.2. Releases the Certificate of No Derogatory Information (CNDI) to the applicant		5 minute/s	• SEC Administrative Assistant I; Baguio Extension Office

Total Processing Time:	Working Days: 2 working day/s, 7 hour/s, 50 minute/s
Total Processing Fee:	Total Standard Fee: PHP 530

54. Request for Certification as Broker Dealer in Securities Investment, etc., - For General Public

This service outlines the application procedures for the public seeking Certification as Broker-Dealers in Securities Investment and related capacities.

Office or Division:	Baguio Extension Office
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	General Public
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. iMESSAGE Service Ticket (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Creates a Service Ticket through SEC iMESSAGE **Location:** https://imessage.sec.gov.ph/	1.1. Assigns ticket to agent.	None	5 minute/s	• SEC Administrative Assistant II; Baguio Extension Office
	1.2. Issues a Payment Assessment Form (PAF) through iMESSAGE.		5 minute/s	• SEC Securities Specialist II; Baguio Extension Office
2. Pays throughthe eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches	2. Issues payment confirmation containing the electronic Official Receipt via email	**Standard Fees** Breakdown: Certification Fee: PHP 500 Documentary Stamp Tax: PHP 30 --- Total: PHP 530	1 minute/s	• Financial Management Department; Financial Management Department (FMD)
3. Submits proof of payment through email **Location:**	3.1. Acknowledge receipt of proof of payment with instruction to wait for the	None	10 minute/s	• SEC Information Officer II;

secbaguio@sec.gov.ph	releasing appointment that will be issued through email			Baguio Extension Office
	3.2. Validates the inquiry, the availability of information in online facilities and other records		30 minute/s	• SEC Administrative Assistant II; Baguio Extension Office
	3.3. Routes request for the monitoring of the corporate status and verification of necessary Licenses, respectively		1 working day/s	• SEC Administrative Assistant II; Baguio Extension Office • SEC Securities Specialist II; Baguio Extension Office • SEC Securities Specialist I; Baguio Extension Office
	3.4. Drafts and Prints the Certification		1 hour/s	• SEC Securities Counsel II; Baguio Extension Office
	3.5. Reviews and signs the Certification		6 hour/s	• SEC Director; Baguio Extension Office • SEC Securities Counsel II; Baguio Extension Office
	3.6. Scans and uploads the Certification to the Document Verification System to generate QR Code		20 minute/s	• SEC Administrative Assistant II; Baguio Extension Office
	3.7. Prints the Certification with generated QR Code		10 minute/s	• SEC Administrative Assistant II; Baguio Extension Office

	3.8. Seals the certification		5 minute/s	• SEC Administrative Assistant II; Baguio Extension Office
	3.9. Routes the Certification to the SEC Help Desk.		5 minute/s	• SEC Administrative Assistant II; Baguio Extension Office
	3.10. Sends email for the releasing schedule/notice		15 minute/s	• SEC Information Officer II; Baguio Extension Office
4. Presents proof of payment to the SEC Baguio Extension Office Help Desk. **Location:** SEC Baguio Extension Office	4.1. Receives the proof of payment.	None	5 minute/s	• SEC Administrative Assistant II; Baguio Extension Office
	4.2. Releases the Certification		15 minute/s	• SEC Administrative Assistant II; Baguio Extension Office

General Remarks

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

Total Processing Time:	Working Days: 2 working day/s, 1 hour/s, 6 minute/s
Total Processing Fee:	Total Standard Fee: PHP 530

55. Request for Certification as Broker Dealer in Securities Investment, etc., - For Government Agencies

This service outlines the application procedures for Government Agencies seeking Certification as Broker-Dealers in Securities Investment and related capacities.

Office or Division:	Baguio Extension Office
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	Other government agencies.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Signed letter request (1 electronic copy) (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Creates a Service Ticket through SEC iMESSAGE **Location:** https://imessage.sec.gov.ph/	1.1. Assigns ticket to agent.	None	5 minute/s	• SEC Administrative Assistant II; Baguio Extension Office
	1.2. Issues a Payment Assessment Form (PAF) through iMESSAGE.		5 minute/s	• SEC Securities Specialist II; Baguio Extension Office
2. Pays throughthe eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches	2. Issues payment confirmation containing the electronic Official Receipt via email	**Standard Fees** Breakdown: Certification Fee: PHP 500 Documentary Stamp Tax: PHP 30 Total: PHP 530	1 minute/s	• Financial Management Department; Financial Management Department (FMD)
3. Submits proof of payment through email **Location:**	3.1. Acknowledge receipt of proof of payment with instruction to wait for the	None	10 minute/s	• SEC Information Officer II;

secbaguio@sec.gov.ph	releasing appointment that will be issued through email			Baguio Extension Office
	3.2. Validates the inquiry, the availability of information in online facilities and other records		30 minute/s	• SEC Administrative Assistant II; Baguio Extension Office
	3.3. Routes request for the monitoring of the corporate status and verification of necessary Licenses, respectively		1 working day/s	• SEC Administrative Assistant II; Baguio Extension Office • SEC Securities Specialist II; Baguio Extension Office • SEC Securities Specialist I; Baguio Extension Office
	3.4. Drafts and Prints the Certification		1 hour/s	• SEC Securities Counsel II; Baguio Extension Office
	3.5. Reviews and signs the Certification		6 hour/s	• SEC Director; Baguio Extension Office • SEC Securities Counsel II; Baguio Extension Office
	3.6. Scans and uploads the Certification to the Document Verification System to generate QR Code		20 minute/s	• SEC Administrative Assistant II; Baguio Extension Office
	3.7. Prints the Certification with generated QR Code		10 minute/s	• SEC Administrative Assistant II; Baguio Extension Office

	3.8. Seals the certification		5 minute/s	• SEC Administrative Assistant II; Baguio Extension Office
	3.9. Routes the Certification to the SEC Help Desk.		5 minute/s	• SEC Administrative Assistant II; Baguio Extension Office
	3.10. Sends email for the releasing schedule/notice		15 minute/s	• SEC Information Officer II; Baguio Extension Office
4. Presents proof of payment to the SEC Baguio Extension Office Help Desk. **Location:** SEC Baguio Extension Office	4.1. Receives the proof of payment.	None	5 minute/s	• SEC Administrative Assistant II; Baguio Extension Office
	4.2. Releases the Certification		15 minute/s	• SEC Administrative Assistant II; Baguio Extension Office

General Remarks

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

Total Processing Time:	Working Days: 2 working day/s, 1 hour/s, 6 minute/s
Total Processing Fee:	Total Standard Fee: PHP 530

56. Request for Certification from General Public

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

Office or Division:	Baguio Extension Office
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	Other government agencies.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Signed letter request (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Create a Service Ticket through SEC iMESSAGE **Location:** https://imessage.sec.gov.ph/	1.1. Assigns ticket to agent.	None	5 minute/s	• SEC Administrative Assistant II; Baguio Extension Office
	1.2. Generates and issues a Payment Assessment Form (PAF).		5 minute/s	• SEC Securities Specialist II; Baguio Extension Office
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home or SEC accredited Land Bank branches	2.1. eSPAYSEC automatically Issues payment confirmation containing the electronic Official Receipt via email	**Standard Fees** Breakdown: Certification Fee: PHP 500 Documentary Stamp Tax: PHP 30 Total: PHP 530	1 minute/s	• Financial Management Department; Any of requesting office / division
	2.2. Validates corporate information through ENDOW and other SEC records.		25 minute/s	• SEC Securities Counsel II; Baguio Extension Office
	2.3. Drafts Certification.		50 minute/s	• SEC Securities Counsel II; Baguio

				Extension Office
	2.4. Reviews, signs, and seals Certification.		30 minute/s	• SEC Director; Baguio Extension Office
	2.5. Communicates schedule of release of Certification to client.		30 minute/s	• SEC Administrative Assistant II; Baguio Extension Office
3. Presents proof of payment to the SEC Baguio Extension Office Help Desk **Location:** SEC Baguio Extension Office	3.1. Receives the proof of payment.	None	3 minute/s	• SEC Administrative Assistant II; Baguio Extension Office
	3.2. Releases the Certification.		5 minute/s	• SEC Administrative Assistant II; Baguio Extension Office

General Remarks

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

Total Processing Time:	Working Days: 2 hour/s, 34 minute/s
Total Processing Fee:	Total Standard Fee: PHP 530

57. Request for Certification from Government Agencies

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

Office or Division:	Baguio Extension Office
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	Other government agencies.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Signed letter request (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Create a Service Ticket through SEC iMESSAGE **Location:** https://imessage.sec.gov.ph/	1.1. Assigns ticket to agent.	None	5 minute/s	• SEC Administrative Assistant II; Baguio Extension Office
	1.2. Generates and issues a Payment Assessment Form (PAF).		5 minute/s	• SEC Securities Specialist II; Baguio Extension Office
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home or SEC accredited Land Bank branches	2.1. eSPAYSEC automatically Issues payment confirmation containing the electronic Official Receipt via email	**Standard Fees** Breakdown: Certification Fee: PHP 500 Documentary Stamp Tax: PHP 30 Total: PHP 530	1 minute/s	• Financial Management Department; Any of requesting office / division
	2.2. Validates corporate information through ENDOW and other SEC records.		25 minute/s	• SEC Securities Counsel II; Baguio Extension Office
	2.3. Drafts Certification.		50 minute/s	• SEC Securities Counsel II; Baguio

				Extension Office
	2.4. Reviews, signs, and seals Certification.		30 minute/s	• SEC Director; Baguio Extension Office
	2.5. Communicates schedule of release of Certification to client.		30 minute/s	• SEC Administrative Assistant II; Baguio Extension Office
3. Presents proof of payment to the SEC Baguio Extension Office Help Desk **Location:** SEC Baguio Extension Office	3.1. Receives the proof of payment.	None	3 minute/s	• SEC Administrative Assistant II; Baguio Extension Office
	3.2. Releases the Certification.		5 minute/s	• SEC Administrative Assistant II; Baguio Extension Office

General Remarks

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

Total Processing Time:	Working Days: 2 hour/s, 34 minute/s
Total Processing Fee:	Total Standard Fee: PHP 530

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

This service details the procedure on public requests for Certification with or without Secondary License.

Office or Division:	Baguio Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business)
Who may avail:	Other government agencies.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Signed letter request (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Creates a Service Ticket through SEC iMESSAGE. **Location:** https://imessage.sec.gov.ph/	1.1. Assigns ticket to agent.	None	5 minute/s	• SEC Administrative Assistant II; Baguio Extension Office
	1.2. Issues a Payment Assessment Form (PAF) through iMESSAGE.		5 minute/s	• SEC Securities Specialist II; Baguio Extension Office
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home or SEC accredited Land Bank branches	2.1. eSPAYSEC automatically issues payment confirmation containing the electronic Official Receipt via email	**Standard Fees** Breakdown: Certification Fee: PHP 500 Documentary Stamp Tax: PHP 30 Total: PHP 530	1 minute/s	• Financial Management Department; Financial Management Department (FMD)
	2.2. Validates the inquiry, the availability of information in online facilities and other records		20 minute/s	• SEC Securities Counsel II; Baguio Extension Office
	2.3. Drafts Certification.		50 minute/s	• SEC Securities Counsel II; Baguio

				Extension Office
	2.4. Reviews, signs, and seals Certification.		1 working day/s	• SEC Director;
	2.5. Communicates schedule of release of Certification.		10 minute/s	• SEC Administrative Assistant II; Baguio Extension Office
3. Presents proof of payment to the SEC Baguio Extension Office Help Desk **Location:** SEC Baguio Extension Office	3.1. Receives the proof of payment.	None	3 minute/s	• SEC Administrative Assistant II; Baguio Extension Office
	3.2. Releases the Certification		5 minute/s	• SEC Administrative Assistant II; Baguio Extension Office

General Remarks

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

Total Processing Time:	Working Days: 1 working day/s, 1 hour/s, 39 minute/s
Total Processing Fee:	Total Standard Fee: PHP 530

59. Request for Certification with or without Secondary License - For Government Agencies

This service details the procedure on inter-agency requests for Certification with or without Secondary License.

Office or Division:	Baguio Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business)
Who may avail:	Other government agencies.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Signed letter request (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Creates a Service Ticket through SEC iMESSAGE. **Location:** https://imessage.sec.gov.ph/	1.1. Assigns ticket to agent.	None	5 minute/s	• SEC Administrative Assistant II; Baguio Extension Office
	1.2. Issues a Payment Assessment Form (PAF) through iMESSAGE.		5 minute/s	• SEC Securities Specialist II; Baguio Extension Office
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home or SEC accredited Land Bank branches	2.1. eSPAYSEC automatically issues payment confirmation containing the electronic Official Receipt via email	**Standard Fees** Breakdown: Certification Fee: PHP 500 Documentary Stamp Tax: PHP 30 Total: PHP 530	1 minute/s	• Financial Management Department; Financial Management Department (FMD)
	2.2. Validates the inquiry, the availability of information in online facilities and other records		20 minute/s	• SEC Securities Counsel II; Baguio Extension Office
	2.3. Drafts Certification.		50 minute/s	• SEC Securities Counsel II; Baguio

				Extension Office
	2.4. Reviews, signs, and seals Certification.		1 working day/s	• SEC Director;
	2.5. Communicates schedule of release of Certification.		10 minute/s	• SEC Administrative Assistant II; Baguio Extension Office
3. Presents proof of payment to the SEC Baguio Extension Office Help Desk **Location:** SEC Baguio Extension Office	3.1. Receives the proof of payment.	None	3 minute/s	• SEC Administrative Assistant II; Baguio Extension Office
	3.2. Releases the Certification		5 minute/s	• SEC Administrative Assistant II; Baguio Extension Office
General Remarks The 3-days processing time is for one agency/request being served at one time. The time is extended when there are more agencies/requests				
Total Processing Time:		Working Days: 1 working day/s, 1 hour/s, 39 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 530		

60. Request for Name Verification for Amendment

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

Office or Division:	Baguio Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All SEC Registered Entities
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Accomplished Request for Name Verification Form (1) Electronic Copy	Applicant / Client

Remarks:

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

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Creates a Service Ticket through SEC iMESSAGE **Location:** https://imessage.sec.gov.ph/	1.1. Assigns ticket to agent.	**Standard Fees** Breakdown: Name Verification Fee: PHP 100 Total: PHP 100	10 minute/s	• SEC Administrative Assistant II; Baguio Extension Office • SEC Director; Baguio Extension Office
	1.2. Issues Payment Assessment Form for Name Verification		7 hour/s, 30 minute/s	• SEC Securities Specialist II; Baguio Extension Office • SEC Securities Specialist I; Baguio Extension Office
2. Pays Name Verification Fee through eSPAYSEC or Landbank.	2.1. Approves the proposed name/s or trade name/s	None	20 minute/s	• SEC Director; Baguio

Location: https://espaysec.sec.gov.ph/payment-portal/home				Extension Office • SEC Securities Counsel II; Baguio Extension Office
	2.2. Issues Name Verification Slip through iMESSAGE.		10 minute/s	• SEC Director; Baguio Extension Office
Total Processing Time:		Working Days: 1 working day/s, 10 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 100		

61. Request for Payment of Fines in Installment Basis

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

Office or Division:	Baguio Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	General transacting public and business entities for stock and non-stock registered corporations.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Letter request for the installment (1) Electronic Copy	Applicant / Client
2. Copy of Monitoring Sheet with final assessment (1) Electronic Copy	Securities and Exchange Commission - Baguio Extension Office

Remarks:

The client may be asked to provide the copy if it is not available in the online database.

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Send a letter requesting for installment of payment of fines together with attachments to imessage.sec.gov.ph **Location:** Request via imessage.sec.gov.ph	1.1. Assign the letter request.	None	10 minute/s	• Information Officer II; Baguio Extension Office
	1.2. Review the request if it will qualify for installment of payment of fines.		1 hour/s	• SEC Securities Specialist II; Baguio Extension Office
	1.3. Prepare Memorandum to the Commission En Banc. Note: For corporations with Petition to Lift Order of Revocation/ Suspension and requesting for payment in installment, the Memorandum shall be through the Supervising		20 minute/s	• SEC Information Officer II; Baguio Extension Office • SEC Administrative Assistant II; Baguio

	Commissioner of the Department.			Extension Office
	1.4. Review the Memorandum. Note: If there are corrections, return the Memorandum to the Monitoring Specialist for revision; if no corrections, forward the Memorandum to the Director, for review.		30 minute/s	• Securities Counsel II; Baguio Extension Office
	1.5. Present the request to the Commission En Banc through the Supervising Commissioner as the case may be, for approval. Note: The processing time varies on the schedule of presentation to the Commission En Banc.		3 working day/s	• Director; Baguio Extension Office
	1.6. Approves the request for payment in installment of fines.		1 working day/s	• Supervising Commissioner; Any of requesting office / division • Supervising Commissioner; Office of the Commissioner
	1.7. Secure a copy of the En Banc Resolution from the Commission Secretary.		1 working day/s	• SEC Director I; Baguio Extension Office • Information Officer II; Baguio Extension Office
	1.8. Prepare the draft letter informing the applicant about the decision of the Commission En Banc and/or Supervising Commissioner. Note: The Confirmation of Payment (COP) shall be issued upon full payment of fines.		30 minute/s	• SEC Information Officer II; Baguio Extension Office
	1.9. Review and forward the draft letter to the		20 minute/s	• Securities Counsel II;

	Director.			Baguio Extension Office
	1.10. Approve and sign the Draft Letter.		10 minute/s	• Director; Baguio Extension Office
	1.11. Send the letter directly to the sender's email address.		10 minute/s	• SEC Information Officer II; Baguio Extension Office
2. Request for the Payment Assessment Form (PAF). **Location:** Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home **Notes/Instruction:** 2.2. Pay the first and/or subsequent installments. Note: Assigned monitor will check monthly compliance of the particular corporation on their staggered payments.	2.1. Receive the Official Receipt from the applicant.	**Formula Fees** Breakdown: Penalties/Fines	10 minute/s	• SEC Securities Specialist II; Baguio Extension Office
	2.2. Forward the PAF and/or Monitoring Sheet to the Securities Specialist II, for review and for signature.		10 minute/s	• SEC Administrative Assistant II; Baguio Extension Office
	2.3. Review and sign the COP/MS upon full payment of fines. Note: COP is issued only upon full payment; For corporations with Petition to Lift the Order of Revocation/Suspension, the COP and the Order granting the Petition shall be withheld until full payment of fines.		20 minute/s	• SEC Securities Specialist II; Baguio Extension Office
3. Receives the Confirmation of Payment of Fines. **Location:** Baguio Extension Office	3. Release the Confirmation of Payment to the sender's email address.	None	10 minute/s	• SEC Information Officer II; Baguio Extension Office
Total Processing Time:		Working Days: 5 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Penalties/Fines**

  Guidelines on the Imposition of fines or penalties for non-compliance with reportorial requirements; Memorandum Circular No. 06, series of 2024

SEC Resolution No. 756, s. 2013 and

SEC Resolution No. 757, s. 2013

62. Request for Plain/Authenticated Copies of Documents.

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

Office or Division:	Baguio Extension Office
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	a) General Public; and b) Other government agencies.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Signed letter request (1 electronic copy) (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Sends letter request through DOCUMENT REQUEST SYSTEM (https://bit.ly/SECBAGUIOCTC) **Location:** DOCUMENT REQUEST SYSTEM (https://bit.ly/SECBAGUIOCTC)	1.1. Acknowledge receipt of email request	None	5 minute/s	• SEC Information Officer II; Baguio Extension Office
	1.2. Validates the inquiry, the availability of information in online facilities and other records		30 minute/s	• SEC Administrative Assistant I; Baguio Extension Office
	1.3. Generates a Payment Assessment Form (PAF) .		5 minute/s	• SEC Administrative Assistant II; Baguio Extension Office
2. Pays through the eSPAYSEC **Location:** espaysec.sec.gov.ph/payment-portal/home or SEC accredited Land Bank branches	2. Issues payment confirmation containing the electronic Official Receipt via email	**Formula Fees** Breakdown: Request Fee	1 minute/s	• FMD; Financial Management Department (FMD)
3. Submits proof of payment through email **Location:**	3.1. Acknowledge receipt of proof of payment with instruction to wait for the releasing schedule /	None	5 minute/s	• SEC Information Officer II; Baguio

secbaguio@sec.gov.ph	notice that will be issued through email			Extension Office
	3.2. Prepares the requested documents		5 hour/s	• SEC Administrative Assistant I; Baguio Extension Office
	3.3. Prints the requested documents		50 minute/s	• SEC Administrative Assistant I; Baguio Extension Office
	3.4. If Authenticated Copy/ies, authenticates the printed documents through stamping		50 minute/s	• SEC Administrative Assistant I; Baguio Extension Office
	3.5. Prepares the transmittal / reply letter		20 minute/s	• SEC Administrative Assistant I; Baguio Extension Office
	3.6. Signs the printed documents and transmittal / reply letter		1 working day/s	• SEC Securities Specialist I; Baguio Extension Office • SEC Administrative Officer III; Baguio Extension Office
	3.7. Sends email for the releasing schedule (for pick up) / notice (for transmittal)		5 minute/s	• SEC Information Officer II; Baguio Extension Office
4.Releasing of Documents				
***For Release of Requested Documents** 4.A.Present proof of payment at the SEC Baguio Extension Office Help Desk. **Location:**	4.A.1. Receives the proof of payment.	None	4 minute/s	• SEC Administrative Assistant I; Baguio Extension Office
	4.A.2. Releases the requested document/s		5 minute/s	• SEC Administrative Assistant I;

SEC Baguio Extension Office				Baguio Extension Office
***For Delivery of Requested Documents** 4.B.Receives the transmittal letter with attached requested document/s **Location:** Address of requesting party.	4.B. Transmits the requested document/s	None	1 hour/s	• SEC Administrative Assistant I; Baguio Extension Office

General Remarks

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

Total Processing Time:	
***For Release of Requested Documents**	Working Days: 2 working day/s
***For Delivery of Requested Documents**	Working Days: 2 working day/s, 51 minute/s
Total Processing Fee:	
***For Release of Requested Documents**	Total Standard Fee: None See other fees below
***For Delivery of Requested Documents**	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

- **Request Fee**

  Request fee as per Memorandum Circular No. 06, series of 2025

63. Request for Reduction of Fines

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

Office or Division:	Baguio Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	For request for reduction of fines, general transacting public and business entities for: 1.) Non-stock corporations pursuing noble purposes, such as: I. Religious Corporations; II. Those engaged in educational, charitable, religious, literary, scientific, cultural and cicic services, and; III. Those engaged in assisting, uplifting or promoting the welfare and interest of the physically handicapped, orphans, farmers and underprivileged.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Letter request for the reduction of fines (1) Electronic Copy	Applicant / Client
2. Copy of Monitoring Sheet with final assessment (1) Electronic Copy	Securities and Exchange Commission - Compliance Monitoring Division

Remarks:

The client may be asked to produce the electronic copy of the Monitoring Sheet with final assessment if the said document is not encoded in the online database.

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Send a letter requesting for reduction of fines together with attachments to secbaguio@sec.gov.ph **Location:** secbaguio@sec.gov.ph	1.1. Acknowledges receipt of the request letter.	None	10 minute/s	• SEC Information Officer II; Baguio Extension Office
	1.2. Review the request if it will qualify for reduction of fines.		1 hour/s	• SEC Securities Specialist II; Baguio

				Extension Office
	1.3. Prepare Memorandum to the Commission En Banc.		20 minute/s	• SEC Information Officer II; Baguio Extension Office
	1.4. Inform the client that the request has been endorsed to Commission En Banc.		10 minute/s	• SEC Information Officer II; Baguio Extension Office
	1.5. Review the Memorandum.		30 minute/s	• SEC Director; Baguio Extension Office
	1.6. Present the request to the Commission En Banc through the Supervising Commissioner as the case may be, for approval. Note: The processing time varies on the schedule of the presentation to Commission En Banc.		10 working day/s	• SEC Director; Baguio Extension Office
	1.7. Approves the request for reduction of fines.		20 minute/s	• Commission En Banc; Office of the SEC Chairperson • Supervising Commissioner; Office of the Commissioners
	1.8. Secure a copy of the En Banc Resolution from the Commission Secretary.		1 working day/s	• SEC Securities Specialist II; Baguio Extension Office • SEC Information Officer II; Baguio Extension Office
	1.9. Prepare the draft letter informing the		30 minute/s	• SEC Information

	applicant about the decision of the Commission En Banc and/or Supervising Commissioner.			Officer II; Baguio Extension Office
	1.10. Review and forward the draft letter to the Director.		20 minute/s	• SEC Securities Specialist II; Baguio Extension Office
	1.11. Approve and sign the Draft Letter.		10 minute/s	• SEC Director; Baguio Extension Office
	1.12. Send the letter and Payment Assessment Form directly to the sender's email address.		10 minute/s	• SEC Information Officer II; Baguio Extension Office
2. Pay the approved reduced fines via eSPAYSEC or Landbank **Location:** https://espaysec.sec.gov.ph/payment-portal/home	2.1. Receive the Official Receipt from the applicant.	**Formula Fees** Breakdown: Penalties/Fines	10 minute/s	• SEC Information Officer II; Baguio Extension Office
	2.2. Forward the PAF and/or Monitoring Sheet to the Director/Officer-in-Charge, for review and for signature.		10 minute/s	• SEC Securities Specialist II; Baguio Extension Office
	2.3. Review and sign the COP/Monitoring Clearance upon full payment of the total amount reduced. Note: For corporations with Petition to Lift the Order of Revocation/Suspension, the COP and the Order granting the Petition shall be withheld until full payment of the total reduced fines.		20 minute/s	• SEC Director; Baguio Extension Office
3. Receives the Confirmation of Payment of Fines and Monitoring Clearance. **Location:**	3. Release the Confirmation of Payment to the sender's email address.	None	10 minute/s	• SEC Information Officer II; Baguio Extension Office

SEC Baguio Extension Office				

Total Processing Time:	Working Days: 11 working day/s, 4 hour/s, 30 minute/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

- **Penalties/Fines**

  Guidelines on the Imposition of fines or penalties for non-compliance with reportorial requirements; Memorandum Circular No. 06, series of 2024

  SEC Resolution No. 756, s. 2013 and

  SEC Resolution No. 757, s. 2013

64. Request for Requirements for Petitions/Complaints

This service refers to the request for requirements through email for one-party petitions which are under the jurisdiction of the EOs.

***One-party petitions** are those with only one party is concerned such as: Verified Petition to Correct Entries in the Company Registration Documents; Verified Petition on matters with respect to the payment in the form of property other than cash for the subscription of shares that is used as part of the paid-up capital of a corporation; Verified Request for Dissolution where no Creditors are Affected (Section 134, RCC); Verified Petition for Voluntary Dissolution where Creditors are Affected (Section 135, RCC); and Petition for Revival of Corporate Existence.*

***Two-party complaints** are those with two or more parties are concerned such as: Verified Petition for Revocation of Certificate of Incorporation; Verified Complaint to Mark the General Information Sheet (GIS) as Disputed; Verified Complaint for Violation of Right to Inspect and/or Reproduce Corporate Books/Records, except those falling within the authority of other Operating Departments; and Verified Petition for Disqualification of Directors, Trustees, and Officers of a Corporation, except those falling within the authority of other Operating Departments.*

Office or Division:	Baguio Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Any person who wants to file a petition/complaint which CRMD-CLAD has jurisdiction thereof.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
No Requirements Needed	

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Email secbaguio@sec.gov.ph for requirements **Location:** secbaguio@sec.gov.ph	1. Official webmail administrator would reply to the requestor within 3 working days for the requirements of the petition/complaint requested.	None	3 working day/s	• SEC Information Officer II; Baguio Extension Office • Administrative Assistant II; Baguio Extension Office

Total Processing Time:	Working Days: 3 working day/s
Total Processing Fee:	Total Standard Fee: None

65. Request for Requirements for Petitions/Complaints (Walk-in Inquiry)

This service refers to the request for requirements through walk-in inquiry for petitions/complaints which are under the jurisdiction of the EOs.

***One-party petitions** are those with only one party is concerned such as: Verified Petition to Correct Entries in the Company Registration Documents; Verified Petition on matters with respect to the payment in the form of property other than cash for the subscription of shares that is used as part of the paid-up capital of a corporation; Verified Request for Dissolution where no Creditors are Affected (Section 134, RCC); Verified Petition for Voluntary Dissolution where Creditors are Affected (Section 135, RCC); and Petition for Revival of Corporate Existence.*

***Two-party complaints** are those with two or more parties are concerned such as: Verified Petition for Revocation of Certificate of Incorporation; Verified Complaint to Mark the General Information Sheet (GIS) as Disputed; Verified Complaint for Violation of Right to Inspect and/or Reproduce Corporate Books/Records, except those falling within the authority of other Operating Departments; and Verified Petition for Disqualification of Directors, Trustees, and Officers of a Corporation, except those falling within the authority of other Operating Departments.*

Office or Division:	Baguio Extension Office			
Classification:	Simple			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)			
Who may avail:	Any person who wants to file a petition/complaint which CRMD-CLAD has jurisdiction thereof.			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			**WHERE TO SECURE**	
No Requirements Needed				
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Request the requirements via email to secbaguio@sec.gov.ph **Location:** secbaguio@sec.gov.ph	1. Official webmail administrator would provide the requirements for the requested petition/complaint and the complete instructions for the filing of the petition/ complaint	None	3 hour/s	• SEC Information Officer II; Baguio Extension Office • Administrative Assistant II; Baguio Extension Office
Total Processing Time:		Working Days: 3 hour/s		
Total Processing Fee:		Total Standard Fee: None		

Tarlac Extension Office

External Services

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

The Annex G Form with Sworn Certificate of No Intra Corporate Dispute can be downloaded in Amendment Requirement in the MC28 portal.

FORMS MUST BE NOTARIZED UPON SUBMISSION.

Office or Division:	Tarlac Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	General transacting public and business entities for: a.) Registered corporations; b.) Suspended and Revoked Corporation for purposes of filing a Petition to Set Aside Order of Suspension or Revocation; and c.) Corporations with Notice of Deficiencies and Hearing or Orders.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. NOTARIZED Annex G (1) Electronic Copy	Applicant / Client
Remarks: *Annex G may be found in the MC 28 series of 2020 uploaded in https://mc28.sec.gov.ph/*	
2. NOTARIZED SECRETARY CERTIFICATE OF NO INTRA-CORPORATE DISPUTE (1) Electronic Copy	Applicant / Client
Remarks: *Template available in MC 28 Portal : https://mc28.sec.gov.ph/*	
For Situational Requirement	
A. If the corporation has not yet filed its latest General Information Sheet (GIS).	
A.1. Board Resolution authorizing the corporate secretary to sign and file the Annex G form (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Use and submit notice to change email address and/or mobile number (ANNEX G) application in Memorandum Circular No. 28, Series of 2020 through https://mc28.sec.gov.ph/	1.1. Receive the amendment application through MC28 Portal including its attachments.	None	3 hour/s	• Data Analyst; Tarlac Extension Office • SEC Administrative Assistant II; Tarlac

. Annex G form should be notarized. Use and submit notice to change email address and/or mobile number (ANNEX G) application in Memorandum Circular No. 28, Series of 2020 through https://mc28.sec.gov.ph/ **Location:** https://mc28.sec.gov.ph/				Extension Office
Notes/Instruction: 1.1. Go to **AMENDMENT** in MC28 Portal, the SEC registration number will appear and be available for amendment if the application of ANNEX D for corporations or Annex E for partnerships was approved. 1.2. A one-time password/OTP will be sent to the contact details previously submitted by the client. The user must validate the OTP to proceed with the amendment process. 1.3. Encode the new company details reflected in ANNEX G. Then click the continue and verified contact details. After confirming the details, One-time password/OTP will be sent to the contact details provided in the form. 1.4. Upload ANNEX G with Sworn Certificate of No Intra Corporate Dispute, then submit the application.	1.2. Browse over the SEC systems online, review and compare the information in the uploaded ANNEX G and encoded data in the portal.		5 hour/s	• Data Analyst; Tarlac Extension Office • SEC Administrative Assistant II; Tarlac Extension Office
	1.3. Check the signatories of the required attachments i.e. ANNEX G and Sworn Certificate of No Intra Corporate Dispute.		3 hour/s	• Data Analyst; Tarlac Extension Office • SEC Administrative Assistant II; Tarlac Extension Office
2. Receive a display confirmation indicating	2.1. If the old information from Annex D/E is	None	1 working day/s	• Data Analyst; Tarlac

that the submission was successful along with reference Number assigned to the transaction at the same time a confirmation email notifying them that the submission has been successfully received and is now under reviewed by the SEC. Receive an email notification in their official email address encoded in MC28 Portal, regarding status and remarks. **Location:** SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City **Notes/Instruction:** 2.1. If the application is for compliance/rejected, client must re-apply their application in MC28 Portal Amendment with the compliance from the said remarks. 2.2 If the party no longer has access to the old information, they may select the " I don't have any access" option. This will prompt them to submit a Notarized Explanation Letter in the form of a Director's Certificate (Must be signed by the majority of the board/trustees). After seven (7) working days, if no comment has been received and the explanation is clearly stated, the request will be tagged as approved. The system	consistent with the information in Annex G, consistently encoded in the portal, and with complete documents, it will be tagged as approved.			Extension Office • SEC Administrative Assistant II; Tarlac Extension Office
	2.2. If the application is for compliance, it will be tagged as rejected (the findings are stated as well as the possible solutions/remedies for compliance).		1 working day/s	• Data Analyst; Tarlac Extension Office • SEC Administrative Assistant II; Tarlac Extension Office
	2.3. After seven (7) working days, if no comment has been received and the explanation is clearly stated, the request will be tagged as approved. The system will then send a link to proceed with the submission of Annex G.		8 working day/s	• Data Analyst; Tarlac Extension Office • SEC Administrative Assistant II; Tarlac Extension Office

will then send a link to proceed with the submission of Annex G.				
Total Processing Time:		Working Days: 11 working day/s, 3 hour/s		
Total Processing Fee:		Total Standard Fee: None		

2. Amendment to shorten the corporate term (Voluntary Dissolution under Section 136 of the RCC) where the proposed expiration of the corporate term [must contemplate a future date] is less than one year, from approval of the application for amendment under Regular Processing

This service details the procedure and the documentary requirements for amendment of Stock and Non-Stock Corporations to shorten the corporate term where the proposed expiration is less than one year, from the approval of the application under Regular Processing.

Office or Division:	Tarlac Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered stock domestic corporations with foreign equity participation of not more than forty percent (40%) and non-stock corporations, except lending corporations and financing companies, through their Authorized Representatives.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Amended Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client
3. Directors` or Trustees` Certificate (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *Original copy should be signed (wet signature) and notarized* • *notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors and stockholders, (iii) the date and place of the stockholders' meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed name.* *Secure sample format through the SEC Website:* • *Director's Certificate:- https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf* • *Trustees' Certificate- https://www.sec.gov.ph/wp-content/uploads/2019/11/Trustees_Certificate.pdf*	
Sub Requirement	

3.A. For One Person Corporation	
3.A.1. Notarized Resolution of the Single Stockholder (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *signed by the single stockholder and Corporate Secretary* • *https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm_RESOLUTION-opc.docx*	
4. Audited Financial Statements as of the last fiscal year stamped received by SEC and BIR (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *EXCEPT:* 1. *Where the applicant has ceased operations for at least one (1) year, it shall submit: a) Audited Financial Statements as of the last fiscal year of operation; and b) Affidavit of non-operation certified under oath by the President and Treasurer* 2. *Where the applicant has no operation since incorporation, it shall submit: a) Balance Sheet certified under oath by the Treasurer and President; b) Affidavit of non-operation certified under oath by the President and Treasurer; To be provided by the Company 67 c) Certificate of non-registration issued by the BIR* 3. *Where the applicant corporation (stock or nonstock) is with total assets or liabilities of less than Three Million Pesos (Php 3,000,000.00), it shall submit its Balance Sheet as of last preceding fiscal year certified under oath by the President and Treasurer*	
5. Certification under oath by the President and Treasurer (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *certifying that:* 1. *the dissolution is not prejudicial to the interest of the creditors; and* 2. *there is no opposition from any creditor from the time of publication of the notice of dissolution up to the filing of the dissolution with the Commission*	
6. Bureau of Internal Revenue (BIR) Tax Clearance Certificate (2) Original Copy And (1) Electronic Copy	Bureau of Internal Revenue - BIR
7. Publisher’s Affidavit of Publication of the notice of meeting (once) (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Publisher of a newspaper of general circulation*	
8. Notarized Secretary's Certificate of no pending case of intra-corporate dispute (2) Original Copy And (1) Electronic Copy	SECURITIES AND EXCHANGE COMMISSION - Tarlac Extension Office
Remarks: *Download Secretary’s Certificate sample form through this link: https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx*	

9. Clearance/Favorable recommendation from other Departments of the Commission or from the appropriate (2) Original Copy And (1) Electronic Copy	Applicant / Client
For Situational Requirement	
A. For Clearance from other SEC departments	
Sub Situational Requirement/s	
A.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
A.a.1. Corporate Governance and Finance Department Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department
A.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
A.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
A.c. For Financial Technology (FinTech) related business activities	
A.c.1. PhiliFintech Innovation Office (PIO) and Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO) and Enforcement and Investor Protection Department (EIPD)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
B. Endorsement from other government agencies	
Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	

B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy			Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas	
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization				
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy			Insurance Commission - Insurance Commission	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, and submit the application in the eAMEND portal (Regular Processing) **Location:** (https://eamend.sec.gov.ph/login)	1.1. Assign to SEC processors if the documents are complete.	None	1 hour/s	• SEC Administrative Assistant II; Tarlac Extension Office
	1.2. Verifies completeness of amendment requirements, process and evaluates application for amendment		4 working day/s, 6 hour/s, 50 minute/s	• SEC Confidential Assistant III Securities Specialist I Securities Counsel II Securities Specialist II; Tarlac Extension Office
	1.3. Processes and evaluates the financial aspects of the dissolution application.		5 working day/s	• SEC Confidential Assistant III Securities Specialist I Securities Counsel II Securities Specialist II; Tarlac Extension Office
	1.4. Issues Payment Assessment Form (PAF) to the applicant.		5 minute/s	• SEC Confidential Assistant III Securities Specialist I Securities Counsel II Securities Specialist II; Tarlac Extension Office
2. Pays the filing fee through SEC-accredited	2. Issues payment confirmation containing	**Standard Fees** Breakdown:	5 minute/s	• Accounting Department; Financial

Landbank branches or through eSPAYSEC **Location:** https://espaysec.sec.gov.ph/	the Electronic Official Receipt via eSPAYSEC	AMENDED ARTICLES OF INCORPORATION: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 Total: PHP 1040		Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City	3.1. Receives and verifies documentary requirements and proof of payment	None	5 minute/s	• Data Analyst; Tarlac Extension Office
	3.2. Retrieves and prints the source documents in the system		15 minute/s	• Securities Counsel II, Securities Specialist II, Securities Specialist I, SEC Confidential Assistant III; Tarlac Extension Office
	3.3. Prepares the Certificate of Amended Articles of Incorporation		10 minute/s	• SEC Administrative Officer II; Tarlac Extension Office
	3.4. Reviews the application and signs the Certificate of Amended Articles of Incorporation		9 working day/s, 7 hour/s	• Director; Tarlac Extension Office
	3.5. Forwards the signed Certificate of Amended Articles of Incorporation to the Releasing Unit.		10 minute/s	• SEC Administrative Officer II; Tarlac Extension Office
	3.6. Tags the application through the eAmend Portal to issue the Notice for Schedule of Appointment on the release of the Certificate of Amendment of Articles of Incorporation and/or By-Laws		5 minute/s	• Securities Specialist II, Securities Counsel II, Securities Specialist I, SEC Confidential Assistant III; Tarlac

				Extension Office
4. Proceeds to SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Amended Articles of Incorporation **Location:** SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City	4. Releases signed Certificate of Amended Articles of Incorporation	None	15 minute/s	• Data Analyst; Tarlac Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1040		

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

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

1. *Articles of Incorporation*

- *Prefatory Clause;*
- *Corporate Name/Business Name;*
- *Primary Purpose;*
- *Secondary Purpose;*
- *Change in the Principal Office Address;*
- *Terms of Existence;*
- *Increase or Decrease in the Number of the Board of Directors/Trustees;*
- *Features of Shares, except if simultaneously filed with an application for increase of capital stock, or reclassification/declassification of shares;*
- *Provision for the Undertaking to Change Name;*
- *Fiscal Year for One Person Corporations (OPCs);*

1. *By-Laws*

- *Adoption of Corporate Name in the By-Laws;*
- *Provision for Transfer of Stock and Rights of Stockholders or Interest (e.g. Right of First Refusal, Pre-Emptive Rights);*
- *Amendment of a Corporation Sole (change of corporate name, change of address, change of primary purpose)*
- *Provision for Tax Exemption for Non-Stock;*
- *Date of Annual Meeting of the stockholders/members;*
- *Fiscal Year;*
- *Audit of Books and Dividends;*
- *Seal;*
- *Subscription, Issuance and Transfer of Shares;*
- *Suspension, Expulsion and Termination of Membership;*
- *The Form for Proxies of Stockholders/Members and the Manner of Voting Them;*
- *The Manner of Election or Appointment, Qualification, Functions, and the Term of Office of All Officers other than Directors/Trustees;*
- *The Place and Manner of Calling and Conducting Regular Meetings of the Stockholders/Members;*
- *The Powers, Qualifications, Duties, Term, and Compensation of Directors/Trustees;*
- *The Required Quorum in Meetings of Stockholders/Members;*
- *The Time, Place, and Manner of Calling and Conducting Regular or Special Meetings of the Directors/Trustees;*
- *The Time, Place, and Manner of Calling and Conducting Special Meetings of the Stockholders/Members; and*
- *Amendments of Amended By-Laws concerning two (2) to four (4) provisions thereof.*

Office or Division:	Tarlac Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)

Who may avail:	All registered stock domestic corporations with foreign equity participation of not more than forty percent (40%) and non-stock corporations, except lending corporations and financing companies, through their Authorized Representatives.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *With downloadable system-generated forms in the eAmend Portal*	
2. Amendment Form (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *With downloadable system-generated forms in the eAmend Portal* • *notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed names* • ***For corporation sole**: Original copies should be signed (wet signature) and notarized*	
3. Amended Articles of Incorporation/By-Laws (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • ***two (2) copies shall be submitted together with all the documentary requirements uploaded in the eAMEND portal** (Please submit the Amended Articles of Incorporation/By-laws incorporating the proposed provisions. The amendments must be clearly underlined and annotated with the phrase "(As amended on [date of meeting])" immediately following the amended provision. Kindly ensure that no established facts are removed or modified in the process.)*	
4. Monitoring Clearance (1) Original Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *Application for Monitoring Clearance through: ewatch.sec.gov.ph* • *If there is no valid and available Monitoring Clearance, submit an Affidavit of Undertaking for Monitoring from the eAMEND System.* • *If you have previously used an Affidavit of Undertaking for your amendment application, kindly submit a valid Monitoring Clearance issued by the Tarlac Extension Office for your current application.*	

5. Affidavit of Undertaking for Post-Evaluation (2) Original Copy And (1) Electronic Copy	Applicant / Client

Remarks:

With downloadable system-generated forms in the eAmend Portal

For Situational Requirement

A. For Clearance from other SEC departments

Sub Situational Requirement/s

A.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation

A.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)

A.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House

A.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)

A.c. For Financial Technology (FinTech) related business activities

A.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)

Remarks:

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

A.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)

Remarks:

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

B. Endorsement from other government agencies	
Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For applications with Amendment of By-laws	
Sub Situational Requirement/s	
C.a. Air Transport	
C.a.1. Civil Aeronautics Board Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.b. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions	
C.b.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.c. Educational Institution: (stock & non-stock)	
C.c.1. Department of Education Endorsement for Elementary (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.c.2. Commission on Higher Education Endorsement for College, Tertiary Course	Applicant / Client

(2) Original Copy And (1) Electronic Copy	
C.c.3. Technical Education Skills and Development Authority Endorsement for Technical Vocational Course (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.d. Electric Power Plant/Trading of Petroleum Products	
C.d.1. Department of Education Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.e. Hospital, Dental, Medical Clinics	
C.e.1. Department of Health Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.f. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.f.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.g. Money Changer and Remittance Services	
C.g.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.h. Non-Chartered Government Owned and Controlled Corporation	
C.h.1. Government Commission for Government-owned and Controlled Corporation Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.i. Professional Association	
C.i.1. Professional Regulation Commission Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.j. Radio, TV, Telephone, Internet Service Providers, Value-Added Service Provider	
C.j.1. National Telecommunications Commission Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.k. Recruitment for Overseas Employment	
C.k.1. Philippine Overseas Employment Administration Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.l. Security Agency/ Anti-Crime Task Force	
C.l.1. Philippine National Police Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.m. Tobacco Related Business	
C.m.1. National Tobacco Administration Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.n. Volunteer Fire Brigade	
C.n.1. Bureau of Fire Protection (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.o. Vessel/Ship Operation, Ship Management. Shipbuilding, Ship Repair, Shipping Agency, Ship Husbanding, Ship Chandling and other Maritime related activities	

C.o.1. Maritime Industry Authority (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.p. Water Service Providers and Waterworks	
C.p.1. Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
D. For Amendment of Corporate Name	
Sub Situational Requirement/s	
D.a. For Amendment of Corporate Name	
D.a.1. Name Verification Slip for Amendment of Corporate Name with Proof of Payment of Reservation Fee (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *File a request through imessage.sec.gov.ph and select "**Request for Name Verification for Amendment - Tarlac"***	
D.a.2. Affidavit of a director, trustees or officer undertaking to change corporate name, if not stated in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, pays the filing fee through through eSPAYSEC and submit the application in the eAMEND portal (Regular Processing) **Location:** **(https://eamend.sec.gov.ph/login)**	1.1. Issues payment confirmation containing the Electronic Official Receipt via eSPAYSEC.	**Standard Fees** Breakdown: Amended Articles of Incorporation: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 Total: PHP 1040 **Possible Fees** Breakdown: Amendment of By-Laws: PHP 1000	5 minute/s	• Accounting Division; Financial Management Department (FMD)
	1.2. Assign to SEC processors if the documents are complete.		1 hour/s	• SEC Administrative Assistant II; Tarlac Extension Office
	1.3. Verifies completeness of amendment requirements, process and evaluates application for amendment		6 working day/s, 6 hour/s, 45 minute/s	• Securities Specialist I, SEC Confidential Assistant III, Securities Counsel II,Securities Specialist II; Tarlac

				Extension Office
	1.4. Tags the application Complete and issue the Digital Certificate of Amendment of Articles of Incorporation and/or By-Laws	**Formula Fees** Breakdown: Name Reservation Slip	5 minute/s	• SEC Confidential Assistant III, Securities Specialist II, Securities Counsel II, Securities Specialist I; Tarlac Extension Office
2. Generates the Digital Certificate **Location:** https://eamend.sec.gov.ph/login **Notes/Instruction:** To secure the original copy of the Certificate, the applicant has to submit two (2) sets of originally signed documentary requirements with original proof of payment within a period fifteen (15) days from the date of issuance of the Digital Certificate	2. None	None	5 minute/s	• None; Tarlac Extension Office
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1040 See other fees below		

Possible Fees

- **Amendment of By-Laws** : 1000

Formula / Schedule of Fees

- **Name Reservation Slip**

  Php 100 per Corporate Name

  *Additional Php 100 per trade name

4. Application for Amendment of Articles of Incorporation and/or By-laws of Lending/Financing Companies

This service outlines the online procedure adopted for the amendment of the Articles of Incorporation and/or By-laws of Lending and Financing Companies.

Office or Division:	Tarlac Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Coversheet (3) Original Copy	Applicant / Client
Remarks: *May secure a Checklist of requirements and sample formats from the Licensing Unit or through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf.*	
2. Amended Articles of Incorporation/By-laws (1) Original Copy And (2) Photo Copy	Applicant / Client
3. Directors` Certificate - notarized and signed by majority of the directors and the corporate secretary, certifying (i) the amendment of the Articles of Incorporation and indicating the amended provisions, (ii) the vote of the directors and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their names (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *May secure a copy through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf*	
4. Notarized Secretary's Certificate on no pending case of intra-corporate dispute (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *May secure a copy through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf*	
5. Monitoring Clearance (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks:	

File a request for monitoring clearance at ewatch.sec.gov.ph.

For Situational Requirement	
A. If the provision to be amended is the corporate name	
A.1. Name Verification Slip (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *File your request through imessage.sec.gov.ph and select "**Request for Name Verification for Amendment - Tarlac".***	
A.2. Affidavit of a director or officer undertaking to change corporate name, if not stated in the Al (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *May secure a copy through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/2019_FormsUndertakingtoChangeName.pdf*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of the requirements to the eAMEND Portal **Location:** https://eamend.sec.gov.ph/login **Notes/Instruction:** If the application is found to be for compliance during the evaluation stage, the applicant will have to go back to step 1- Submission of requirements	1.1. Assign to SEC processors if the documents are complete.	None	10 minute/s	• SEC Administrative Assistant II; Tarlac Extension Office
	1.2. Verifies completeness of amendment requirements, process and evaluates application for amendment		5 working day/s, 7 hour/s, 45 minute/s	• Securities Counsel II ; Tarlac Extension Office • Securities Specialist II; Tarlac Extension Office • Securities Specialist I; Tarlac Extension Office • SEC Confidential Assistant III; Tarlac Extension Office
2. Receives update on the requested service through eAMEND Portal	2. Checks the Compliances on the deficiencies or lacking	None	1 working day/s	• Securities Counsel II; Tarlac

Location: https://eamend.sec.gov.ph/login **Notes/Instruction:** **Remarks:** If an applicant receives a checklist of deficiencies, immediately comply and send back to the assigned SEC processor.	documentary requirements			Extension Office • Securities Specialist II; Tarlac Extension Office • Securities Specialist I; Tarlac Extension Office • SEC Confidential Assistant III; Tarlac Extension Office
3. Pay the filing fee at selected Landbank branches (over the counter), or SEC Online Payment Portal. **Location:** espaysec.sec.gov.ph **Notes/Instruction:** **Remarks:** https://www.sec.gov.ph/mc-2017/mc-no-03-s-2017-consolidated-schedule-of-fees-and-charges/ SEC Online Payment Portal through this link https://espaysec.sec.gov.ph/ For over the counter payment at Landbank.	3. Receive and Confirm payment	**Possible Fees** Breakdown: Amended Articles of Incorporation: PHP 1000 Amended By-Laws: PHP 1000 Documentary Stamp Tax: PHP 30 Name Verification: PHP 100 **Formula Fees** Breakdown: Legal Research Fee	15 minute/s	• Accounting Division; Financial Management Department (FMD)
4. Submits the hard copies at SEC Tarlac Extension Office. **Location:** SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City	4.1. Receive and forward the documentary requirements and proof of payment to the processor	None	10 minute/s	• Data Anlyst; Tarlac Extension Office
	4.2. The Processor will evaluate the documents		10 minute/s	• Securities Specialist II; Tarlac Extension Office • Securities Counsel II; Tarlac Extension Office

				• Securities Specialist I; Tarlac Extension Office • SEC Confidential Assistant III; Tarlac Extension Office
	4.3. Prepare the Certificate for Lending/Financing Companies		15 minute/s	• SEC Administrative Officer II; Tarlac Extension Office
	4.4. Review and Sign the certificate.		15 minute/s	• Director; Tarlac Extension Office
	4.5. Forward the Certificate to the Public Assistance and Complaint Desk for releasing.		5 minute/s	• SEC Administrative Officer II; Tarlac Extension Office
5. Receive notice that the Certificate is already signed. **Location:** SEC Tarlac Extension Office	5. Notify the Applicant that the certificate is already signed.	None	5 minute/s	• Data Analyst; Tarlac Extension Office
6. Receive the signed Certificate of Lending/Financing Companies at SEC Tarlac Extension Office or via courier. **Location:** SEC Tarlac Extension, MacArthur Highway, San Sebastian, Tarlac City.	6. Release signed amended certificate	None	15 minute/s	• Data Analyst; Tarlac Extension Office
Total Processing Time:		Working Days: 7 working day/s, 1 hour/s, 25 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		
Possible Fees				

- **Amended Articles of Incorporation** : 1000
- **Amended By-Laws** : 1000
- **Documentary Stamp Tax** : 30
- **Name Verification** : 100

Formula / Schedule of Fees

- **Legal Research Fee**

  1/10 of 1% of Amendment Fee

5. Application for Amendment of By-Laws concerning five or more provisions and filing of New By-Laws of Domestic Corporations (eAMEND Regular Processing)

This service details the procedure in applying for amendments of the By-laws concerning five or more provisions and filing of New By-Laws through the eAMEND portal under Regular Processing.

1. *New By-Laws*
2. *Amendment of By-Laws concerning five or more provisions*

Office or Division:	Tarlac Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered stock domestic corporations with foreign equity participation of not more than forty percent (40%) and non-stock corporations, except lending corporations and financing companies, through their Authorized Representatives.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Amended By-Laws/ New By-Laws (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *Please use the most recent Articles of Incorporation and By-Laws, which have been duly approved by the Commission. Simply modify the sections that are being amended. Underline the amended provision and add "(as amended on [date of meeting])" after it.*	
3. Notarized Secretary's Certificate of no pending case of intra-corporate dispute (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: • *Original copy should be signed (wet signature) and notarized* • *Download Secretary's Certificate sample form through this link: https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx*	

4. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: • *If there is no valid and available Monitoring Clearance, submit an Affidavit of Undertaking for Monitoring from the eAMEND System.* • *If you have previously used an Affidavit of Undertaking for your amendment application, kindly submit a valid Monitoring Clearance issued by the Tarlac Extension Office for your current application.* *Application for Monitoring Clearance through: ewatch.sec.gov.ph*	
5. Directors` or Trustees` Certificate (2) Original Copy And (1) Electronic Copy	SECURITIES AND EXCHANGE COMMISSION - Tarlac Extension Office
Remarks: • *Original copy should be signed (wet signature) and notarized* • *notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed names* *Download Director's Certificate and/or Trustees' Certificate sample form through this link:* *Director's Certificate:- https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf* *Trustees' Certificate- https://www.sec.gov.ph/wp-content/uploads/2019/11/Trustees_Certificate.pdf*	
6. Clearance/Favorable recommendation from other Departments of the Commission or from the appropriate Government Agency if applicable (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Other Departments
For Situational Requirement	
A. For Clearance from other SEC departments	
Sub Situational Requirement/s	
A.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
A.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD) Clearance
A.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
A.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and

	Securities Regulation Department (MSRD)
A.c. For Financial Technology (FinTech) related business activities	
A.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
A.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
B. Endorsement from other government agencies	

Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For applications with Amendment of By-laws	
Sub Situational Requirement/s	
C.a. Air Transport	
C.a.1. Civil Aeronautics Board Endorsement (2) Original Copy And (1) Electronic Copy	Civil Aeronautics Board - Civil Aeronautics Board
C.b. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions	
C.b.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.c. Educational Institution: (stock & non-stock)	
C.c.1. Department of Education Endorsement for Elementary (2) Original Copy And (1) Electronic Copy	Department of Education - Department of Education
C.c.2. Commission on Higher Education Endorsement for College, Tertiary Course (2) Original Copy And (1) Electronic Copy	Commission on Higher Education - Commission on Higher Education
C.c.3. Technical Education Skills and Development Authority Endorsement for Technical Vocational Course (2) Original Copy And (1) Electronic Copy	Technical Education Skills and Development Authority - Technical Education Skills and Development Authority
C.d. Electric Power Plant/Trading of Petroleum Products	
C.d.1. Department of Energy Endorsement (2) Original Copy And (1) Electronic Copy	Department of Energy - Department of Energy
C.e. Hospital, Dental, Medical Clinics	
C.e.1. Department of Health Endorsement (2) Original Copy And (1) Electronic Copy	Department of Health - Department of Health
C.f. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.f.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C.g. Money Changer and Remittance Services	
C.g.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.h. Non-Chartered Government Owned and Controlled Corporation	
C.h.1. Government Commission for Government-owned and Controlled Corporation Endorsement (2) Original Copy And (1) Electronic Copy	Government Commission for Government-owned and Controlled Corporation - Government

	Commission for Government-owned and Controlled Corporation
C.i. Professional Association	
C.i.1. Professional Regulation Commission Endorsement (2) Original Copy And (1) Electronic Copy	Professional Regulation Commission - Professional Regulation Commission
C.j. Radio, TV, Telephone, Internet Service Providers, Value-Added Service Provider	
C.j.1. National Telecommunications Commission Endorsement (2) Original Copy And (1) Electronic Copy	National Telecommunications Commission - National Telecommunications Commission
C.k. Recruitment for Overseas Employment	
C.k.1. Philippine Overseas Employment Administration (2) Original Copy And (1) Electronic Copy	Philippine Overseas Employment Administration - Philippine Overseas Employment Administration
C.l. Security Agency/ Anti-Crime Task Force	
C.l.1. Philippine National Police Endorsement (2) Original Copy And (1) Electronic Copy	Philippine National Police - Philippine National Police
C.m. Tobacco Related Business	
C.m.1. National Tobacco Administration Endorsement (2) Original Copy And (1) Electronic Copy	National Tobacco Administration - National Tobacco Administration
C.n. Volunteer Fire Brigade	
C.n.1. Bureau of Fire Protection Endorsement (2) Original Copy And (1) Electronic Copy	Bureau of Fire Protection - Bureau of Fire Protection
C.o. Vessel/Ship Operation, Ship Management. Shipbuilding, Ship Repair, Shipping Agency, Ship Husbanding, Ship Chandling and other Maritime related activities	
C.o.1. Maritime Industry Authority Endorsement (2) Original Copy And (1) Electronic Copy	Maritime Industry Authority - Maritime Industry Authority
C.p. Water Service Providers and Waterworks	
C.p.1. Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems Endorsement (2) Original Copy And (1) Electronic Copy	Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems - Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, and submit the application in the eAMEND portal (Regular Processing)	1.1. Assign to SEC processors if the documents are complete.	None	1 hour/s	• SEC Administrative Assistant II; Tarlac Extension Office
	1.2. Verifies completeness of		9 working day/s, 6 hour/s, 50	• SEC Confidential

Location: (https://eamend.sec.gov.ph/login)	amendment requirements, process and evaluates application for amendment		minute/s	Assistant III, Securities Specialist II, Securities Counsel II, Securities Specialist I; Tarlac Extension Office
	1.3. Issues Payment Assessment Form (PAF) to the applicant.		5 minute/s	• SEC Confidential Assistant III, Securities Specialist II, Securities Counsel II, Securities Specialist I; Tarlac Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** https://espaysec.sec.gov.ph/	2. Issues payment confirmation containing the Electronic Official Receipt via eSPAYSEC	**Possible Fees** Breakdown: Amended By-Laws: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 **Formula Fees** Breakdown: Name Reservation Slip	5 minute/s	• Accounting Division; Financial Management Department (FMD)

3. Submits the documentary requirements with proof of payment to the SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City, through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City	3.1. Receives and verifies documentary requirements and proof of payment	None	5 minute/s	• Data Analyst; Tarlac Extension Office
	3.2. Retrieves and prints the source documents in the system		15 minute/s	• Securities Specialist I SEC Confidential Assistant III Securities Counsel II Securities Specialist II; Tarlac Extension Office
	3.3. Prepares the Certificate of Amendment of By-Laws/New By-Laws		10 minute/s	• SEC Administrative Officer II; Tarlac Extension Office
	3.4. Reviews the application and signs the Certificate of Amendment of By-Laws/New By-Laws		9 working day/s, 7 hour/s	• Director; Tarlac Extension Office
	3.5. Forwards the signed Certificate of Amendment of By-Laws/New By-Laws to the Releasing Unit.		10 minute/s	• SEC Administrative Officer II; Tarlac Extension Office
	3.6. Tags the application through the eAmend Portal to issue the Notice for Schedule of Appointment on the release of the Certificate of Amendment of By-Laws/New By-Laws		5 minute/s	• SEC Confidential Assistant III, Securities Specialist II, Securities Counsel II, Securities Specialist I; Tarlac Extension Office
4. Proceeds to the Releasing Section at SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and	4. Releases signed Certificate of Amended By-laws/New By-Laws	None	15 minute/s	• Data Analyst; Tarlac Extension Office

receives the signed Certificate of Amended By-laws/New By-Laws **Location:** SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City				

Total Processing Time:	Working Days: 20 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Possible Fees

- **Amended By-Laws** : 1000
- **Legal Research Fee** : 10
- **Documentary Stamp Tax** : 30

Formula / Schedule of Fees

- **Name Reservation Slip**

  Php 100 per corporate name

  *additional Php 100 per trade name

6. Application for amendment of corporate term where the proposed expiration is one (1) year or more than one (1) year under Section 136 of the RCC (under eAMEND Regular Processing)

This service details the procedure in applying for amendment of corporate term where the proposed expiration is one (1) year or more than one (1) year under Section 136 of the RCC.

Office or Division:	Tarlac Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered stock domestic corporations with foreign equity participation of not more than forty percent (40%) and non-stock corporations, except lending corporations and financing companies, through their Authorized Representatives.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: • *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Amended Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client
3. Directors` or Trustees` Certificate (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download Director's Certificate and/or Trustees' Certificate sample form through this link:* • *Director's Certificate:- https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf* • *Trustees' Certificate- https://www.sec.gov.ph/wp-content/uploads/2019/11/Trustees_Certificate.pdf* *Original copy should be signed (wet signature) and notarized* *notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed names*	
4. Notarized Secretary's Certificate of no intra-corporate dispute (2) Original Copy And (1) Electronic Copy	Applicant / Client

Remarks: *Download Secretary's Certificate sample form through this link: https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx*	
5. Monitoring Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *Application for Monitoring Clearance through: ewatch.sec.gov.ph*	
For Situational Requirement	
A. For Clearance from other SEC departments	
Sub Situational Requirement/s	
A.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
A.a.1. Corporate Governance and Finance Department Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department
A.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
A.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
A.c. For Financial Technology (FinTech) related business activities	
A.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)

Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
A.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
B. Endorsement from other government agencies	
Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	

B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For applications with Amendment of By-laws	
Sub Situational Requirement/s	
C.a. Air Transport	
C.a.1. Civil Aeronautics Board Endorsement (2) Original Copy And (1) Electronic Copy	Civil Aeronautics Board - Civil Aeronautics Board
C.b. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions	
C.b.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.c. Educational Institution: (stock & non-stock)	
C.c.1. Department of Education Endorsement for Elementary (2) Original Copy And (1) Electronic Copy	Department of Education - Department of Education
C.c.2. Commission on Higher Education Endorsement for College, Tertiary Course (2) Original Copy And (1) Electronic Copy	Commission on Higher Education - Commission on Higher Education
C.c.3. Technical Education Skills and Development Authority Endorsement for Technical Vocational Course (2) Original Copy And (1) Electronic Copy	Technical Education Skills and Development Authority - Technical Education Skills and Development Authority
C.d. Electric Power Plant/Trading of Petroleum Products	
C.d.1. Department of Energy Endorsement (2) Original Copy And (1) Electronic Copy	Department of Energy - Department of Energy
C.e. Hospital, Dental, Medical Clinics	
C.e.1. Department of Health Endorsement (2) Original Copy And (1) Electronic Copy	Department of Health - Department of Health
C.f. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.f.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C.g. Money Changer and Remittance Services	
C.g.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.h. Non-Chartered Government Owned and Controlled Corporation	
C.h.1. Government Commission for Government-owned and Controlled Corporation Endorsement (2) Original Copy And (1) Electronic Copy	Government Commission for Government-owned and Controlled Corporation - Government Commission for Government-owned and Controlled Corporation
C.i. Professional Association	
C.i.1. Professional Regulation Commission Endorsement (2) Original Copy And (1) Electronic Copy	Professional Regulation Commission - Professional Regulation Commission
C.j. Radio, TV, Telephone, Internet Service Providers, Value-Added Service Provider	

C.j.1. National Telecommunications Commission Endorsement (2) Original Copy And (1) Electronic Copy	National Telecommunications Commission - National Telecommunications Commission
C.k. Recruitment for Overseas Employment	
C.k.1. Philippine Overseas Employment Administration Endorsement (2) Original Copy And (1) Electronic Copy	Philippine Overseas Employment Administration - Philippine Overseas Employment Administration
C.l. Security Agency/ Anti-Crime Task Force	
C.l.1. Philippine National Police Endorsement (2) Original Copy And (1) Electronic Copy	Philippine National Police - Philippine National Police
C.m. Tobacco Related Business	
C.m.1. National Tobacco Administration Endorsement (2) Original Copy And (1) Electronic Copy	National Tobacco Administration - National Tobacco Administration
C.n. Volunteer Fire Brigade	
C.n.1. Bureau of Fire Protection Endorsement (2) Original Copy And (1) Electronic Copy	Bureau of Fire Protection - Bureau of Fire Protection
C.o. Vessel/Ship Operation, Ship Management. Shipbuilding, Ship Repair, Shipping Agency, Ship Husbanding, Ship Chandling and other Maritime related activities	
C.o.1. Maritime Industry Authority Endorsement (2) Original Copy And (1) Electronic Copy	Maritime Industry Authority - Maritime Industry Authority
C.p. Water Service Providers and Waterworks	
C.p.1. Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems Endorsement (2) Original Copy And (1) Electronic Copy	Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems - Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, and submit the application in the eAMEND portal (Regular Processing) **Location:** (https://eamend.sec.gov.ph/login)	1.1. Assign to SEC processors if the documents are complete.	None	10 minute/s	• SEC Administrative Assistant II; Tarlac Extension Office
	1.2. Verifies completeness of amendment requirements, process and evaluates application for amendment		2 working day/s, 7 hour/s, 50 minute/s	• SEC Confidential Assistant III Securities Specialist I Securities Counsel II Securities Specialist II; Tarlac

				Extension Office
	1.3. Issues Payment Assessment Form (PAF) to the applicant through the eAmend Portal.		5 minute/s	• Securities Specialist II, Securities Counsel II; Tarlac Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** https://espaysec.sec.gov.ph/	2. Issues payment confirmation containing the Electronic Official Receipt via eSPAYSEC	**Standard Fees** Breakdown: Amended Articles of Incorporation: PHP 1000 Documentary Stamp Tax: PHP 30 Legal Research Fee: PHP 10 Total: PHP 1040 **Possible Fees** Breakdown: Amended By-Laws: PHP 1000 **Formula Fees** Breakdown: Name Reservation Slip	5 minute/s	• Accounting Division; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City, through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City	3.1. Receives and verifies documentary requirements and proof of payment	None	5 minute/s	• Data Analyst; Tarlac Extension Office
	3.2. Retrieves and prints the source documents in the system		15 minute/s	• SEC Confidential Assistant III Securities Specialist I Securities Counsel II Securities Specialist II; Tarlac Extension Office
	3.3. Prepares the Certificate of Amended		5 minute/s	• SEC Administrativ

	Articles of Incorporation and/or By-Laws			e Officer II; Tarlac Extension Office
	3.4. Reviews the application and signs the Certificate of Amended Articles of Incorporation and/or By-Laws		3 working day/s, 6 hour/s, 10 minute/s	• Director; Tarlac Extension Office
	3.5. Forwards the signed Certificate of Amended Articles of Incorporation and/or By-Laws to the Releasing Unit		15 minute/s	• SEC Administrative Officer II; Tarlac Extension Office
	3.6. Tags the application through the eAmend Portal to issue the Notice for Schedule of Appointment on the release of the Certificate of Amendment of Articles of Incorporation and/or By-Laws		5 minute/s	• SEC Confidential Assistant III Securities Specialist I Securities Counsel II Securities Specialist II; Tarlac Extension Office
4. Proceeds to SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Amended Articles of Incorporation and/or By-laws **Location:** SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City	4. Releases signed Certificate of Amended Articles of Incorporation and/or By-laws	None	5 minute/s	• Data Analyst; Tarlac Extension Office
Total Processing Time:		Working Days: 6 working day/s, 7 hour/s, 10 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 1040 See other fees below		
Possible Fees				

- **Amended By-Laws** : 1000

Formula / Schedule of Fees

- **Name Reservation Slip**

  Php 100 per Corporate Name

  *Additional Php100 per trade name

7. Application for Amendment of Lending/Financing Branch Offices

This service outlines the online procedure adopted for amending branch offices of Lending and Financing Companies.

Office or Division:	Tarlac Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Coversheet (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: *May secure a Checklist of requirements and sample formats from the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf.*	
2. Letter request signed by any authorized representative stating the amended provision in the Certificate of Authority. (1) Original Copy And (3) Photo Copy	Applicant / Client
3. Original Certificate of Authority (1) Original Copy And (3) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Send a hard copy of documentary requirements to SEC Tarlac Extension Office **Location:** SEC Tarlac Extension Office, MacArthur highway, San Sebastian, Tarlac City. **Notes/Instruction:** Remarks: *If documents are incomplete and non-compliant, return to clients for compliance by issuing a checklist of deficiencies.	1.1. Receive, assign and forward to the processor the copy of documentary requirements.	None	15 minute/s	• Data Analyst; Tarlac Extension Office
	1.2. Processor reviews and evaluates the submitted documentary requirements.		15 minute/s	• Securities Specialist II; Tarlac Extension Office • Securities Counsel II; Tarlac Extension Office • Securities Specialist I; Tarlac Extension Office

2. Receives update on the requested service through email. **Location:** SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City. **Notes/Instruction:** Remarks: If an applicant receives a checklist of deficiencies, immediately comply and send back to the assigned processor.	2. Checks the Compliances on the deficiencies or lacking documentary requirements	None	30 minute/s	• Securities Counsel II Securities Specialist II; Tarlac Extension Office • Securities Specialist I; Tarlac Extension Office
3. Pay the filing fee at selected Landbank branches (over the counter), or SEC Online Payment Portal. **Location:** SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City. **Notes/Instruction:** SEC Online Payment Portal through this link https://espaysec.sec.gov.ph/ For over the counter payment at Landbank.	3. Receive and acknowledge payment	None	10 minute/s	• Accounting Division; Financial Management Department (FMD)
4. Submits the hard copies at the SEC Tarlac Extension Office. **Location:** SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City.	4.1. Receive the documentary requirements and proof of payment and forwards to the processor.	None	10 minute/s	• Data Analyst; Tarlac Extension Office
	4.2. Check the completeness and evaluate the documents		30 minute/s	• Securities Specialist I Securities Counsel II Securities Specialist II; Tarlac Extension Office
	4.3. Prepare the certificate for Branch Office of		15 minute/s	• SEC Administrative Officer II; Tarlac

	Lending/Financing Companies			Extension Office
	4.4. Review and sign the certificate.		15 minute/s	• Director; Tarlac Extension Office
	4.5. Forward the Certificate to Public Assistance and Complaint Desk for releasing		5 minute/s	• Data Analyst; Tarlac Extension Office
5. Receive Notice that the Certificate is already signed. **Location:** SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City.	5. Notify the Applicant that the certificate is already signed.	None	5 minute/s	• Data Analyst; Tarlac Extension Office
6. Receive the signed Certificate of Lending/Financing Companies at the SEC Tarlac Extension Office or via courier **Location:** SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City.	6. Release signed Certificate of Branch Office of Lending/Financing Companies	None	15 minute/s	• Data Analyst ; Tarlac Extension Office
Total Processing Time:		Working Days: 2 hour/s, 45 minute/s		
Total Processing Fee:		Total Standard Fee: None		

8. Application for Amendment of Partnerships under eAMEND Regular Processing

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

a. Amendments of the Articles of Partnership
b. Dissolution of Partnership
c. Technical Dissolution
d. Change in Capital Contribution
e. Deed of Assignment
f. Withdrawal of Partners
g. Admission of Partners in the Partnership

Office or Division:	Tarlac Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered Partnerships through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Amended Articles of Partnership (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Please use the most recent Articles of Partnership, which have been duly approved by the Commission. Simply modify the sections that are being amended duly signed and notarized.*	
For Situational Requirement	
A. For Withdrawal of Partner	
A.1. Affidavit of Withdrawal (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.2. Deed of Assignment of partnership interest and/or documents showing withdrawal, resignation, retirement and death of a partner, if the provision to be Amended is the change of partners (2) Original Copy And (1) Electronic Copy	Applicant / Client
B. For Dissolution of Partnership	
B.1. Affidavit of Dissolution or Articles of Dissolution	Applicant / Client

(2) Original Copy And (1) Electronic Copy	
B.2. BIR Tax Clearance (2) Original Copy And (1) Electronic Copy	Bureau of Internal Revenue - Bureau of Internal Revenue
C. For Clearance from other SEC departments	
Sub Situational Requirement/s	
C.a. For Financial Technology (FinTech) related business activities	
C.a.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
C.a.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and*	

- *Digital Advisers/Robo-Advisers.*

D. Endorsement from other government agencies	
Sub Situational Requirement/s	
D.a. Money Changer and Remittance Services	
D.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - BSP
D.b. Insurance	
D.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - IC
E. For Amendment of Partnership Name	
E.1. Name Verification Slip for Amendment of Partnership Name with Proof of Payment of Reservation Fee (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *File a request through imessage.sec.gov.ph and select "**Request for Name Verification for Amendment - Tarlac"***	
E.2. Undertaking of the Partner to change partnership name, if not stated in the Articles of Partnership (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download Undertaking to Change Name through https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Encodes data required by the eAmend system, uploads and submits the complete and correct duly signed and notarized electronic copy of the requirements to eAmend Portal **Location:** (https://eamend.sec.gov.ph/login)	1.1. Assign to SEC processors if the documents are complete.	None	1 hour/s	• Data Analyst; Tarlac Extension Office
	1.2. Verifies completeness of amendment requirements, process and evaluates application for amendment		2 working day/s, 6 hour/s, 50 minute/s	• SEC Confidential Assistant III, Securities Specialist II, Securities Counsel II, Securities Specialist I; Tarlac Extension Office
	1.3. Issues Payment Assessment Form (PAF)		5 minute/s	• SEC Confidential Assistant III,

	to the applicant if compliant			Securities Specialist II, Securities Counsel II, Securities Specialist I; Tarlac Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the Electronic Official Receipt via eSPAYSEC	**Standard Fees** Breakdown: Amended Articles of Partnership: PHP 2000 Legal Research Fee: PHP 20 Documentary Stamp Tax: PHP 30 Total: PHP 2050 **Possible Fees** Breakdown: Withdrawal of Partner Fee: PHP 1000 Deed of Assignment Fee: PHP 2000 **Formula Fees** Breakdown: Increase of Capital ContributionName Verification	5 minute/s	• Accounting Division; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:**	3.1. Receives and verifies documentary requirements and proof of payment	None	5 minute/s	• Data Analyst; Tarlac Extension Office
	3.2. Retrieves and prints the source documents in the system		15 minute/s	• Data Analyst; Tarlac Extension Office
	3.3. Prepares the Certificate of Amended Articles of Partnership		5 minute/s	• SEC Administrative Officer II; Tarlac

SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City				Extension Office
	3.4. Reviews the application and signs the Certificate of Amended Articles of Partnership		3 working day/s, 7 hour/s, 10 minute/s	• Director; Tarlac Extension Office
	3.5. Encodes signed Certificate of Amended Articles of Partnership		15 minute/s	• SEC Confidential Assistant III, Securities Specialist II, Securities Counsel II, Securities Specialist I; Tarlac Extension Office
	3.6. Tags the application for appointment through the eAmend Portal indicating the date of release of the Certificate		5 minute/s	• SEC Confidential Assistant III, Securities Specialist II, Securities Counsel II, Securities Specialist I; Tarlac Extension Office
4. Proceeds to SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Amended Articles of Partnership **Location:** SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City	4. Releases signed Certificate of Amended Articles of Partnership	None	5 minute/s	• Data Analyst; Tarlac Extension Office
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 2050 See other fees below		
Possible Fees				

- **Withdrawal of Partner Fee** : 1000
- **Deed of Assignment Fee** : 2000

Formula / Schedule of Fees

- **Increase of Capital Contribution**

  ⅕ of 1% of the increase in capital but not less than P2,000.00

- **Name Verification**

  Php100 per Corporate Name

  *additional Php 100 per trade name

9. Application for Branch Offices of Lending/Financing Companies

This service outlines the online procedure for establishing branch offices of Lending and Financing Companies.

Office or Division:	Tarlac Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Coversheet (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: *May secure a Checklist of requirements and sample formats from the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf.*	
2. Personal Information Sheet of Officers of the Branch Office (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: • *Using the prescribed format & notarized* *May secure a Checklist of requirements and sample formats from the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf.*	
3. Information Sheet (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: *May secure Checklist of requirements and sample formats from the Commission's website at https://www.sec.gov.ph/forms-and-fees/second-license/.*	
4. Valid NBI Clearance of ALL Officers of the Branch (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: • *With right thumbprint and signature* • *Reflecting the residential address as stated in the Information Sheet* *National Bureau of Investigation (NBI)*	

5. Monitoring Clearance (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: *File a request through ewatch.sec.gov.ph*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Send a hard copy of documentary requirements to SEC Tarlac Extension Office **Location:** SEC Tarlac Extension Office, MacArthur highway, San Sebastian, Tarlac City. **Notes/Instruction:** Remarks: *If documents are incomplete and non-compliant, return to clients for compliance by issuing a checklist of deficiencies.	1.1. Receive, and forward the hard copy of documentary requirements to the processor.	None	15 minute/s	• Data Analyst; Tarlac Extension Office
	1.2. Processor reviews and evaluates the submitted documentary requirements.		30 minute/s	• Securities Counsel II, Securities Specialist II, Securities Specialist I; Tarlac Extension Office
2. Receives update on the requested service through email. **Location:** SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City. **Notes/Instruction:** **Remarks:** If an applicant receives a checklist of deficiencies, immediately comply and send back to the assigned processor.	2. Checks the Compliances on the deficiencies or lacking documentary requirements	None	30 minute/s	• Securities Specialist II; Tarlac Extension Office • Securities Counsel II; Tarlac Extension Office • Securities Specialist I; Tarlac Extension Office
3. Pay the filing fee at selected Landbank branches (over the counter), or SEC Online Payment Portal. **Location:** SEC Tarlac Extension Office, MacArthur	3. Receive and confirm the payment	**Possible Fees** Breakdown: Documentary Stamp Tax: PHP 30 **Formula Fees** Breakdown:	10 minute/s	• Accounting Division; Financial Management Department (FMD)

Highway, San Sebastian, Tarlac City. **Notes/Instruction:** SEC Online Payment Portal through this link https://espaysec.sec.gov.ph/ For over the counter payment at Landbank.		License fees for Lending and Financing CosLegal Research Fee		
4. Submits the hard copies at the SEC Tarlac Extension Office **Location:** SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City.	4.1. Receive and verify documentary requirements and forward the documents to processor	None	10 minute/s	• Data Analyst; Tarlac Extension Office
	4.2. Evaluate and review the documents		15 minute/s	• Securities Specialist II, Securities Counsel II, Securities Specialist I; Tarlac Extension Office
	4.3. Prepare the certificate for Branch Office of Lending/Financing Companies		15 minute/s	• Administrative Officer II; Tarlac Extension Office
	4.4. Review and sign the certificate		30 minute/s	• Director; Tarlac Extension Office
	4.5. Forward the Certificate to the Public Assistance and Complaint Desk for releasing		5 minute/s	• Administrative Officer II; Tarlac Extension Office
5. Receive Notice thru email that the Certificate is already signed. **Location:** SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City.	5. Notify the Applicant thru email that the certificate is already signed.	None	5 minute/s	• Data Analyst; Tarlac Extension Office
6. Receive the signed Certificate of Lending/Financing	6. Release signed Certificate of Branch Office of	None	15 minute/s	• Data Analyst; Tarlac

Companies at SEC Tarlac Extension Office or via courier **Location:** SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City.	Lending/Financing Companies			Extension Office
Total Processing Time:		Working Days: 3 hour/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Possible Fees

- **Documentary Stamp Tax** : 30

Formula / Schedule of Fees

- **License fees for Lending and Financing Cos**

  1/10 of 1% of the assigned capital of the Branch

- **Legal Research Fee**

  1% of the Filing Fee but not less than P 10.00

10. Application for Change of Head or Appointment of the Head of the Corporation Sole (eAMEND Regular Processing)

This service details the procedure for the Change of Head or Appointment of the Head of the Corporation Sole through the eAMEND portal under Regular Processing.

Office or Division:	Tarlac Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered corporation sole, through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: • *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Amended Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client
3. Resolution (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Original copies should be signed (wet signature) and notarized*	
For Situational Requirement	
A. If applicable	
Sub Situational Requirement/s	
A.a. For Change of Corporate Name	
A.a.1. Name Verification Slip for Amendment of Corporate Name with Proof of Payment of Reservation Fee (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *File a request through imessage.sec.gov.ph and select "**Request for Name Verification for Amendment - Tarlac"***	

A.b. Affidavit of a trustee or officer undertaking to change corporate name, if not stated in the Articles of Incorporation				
A.b.1. Affidavit of a trustee or officer undertaking to change corporate name, if not stated in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, and submit the application in the eAMEND portal (Regular Processing) **Location:** **(https://eamend.sec.gov.ph/login)** **Notes/Instruction:** *If the application is found to be for compliance in the evaluation stage, the applicant will have to go back to Step 1- Submission of complete requirements.*	1.1. Assign to SEC processors if the documents are complete.	None	10 minute/s	• SEC Administrative Assistant II; Tarlac Extension Office
	1.2. Processes and evaluates application for amendment.		2 working day/s, 6 hour/s, 50 minute/s	• SEC Confidential Assistant III, Securities Specialist II, Securities Counsel II, Securities Specialist I; Tarlac Extension Office
	1.3. Issues Payment Assessment Form (PAF) to the applicant.		5 minute/s	• SEC Confidential Assistant III, Securities Specialist II, Securities Counsel II, Securities Specialist I; Tarlac Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** https://espaysec.sec.gov.ph/	2. Issues payment confirmation containing the Electronic Official Receipt via eSPAYSEC	**Standard Fees** Breakdown: Amendment of Articles of Incorporation: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 Total: PHP 1040	5 minute/s	• Accounting Division; Financial Management Department (FMD)

		Possible Fees Breakdown: Amendment of By-Laws: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 **Formula Fees** Breakdown: Name Reservation Slip		
3. Submits the documentary requirements with proof of payment to the SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City, through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City	3.1. Receives and verifies documentary requirements and proof of payment	None	5 minute/s	• Data Analyst; Tarlac Extension Office
	3.2. Retrieves and prints the source documents in the system		15 minute/s	• SEC Confidential Assistant III Securities Specialist I Securities Counsel II Securities Specialist II; Tarlac Extension Office
	3.3. Prepares the Certificate of Amended Articles of Incorporation and/or By-Laws		15 minute/s	• SEC Confidential Assistant III Securities Specialist I Securities Counsel II Securities Specialist II; Tarlac Extension Office
	3.4. Reviews the application and signs the Certificate of Amended Articles of Incorporation and/or By-Laws		3 working day/s, 7 hour/s, 10 minute/s	• Director; Tarlac Extension Office

	3.5. Forwards the signed Certificate of Amended Articles of Incorporation and/or By-Laws to the Releasing Unit.		15 minute/s	• SEC Administrative Officer II; Tarlac Extension Office
	3.6. Tags the application through the eAmend Portal to issue the Notice for Schedule of Appointment on the release of the Certificate of Amendment of Articles of Incorporation and/or By-Laws		5 minute/s	• SEC Confidential Assistant III, Securities Specialist II, Securities Counsel II, Securities Specialist I; Tarlac Extension Office
4. Proceeds to SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Amended Articles of Incorporation and/or By-laws **Location:** SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City	4. Releases signed Certificate of Amended Articles of Incorporation and/or By-laws	None	5 minute/s	• Data Analyst; Tarlac Extension Office
Total Processing Time:		Working Days: 6 working day/s, 7 hour/s, 20 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 1040 See other fees below		

Possible Fees

- **Amendment of By-Laws** : 1000
- **Legal Research Fee** : 10
- **Documentary Stamp Tax** : 30

Formula / Schedule of Fees

- **Name Reservation Slip**

  Php100 per Corporate Name

  *Additional Php100 per trade name

11. Application for Conversion from Stock Corporation to Non-stock Corporation through eAMEND portal

This service details the procedure in applying for conversion from stock corporation to non-stock corporation through eAMEND portal using the Regular Processing;

1. *Conversion from Stock Corporation to Non-Stock Corporation (Regular Processing)*

Office or Division:	Tarlac Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered stock domestic corporations with foreign equity participation of not more than forty percent (40%), except lending corporations and financing companies, through their Authorized Representatives.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Amended Articles of Incorporation and/or By-Laws (2) Photo Copy And (1) Electronic Copy	Applicant / Client
3. Directors' Certificate (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *Original copy should be signed (wet signature) and notarized* • *notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors and stockholders, (iii) the date and place of the stockholders' meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed names* • *Secure sample format through SEC Website: Primary Registration - Securities and Exchange Commission.*	
4. Secretary's Certificate of no intra-corporate dispute (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *Secure sample format through SEC Website: Primary Registration - Securities and Exchange Commission*	

5. Monitoring Clearance (2) Original Copy And (1) Electronic Copy	SECURITIES AND EXCHANGE COMMISSION - Tarlac Extension Office
Remarks: • *If there is no valid and available Monitoring Clearance, submit an Affidavit of Undertaking for Monitoring from the eAMEND System.* • *If you have previously used an Affidavit of Undertaking for your amendment application, kindly submit a valid Monitoring Clearance issued by the Tarlac Extension Office for your current application.* • *Application for Monitoring Clearance through: ewatch.sec.gov.ph*	
6. Name Verification Slip for Amendment of Corporate Name with Proof of Payment of Reservation Fee (2) Original Copy And (1) Original Copy	SECURITIES AND EXCHANGE COMMISSION - Tarlac Extension Office
Remarks: *Create a ticket at the imessage portal and select "Request for Name Verification for Amendment- Tarlac"*	
7. Clearance/Favorable recommendation from other Departments of the Commission or from the appropriate Government Agency if applicable. (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Other Departments
For Situational Requirement	
A. For Clearance from other SEC Departments	
Sub Situational Requirement/s	
A.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
A.a.1. Corporate Governance and Finance Department Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department
A.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
A.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
A.c. For Financial Technology (FinTech) related business activities	
A.c.1. PhiliFintech Innovation Office (PIO) and Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO) and Enforcement and Investor Protection Department (EIPD)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;*	

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

B. Endorsement from other government agencies	
Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For applications with Amendment of By-laws	
Sub Situational Requirement/s	
C.a. Air Transport	
C.a.1. Civil Aeronautics Board Endorsement (2) Original Copy And (1) Electronic Copy	Civil Aeronautics Board - Civil Aeronautics Board
C.b. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions	
C.b.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.c. Educational Institution: (stock & non-stock)	
C.c.1. Department of Education Endorsement for Elementary (2) Original Copy And (1) Electronic Copy	Department of Education - Department of Education
C.c.2. Commission on Higher Education Endorsement for College, Tertiary Course (2) Original Copy And (1) Electronic Copy	Commission on Higher Education - Commission on Higher Education
C.c.3. Technical Education Skills and Development Authority Endorsement for Technical Vocational Course (2) Original Copy And (1) Electronic Copy	Technical Education Skills and Development Authority - Technical Education Skills and Development Authority
C.d. Electric Power Plant/Trading of Petroleum Products	

C.d.1. Department of Energy Endorsement (2) Original Copy And (1) Electronic Copy	Department of Energy - Department of Energy
C.e. Hospital, Dental, Medical Clinics	
C.e.1. Department of Health Endorsement (2) Original Copy And (1) Electronic Copy	Department of Health - Department of Health
C.f. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.f.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C.g. Money Changer and Remittance Services	
C.g.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.h. Non-Chartered Government Owned and Controlled Corporation	
C.h.1. Government Commission for Government-owned and Controlled Corporation Endorsement (2) Original Copy And (1) Electronic Copy	Government Commission for Government-owned and Controlled Corporation - Government Commission for Government-owned and Controlled Corporation
C.i. Professional Association	
C.i.1. Professional Regulation Commission Endorsement (2) Original Copy And (1) Electronic Copy	Professional Regulation Commission - Professional Regulation Commission
C.j. Radio, TV, Telephone, Internet Service Providers, Value-Added Service Provider	
C.j.1. National Telecommunications Commission Endorsement (2) Original Copy And (1) Electronic Copy	National Telecommunications Commission - National Telecommunications Commission
C.k. Recruitment for Overseas Employment	
C.k.1. Philippine Overseas Employment Administration Endorsement (2) Original Copy And (1) Electronic Copy	Philippine Overseas Employment Administration - Philippine Overseas Employment Administration
C.l. Security Agency/ Anti-Crime Task Force	
C.l.1. Philippine National Police Endorsement (2) Original Copy And (1) Electronic Copy	Philippine National Police - Philippine National Police
C.m. Tobacco Related Business	
C.m.1. National Tobacco Administration Endorsement (2) Original Copy And (1) Electronic Copy	National Tobacco Administration - National Tobacco Administration
C.n. Volunteer Fire Brigade	
C.n.1. Bureau of Fire Protection Endorsement (2) Original Copy And (1) Electronic Copy	Bureau of Fire Protection - Bureau of Fire Protection
C.o. Vessel/Ship Operation, Ship Management. Shipbuilding, Ship Repair, Shipping Agency, Ship Husbanding, Ship Chandling and other Maritime related activities	
C.o.1. Maritime Industry Authority Endorsement (2) Original Copy And (1) Electronic Copy	Maritime Industry Authority - Maritime Industry Authority

C.p. Water Service Providers and Waterworks				
C.p.1. Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems Endorsement (2) Original Copy And (1) Electronic Copy			Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems - Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, and submit the application in the eAMEND portal (Regular Processing) **Location:** (https://eamend.sec.gov.ph/login)	1.1. Assign to SEC processors if the documents are complete.	None	1 hour/s	• SEC Administrative Assistant II; Tarlac Extension Office
	1.2. Verifies completeness of amendment requirements, process and evaluates application for amendment		2 working day/s, 6 hour/s, 50 minute/s	• Securities Specialist II, Securities Counsel II; Tarlac Extension Office
	1.3. Issues Payment Assessment Form (PAF) to the applicant.		5 minute/s	• Securities Specialist II, Securities Counsel II; Tarlac Extension Office
2. Pays the filing fee **Location:** Through SEC-accredited landbank branches or through eSPAYSEC (https://espaysec.sec.gov.ph/)	2. Issues payment confirmation containing the Electronic Official Receipt via eSPAYSEC	**Standard Fees** Breakdown: Amendment of Articles of Incorporation: PHP 1000 Legal Research Fee: PHP 20 Documentary Stamp Tax: PHP 60 Amendment By-Laws: PHP 1000 Total: PHP 2080 **Formula Fees** Breakdown: Name	5 minute/s	• Accounting Division; Financial Management Department (FMD)

		Verification Fee		
3. Submits the hard copies of the documentary requirements with proof of payment to the SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City, through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City	3.1. Receives and verifies documentary requirements and proof of payment	None	5 minute/s	• Securities Specialist II, Securities Counsel II; Tarlac Extension Office
	3.2. Retrieves and prints the source documents in the system		15 minute/s	• Securities Specialist II, Securities Counsel II; Tarlac Extension Office
	3.3. Prepares the Certificate of Amended Articles of Incorporation and/or By-Laws		5 minute/s	• SEC Administrative Officer II; Tarlac Extension Office
	3.4. Reviews the application and signs the Certificate of Amended Articles of Incorporation and/or By-Laws		3 working day/s, 7 hour/s, 10 minute/s	• Director; Tarlac Extension Office
	3.5. Forwards the signed Certificate of Amended Articles of Incorporation and/or By-Laws to the Releasing Unit.		15 minute/s	• SEC Administrative Officer II; Tarlac Extension Office
	3.6. Tags the application through the eAmend Portal to issue the Notice for Schedule of Appointment on the release of the Certificate of Amendment of Articles of Incorporation and/or By-Laws		5 minute/s	• Securities Counsel II Securities Specialist II; Tarlac Extension Office
4. Proceeds to SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City, for presentment of the proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Amended Articles of Incorporation and/or By-Laws	4. Releases the signed Certificate of Amended Articles of Incorporation and/or By-Laws	None	5 minute/s	• Data Analyst; Tarlac Extension Office

Location: SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City				
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 2080 See other fees below		
Formula / Schedule of Fees • **Name Verification Fee** PHP 100 per corporate name ***plus Php100 per trade name/s***				

12. Application for Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC) under eAMEND Regular Processing

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

Office or Division:	Tarlac Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Notice of Conversion of a One Person Corporation to Ordinary Stock Corporation in the form prescribed by the Commission (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: • *Sample form downloadable through this link: https://www.sec.gov.ph/mc-2020/mc-no-27-s-2020/* • *Original copy should be signed (wet signature) and notarized* • *Signed by the holder of shares of the outstanding shares of the capital stock;* • *Signed by the Corporation's Corporate Secretary* • *Filed with the Commission within sixty (60) days from such transfer of shares in accordance to Sections 8 to 10 of SEC MC No. 27, series of 2020*	
3. Original or Certified True Copy of the documents effecting the transfer/s of full title/ownership of shares (1) Original Copy Or (1) Photo Copy And (1) Electronic Copy	Applicant / Client
4. Certificate Authorizing Registration/Tax Clearance (2) Original Copy And (1) Electronic Copy	Bureau of Internal Revenue - BIR
5. Articles of Incorporation and By-laws of an OSC filed in accordance with the requirements provided under Section 14 of the RCC, which shall comply with and/or contain the following details; (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: • *Section 14 of the Revised Corporation Code of the Philippines (RCC)*	

- *Duly prepared, signed and acknowledged or authenticated by the stockholders who voted for their adoption, and by the corporation's treasurer;*
- *Must clearly state that signatories voluntarily agreed to convert OPC to OSC in the following manner:*

  "KNOW ALL MEN BY THESE PRESENTS:

  - *The undersigned stockholder/s, of legal age, voluntarily agreed to convert a one person corporation (OPC) to Ordinary Stock Corporation (OSC) under the laws of the Republic of the Philippines and certify the following.*
  - *Provision/article indicating the name/s and address of the original incorporator of the OPC*
  - *Provisions/articles reflecting the number of directors, their names and addresses, as well as their subscription and payment details, and;*
  - *Other details particular to an OSC shall likewise be indicated in accordance with the provisions of the RCC and guidelines that the Commission has issued and/or may hereafter issue*
  - *The following shall likewise be added as a new Article in the Articles of Incorporation of the Ordinary Stock Corporation (OSC)*

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

6. Copy of the latest Articles of Incorporation of the OPC shall be attached to the Articles of Incorporation of the Ordinary Stock Corporation (OSC) (2) Original Copy And (1) Electronic Copy	Applicant / Client
7. Monitoring Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office

Remarks:

Application for Monitoring Clearance through: ewatch.sec.gov.ph

- *If there is no valid and available Monitoring Clearance, submit an Affidavit of Undertaking for Monitoring from the eAMEND System.*
- *If you have previously used an Affidavit of Undertaking for your amendment application, kindly submit a valid Monitoring Clearance issued by the Tarlac Extension Office for your current application.*

For Situational Requirement

A. For amendment of the Corporate name

A.1. Name Verification Slip (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office

Remarks:

Create a ticket at the imessage portal and select "Request for Name Verification for Amendment - Tarlac"

Location:
imessage.sec.gov.ph

A.2. Undertaking to Change Corporate Name duly executed under oath by the director of the OSC, if not yet included in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)*	
B. For Clearance from other SEC departments	
Sub Situational Requirement/s	
B.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
B.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
B.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
B.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
B.c. For Financial Technology (FinTech) related business activities	
B.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI)* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
B.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)

Remarks:

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

C. Endorsement clearance from appropriate Government agencies	
Sub Situational Requirement/s	
C.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
C.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
D. Undertaking to Assume All Liabilities of the OPC, duly executed under oath by all stockholders of the OSC, if not yet included in the Articles of Incorporation	
D.1. Undertaking to Assume All Liabilities of the OPC, duly executed under oath by all stockholders of the OSC (2) Original Copy And (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, pays the filing fee through through eSPAYSEC and submit the application in the eAMEND portal (Regular Processing) **Location:**	1.1. Assign to SEC processors if the documents are complete.	None	1 hour/s	• Data Analyst; Tarlac Extension Office
	1.2. Verifies completeness of amendment requirements, process and evaluates application for amendment		9 working day/s, 6 hour/s, 50 minute/s	• Securities Specialist II, Securities Counsel II; Tarlac Extension Office

(https://eamend.sec.gov.ph/login)	1.3. Issues Payment Assessment Form (PAF) to the applicant if compliant.		5 minute/s	• Securities Specialist II, Securities Counsel II; Tarlac Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the Electronic Official Receipt via eSPAYSEC	**Standard Fees** Breakdown: Amendment of Articles of Incorporation: PHP 1000 Amendment of By-laws: PHP 1000 Legal Research Fee: PHP 20 Documentary Stamp Tax: PHP 60 Total: PHP 2080 **Formula Fees** Breakdown: Name Verification Fee	5 minute/s	• Accounting Division; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City	3.1. Receives and verifies documentary requirements and proof of payment	None	5 minute/s	• Data Analyst; Tarlac Extension Office
	3.2. Retrieves and prints the source documents in the system.		15 minute/s	• Securities Counsel II, Securities Specialist II; Tarlac Extension Office
	3.3. Prepares the Certificate of Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC)		10 minute/s	• SEC Administrative Officer II; Tarlac Extension Office
	3.4. Reviews the application and signs the Certificate of Conversion of One Person Corporation (OPC) to		9 working day/s, 7 hour/s	• Director; Tarlac Extension Office

	Ordinary Stock Corporation (OSC)			
	3.5. Encodes signed Certificate of Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC)		10 minute/s	• Securities Specialist II, Securities Counsel II; Tarlac Extension Office
	3.6. 3.6 Tags the application for appointment through the eAmend Portal indicating the date of release of the Certificate		5 minute/s	• Securities Specialist II, Securities Counsel II; Tarlac Extension Office
4. Proceeds to CRMD Releasing Section at the SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC) **Location:** SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City	4. Releases signed Certificate of Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC)	None	15 minute/s	• Data Analyst; Tarlac Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 2080 See other fees below		

Formula / Schedule of Fees

- **Name Verification Fee**

  PHP 100 per proposed company name

  *additional Php100 per trade name/s

13. Application for Conversion of Ordinary Corporation to Lending/Financing Companies and Lending to Financing Corporation and vice versa.

This service outlines the online procedure adopted for the conversion from an Ordinary Corporation to a Lending/Financing Corporation, or from a Lending Corporation to a Financing Corporation (and vice versa).

Office or Division:	Tarlac Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Coversheet (3) Original Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *May secure a Checklist of requirements and sample formats from the Licensing Unit or through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf.*	
2. Amended Articles of Incorporation/By-laws (1) Original Copy And (2) Photo Copy	Applicant / Client
3. Directors` Certificate - notarized and signed by majority of the directors and the corporate secretary, certifying (i) the amendment of the Articles of Incorporation and indicating the amended provisions, (ii) the vote of the directors and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their names (1) Original Copy And (2) Photo Copy	Applicant / Client
4. Notarized Secretary's Certificate on no pending case of intra-corporate dispute (1) Original Copy And (2) Photo Copy	Applicant / Client
5. Monitoring Clearance (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *Through Compliance Monitoring Division - https://forms.gle/N3MMQx61C5cApzhm8*	
6. Name Verification Slip, if the provision to be amended is the corporate name (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks:	

Corporate Filing and Records Division or through crmd_amend_name@sec.gov.ph	
7. Affidavit of a director or officer undertaking to change corporate name, if not stated in the AI (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *May secure a copy through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/2019_FormsUndertakingtoChangeName.pdf*	
For Situational Requirement	
A. FROM ORDINARY CORPORATION TO LENDING CORPORATION	
A.1. Application Form (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *May secure a copy through the Commission's website at https://www.sec.gov.ph/forms-and-fees/second-license/.*	
A.2. Information Sheet (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *May secure a copy through the Commission's website at https://www.sec.gov.ph/forms-and-fees/second-license/.*	
A.3. Additional Requirements for FOREIGN Directors and Officers (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *1. Photocopy of Alien Certificate of Registration Card/Immigrant Certificate of Residence Card** *2. Photocopy of Passport Showing Valid Visa or Stay in the Philippines** *3. Clearance from the Bureau of Immigration*	
A.4. Sworn Certification required under SEC Memorandum Circular No. 29, Series of 2020 (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: • *Shall include an undertaking that the applicant shall submit hard and soft copies of its MTPP to the AMLD-EIPD within ten (10) days from receipt of its Certificate of Registration and/or secondary license from the Commission* • *Stamped received by the Anti-Money Laundering Division of the Enforcement and Investor Protection Department (AMLD-EIPD)*	
A.5. Valid NBI Clearance of ALL Incorporators and Stockholders (1) Original Copy And (2) Photo Copy	Applicant / Client

Remarks: • *With right thumb print and signature* • *Reflecting the residential address as stated in the Information Sheet & Articles of Incorporation*	
B. FROM ORDINARY CORPORATION TO FINANCING CORPORATION	
B.1. Application Form (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *May secure a copy through the Commission's website at https://www.sec.gov.ph/forms-and-fees/second-license/.*	
B.2. Information Sheet (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *May secure a copy through the Commission's website at https://www.sec.gov.ph/forms-and-fees/second-license/.*	
B.3. Personal Information Sheet of Directors & Officers (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *• Using the prescribed format & notarized* *May secure a copy through the Commission's website at https://www.sec.gov.ph/forms-and-fees/second-license/.*	
B.4. Valid NBI Clearance of ALL Incorporators and Stockholders (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: • *With right thumb print and signature* • *Reflecting the residential address as stated in the Information Sheet & Articles of Incorporation (AI)/General Information Sheet (GIS)*	
B.5. Additional Requirements for FOREIGN Directors and Officers (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *1. Photocopy of Alien Certificate of Registration Card/Immigrant Certificate of Residence Card** *2. Photocopy of Passport Showing Valid Visa or Stay in the Philippines** *3. Clearance from the Bureau of Immigration*	
B.6. Manual on Corporate Governance (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *If foreign participation in voting stock is more than 40%; or* *-If total assets is PhP50M or more; or*	

-If commercial paper issue, either exempt or registered

B.7. Sworn Certification required under SEC Memorandum Circular No. 29, Series of 2020 (1) Original Copy And (2) Photo Copy	Applicant / Client

Remarks:

- *Shall include an undertaking that the applicant shall submit hard and soft copies of its MTPP to the AMLD-EIPD within ten (10) days from receipt of its Certificate of Registration and/or secondary license from the Commission*
- *Stamped received by the Anti-Money Laundering Division of the Enforcement and Investor Protection Department (AMLD-EIPD)*

B.8. Format of Disclosure Statement on Loan/Credit Transactions (1) Original Copy And (2) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Send a hard copy of documentary requirements to SEC Tarlac Extension Office. **Location:** SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City **Notes/Instruction:** Remarks: If documents are incomplete and non-compliant, return to clients for compliance by issuing a checklist of deficiencies.	1.1. Receive, and forward to the hard copy of documentary requirements to the processor	None	15 minute/s	• Data Analyst; Tarlac Extension Office
	1.2. Processor reviews and evaluates the submitted documentary requirements.		3 working day/s	• Securities Specialist II; Tarlac Extension Office • Securities Counsel II; Tarlac Extension Office
2. Receives update on the requested service through email. **Location:** SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City **Notes/Instruction:** Remarks: If an applicant receives a checklist of deficiencies, immediately	2. Checks the Compliances on the deficiencies or lacking documentary requirements	None	3 working day/s	• Securities Specialist II; Tarlac Extension Office • Securities Counsel II; Tarlac Extension Office

comply and send back to the assigned processor.				
3. Pay the filing fee at selected Landbank branches (over the counter), or SEC Online Payment Portal **Location:** SEC Tarlac Extension Office, MacArthur Highway, San Sebastian Tarlac City. **Notes/Instruction:** SEC Online Payment Portal through this link https://espaysec.sec.gov.ph/ For over the counter payment at Landbank.	3. Receive and confirm payment	**Possible Fees** Breakdown: Amended Articles of Incorporation: PHP 1000 Amended By-Laws: PHP 1000 Documentary Stamp Tax: PHP 30 Name Verification: PHP 100 **Formula Fees** Breakdown: License fees for Lending and Financing CosLegal Research Fee	15 minute/s	• Accounting Division; Financial Management Department (FMD)
4. Submits the hard copies at the SEC Tarlac Extension Office **Location:** SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City.	4.1. Receive and verify documentary requirements and proof of payment.	None	10 minute/s	• Data Analyst; Tarlac Extension Office
	4.2. Forward the documents to processor for the preparation of certificate		10 minute/s	• Data Analyst; Tarlac Extension Office
	4.3. Prepare the certificate for Lending/Financing Companies		15 minute/s	• SEC Administrative Officer II; Tarlac Extension Office
	4.4. Review and sign the certificate		30 minute/s	• Director; Tarlac Extension Office
	4.5. Forward the Certificate to Public Assistance and Complaint Desk for releasing		5 minute/s	• Administrative Officer II; Tarlac Extension Office
5. Receive Notice thru email that the Certificate is already signed. **Location:**	5. Notify the Applicant thru email that the certificate is already signed.	None	5 minute/s	• Data Analyst; Tarlac Extension Office

SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City				
6. Receive the signed Certificate of Lending/Financing Companies at SEC Tarlac Extension Office or via courier. **Location:** SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City.	6. Release the signed Certificate	None	15 minute/s	• Data Anlayst; Tarlac Extension Office
Total Processing Time:		Working Days: 6 working day/s, 2 hour/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Possible Fees

- **Amended Articles of Incorporation** : 1000
- **Amended By-Laws** : 1000
- **Documentary Stamp Tax** : 30
- **Name Verification** : 100

Formula / Schedule of Fees

- **License fees for Lending and Financing Cos**

  1/10 of 1% of the Paid-Up Capital

- **Legal Research Fee**

  1/10 of 1% of the Filing Fee

14. Application for Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC) under eAMEND Regular Processing

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

Office or Division:	Tarlac Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Notice of Conversion of an Ordinary Stock Corporation to a One Person Corporation in the form prescribed by the Commission (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: • *Sample form downloadable through this link: https://www.sec.gov.ph/mc-2020/mc-no-27-s-2020/* • *Original copy should be signed (wet signature) and notarized* • *Signed by the single stockholder who has acquired all the outstanding shares of the capital stock of an ordinary corporation* • *Signed by the Corporation's Corporate Secretary*	
3. Original or Certified True Copy of the documents effecting the transfer/s of full title/ownership of shares (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *Deeds of Assignment or any legal document transferring the shares to the single stockholder and if applicable;* • *Certified True Copy of Proof of Authority to act on behalf of the Board*	
4. Certificate Authorizing Registration/Tax Clearance (2) Original Copy And (1) Electronic Copy	Bureau of Internal Revenue - BIR
5. Articles of Incorporation of an OPC (with sample form at the SEC Website) (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office

Remarks: • *Request sample form through this link:* *MC No. 07 s.2019 - Guidelines on the Establishment of a One Person Corporation (OPC) - Securities and Exchange Commission* • *Must be duly prepared, signed and acknowledged or authenticated by the single stockholder and by the corporation's Treasurer;* • *Provision/article indicating the name/s and address/es of the original incorporator/s of the OSC* • *Provision/articles on the number of directors, their payment details were modified to reflect the name, address, subscription and payment details of the single stockholder in the form prescribed by the Commission* • *Other details particular to an OPC indicated in MC No. 07, Series of 2019.* • *Must contain the following as a new Article in the Articles of Incorporation of the One Person Corporation:* *"Upon issuance by the Securities and Exchange Commission of the Certificate of Filing of Amended Articles of Incorporation, reflecting its conversion into a One Person Corporation, the attached Articles of Incorporation of the Ordinary Stock Corporation shall be deemed superseded"*	
6. Copy of the latest Articles of Incorporation of the Ordinary Stock Corporation (OSC) (2) Original Copy And (1) Electronic Copy	Applicant / Client
7. Notarized Secretary's Certificate of No Intra corporate Dispute (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *Download Secretary's Certificate sample form through this link: https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx*	
8. Monitoring Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *Application for Monitoring Clearance through: ewatch.sec.gov.ph* *If there is no valid and available Monitoring Clearance, submit an Affidavit of Undertaking for Monitoring from the eAMEND System.* *If you have previously used an Affidavit of Undertaking for your amendment application, kindly submit a valid Monitoring Clearance issued by the Tarlac Extension Office for your current application.*	
9. Letter of acceptance of appointment by Nominee and Alternate Nominee (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *Nominee and/or Alternate Nominee or through https://www.sec.gov.ph/wp-content/uploads/2019/10/2019_Sample-Acceptance-Letter-of-Nomi nees.docx*	
10. Self-appointed Treasurer's Bond, if applicable (2) Original Copy And (1) Electronic Copy	Applicant / Client

11. Undertaking to Assume All Liabilities of the OPC, duly executed under oath by all stockholders of the OSC, if not yet included in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client
For Situational Requirement	
A. For amendment of the Corporate name	
A.1. Name Verification Slip (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *File a request through imessage.sec.gov.ph and select "**Request for Name Verification for Amendment - Tarlac"***	
A.2. Undertaking to Change Corporate Name duly executed under oath by the director of the OSC, if not yet included in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client
B. For Clearance from other SEC departments	
Sub Situational Requirement/s	
B.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
B.a.1. Corporate Governance and Finance Department Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department
B.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
B.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
B.c. For Financial Technology (FinTech) related business activities	
B.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;*	

- *Play-to-Earn Platforms;*
- *E-Commerce Companies;*
- *Crowdfunding Platforms;*
- *RegTech Companies (RegTech Service Providers);*
- *SupTech Companies (SupTech Service Providers); and*
- *Digital Advisers/Robo-Advisers*

B.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)
C. Endorsement clearance from appropriate Government agencies	
Sub Situational Requirement/s	
C.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
C.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, pays the filing fee through through eSPAYSEC and submit the application in the eAMEND portal (Regular Processing) **Location:** **(https://eamend.sec.gov.ph/login)**	1.1. Assign to SEC processors if the documents are complete.	None	1 hour/s	• SEC Administrative Assistant II; Tarlac Extension Office
	1.2. Verifies completeness of amendment requirements, process and evaluates application for amendment		9 working day/s, 6 hour/s, 50 minute/s	• Securities Specialist II, Securities Counsel II; Tarlac Extension Office
	1.3. Issues Payment Assessment Form (PAF) to the applicant if compliant		5 minute/s	• Securities Specialist II, Securities Counsel II; Tarlac Extension Office

2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** https://espaysec.sec.gov.ph/	2. Issues payment confirmation containing the Electronic Official Receipt via eSPAYSEC.	**Standard Fees** Breakdown: Amendment of Articles of Incorporation: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 Total: PHP 1040 **Formula Fees** Breakdown: Name Verification Fee	5 minute/s	• Accounting Division; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City	3.1. Receives and verifies documentary requirements and proof of payment	None	5 minute/s	• Data Analyst; Tarlac Extension Office
	3.2. Retrieves and prints the source documents in the system		15 minute/s	• Securities Counsel II, Securities Specialist II; Tarlac Extension Office
	3.3. Prepares the Certificate of Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC)		10 minute/s	• SEC Administrative Officer II; Tarlac Extension Office
	3.4. Reviews the application and signs the Certificate of Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC)		9 working day/s, 7 hour/s	• Director; Tarlac Extension Office
	3.5. Encodes signed Certificate of Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC)		10 minute/s	• Securities Specialist II, Securities Counsel II; Tarlac Extension Office
	3.6. Tags the application for appointment through		5 minute/s	• Securities Specialist II,

	the eAmend Portal indicating the date of release of the Certificate			Securities Counsel II; Tarlac Extension Office
4. Proceeds to SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC) **Location:** SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City	4. Releases signed Certificate of Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC)	None	15 minute/s	• Data Analyst; Tarlac Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1040 See other fees below		

Formula / Schedule of Fees

- **Name Verification Fee**

  Php 100 per Corporate Name

  *Additional Php 100 per trade name/s

15. Application for Monitoring Clearance for All Types of Corporations

An online platform for submitting company monitoring requests. It automatically tracks compliance with the submission of reportorial requirements of Domestic Corporations, ordinary stock and non-stock, except: foundations, publicly-listed corporations and corporations with secondary license; regular monitoring of Foreign Corporations (Branch Offices, Representative Offices, Regional Area Headquarters and Regional Operating Headquarters) except foundations.

Office or Division:	Tarlac Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	1. General transacting public and business entities for: a.) Registered and Delinquent corporations; b.) Corporations with Notice of Deficiencies and Hearing or Orders; and c.) Corporations with applications to be filed with the Tarlac Extension Office. 2. Government agencies and instrumentalities like Ombudsman, NBI, AMLC, DTI, DSWD, PDIC, etc. 3. Courts like MTC, MeTC, RTC and Sandiganbayan. NOTE: Branch Offices that are required to post a Securities Deposit shall file the same through imessage@sec.gov.ph
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Copy of the Latest due Financial Statements and any amendments thereto (duly stamped and received by BIR and SEC) - 1 electronic copy (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *Application for Monitoring Clearance through: ewatch.sec.gov.ph*	
2. Copy of the Latest due General Information Sheet and any amendments thereto (duly received by SEC)- 1 electronic copy (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
3. Copy of the Certificate of Incorporation and latest Certificate of filing of Amended Articles or By-laws (if any) together with copies of the latest Articles of Incorporation and By-laws- 1 electronic copy (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
4. Copy of Registration of Stock and Transfer Book/Membership Book- 1 electronic copy (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
5. Copy of last Monitoring clearance, if any- 1 electronic copy (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office

For Situational Requirement				
A. Additional requirements upon evaluation, if needed				
A.1. Secretary's Certificate (No-Intra Corporate Dispute/Clarification/explaining the double filing of General Information Sheet) (1) Electronic Copy			Applicant / Client	
A.2. Affidavit (Anti-Dummy Law/one and the same/auditor) (1) Electronic Copy			Applicant / Client	
A.3. OGA Acknowledgment (functional currency) (1) Electronic Copy			Securities and Exchange Commission - Office of the General Accountant (OGA)	
A.4. Form for Appointment of Officers for One Person Corporation (1) Electronic Copy			Applicant / Client	
A.5. Surety Bond (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Application for Monitoring Clearance eWatch link: https://ewatch.sec.gov.ph /login Ensure that the corporation has an eSecure account and has complied with the following: • MC 28 submission • Latest due reports (AFS/GIS) • Complete company profile **Location:** https://ewatch.sec.gov.ph /login	1. The system processes the application if the corporation meets the required criteria.	None	30 minute/s	• NONE; Tarlac Extension Office
2. System automatically updates the status of the corporation to "For Assign" **Location:** Tarlac Extension Office **Notes/Instruction:** *If not compliant, the applicant shall comply with the submission of the latest due reportorial requirements through their eFAST account and*	2.1. If within the jurisdiction of Tarlac Extension Office, the request is assigned to a Monitoring Specialist.	None	30 minute/s	• SEC Administrative Assistant II; Tarlac Extension Office
	2.2. If not compliant with the latest due reports, the request is reverted to the applicant		30 minute/s	• SEC Confidential Assistant III, SEC Administrative Assistant II, SEC Administrative Assistant I, Securities

*send **a new request through the eWatch system.***				Investigator and Data Analyst; Tarlac Extension Office
	2.3. If outside the jurisdiction of the Tarlac Extension Office, the request is endorsed to the appropriate Extension Office (EO).		20 minute/s	• SEC Administrative Assistant II; Tarlac Extension Office
3. Receives an update on the requested service. **Location:** Tarlac Extension Office **Notes/Instruction:** The corporation shall comply with the findings within **seven (7)** calendar days. Failure to comply shall result in the request being automatically purged by the system and a new request must be filed.	3.1. Process and Send the Monitoring Sheet within 10 working days.	**Formula Fees** Breakdown: Penalties/Fines	10 working day/s	• SEC Confidential Assistant III, SEC Administrative Assistant II, SEC Administrative Assistant I, Securities Investigator and Data Analyst; Tarlac Extension Office
	3.2. If WITHOUT PENALTY, issues a Monitoring Sheet - No Penalty - END OF TRANSACTION.		1 working day/s	• SEC Confidential Assistant III, SEC Administrative Assistant II, SEC Administrative Assistant I, Securities Investigator and Data Analyst; Tarlac Extension Office
	3.3. If WITH PENALTY, issue the Monitoring Sheet and Payment Assessment Form (PAF)		1 working day/s	• SEC Confidential Assistant III, SEC Administrative Assistant II, SEC Administrative Assistant I, Securities Investigator and Data Analyst;

				Tarlac Extension Office
	3.4. If for compliance, issues a TENTATIVE Monitoring Sheet with remarks		1 working day/s	• SEC Confidential Assistant III, SEC Administrative Assistant II, SEC Administrative Assistant I, Securities Investigator and Data Analyst; Tarlac Extension Office
4. Present PAF and pay the penalties to the nearest Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home **Location:** Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home	4.1. The system will automatically validate the payment from the applicant. If Landbank Payment, posting is within 1-2 working days If ESPAYSEC, the posting of payment is real-time	**Formula Fees** Breakdown: Penalties/Fine sCustodian Fee	2 working day/s	• SEC Confidential Assistant III, SEC Administrative Assistant II, SEC Administrative Assistant I, Securities Investigator and Data Analyst; Tarlac Extension Office
	4.2. Once the system tags the request as Paid, the monitoring specialist will forward the proof of payment and the monitoring sheet for review and signature.		1 working day/s	• SEC Confidential Assistant III, SEC Administrative Assistant II, SEC Administrative Assistant I, Securities Investigator and Data Analyst; Tarlac Extension Office
	4.3. Review and sign the Monitoring Sheet.		1 working day/s	• Director; Tarlac Extension Office
5. Receive the Confirmation of Payment	5. Release the Confirmation of	None	20 minute/s	• SEC Confidential

through eWATCH(COP)/Monitoring Sheet (MS) in PDF Format. - END OF TRANSACTION **Location:** Tarlac Extension Office	Payment/Monitoring Sheet.			Assistant III, SEC Administrative Assistant II, SEC Administrative Assistant I, Securities Investigator and Data Analyst; Tarlac Extension Office
Total Processing Time:	Working Days: 17 working day/s, 2 hour/s, 10 minute/s			
Total Processing Fee:	Total Standard Fee: None See other fees below			

Formula / Schedule of Fees

- **Penalties/Fines**

  Guidelines on the Imposition of fines or penalties for non-compliance with reportorial requirements; Securities Regulation Code (SRC); Revised Corporation Code (RCC); Memorandum Circular No. 06, series of 2024; Memorandum Circular No. 8, series of 2009 (MC8-2009); Memorandum Circular No. 15, series of 2006; Memorandum Circular No. 17, series of 2019; Amended rules governing the distribution of excess profits of corporation; Memorandum Circular No. 8, Series of 1998 (MC8-1998); and Office Order No. 298, Series of 2010; Memorandum Circular No. 10 Series of 2026; Memorandum Circular No. 28, Series of 2020.

- **Custodian Fee**

  Memorandum Circular No. 17, series of 2019

16. Cancellation Certificate of Authority of Lending/Financing Branch Offices

This service outlines the online procedure adopted for the cancellation of the Certificate of Authority of Lending and Financing Companies.

Office or Division:	Tarlac Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Coversheet (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: *May secure a Checklist of requirements and sample formats through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf.*	
2. Letter addressed to the Director signifying its intention to surrender the Certificate of Authority. (1) Original Copy And (3) Photo Copy	Applicant / Client
3. Original Certificate of Authority (1) Original Copy And (3) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Send a hard copy of documentary requirements at the SEC Tarlac Extension Office. **Location:** SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City **Notes/Instruction:** Remarks: *If documents are incomplete and non-compliant, return to clients for compliance by issuing a checklist of deficiencies.	1.1. Receive, assign and forward to the processor the scanned copy of documentary requirements.	None	15 minute/s	• Data Analyst; Tarlac Extension Office
	1.2. Processor reviews and evaluates the submitted documentary requirements.		15 minute/s	• Securities Specialist II; Tarlac Extension Office • Securities Counsel II; Tarlac Extension Office • Securities Specialist I; Tarlac Extension Office

2. Receives update on the requested service through email. **Location:** SEC Tarlac Extension Office, MacArthur Higway, San Sebastian, Tarlac City. **Notes/Instruction:** Remarks: If an applicant receives a checklist of deficiencies, immediately comply and send back to the assigned processor.	2. Checks the Compliances on the deficiencies or lacking documentary requirements	None	30 minute/s	• Securities Specialist II; Tarlac Extension Office • Securities Counsel II; Tarlac Extension Office • Securities Specialist I; Tarlac Extension Office
3. Submits the final hard copies at the SEC Tarlac Extension Office **Location:** SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City.	3.1. Receive and verify documentary requirements.	None	10 minute/s	• Data Analyst; Tarlac Extension Office
	3.2. Prepare the acknowledgement letter.		10 minute/s	• Securities Specialist II; Tarlac Extension Office • Securities Counsel II; Tarlac Extension Office • Securities Specialist I; Tarlac Extension Office
	3.3. Review the acknowledgement letter.		15 minute/s	• Director; Tarlac Extension Office
	3.4. Sign the acknowledgement letter.		15 minute/s	• Director; Tarlac Extension Office
	3.5. Forward the acknowledgement letter to Public Assistance and Complaint Desk for releasing		15 minute/s	• Securities Counsel II Securities Specialist II Securities Specialist I; Tarlac Extension Office
4. Receive Notice thru email that the	4.1. Notify the Applicant thru email that the	None	5 minute/s	• Securities Specialist II;

Acknowledgement letter is already signed. **Location:** SEC Tarlac Extension Offic, MacArthur Highway, San Sebastian, Tarlac City.	Acknowledgement letter is already signed.			Tarlac Extension Office • Securities Counsel II; Tarlac Extension Office • Securities Specialist I; Tarlac Extension Office
	4.2. Scans the signed Acknowledgement letter.		5 minute/s	• Securities Specialist II; Tarlac Extension Office • Securities Counsel II; Tarlac Extension Office • Securities Specialist I; Tarlac Extension Office
5. Receive the signed Acknowledgement Letter at the SEC Tarlac Extension Office or via courier **Location:** SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City.	5. Release signed Acknowledgement Letter	None	15 minute/s	• Data Analyst ; Tarlac Extension Office
Total Processing Time:		Working Days: 2 hour/s, 30 minute/s		
Total Processing Fee:		Total Standard Fee: None		

17. Cash or Stock Dividend Declaration (For Shares That Are Not Listed) – Domestic Stock Corporations Classified as Philippine National

This service details the adopted online procedure and documentary requirements for the acknowledgment of cash or stock dividends pursuant to Sections 42 of the Revised Corporation Code of the Philippines. The request for acknowledgment of cash or stock dividend declaration is only optional.

Note that this service is exclusively for Domestic Stock Corporations or Partnerships classified as Philippine National. For corporations/partnerships classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department (CRMD).

Office or Division:	Tarlac Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Note that this service is exclusively for Domestic Stock Corporations or Partnerships classified as Philippine National. For corporations/partnerships classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department (CRMD).
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Reconciliation of Retained Earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 16 Series of 2023- Revised Guidelines on the Determination of Retained Earnings Available for Dividend Declaration through this link: https://www.sec.gov.ph/wp-content/uploads/2023/10/2023SEC-MC-No.-16,-s.-of-2023-Revised-Guidelines-on-the-Determination-of-Retained-Earnings%20-Available-for-Dividend-Declaration.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
2. Notarized Secretary's Certificate on non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *Download Secretary's Certificate on non-existence of intra-corporate dispute through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf*	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

For Situational Requirement	
A. In case the unappropriated retained earnings is not sufficient to warrant the dividend declaration:	
A.1. Notarized Secretary's Certificate of the Board Resolution as to the reversal of appropriated retained earnings to unappropriated retained earnings. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *Download the Combined Secretary's Certificate for **Cash or Stock Dividend Declaration (For Shares That Are Not Listed)** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Cash-Dividend-Declaration.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
B. For Corporations with Primary Licenses	
B.1. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Tarlac Extension Office
Remarks: *Monitoring Unit of Tarlac Extension Office through the link:* ***eWATCH:** https://ewatch.sec.gov.ph/login* *Note: The two (2) photocopies will be submitted upon payment of the corresponding fees.*	
C. For Financing and Lending Companies	
C.1. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Tarlac Extension Office
Remarks: *File a request through this link:* ***eWATCH:** https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
D. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services, and Operator of Designated Payment System:	
D.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector
Remarks: *To request, kindly refer to the BSP Citizen's Charter* *https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

E. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker	
E.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group
Remarks: *To request, kindly refer to the IC Citizen's Charter https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
F. Additional Requirements in case of Cash Dividend Declaration:	
F.1. Certification under oath by the Corporate Secretary on the board of directors' resolution declaring cash dividends (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G. Additional Requirements in case of Stock Dividend Declaration:	
G.1. Combined Notarized Secretary's Certificate a. declaration of stock dividends by majority of the directors and the stockholders representing 2/3 of the outstanding capital stock ; b. List of stockholders with their respective subscribed capital stock as of the date meeting approving the declaration of stock dividend together with the allocation of stock dividend; c. Certifying that on the basis of the computation of the Finance Officer, the allocation of stock dividend as indicated in the list of stockholders of record is in proportion to the shareholdings of stockholders as of date of declaration/record date and the treatment of resulting fractional shares (if any). (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *Download the Combined Secretary's Certificate for **Stock Dividend Declaration (For Shares That Are Not Listed)** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Stock-Dividend-Declaration.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.2. Analysis of capital structure certified under oath by the Treasurer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

1. Submit the electronic copy of complete requirements for new application **Location:** • **Electronic mail:** secteo@sec.gov.ph **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies.	1.1. Receives the required document. Then, forwards the application to the TEO Specialist.	None	1 working day/s	• SEC Information Officer II; Tarlac Extension Office
• If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the TEO Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via email or imessage. For submission of compliance documents, the client will directly send it to the assigned TEO Specialist's e-mail or imessage. The assigned TEO Specialist will acknowledge the receipt of compliance documents then	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report.		6 working day/s	• Securities Specialist II; Tarlac Extension Office • Securities Counsel II; Tarlac Extension Office

proceed to Agency Step 1.2. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations. • The period to act upon the agency actions mentioned				
	1.3. Reviews the Final Report and, if found in order, directs the TEO Specialist to issue the Payment Assessment Form (PAF).		7 working day/s	• Director; Tarlac Extension Office
	1.4. Sends the Payment Assessment Form (PAF) to the applicant. Then, inform the applicant to submit a copy of proof of payment via email		1 working day/s	• Securities Specialist II; Tarlac Extension Office • Securities Counsel II;

above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)				Tarlac Extension Office
2. Pay the corresponding filing fees. Then, send the scanned copy of the proof of payment of the filing fees to the assigned TEO Specialist via email and await email notification from the Assigned TEO Specialist for the release of certificate. **Location:** SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City	2.1. Receives and acknowledges the receipt of proof of payment.	None	2 hour/s	• Securities Specialist II; Tarlac Extension Office • Securities Counsel II; Tarlac Extension Office
	2.2. Prepares the Certificate and forwards it to the Reviewing Specialist for review		1 working day/s	• SEC Administrative Officer II; Tarlac Extension Office

Notes/Instruction: ***Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)***	2.3. Reviews the application and initials the acknowledgment then forwards to the Office of the Director for his signature.		1 working day/s	• Securities Specialist II; Tarlac Extension Office • Securities Counsel II; Tarlac Extension Office
	2.4. Signs the acknowledgement letter		1 working day/s	• Director; Tarlac Extension Office
	2.5. Scans and uploads the signed Acknowledgement Letter on the Document Verification System to generate QR Code, then prints the Acknowledgement Letter.		4 hour/s	• Securities Specialist II; Tarlac Extension Office • Securities Counsel II; Tarlac Extension Office
	2.6. Schedules and sends notification to the applicant on the date of submission of the complete application requirement and release of the acknowledgment letter.		4 hour/s	• Securities Specialist II; Tarlac Extension Office • Securities Counsel II; Tarlac Extension Office
3. Submit complete application requirements together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip) and copy of notification to submit the same, and receive the duly signed Acknowledgment Letter. **Location:** SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City	3.1. Receives complete application requirement and proof of payment.	None	15 minute/s	• Data Analyst; Tarlac Extension Office
	3.2. Compares the hard copies received with the scanned copy of the application documents.		2 hour/s	• Securities Specialist II; Tarlac Extension Office • Securities Counsel II; Tarlac Extension Office
	3.3. Releases the signed Acknowledgment Letter		15 minute/s	• Data Analyst; Tarlac Extension Office
Total Processing Time:		Working Days: 19 working day/s, 4 hour/s, 30 minute/s		

Total Processing Fee:	Total Standard Fee: None

18. Certification of Paid-up Capital

This service details the procedure on the request for issuance of Certification of Paid-up Capital. The said certification is requested for purposes of accreditation, renewal, and transactions with other government agencies and other entities, among others.

Office or Division:	Tarlac Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All Corporations duly recorded and registered at the Securities and Exchange Commission through their authorized representatives respectively.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Duly accomplished Freedom of Information (FOI) Request Form (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office Public Assistance and Complaint Desk
Remarks: *Can be requested via email at secteo@sec.gov.ph*	
2. Any of the following duly received by the SEC *Any of the following:*	
2.A. Latest General Information Sheet (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office Public Assistance and Complaint Desk
Remarks: *The client may at his/her option, request any of the listed requirements through the SEC Express System (https://secexpress.ph/)*	
---- OR ----	
2.B. Latest Annual Financial Statements (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office Public Assistance and Complaint Desk
Remarks: *The client may at his/her option, request any of the listed requirements through the SEC Express System (https://secexpress.ph/)*	
---- OR ----	
2.C. Latest Certificate of Approval of Increase of Capital Stock (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension

	Office Public Assistance and Complaint Desk

Remarks:

The client may at his/her option, request any of the listed requirements through the SEC Express System (https://secexpress.ph/)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the duly accomplished request form together with other requirements to the office counter or to the SEC office email **Location:** SEC Tarlac Extension Office - Public Assistance and Complaint Desk or secteo@sec.gov.ph	1.1. Check the completeness of the documentary requirements and assign the application to the processor	None	10 minute/s	• Data Analyst; Tarlac Extension Office
	1.2. Processes and evaluates the request for issuance of Certification of Paid-up Capital and issues Payment Assessment Form (PAF)		1 working day/s	• SEC Administrative Officer IV ; Tarlac Extension Office
2. Pays the filing fee **Location:** espaysec.sec.gov.ph/payment-portal/home or SEC accredited Land Bank branches	2.1. Issues payment confirmation containing the electronic Official Receipt via email	**Standard Fees** Breakdown: Filing Fee inclusive of Legal Research Fee of PHP 10.00 and Documentary Stamp Tax of PHP 30.00: PHP 1030 Total: PHP 1030	5 minute/s	• Accounting Division; Financial Management Department (FMD)
	2.2. Prepares the certification of Paid-up Capital.		10 minute/s	• SEC Administrative Officer IV; Tarlac Extension Office
	2.3. Reviews and signs the Certificate		15 minute/s	• Director; Tarlac Extension Office
	2.4. Records the signed certification		5 minute/s	• SEC Administrative Officer II; Tarlac Extension Office
3. Receive the signed Certification. (Via Courier or Personal Pick- Up) **Location:** SEC Tarlac Extension Office - Public	3. Releases the signed Certification	None	5 minute/s	• Data Analyst; Tarlac Extension Office

Assistance and Complaint Desk				
Total Processing Time:		Working Days: 1 working day/s, 50 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 1030		

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

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

Office or Division:	Tarlac Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	General transacting public and business entities for: a.) Registered corporations; b.) Suspended and Revoked Corporation for purposes of filing a Petition to Set Aside Order of Suspension or Revocation; and c.) Corporations with Notice of Deficiencies and Hearing or Orders.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Annex D for corporations or Annex E for partnerships may be found in the MC 28 series of 2020 uploaded in the SEC website - MUST BE NOTARIZED UPON SUBMISSION (1) Electronic Copy	Applicant / Client
Remarks: *ALL FORMS SHOULD BE NOTARIZED (Annex D or Annex E)*	
For Situational Requirement	
A. If the corporate secretary is unavailable to sign and file the Annex D form for Corporations	
A.1. Notarized Secretary's Certificate or Board Resolution authorizing the representative of the Secretary to file the Annex D form (1) Electronic Copy	Applicant / Client
B. If the signatory filing the Annex E Form is not one of the partners of the partnership	
B.1. Partnership Resolution authorizing the representative to sign and file the Annex E form (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit Email account address and cellular phone number for the compliance in Memorandum Circular No. 28 Series of 2020	1.1. Receive the application through MC28 Portal including its attachments.	None	2 hour/s	• SEC Administrative Assistant II; Tarlac Extension Office

through https://mc28.sec.gov.ph/ The Annex D Form can be downloaded in NEW SUBMISSION Requirement. **Location:** https://mc28.sec.gov.ph/ **Notes/Instruction:** 1.1. Click NEW SUBMISSION in MC28 Portal, enter the Correct SEC registration, and fill out the information in the prescribed format provided in MC28, S2020 (ANNEX D for corporations, or Annex E for partnerships - **ALL FORMS SHOULD BE NOTARIZED**) 1.2. Encode the company details reflected in the ANNEX D for corporations, or Annex E for partnerships. Then click the continue and verified contact details. After confirming the details, One-time password/OTP will be sent to the contact details provided in the form. A system will again display a verification page prompting the user to enter the received OTP to proceed. 1.3. Upload NOTARIZED ANNEX D for corporations; or NOTARIZED ANNEX E for partnerships and other attachments if any, then submit the application.				• Data Analyst; Tarlac Extension Office
	1.2. Browse over the SEC systems online, review and compare the information in the uploaded ANNEX D/E and encoded data in the portal.		3 hour/s	• SEC Administrative Assistant II; Tarlac Extension Office • Data Analyst; Tarlac Extension Office
	1.3. Check the authorized Person in Control and the signatories of its attachments.		3 hour/s	• SEC Administrative Assistant II; Tarlac Extension Office • Data Analyst; Tarlac Extension Office
2. Receive a display confirmation indicating	2.1. If the information in ANNEX D/E is valid,	None	2 working day/s	• SEC Administrativ

that the submission was successful along with reference Number assigned to the transaction at the same time a confirmation email notifying them that the submission has been successfully received and is now under reviewed by the SEC. **Location:** Tarlac Extension Office **Notes/Instruction:** 2.1. If the application is for compliance/rejected, the client must re-apply their application in MC28 Portal New Submission with the compliance from the said remarks.	consistently encoded in the portal, and with complete documents, it will be tagged as approved.			e Assistant II; Tarlac Extension Office • Data Analyst; Tarlac Extension Office
	2.2. If the application is for compliance, it will be tagged as rejected (the findings are stated as well as the possible solutions/remedies for compliance).		3 working day/s	• SEC Administrative Assistant II; Tarlac Extension Office • Data Analyst; Tarlac Extension Office
Total Processing Time:		Working Days: 6 working day/s		
Total Processing Fee:		Total Standard Fee: None		

20. Confirmation of Valuation for Domestic Stock Corporations Classified as Philippine National

This service details the adopted online procedure and documentary requirements on application for confirmation of valuation of consideration for additional issuance shares out of the unissued shares pursuant to Section 61 of the Revised Corporation Code, which may be in the form of, but not limited to the following:

- *Previously incurred indebtedness (eg. conversion of advances into equity / conversion of deposit for future subscriptions)*
- *Land, building / condominium units*
- *Untitled Lands*
- *Inventories / Furnitures / Personal Properties*
- *Heavy equipment and machinery*
- *Shares of stock*
- *Motor Vehicle*
- *Sea vessel / aircraft*
- *Intangibles*
- *Net assets*
- *Other assets*

This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations/partnerships classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department (CRMD).

For pre-processing of new applications, scanned copies of the required documents shall be submitted via e-mail through secteo@sec.gov.ph.

Office or Division:	Tarlac Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Combined Notarized Secretary's Certificate a. Request of Application; b. board resolution approving the additional issuance of shares of stock ; c. List of stockholders with the nationalities, amount subscribed and paid up and the subscribers to the new shares; d. Certifying that all non-subscribing stockholders waived their	Securities and Exchange Commission - Tarlac Extension Office

respective pre-emptive rights or attesting on the resolution by the stockholders representing at least 2/3 of the outstanding capital stock approving the issuance of shares in exchange for property or previously incurred indebtedness; e. non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	

Remarks:

Download the Combined Secretary's Certificate for ***Confirmation of Valuation for Domestic Stock Corporations Classified as Philippine National*** *below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Confirmation-of-Valuation.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance from Monitoring Unit of Tarlac Extension Office (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Tarlac Extension Office

Remarks:

Monitoring Unit of Tarlac Extension Office through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

B. For Financing and Lending Companies:	
B.1. Monitoring Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Tarlac Extension Office

Remarks:

Tarlac Extension Office through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

C. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
C.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector

Remarks: *To request, please refer to BSP Citizen's Charter through this link: https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
D. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
D.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group
Remarks: *To request, please refer to IC Citizen's Charter through this link:* *https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
E. Additional Requirement if the consideration for issuance of shares is in the form of Previously incurred indebtedness (e.g., conversion of advances into equity / conversion of deposit for future subscription)	
E.1. Deed of Assignment of advances / liabilities (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *Download the Deed of Assignment for **Confirmation of Valuation_Advances** below:* *a. Sigle Assignor: https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Single-Assignor.docx* *b. Multiple Assignor: https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Multiple-Assignor.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
E.a. If the advances/liabilities is not yet reflected in the Audited Financial Statements (AFS):	
E.a.1. A report to be rendered by an Independent CPA on the verification of the advances to be converted to equity (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
F. Additional Requirement if the consideration for issuance of shares is in the form of Land, buildings / condominium units:	

F.1. Detailed schedule of property showing the registered owner, location, area, TCT/CCT no., tax declaration number and the basis of transfer value (market value, assessed value or zonal value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *Download the sample* ***Detailed Schedule for Land, Buldings/Condominium Units*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DS_Land-Buildings-Condo.xlsx* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
F.2. Copy of TCT/CCT electronically certified and issued by Register of Deeds and tax declaration sheet certified Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
F.3. Deed of Assignment: a. Deed of Assignment; b. Certifying that the improvements are existing and in good condition ; c. Undertaking that the corporation will submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *Download the Deed of Assignment for* ***Confirmation of Valuation_Land, Buildings / Condominium Units*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Land-Buildings-Condo.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
F.a. If transfer value is based on appraised value:	
F.a.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
F.a.2. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks:	

Download the Affidavit of Undertaking re Section 64 (watered stocks) below: *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_AV_Affidavit.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
F.b. If property is mortgaged:	
F.b.1. Mortgagee/creditor's certification on the outstanding loan balance and his/her written consent to the transfer of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
F.c. For assignment of buildings where assignor is not the owner of the land:	
F.c.1. Lease contract on the land and consent of the land owner to the transfer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G. Additional Requirement if the consideration for issuance of shares is in the form of Untitled Lands:	
G.1. Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least twenty (20) years and the possessor had introduced improvements thereon, if any (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.2. Duplicate original or certified true copies of the tax declaration sheets (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.3. Latest realty tax receipts (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.4. Affidavit by the transferor attesting the following: 1. Continuous and open possession of the property is located; 2.a. Existence (or non-existence) of easements over the untitled property; b. Kind/description of the easement and its location; and c. Whether	Securities and Exchange Commission - Tarlac Extension Office

the transferor is the dominant estate or the servient estate, by virtue of such easements 3. That the transferor/subscriber to answer for any liability that the corporation might incur by virtue of the acceptance of said property as paid-up capital) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Download the **Transferor Affidavit for Untitled Land** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-the-Transferor_Untitled-Lands.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.5. Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.6. Duplicate original or certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument affecting the property recorded in the Register of Deeds for the province of city where the land is situated (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.7. Clearance or certification from the Department of Agrarian Reform (DAR) attesting to the following: (a) There is no other claimant to the untitled land; (b) it has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party; or (c) The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Department of Agrarian Reform (DAR) - Department of Agrarian Reform (DAR)
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.8. Blue Print Survey of the Plan as approved by the Bureau of Lands (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.9. Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/ assessed value / zonal value or appraised value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office

Remarks: *Download the sample **Detailed Schedule of Untitled Lands** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DS_Untitled-Lands.xlsx* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.10. Deed of Assignment reflecting: a. Assignment of Untitled Lands; b. Undertaking to submit certified true copy of the original certificate of title in the name of the transferee-corporation within one (1) year from the date of receipt of the approval of the application) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *Download the Deed of Assignment for **Confirmation of Valuation_Untitled Lands** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Untitled-Lands.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
G.a. If transfer value is based on zonal value	
G.a.1. Latest zonal valuation certified by BIR (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.b. If transfer value is based on appraised value	
G.b.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.b.2. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_AV_Affidavit.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

H. Additional Requirement if the consideration for issuance of shares is in the form of Inventories / Furniture / Personal Properties:	
H.1. Detailed schedule of property showing the description and the basis of transfer value (market value or book value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *Download the sample **Detailed Schedule of Inventories / Furniture / Personal Properties** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DS_Inventories.xlsx* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.2. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *Download the Deed of Assignment for **Confirmation of Valuation_Inventories / Furniture / Personal Properties** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Inventories-Furniture-Personal-Properties.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
H.a. If transfer value is based on book value:	
H.a.1. Special Audit Report by an Independent CPA on the verification and valuation of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I. Additional Requirement if the consideration for issuance of shares is in the form of Heavy equipment and machinery:	
I.1. Detailed schedule of the property showing the description and the transfer value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *Download the sample **Detailed Schedule of Heavy Equipment and Machinery** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DS_Heavy-Equipment.xlsx* *Note:*	

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

I.2. Appraisal report by a licensed appraiser (not more than 6-month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.3. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *Download the Deed of Assignment for* ***Confirmation of Valuation_Heavy Equipment and Machinery*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Heavy-Equipment-and-Machinery.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.4. Certification from the transferor stating that the properties are existing and in good condition (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
I.a. In case the heavy equipment and machinery qualify as real property as defined under the New Civil Code.	
I.a.1. Copy of the latest required Tax Declaration Sheet certified by the Assessor's Office. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.a.2. Copy of the TCT / CCT of the land on which the heavy equipment and machinery are located certified by the Register of Deeds. (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.b. If the assignor is not the owner of the land on which the heavy equipment and machinery are located as defined under the New Civil Code.	

I.b.1. Lease contract on the land and consent of the land owner to the transfer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.c. If the transfer value is based on appraised value:	
I.c.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_AV_Affidavit.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J. Additional Requirement if the consideration for issuance of shares is in the form of Shares of Stock:	
J.1. Detailed schedule of the shares of stock showing the stockholder, stock certificate number, no. of shares and the basis of transfer value (market or book value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *Download the sample **Detailed Schedule of Shares of Stock** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DS_Shares-of-Stock.xlsx* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.2. Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Information and Communications Technology Department (ICTD)
Remarks: *To be provided by the Company, in case the Company did not file* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.3. Deed of Assignment (a. Deed of Assignment ; b. Undertaking that the corporation will submit the required proof of transfer within the prescribed period). (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office

Remarks: *Download the Deed of Assignment for* ***Confirmation of Valuation_Shares of Stock*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Shares-of-Stocks.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.4. Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the assignor (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.5. Photocopy of the stock certificate (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
J.a. If listed in the Stock Exchange:	
J.a.1. Latest market price quotation in the newspaper or certification from the stock exchange/broker as to latest market price of the shares of stock (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K. Additional Requirement if by way of Motor Vehicles	
K.1. Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office

Remarks: *Download the sample **Detailed Schedule of Motor Vehicle** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DS_Motor-Vehicle.xlsx* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K.2. Photocopy of certificate of registration and official receipt of annual registration fee (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
K.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K.4. Deed of Assignment reflecting: a. Assignment of Motor Vehicles; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period; c. Certification from the transferor stating that the motor vehicles are existing and in good running condition. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *Download the Deed of Assignment for **Confirmation of Valuation_Motor Vehicles** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Motor-Vehicles.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
K.a. If the transfer value is based on appraised value:	
K.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_AV_Affidavit.docx*	

The original copy and photo copy will be submitted upon payment of the corresponding fees.	
L. Additional Requirement if by way of Sea Vessel / Aircraft:	
L.1. Detailed schedule of vessel/aircraft showing registered Owner, registry number, technical description and appraised value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *Download the sample **Detailed Schedule of Sea Vessel / Aircraft** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DS_Sea-Vessel_Aircraft.xlsx* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.2. Certified true copy of the certificate of ownership (1) Certified True Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The certified true copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.4. Certificate of seaworthiness/airworthiness issued by appropriate government agency (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.5. Deed of Assignment reflecting: a. Assignment of Sea Vessel/Aircraft; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *Download the Deed of Assignment for **Confirmation of Valuation_Sea Vessel/Aircraft** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Sea-Vessels-aircrafts.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

Sub Situational Requirement/s	
L.a. If the transfer value is based on appraised value:	
L.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_AV_Affidavit.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M. Additional Requirement if the consideration for issuance of shares is in the form of Intangibles:	
M.1. Photocopy of System Purchase Agreement or any proof of ownership (for software) (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
M.2. Copy of Certificate of Registration of Intellectual Property Rights and mining permit for mining claims/rights (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
M.3. Appraisal report by an accredited appraisal company or by a licensed Filipino mining engineer for mining claims/rights (not more than 6 months old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.4. Deed of Assignment reflecting: a. Assignment of Intangibles; b.Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *Download the Deed of Assignment for* ***Confirmation of Valuation_Intangibles*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Intangibles.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
M.a. If the transfer value is based on appraised value:	

M.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_AV_Affidavit.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N. Additional Requirement if the consideration for issuance of shares is in the form of Net Assets:	
N.1. Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
N.2. Deed of Assignment of the assets and liabilities (a. Deed of Assignment; b. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period). (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *Download the Deed of Assignment for **Confirmation of Valuation_Net Assets** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Net-Assets.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.3. List of creditors with the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.4. Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *Download the sample **Detailed Schedule of Net Asset** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DS_Net-Assets.xlsx* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.*	

- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

N.5. Photocopy of the certificate of registration of the motor vehicles (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note:

- *The original copy will be presented for verification during the processing stage.*
- *The two (2) photo copies will be submitted upon payment of the corresponding fees.*

N.6. Copy of TCT/CCT electronically certified and issued by the Register of Deeds and tax declaration sheets certified by the Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

N.7. Photocopy of stock certificates (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Notes:

- *The original copy will be presented for verification during the processing stage.*
- *The two (2) photo copies will be submitted upon payment of the corresponding fees.*

N.8. DTI Certificate of Registration (for single proprietorship) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

O. Other than the identified kind of payments:

O.1. Deed of Assignment reflecting: a. Assignment of the assets; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Notes: The original copy and photo copy will be submitted upon payment of the corresponding fees.

O.2. Proof of Ownership (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

O.3. Basis of Valuation (i.e. Valuation Report or Appraisal Report)	Applicant / Client

(1) Original Copy And (1) Photo Copy And (1) Electronic Copy	

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s	
O.a. If the transfer value is based on appraised value:	
O.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office

Remarks:

Download the Affidavit of Undertaking re Section 64 (watered stocks) below:

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_AV_Affidavit.docx

The original copy and photo copy will be submitted upon payment of the corresponding fees.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of complete requirements for new application. **Location:** secteo@sec.gov.ph **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with	1.1. Verifies completeness of the required documents, receives and records the application if complete, and sends an email confirming receipt	None	4 hour/s	• Securities Specialist II; Tarlac Extension Office • Securities Counsel II; Tarlac Extension Office

minor correction during the pre-processing stage or review stage, the TEO Specialist will prepare a checklist of deficiencies and inform and return it to the applicant through the iMessage. For submission of compliance documents, the client will directly send it to the assigned TEO Specialist's through the iMessage. The assigned TEO Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.2. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling.				
	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		8 working day/s	• Securities Specialist II; Tarlac Extension Office • Securities Counsel II; Tarlac Extension Office
	1.3. Reviews the Final Report and, if found in order, directs the TEO		9 working day/s	• Director; Tarlac

• The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing	Specialist to issue the Payment Assessment Form (PAF). 1.4. Sends the Payment Assessment Form (PAF) to the applicant. Then, informs the applicant to submit the original/hard copy upon payment.		1 hour/s	Extension Office • Securities Specialist II; Tarlac Extension Office • Securities Counsel II; Tarlac Extension Office

Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given.				
2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip). **Location:** SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)*	2.1. Confirms and receive the payment	None	5 minute/s	• Accounting Division; Financial Management Department (FMD)
	2.2. Receives complete application requirements with proof of payment; verifies hard copies against online-submitted documents and, if found in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.		2 hour/s	• Securities Counsel II Securities Specialist II; Tarlac Extension Office
	2.3. Prepares Certificate		1 hour/s	• SEC Administrative Officer II; Tarlac Extension Office
	2.4. Reviews the documents, signs, and approves the Certificate.		1 working day/s	• Director; Tarlac Extension Office
	2.5. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.		1 hour/s	• Securities Specialist II; Tarlac Extension Office • Securities Counsel II; Tarlac Extension Office
	2.6. Schedules and sends email notification to the applicant on the date of release of the certificate.		30 minute/s	• Securities Specialist II; Tarlac Extension Office • Securities Counsel II; Tarlac

				Extension Office
3. Present the Official Receipt and Appointment Letter. Then, fill out the logbook for released applications and claim the Certificates of Approval. **Location:** SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City	3. Releases the Certificates of Approval.	None	15 minute/s	• Data Analyst; Tarlac Extension Office
Total Processing Time:		Working Days: 19 working day/s, 1 hour/s, 50 minute/s		
Total Processing Fee:		Total Standard Fee: None		

21. Increase of Capital Stock by way of Cash through the eAMEND Portal - Simple Processing for One Person Corporations (OPC) Classified as Philippine National

This service details the adopted online procedure and documentary requirements for application for Increase of Capital Stock by way of Cash of OPCs pursuant to Section 37 of the Revised Corporation Code of the Philippines.

***Upon approval, a Digital Certificate shall be issued electronically,** subject to the later submission of originally signed documents.*

This service is exclusively for Domestic Stock Corporations classified as Philippine National.

For the pre-processing of new applications, applicants who choose to file through the eAmend Portal must submit scanned copies of the notarized documents via the eAmend Portal. Applicants are advised to adhere to the prescribed steps outlined in the eAmend Portal for the proper uploading and submission of the required documents.

*Alternatively, corporations that choose to submit their application via email may do so by sending all required documents directly to secteo@sec.gov.ph. For detailed guidelines, please refer to the Citizen's Charter for **Increase of Capital Stock by way of Cash through electronic mail submission.***

Office or Division:	Tarlac Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office

Remarks:

Note:

- *This is a system-generated requirement.*
- *The photo copies will be submitted upon payment of the corresponding fees.*

2. Unified Certification and Subscription Contract for Increase In Authorized Capital Stock containing: Certificate of Increase of Capital Stock; OPC Resolution; Schedule of Capital Structure as of date of OPC Resolution, indicating the nationality, no of shares and amount subscribed, and paid-up capital on the present authorized capital stock; and Treasurer's Affidavit Subscription Contract Non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *Note:* • *This is a system-generated requirement.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
3. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance from Monitoring Unit of Tarlac Extension Office (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Tarlac Extension Office
Remarks: *Monitoring Unit of Tarlac Extension Office through the link:* • ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
B. Clearance / Endorsement from other departments or other government agencies, if applicable.	
B.1. Clearance / Endorsement from other departments or other government agencies. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
C. Additional requirement if cash payment for subscription is already reflected in the Audited Financial Statements:	
C.1. Audited Financial Statements as of the last fiscal year stamped received by BIR and SEC. (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office

Remarks:

Note: To be submitted by the Company if not available in the SEC's system.

D. Additional requirement if cash payment for subscription is not yet reflected in the Audited Financial Statements:

Sub Situational Requirement/s

D.a. If applicant corporation is/are: a) Listed companies; b) Public companies defined in the Securities Regulation Code; c) Companies that offer or sell securities to the public; d) Companies with secondary license; e) Others, pursuant to item no. 2 of SEC MC No. 6 of 2026

D.a.1. Special Audit Report (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of notarized requirements for new application to eAmend Portal. **Location:** **https://eamend.sec.gov.ph/** **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies.	1.1. Assign to SEC processors if the documents are complete.	None	30 minute/s	• SEC Administrative Assistant II; Tarlac Extension Office

• If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the TEO Specialist shall revert the application informing the client of the deficiencies. For submission of compliance documents, the client must upload the documents through the eAmend Portal. The assigned TEO Specialist will proceed to Agency Step 1.2. • The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or	1.2. Verifies completeness of amendment requirements, reviews the Final Report and, if found in order, facilitates the issuance of Payment Assessment Form (PAF).		7 working day/s	• Securities Specialist II; Tarlac Extension Office • Securities Counsel II; Tarlac Extension Office

should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing	1.3. Issues the Payment Assessment Form (PAF) to the applicant. Then, informs the applicant to submit the original/hard copy upon payment.		1 working day/s	• Securities Specialist II; Tarlac Extension Office • Securities Counsel II; Tarlac Extension Office

time, provided that a proper notice to the applicant was given)				
2. Pay the corresponding filing fees through Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide. **Location:** 1. Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or 2. any Land Bank of the Philippines branch nationwide.	2. Issues payment confirmation containing the electronic Official Receipt via e-mail.	None	5 minute/s	• Accounting Division; Financial Management Department (FMD)
3. Downloads the Digital Certificate of approval via eAmend and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip) **Location:** SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements and amended articles of incorporation).*	3.1. Accepts and verifies the hard copies; if found complete and in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.	None	4 hour/s	• Securities Specialist II; Tarlac Extension Office • Securities Counsel II; Tarlac Extension Office
	3.2. Prepares the Certificate.		4 hour/s	• SEC Administrative Officer II; Tarlac Extension Office
	3.3. Reviews the documents, signs, and approves the Certificate.		1 working day/s	• Director; Tarlac Extension Office
	3.4. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.		6 hour/s	• Securities Specialist II; Tarlac Extension Office • Securities Counsel II; Tarlac Extension Office

	3.5. Tags the application for appointment through eAmend Portal indicating the date of release of the certificate.		1 working day/s	• Securities Specialist II; Tarlac Extension Office • Securities Counsel II; Tarlac Extension Office
4. Receives the Certificates of Approval (Via Courier or Personal Pick-up). **Location:** SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City	4. Releases the Certificates of Approval.	None	30 minute/s	• Data Analyst; Tarlac Extension Office
Total Processing Time:		Working Days: 11 working day/s, 7 hour/s, 5 minute/s		
Total Processing Fee:		Total Standard Fee: None		

22. Increase of Capital Stock by way of Cash through the eAMEND Portal for Domestic Stock Corporations Classified as Philippine National (Other than OPC)

This service details the adopted online procedure and documentary requirements for application for Increase of Capital Stock by way of Cash pursuant to Section 37 of the Revised Corporation Code of the Philippines.

This service is exclusively for Domestic Stock Corporations classified as Philippine National.

For the pre-processing of new applications, applicants who choose to file through the eAmend Portal must submit scanned copies of the notarized documents via the eAmend Portal. Applicants are advised to adhere to the prescribed steps outlined in the eAmend Portal for the proper uploading and submission of the required documents.

Alternatively, corporations that choose to submit their application via email may do so by sending all required documents directly to secteo@sec.gov.ph. For detailed guidelines, please refer to the Citizen's Charter for ***Increase of Capital Stock by way of Cash through electronic mail submission.***

Office or Division:	Tarlac Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Unified Certification for Certificate of Increase of Capital Stock on: a. Certificate of Increase of Capital Stock; b. Director's Certificate; c. List of stockholders of record as of date of meeting approving the increase, indicating their nationalities and their respective subscribed and paid-up capital on the present authorized capital stock; d. Non-existence of intra-corporate dispute; e. Waiver of pre-emptive rights of non-subscribing shareholders (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office

Remarks:

Download the Unified Certification for ***Increase of Capital Stock*** *below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Unified-Certification-for-Increase-in-Authorized.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.	
2. Treasurer's Affidavit (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *Download Treasurer's Affidavit through this link:* *https://www.sec.gov.ph/wp-content/uploads/2025/06/2025Forms_Treasurers-Affidavit.doc* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
3. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance from Monitoring Unit of Tarlac Extension Office (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Tarlac Extension Office
Remarks: *Monitoring Unit of Tarlac Extension Office through the link:* • ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
B. For Financing and Lending Companies:	
B.1. Monitoring Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Tarlac Extension Office
Remarks: *Tarlac Extension Office through the link:* • ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
C. For Listed and Public Companies:	
C.1. Corporate Governance and Finance Department (CGFD) Clearance	Securities and Exchange Commission (SEC) - Corporate

(1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Governance and Finance Department (CGFD)
Remarks: *Corporate Governance and Finance Department (CGFD* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
D. Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
D.1. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
Remarks: *Market and Securities Regulation Department (MSRD)* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
E. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
E.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector
Remarks: *To request, please refer to BSP Citizen's Charter through this link:* *https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
F. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
F.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group
Remarks: *To request, please refer to IC Citizen's Charter through this link:* *https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G. Additional requirement if cash payment for subscription is not yet reflected in the Audited Financial Statements:	
Sub Situational Requirement/s	
G.a. Notarized Subscription Contract	
G.a.1. A subscription contract, executed under oath among subscriber/s, treasurer and president for the corporation, stating	Applicant / Client

the number of additional shares subscribed to and paid for. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	

Remarks:

For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2026 – Subscription Contracts through this link: https://www.sec.gov.ph/mc-2026/sec-mc-no-06-series-of-2026/#gsc.tab=0

Or May download to the sample below:

https://www.sec.gov.ph/wp-content/uploads/2025/08/2025Forms_Subscription-Contract-for-Cash-Payment.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

G.b. If applicant corporation is/are: a) Listed companies; b) Public companies defined in the Securities Regulation Code; c) Companies that offer or sell securities to the public; d) Companies with secondary license; e) Others, pursuant to item no. 2 of SEC MC No. 6 of 2026	
G.b.1. Special Audit Report (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

H. Additional requirement for Rural Banks:	
H.1. Notarized Certification on payment for subscriptions to be signed by majority of the rural bank's Board of Directors in accordance with the form required by BSP (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

H.2. List of stockholders of record showing their respective subscribed and paid-up amount before and after the increase and the list of subscribers to the increase with their respective subscription and payment as presented and approved by BSP annexed to the notarized certification (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)

1. Submit the electronic copy of notarized requirements for new application to eAmend Portal. **Location:** **https://eamend.sec.gov.ph/** **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the TEO Specialist shall revert the application informing the client of the deficiencies. For submission of compliance documents, the client must upload the documents through the eAmend Portal. The assigned TEO Specialist will proceed to Agency Step 1.2. • The foregoing service may be	1.1. Assign to SEC processors if the documents are complete.	None	30 minute/s	• SEC Administrative Assistant II; Tarlac Extension Office
	1.2. Verifies completeness of amendment requirements, process and evaluates application for amendment		5 working day/s	• Securities Specialist II; Tarlac Extension Office • Securities Counsel II; Tarlac Extension Office

deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records				
	1.3. Reviews the Final Report and, if found in order, directs the TEO Specialist to issue the Payment Assessment Form (PAF).		7 working day/s	• Director; Tarlac Extension Office
	1.4. Issues the Payment Assessment Form (PAF) to the applicant.		2 hour/s	• Securities Specialist II; Tarlac Extension Office • Securities Counsel II; Tarlac Extension Office

facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)				
2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip) **Location:** SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all*	2.1. Confirms and receive the payment	None	10 minute/s	• Accounting Division; Financial Management Department (FMD)
	2.2. Accepts the complete application requirements together with the proof of payment		2 hour/s	• Securities Specialist II; Tarlac Extension Office • Securities Counsel II; Tarlac Extension Office
	2.3. Verifies hard copies against the documents and attaches the source documents; if found complete and in order, forwards the application		1 working day/s	• Securities Specialist II; Tarlac Extension Office

be original copies of the documents pre-processed online, except for audited financial statements).	for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.			• Securities Counsel II; Tarlac Extension Office
	2.4. Prepares the Certificate.		4 hour/s	• SEC Administrative Officer II; Tarlac Extension Office
	2.5. Reviews the documents, signs, and approves the Certificate.		2 working day/s	• Director; Tarlac Extension Office
	2.6. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.		6 hour/s	• Securities Specialist II; Tarlac Extension Office • Securities Counsel II; Tarlac Extension Office
	2.7. Tags the application for appointment through eAmend Portal indicating the date of release of the certificate.		4 hour/s	• Securities Specialist II; Tarlac Extension Office • Securities Counsel II; Tarlac Extension Office
3. Present the Official Receipt and Appointment Letter. Then, fill out the logbook for released applications and claim the Certificates of Approval. **Location:** SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City	3. Releases the Certificates of Approval.	None	30 minute/s	• Data Analyst; Tarlac Extension Office
Total Processing Time:		Working Days: 17 working day/s, 3 hour/s, 10 minute/s		
Total Processing Fee:		Total Standard Fee: None		

23. Increase of Capital Stock through payment other than cash of One Person Corporation (OPC) through the eAMEND Portal (Regular Processing) for Domestic Stock Corporations Classified as Philippine National

This service details the adopted online procedure and documentary requirements for application for Increase of Capital Stock by and Non Cash pursuant to Section 37 of the Revised Corporation Code of the Philippines through eAmend Portal.

This service is exclusively for One Person Corporations classified as Philippine National.

For the pre-processing of new applications, applicants who choose to file through the eAmend Portal must submit scanned copies of the notarized documents via the eAmend Portal. Applicants are advised to adhere to the prescribed steps outlined in the eAmend Portal for the proper uploading and submission of the required documents.

Alternatively, corporations that choose to submit their application via email may do so by sending all required documents directly to secteo@sec.gov.ph. For detailed guidelines, please refer to the Citizen's Charter for Increase of Capital Stock by way of Cash through electronic mail submission.

Office or Division:	Tarlac Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Unified Certification for Certificate of Increase of Capital Stock a. Certificate of Increase of Capital Stock; b. OPC Resolution; c. Schedule of Capital Structure as of date of OPC Resolution, indicating the nationality, no of shares and amount subscribed, and paid-up capital on the present authorized capital stock; and d. Non-existence of intra-corporate dispute. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office

Remarks:

*Download the Unified Certification for **Increase of Capital Stock_OPC** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Unified-Certification-for-Increase-in-AC-OPC.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

2. Treasurer’s Affidavit (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *Download Treasurer's Affidavit for OPC through this link:* *https://www.sec.gov.ph/wp-content/uploads/2022/03/2022SECForm_TREASURERS-AFFIDAVIT.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
3. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance from Monitoring Unit of Tarlac Extension Office (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Tarlac Extension Office
Remarks: *Monitoring Unit of Tarlac Extension Office through the link:* • ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
B. For Financing and Lending Companies:	
B.1. Monitoring Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Tarlac Extension Office
Remarks: *Tarlac Extension Office through the link:* • ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
C. For Listed and Public Companies:	
C.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)
Remarks:	

Corporate Governance and Finance Department (CGFD)

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

D. Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
D.1. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Market and Securities Regulation Department (MSRD)

Remarks:

Market and Securities Regulation Department (MSRD)

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

E. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
E.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector

Remarks:

To request, please refer to BSP Citizen's Charter through this link:
https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

F. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
F.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group

Remarks:

To request, please refer to IC Citizen's Charter through this link:

https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

G. Additional Requirement if the consideration for issuance of shares is in the form of Previously incurred indebtedness (e.g., conversion of advances into equity / conversion of deposit for future subscription)	
G.1. Deed of Assignment of advances / liabilities (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office

Remarks:

*Download the Deed of Assignment for **Advances** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Single-Assignor.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s	
G.a. If the advances/liabilities is not yet reflected in the Audited Financial Statements (AFS):	
G.a.1. A report to be rendered by an Independent CPA on the verification of the advances to be converted to equity (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

H. Additional Requirements if the payment for issuance of shares is by way of Stock Dividend:	
H.1. Reconciliation of Retained Earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

For guidance, please refer to SEC Memorandum Circular No. 16 Series of 2023- Revised Guidelines on the Determination of Retained Earnings Available for Dividend Declaration through this link: https://www.sec.gov.ph/wp-content/uploads/2023/10/2023SEC-MC-No.-16,-s.-of-2023-Revised-Guidelines-on-the-Determination-of-Retained-Earnings%20-Available-for-Dividend-Declaration.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s	
H.a. In case the unappropriated retained earnings is not sufficient to warrant the dividend declaration:	
H.a.1. Secretary's Certificate on the Board's resolution to reverse the appropriated retained earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

I. Additional Requirement if the consideration for issuance of shares is in the form of Land, buildings / condominium units:	
I.1. Detailed schedule of property showing the registered owner, location, area, TCT/CCT no., tax declaration number and the basis of transfer value (market value, assessed value or zonal value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office

Remarks:

*Download the sample **Detailed Schedule for Land, Buldings/Condominium Units** below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=405110855#gid=405110855 *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.2. Copy of TCT/CCT electronically certified and issued by Register of Deeds and tax declaration sheet certified Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.3. Deed of Assignment (a. Deed of Assignment; b. Certifying that the improvements are existing and in good condition ; c. Undertaking that the corporation will submit the required proof of transfer within the prescribed period) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *Download the Deed of Assignment for* ***Increase of Capital Stock_Land, Buildings / Condominium Units*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Land-Buildings-Condo.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
I.a. If transfer value is based on appraised value:	
I.a.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.a.2. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Electronic Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.b. If property is mortgaged:	
I.b.1. Mortgagee/creditor's certification on the outstanding loan balance and his/her written consent to the transfer of property	Applicant / Client

(1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.c. For assignment of buildings where assignor is not the owner of the land:	
I.c.1. Lease contract on the land and consent of the land owner to the transfer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J. Additional Requirement if the consideration for issuance of shares is in the form of Untitled Lands:	
J.1. Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least twenty (20) years and the possessor had introduced improvements thereon, if any (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.2. Duplicate original or certified true copies of the tax declaration sheets (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.3. Latest realty tax receipts (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.4. Affidavit by the transferor attesting the following: 1. Continuous and open possession of the property is located; 2.a. Existence (or non-existence) of easements over the untitled property; b. Kind/description of the easement and its location; and c. Whether the transferor is the dominant estate or the servient estate, by virtue of such easements 3. That the transferor/subscriber to answer for any liability that the corporation might incur by virtue of the acceptance of said property as paid-up capital) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *Download **Transferor Affidavit for Untitled Land** below:*	

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-the-Transferor_Untitled-Lands.docx *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.5. Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.6. Duplicate original or certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument affecting the property recorded in the Register of Deeds for the province of city where the land is situated (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.7. Clearance or certification from the Department of Agrarian Reform (DAR) attesting to the following: (a) There is no other claimant to the untitled land; (b) it has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party; or (c) The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Department of Agrarian Reform (DAR) - Department of Agrarian Reform (DAR)
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.8. Blue Print Survey of the Plan as approved by the Bureau of Lands (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.9. Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/ assessed value / zonal value or appraised value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *Download the sample **Detailed Schedule of Untitled Lands** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=508694029#gid=508694029* *Note:*	

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

J.10. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.11. Affidavit of undertaking to submit certified true copy of the original certificate of title in the name of the transferee-corporation within one (1) year from the date of receipt of the approval of the application (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
J.a. If transfer value is based on zonal value	
J.a.1. Latest zonal valuation certified by BIR (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.b. If transfer value is based on appraised value	
J.b.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.b.2. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K. Additional Requirement if the consideration for issuance of shares is in the form of Inventories / Furniture / Personal Properties:	
K.1. Detailed schedule of property showing the description and the basis of transfer value (market value or book value) certified under	Securities and Exchange Commission - Tarlac Extension

oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Office

Remarks:

*Download the sample **Detailed Schedule of Inventories / Furniture / Personal Properties** below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1666788899#gid=1666788899

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

K.2. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office

Remarks:

*Download the Deed of Assignment for **Increase of Capital Stock_Inventories / Furniture / Personal Properties** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Inventories-Furniture-Personal-Properties.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

K.a. If transfer value is based on book value:

K.a.1. Special Audit Report by an Independent CPA on the verification and valuation of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

L. Additional Requirement if the consideration for issuance of shares is in the form of Heavy equipment and machinery:

L.1. Detailed schedule of the property showing the description and the transfer value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office

Remarks:

*Download the sample **Detailed Schedule of Heavy Equipment and Machinery** below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1745725976#gid=1745725976

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

L.2. Appraisal report by a licensed appraiser (not more than 6-month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

L.3. Deed of Assignment reflecting: a. Assignment of Heavy Equipment and Machineries; b. Certification from the transferor stating that the properties are existing and in good condition) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office

Remarks:

Download the Deed of Assignment for ***Increase of Capital Stock_Heavy Equipment and Machinery*** *below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Heavy-Equipment-and-Machinery.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

L.a. In case the heavy equipment and machinery qualify as real property as defined under the New Civil Code.

L.a.1. Copy of the latest required Tax Declaration Sheet certified by the Assessor's Office. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

L.a.2. Copy of the TCT / CCT of the land on which the heavy equipment and machinery are located certified by the Register of Deeds. (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

The original copy and photo copy will be submitted upon payment of the corresponding fees.

L.b. If the assignor is not the owner of the land on which the heavy equipment and machinery are located as defined under the New Civil Code.

L.b.1. Lease contract on the land and consent of the land owner to the transfer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

The original copy and photo copy will be submitted upon payment of the corresponding fees.

L.c. If the transfer value is based on appraised value:	
L.c.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M. Additional Requirement if the consideration for issuance of shares is in the form of Shares of Stock:	
M.1. Detailed schedule of the shares of stock showing the stockholder, stock certificate number, no. of shares and the basis of transfer value (market or book value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *Download the sample **Detailed Schedule of Shares of Stock** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1402851319#gid=1402851319* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.2. Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Information and Communications Technology Department (ICTD)
Remarks: *To be provided by the Company, in case the Company did not file* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.3. Deed of Assignment (a. Deed of Assignment ; b. Undertaking that the corporation will submit the required proof of transfer within the prescribed period). (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Shares of Stock** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Shares-of-Stocks.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

M.4. Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the assignor (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.5. Photocopy of the stock certificate (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
M.a. If listed in the Stock Exchange:	
M.a.1. Latest market price quotation in the newspaper or certification from the stock exchange/broker as to latest market price of the shares of stock (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N. Additional Requirement if by way of Motor Vehicles	
N.1. Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *Download the sample* ***Detailed Schedule of Motor Vehicle*** *below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=318133614#gid=318133614* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.2. Photocopy of certificate of registration and official receipt of annual registration fee (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

Notes:

- *The original copy will be presented for verification during the processing stage.*
- *The two (2) photo copies will be submitted upon payment of the corresponding fees.*

N.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

N.4. Deed of Assignment reflecting: a. Assignment of Motor Vehicles; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period; c. Certification from the transferor stating that the motor vehicles are existing and in good running condition (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office

Remarks:

*Download the Deed of Assignment for **Increase of Capital Stock_Motor Vehicle** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Motor-Vehicles.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

N.a. If the transfer value is based on appraised value:

N.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office

Remarks:

Download the Affidavit of Undertaking re Section 64 (watered stocks) below:

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx

The original copy and photo copy will be submitted upon payment of the corresponding fees.

O. Additional Requirement if by way of Sea Vessel / Aircraft:

O.1. Detailed schedule of vessel/aircraft showing registered Owner, registry number, technical description and appraised value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office

Remarks:

*Download the sample **Detailed Schedule of Sea Vessel / Aircraft** below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1212106110#gid=1212106110

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

O.2. Certified true copy of the certificate of ownership (1) Certified True Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The certified true copy and photo copy will be submitted upon payment of the corresponding fees.

O.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

O.4. Certificate of seaworthiness/airworthiness issued by appropriate government agency (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

O.5. Deed of Assignment reflecting: a. Assignment of Sea Vessel/Aircraft; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office

Remarks:

*Download the Deed of Assignment for **Increase of Capital Stock_Sea Vessel / Aircraft** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Sea-Vessels-aircrafts.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

O.a. If the transfer value is based on appraised value:

O.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office

Remarks:

Download the Affidavit of Undertaking re Section 64 (watered stocks) below:

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

P. Additional Requirement if the consideration for issuance of shares is in the form of Intangibles:	
P.1. Photocopy of System Purchase Agreement or any proof of ownership (for software) (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
P.2. Copy of Certificate of Registration of Intellectual Property Rights and mining permit for mining claims/rights (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
P.3. Appraisal report by an accredited appraisal company or by a licensed Filipino mining engineer for mining claims/rights (not more than 6 months old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P.4. Deed of Assignment reflecting: a. Assignment of Intangibles; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *Download the Deed of Assignment for* ***Increase of Capital Stock_Intangibles*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Intangibles.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q. Additional Requirement if the consideration for issuance of shares is in the form of Net Assets:	
Q.1. Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
Q.2. Deed of Assignment of the assets and liabilities (a. Deed of Assignment; b. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period). (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *Download the Deed of Assignment for* ***Increase of Capital Stock_Net Assets*** *below:*	

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Net-Assets.docx *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q.3. List of creditors with the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q.4. Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *Download the sample **Detailed Schedule of Net Asset** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1662940848#gid=1662940848* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q.5. Photocopy of the certificate of registration of the motor vehicles (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
Q.6. Copy of TCT/CCT electronically certified and issued by the Register of Deeds and tax declaration sheets certified by the Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q.7. Photocopy of stock certificates (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Notes:

- *The original copy will be presented for verification during the processing stage.*
- *The two (2) photo copies will be submitted upon payment of the corresponding fees.*

Q.8. DTI Certificate of Registration (for single proprietorship) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

Q.a. If the transfer value is based on appraised value:

Q.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office

Remarks:

Download the Affidavit of Undertaking re Section 64 (watered stocks) below:

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

R. Additional requirement if cash payment for subscription is not yet reflected in the Audited Financial Statements:

Sub Situational Requirement/s

R.a. Notarized Subscription Contract

R.a.1. A subscription contract, executed under oath among subscriber/s, treasurer and president for the corporation, stating the number of additional shares subscribed to and paid for (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office

Remarks:

For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2026 – Subscription Contracts through this link: https://www.sec.gov.ph/mc-2026/sec-mc-no-06-series-of-2026/#gsc.tab=0

Or May download to the sample below:

https://www.sec.gov.ph/wp-content/uploads/2025/08/2025Forms_Subscription-Contract-for-Cash-Payment.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

R.b. If applicant corporation is/are: a) Listed companies; b) Public companies defined in the Securities Regulation Code; c) Companies that offer or sell securities to the public; d) Companies with secondary license; e) Others, pursuant to item no. 2 of SEC MC No. 6 of 2026	
R.b.1. Special Audit Report (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of complete requirements for new application. **Location:** **https://eamend.sec.gov.ph/** **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies.	1.1. Assign to SEC processors if the documents are complete.	None	30 minute/s	• SEC Administrative Assistant II; Tarlac Extension Office
• If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the TEO Specialist	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report.		8 working day/s	• Securities Specialist II; Tarlac Extension Office • Securities Counsel II; Tarlac

shall revert the application informing the client of the deficiencies. For submission of compliance documents, the client must upload the documents through the eAmend Portal. The assigned TEO Specialist will proceed to Agency Step 1.2. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the				Extension Office
	1.3. Reviews the Final Report and, if found in order, facilitates the issuance of Payment Assessment Form (PAF).		9 working day/s	• Securities Counsel II Securities Specialist II; Tarlac Extension Office

prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations				
• The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given.	1.4. Issues the Payment Assessment Form (PAF) to the applicant.		1 hour/s	• Securities Specialist II; Tarlac Extension Office • Securities Counsel II; Tarlac Extension Office
2. Pay the corresponding filing fees and submit the complete application	2.1. Confirms and receive the payment	None	5 minute/s	• Accounting Division; Financial

requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip). **Location:** SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)*				Management Department (FMD)
	2.2. Receives complete application requirements with proof of payment; verifies hard copies against online-submitted documents and, if found in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.		2 hour/s	• Securities Counsel II Securities Specialist II; Tarlac Extension Office
	2.3. Prepares the Certificate.		4 hour/s	• SEC Administrative Officer II; Tarlac Extension Office
	2.4. Reviews the documents, signs, and approves the Certificate.		1 working day/s	• Director; Tarlac Extension Office
	2.5. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.		1 hour/s	• Securities Specialist II; Tarlac Extension Office • Securities Counsel II; Tarlac Extension Office
	2.6. Tags the application for appointment through eAmend Portal indicating the date of release of the certificate.		2 hour/s	• Securities Specialist II; Tarlac Extension Office • Securities Counsel II; Tarlac Extension Office

3. Receives the Certificates of Approval (Via Courier or Personal Pick-up). **Location:** SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City	3. Releases the Certificates of Approval.	None	2 hour/s	• Data Analyst; Tarlac Extension Office
Total Processing Time:		Working Days: 19 working day/s, 4 hour/s, 35 minute/s		
Total Processing Fee:		Total Standard Fee: None		

24. Increase of Capital Stock through payment other than cash through the eAMEND Portal for Domestic Stock Corporations Classified as Philippine National (other than OPC)

This service details the adopted online procedure and documentary requirements on application for increase of capital stock by way of Non Cash, but not limited to the following:

1. *Previously incurred indebtedness (e.g. conversion of advances into equity / conversion of deposit for future subscriptions)*
2. *Stock Dividend*
3. *Land, building / condominium units*
4. *Untitled Lands*
5. *Inventories / Furniture / Personal Properties*
6. *Heavy equipments and machineries*
7. *Shares of stock in another corporation*
8. *Motor Vehicles*
9. *Sea vessels / aircrafts*
10. *Intangibles*
11. *Net assets*
12. *Other assets or generally accepted forms of consideration necessary or convenient for its use and lawful purposes*

This service is exclusively for Domestic Stock Corporations classified as Philippine National.

For the pre-processing of new applications, applicants who choose to file through the eAmend Portal must submit scanned copies of the notarized documents via the eAmend Portal. Applicants are advised to adhere to the prescribed steps outlined in the eAmend Portal for the proper uploading and submission of the required documents.

Alternatively, corporations that choose to submit their application via email may do so by sending all required documents directly to secteo@sec.gov.ph. For detailed guidelines, please refer to the Citizen's Charter for Increase of Capital Stock through payment other than cash through electronic mail submission.

Office or Division:	Tarlac Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Unified Certification for Certificate of Increase of Capital Stock on: a. Certificate of Increase of Capital Stock; b. Director's Certificate; c. List of stockholders of record as of date of meeting approving the	Securities and Exchange Commision - Tarlac Extension Office

increase, indicating their nationalities and their respective subscribed and paid-up capital on the present authorized capital stock; d. Non-existence of intra-corporate dispute; e. Waiver of pre-emptive rights of non-subscribing shareholders (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Download the Unified Certification for* ***Increase of Capital Stock*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Unified-Certification-for-Increase-in-Authorized.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
2. Treasurer's Affidavit (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *Download Treasurer's Affidavit through this link:* *https://www.sec.gov.ph/wp-content/uploads/2025/06/2025Forms_Treasurers-Affidavit.doc* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
3. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance from Monitoring Unit of Tarlac Extension Office (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Tarlac Extension Office
Remarks: *Monitoring Unit of Tarlac Extension Office through the link:* • ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
B. For Financing and Lending Companies:	
B.1. Monitoring Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Tarlac Extension Office
Remarks: *Tarlac Extension Office through the link:*	

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

C. For Listed and Public Companies:	
C.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)

Remarks:

Corporate Governance and Finance Department (CGFD)

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

D. Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
D.1. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Market and Securities Regulation Department (MSRD)

Remarks:

Market and Securities Regulation Department (MSRD)

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

E. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
E.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector

Remarks:

To request, please refer to BSP Citizen's Charter through this link:
https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

F. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
F.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group

Remarks:

To request, please refer to IC Citizen's Charter through this link:

https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

G. Additional Requirement if the consideration for issuance of shares is in the form of Previously incurred indebtedness (e.g., conversion of advances into equity / conversion of deposit for future subscription)	
G.1. Deed of Assignment of advances / liabilities (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office

Remarks:

*Download the Deed of Assignment for **Advances** below:*

a. Sigle Assignor: https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Single-Assignor.docx

b. Multiple Assignor: https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Multiple-Assignor.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s	
G.a. If the advances/liabilities is not yet reflected in the Audited Financial Statements (AFS):	
G.a.1. A report to be rendered by an Independent CPA on the verification of the advances to be converted to equity (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

H. Additional Requirements if the payment for issuance of shares is by way of Stock Dividend:	
H.1. List of stockholders entitled to stock dividend with their respective outstanding shares and the allocation of stock dividend certified by the corporate secretary (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

H.2. Secretary's Certificate that on the basis of the computation of the Finance Officer, the allocation of stock dividends as indicated in the Certificate of Increase is in proportion to the shareholdings of stockholders as of date of meeting approving the dividend declaration or as of record date and the treatment of resulting fractional shares, if any, are true and correct. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

H.3. Reconciliation of Retained Earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

For guidance, please refer to SEC Memorandum Circular No. 16 Series of 2023- Revised Guidelines on the Determination of Retained Earnings Available for Dividend Declaration through this link: https://www.sec.gov.ph/wp-content/uploads/2023/10/2023SEC-MC-No.-16,-s.-of-2023-Revised-Guidelines-on-the-Determination-of-Retained-Earnings%20-Available-for-Dividend-Declaration.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

H.a. In case the unappropriated retained earnings is not sufficient to warrant the dividend declaration:

H.a.1. Secretary's Certificate on the Board's resolution to reverse the appropriated retained earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

I. Additional Requirement if the consideration for issuance of shares is in the form of Land, buildings / condominium units:

I.1. Detailed schedule of property showing the registered owner, location, area, TCT/CCT no., tax declaration number and the basis of transfer value (market value, assessed value or zonal value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office

Remarks:

*Download the sample **Detailed Schedule for Land, Buldings/Condominium Units** below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=405110855#gid=405110855

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

I.2. Copy of TCT/CCT electronically certified and issued by Register of Deeds and tax declaration sheet certified Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

I.3. Deed of Assignment: a. Deed of Assignment; b. Certifying that the improvements are existing and in good condition ; c. Undertaking that the corporation will submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *Download the Deed of Assignment for* ***Increase of Capital Stock_Land, Buildings / Condominium Units*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Land-Buildings-Condo.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
I.a. If transfer value is based on appraised value:	
I.a.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.a.2. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.b. If property is mortgaged:	
I.b.1. Mortgagee/creditor's certification on the outstanding loan balance and his/her written consent to the transfer of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.c. For assignment of buildings where assignor is not the owner of the land:	
I.c.1. Lease contract on the land and consent of the land owner to the transfer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.	
J. Additional Requirement if the consideration for issuance of shares is in the form of Untitled Lands:	
J.1. Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least twenty (20) years and the possessor had introduced improvements thereon, if any (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.2. Duplicate original or certified true copies of the tax declaration sheets (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.3. Latest realty tax receipts (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.4. Affidavit by the transferor attesting the following: 1. Continuous and open possession of the property is located; 2.a. Existence (or non-existence) of easements over the untitled property; b. Kind/description of the easement and its location; and c. Whether the transferor is the dominant estate or the servient estate, by virtue of such easements 3. That the transferor/subscriber to answer for any liability that the corporation might incur by virtue of the acceptance of said property as paid-up capital) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *Download the **Transferor Affidavit for Untitled Land** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-the-Transferor_Untitled-Lands.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.5. Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

J.6. Duplicate original or certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument affecting the property recorded in the Register of Deeds for the province of city where the land is situated (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.7. Clearance or certification from the Department of Agrarian Reform (DAR) attesting to the following: (a) There is no other claimant to the untitled land; (b) it has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party; or (c) The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Department of Agrarian Reform (DAR) - Department of Agrarian Reform (DAR)
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.8. Blue Print Survey of the Plan as approved by the Bureau of Lands (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.9. Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/ assessed value / zonal value or appraised value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *Download the sample* ***Detailed Schedule of Untitled Lands*** *below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=508694029#gid=508694029* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.10. Deed of Assignment reflecting: a. Assignment of Untitled Lands; b. Undertaking to submit certified true copy of the original certificate of title in the name of the transferee-corporation within one (1) year from the date of receipt of the approval of the application) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *Download the Deed of Assignment for* ***Increase of Capital Stock_Untitled Lands*** *below:*	

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Untitled-Lands.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s	
J.a. If transfer value is based on zonal value	
J.a.1. Latest zonal valuation certified by BIR (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.b. If transfer value is based on appraised value	
J.b.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.b.2. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K. Additional Requirement if the consideration for issuance of shares is in the form of Inventories / Furniture / Personal Properties:	
K.1. Detailed schedule of property showing the description and the basis of transfer value (market value or book value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *Download the sample **Detailed Schedule of Inventories / Furniture / Personal Properties** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1666788899#gid=1666788899* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.*	

- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

K.2. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office

Remarks:

*Download the Deed of Assignment for **Increase of Capital Stock_Inventories / Furniture / Personal Properties** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Inventories-Furniture-Personal-Properties.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

K.a. If transfer value is based on book value:

K.a.1. Special Audit Report by an Independent CPA on the verification and valuation of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

L. Additional Requirement if the consideration for issuance of shares is in the form of Heavy equipment and machinery:

L.1. Detailed schedule of the property showing the description and the transfer value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office

Remarks:

*Download the sample **Detailed Schedule of Heavy Equipment and Machinery** below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1745725976#gid=1745725976

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

L.2. Appraisal report by a licensed appraiser (not more than 6-month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

L.3. Deed of Assignment reflecting: a. Assignment of Heavy Equipment and Machineries; b. Certification from the transferor stating that the properties are existing and in good condition) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office

Remarks: *Download the Deed of Assignment for* ***Increase of Capital Stock_Heavy Equipment and Machinery*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Heavy-Equipment-and-Machinery.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
L.a. In case the heavy equipment and machinery qualify as real property as defined under the New Civil Code.	
L.a.1. Copy of the latest required Tax Declaration Sheet certified by the Assessor's Office. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.a.2. Copy of the TCT / CCT of the land on which the heavy equipment and machinery are located certified by the Register of Deeds. (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.b. If the assignor is not the owner of the land on which the heavy equipment and machinery are located as defined under the New Civil Code.	
L.b.1. Lease contract on the land and consent of the land owner to the transfer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.c. If the transfer value is based on appraised value:	
L.c.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

M. Additional Requirement if the consideration for issuance of shares is in the form of Shares of Stock:	
M.1. Detailed schedule of the shares of stock showing the stockholder, stock certificate number, no. of shares and the basis of transfer value (market or book value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *Download the sample **Detailed Schedule of Shares of Stock** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1402851319#gid=1402851319* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.2. Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Information and Communications Technology Department (ICTD)
Remarks: *To be provided by the Company, in case the Company did not file* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.3. Deed of Assignment (a. Deed of Assignment ; b. Undertaking that the corporation will submit the required proof of transfer within the prescribed period). (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Shares of Stock** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Shares-of-Stocks.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.4. Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the assignor (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.5. Photocopy of the stock certificate (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Notes:

- *The original copy will be presented for verification during the processing stage.*
- *The two (2) photo copies will be submitted upon payment of the corresponding fees.*

Sub Situational Requirement/s	
M.a. If listed in the Stock Exchange:	
M.a.1. Latest market price quotation in the newspaper or certification from the stock exchange/broker as to latest market price of the shares of stock (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

N. Additional Requirement if by way of Motor Vehicles	
N.1. Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office

Remarks:

*Download the sample **Detailed Schedule of Motor Vehicle** below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=318133614#gid=318133614

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

N.2. Photocopy of certificate of registration and official receipt of annual registration fee (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Notes:

- *The original copy will be presented for verification during the processing stage.*
- *The two (2) photo copies will be submitted upon payment of the corresponding fees.*

N.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

N.4. Deed of Assignment reflecting: a. Assignment of Motor Vehicles; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period; c. Certification from the transferor stating that the motor vehicles are existing and in good running condition (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office

Remarks:

Download the Deed of Assignment for ***Increase of Capital Stock_Motor Vehicle*** *below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Motor-Vehicles.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

N.a. If the transfer value is based on appraised value:

N.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office

Remarks:

Download the Affidavit of Undertaking re Section 64 (watered stocks) below:

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx

The original copy and photo copy will be submitted upon payment of the corresponding fees.

O. Additional Requirement if by way of Sea Vessel / Aircraft:

O.1. Detailed schedule of vessel/aircraft showing registered Owner, registry number, technical description and appraised value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office

Remarks:

Download the sample ***Detailed Schedule of Sea Vessel / Aircraft*** *below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1212106110#gid=1212106110

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

O.2. Certified true copy of the certificate of ownership (1) Certified True Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *Note: The certified true copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.4. Certificate of seaworthiness/airworthiness issued by appropriate government agency (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.5. Deed of Assignment reflecting: a. Assignment of Sea Vessel/Aircraft; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *Download the Deed of Assignment for* ***Increase of Capital Stock_Sea Vessel / Aircraft*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Sea-Vessels-aircrafts.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
O.a. If the transfer value is based on appraised value:	
O.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P. Additional Requirement if the consideration for issuance of shares is in the form of Intangibles:	
P.1. Photocopy of System Purchase Agreement or any proof of ownership (for software) (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
P.2. Copy of Certificate of Registration of Intellectual Property Rights and mining permit for mining claims/rights (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
P.3. Appraisal report by an accredited appraisal company or by a licensed Filipino mining engineer for mining claims/rights (not more than 6 months old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P.4. Deed of Assignment reflecting: a. Assignment of Intangibles; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *Download the Deed of Assignment for* ***Increase of Capital Stock_Intangibles*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Intangibles.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
P.a. If the transfer value is based on appraised value:	
P.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q. Additional Requirement if the consideration for issuance of shares is in the form of Net Assets:	
Q.1. Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

Q.2. Deed of Assignment of the assets and liabilities (a. Deed of Assignment; b. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period). (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office

Remarks:

*Download the Deed of Assignment for **Increase of Capital Stock_Net Assets** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Net-Assets.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Q.3. List of creditors with the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Q.4. Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office

Remarks:

*Download the sample **Detailed Schedule of Net Asset** below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1662940848#gid=1662940848

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

Q.5. Photocopy of the certificate of registration of the motor vehicles (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note:

- *The original copy will be presented for verification during the processing stage.*
- *The two (2) photo copies will be submitted upon payment of the corresponding fees.*

Q.6. Copy of TCT/CCT electronically certified and issued by the Register of Deeds and tax declaration sheets certified by the	Applicant / Client

Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q.7. Photocopy of stock certificates (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
Q.8. DTI Certificate of Registration (for single proprietorship) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of notarized requirements for new application to eAmend Portal. **Location:** **https://eamend.sec.gov.ph/** **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies.	1.1. Assign to SEC processors if the documents are complete.	None	10 minute/s	• SEC Administrative Assistant II; Tarlac Extension Office
	1.2. Examines online-submitted documents for completeness in form and substance and, if		8 working day/s	• Securities Specialist II; Tarlac

• If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the TEO Specialist shall revert the application informing the client of the deficiencies. For submission of compliance documents, the client must upload the documents through the eAmend Portal. The assigned TEO Specialist will proceed to Agency Step 1.2 • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The foregoing service may be deemed approved pursuant to SEC Memorandum	compliant, prepares the Final Report.			Extension Office • Securities Counsel II; Tarlac Extension Office
	1.3. Reviews the Final Report and, if found in order, facilitates the issuance of Payment Assessment Form (PAF).		9 working day/s	• Securities Specialist II; Tarlac Extension Office • Securities Counsel II; Tarlac Extension Office

Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing				
	1.4. Issues the Payment Assessment Form (PAF) to the applicant.		1 hour/s	• Securities Specialist II; Tarlac Extension Office • Securities Counsel II; Tarlac Extension Office

time, provided that a proper notice to the applicant was given.				
2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip). **Location:** SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)*	2.1. Confirms and receives the payment	None	10 minute/s	• Accounting Division; Financial Management Department (FMD)
	2.2. Receives complete application requirements with proof of payment; verifies hard copies against online-submitted documents and, if found in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.		2 hour/s	• Securities Counsel II Securities Specialist II; Tarlac Extension Office
	2.3. Prepares the Certificate		4 hour/s	• SEC Administrative Officer II; Tarlac Extension Office
	2.4. Reviews the documents, signs, and approves the Certificate.		1 working day/s	• Director; Tarlac Extension Office
	2.5. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.		1 hour/s	• Securities Specialist II; Tarlac Extension Office • Securities Counsel II; Tarlac Extension Office
	2.6. Tags the application for appointment through eAmend Portal indicating the date of release of the certificate.		2 hour/s	• Securities Specialist II; Tarlac Extension Office • Securities Counsel II; Tarlac Extension Office
3. Present the Official Receipt and Appointment	3. Releases the Certificates of Approval.	None	30 minute/s	• Data Analyst; Tarlac

Letter. Then, fill out the logbook for released applications and claim the Certificates of Approval. **Location:** SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City				Extension Office
Total Processing Time:		Working Days: 19 working day/s, 2 hour/s, 50 minute/s		
Total Processing Fee:		Total Standard Fee: None		

25. Issuance of Plain/ Authenticated Copies of Documents

This service details the procedure on request for plain and/or authenticated copies of documents on file with the commission. The purpose of this is to obtain plain and or/ authenticated documents to have readily available records for various reasons.

Office or Division:	Tarlac Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	All Government Agencies
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Filled up Freedom of Information (FOI) Request Form (1) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office- Public Assistance and Complaint Desk

Remarks:

Can be requested via google form: https://forms.gle/C5QpWaZH2SH3Sy7P9

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the Freedom of Information (FOI) request form to the google form. **Location:** Google Form: https://forms.gle/C5QpWaZH2SH3Sy7P9	1. Receives the filled-up Freedom of Information Request Form and checks in the Securities and Exchange Commission Database if the requested document/s is/are available and issues Payment Assessment Form (PAF). If document/s is/are not available in the Securities and Exchange Commission Database, advises client on possible courses of action	None	5 minute/s	• Data Analyst; Tarlac Extension Office
2.Requesting of Copy				
***For For plain copy**	2.A.1. Confirms the payment thru the	**Standard Fees**	3 hour/s	• Accounting Department;

2.A.If the client is requesting for plain copy, pays the filing fee **Location:** via online www.sec.gov.ph online services-ESPAYSEC or Landbank	ESPAYSEC portal	Breakdown: Plain Copy (Articles of Incorporation/By-laws, Article of Amended Incorporation, Amended By-laws, Articles of Incorporation, General Information Sheet, Increase of Capital Stock, Resolution, Secretary Certificate, Board Resolution, Registration Data Sheet, Deed of Assignment): PHP 750 Total: PHP 750 **Possible Fees** Breakdown: Other documents aside from the above/exceeded pages : PHP 50		Financial Management Department (FMD)
	2.A.2. Prepare the requested documents and forwards to authorized signatories		20 minute/s	• Data Analyst; Tarlac Extension Office
	2.A.3. Print the documents		25 minute/s	• Data Analyst; Tarlac Extension Office
***For For Certified True Copy** 2.B.If the client is requesting for authenticated copy, pays the filing fee **Location:** via online www.sec.gov.ph online services-ESPAYSEC or Landbank	2.B.1. Confirms the payment thru the ESPAYSEC portal	**Standard Fees** Breakdown: Certified True Copy (CTC): (Articles of Incorporation/By-laws, Amended Articles of Incorporation, Amended By-laws, Article of Incorporation, General Information Sheet, Increase of Capital Stock, Resolution, Secretary	4 hour/s	• Accounting Division; Financial Management Department (FMD)
	2.B.2. Prepare the requested documents and forwards to authorized signatories		1 working day/s, 6 hour/s, 30 minute/s	• Data Analyst; Tarlac Extension Office
	2.B.3. Print the document and stamps the document		5 hour/s	• Data Analyst; Tarlac Extension Office

	2.B.4. Signs on the requested documents	Certificate, Board Resolution, Registration Data Sheet, Deed of Assignment) inclusive of documentary stamps: PHP 1030 Total: PHP 1030	20 minute/s	• Administrative Officer II, Administrative Officer IV, Administrative Assistant I, Securities Counsel II; Tarlac Extension Office
3. Receives the document/s via courier or personal pick-up **Location:** SEC Tarlac Extension Office - Public Assistance and Complaint Desk	3. Releases the document/s to the applicant/requesting party	None	5 minute/s	• Data Analyst; Tarlac Extension Office

Total Processing Time:	
***For For plain copy**	Working Days: 3 hour/s, 55 minute/s
***For For Certified True Copy**	Working Days: 3 working day/s
Total Processing Fee:	
***For For plain copy**	Total Standard Fee: PHP 750 See other fees below
***For For Certified True Copy**	Total Standard Fee: PHP 1030 See other fees below

Possible Fees

- **Other documents aside from the above/exceeded pages** : 50

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

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

Office or Division:	Tarlac Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Domestic Corporations: General transacting public and business entities for: a.) Registered corporations; b.) Suspended and Revoked Corporation for purposes of filing a Petition to Set Aside Order of Suspension or Revocation; c.) Corporations with Notice of Deficiencies and Hearing or Orders; and d.) Corporations with applications to be filed with the Tarlac Extension Office.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Application for Monitoring Clearance through: ewatch.sec.gov.ph (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *ewatch.sec.gov.ph*	
2. Latest due General Information Sheet (GIS) (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *Download through* *https://efast.sec.gov.ph/*	

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Sends the request through https://ewatch.sec.gov.ph/login **Location:** https://ewatch.sec.gov.ph/login	1.1. Assign the request for monitoring.	None	10 minute/s	• SEC Administrative Assistant II; Tarlac Extension Office
	1.2. Determine or verify that there is more than one set of GIS filed with the Commission by two or more different groups.		30 minute/s	• SEC Confidential Assistant III, SEC Administrativ

	Note: Monitoring will be deferred.			e Assistant II, SEC Administrative Assistant I, Securities Investigator and Data Analyst ; Tarlac Extension Office
	1.3. Assign the case.		10 minute/s	• Director; Tarlac Extension Office
	1.4. Review the filings and prepare Notice for a Clarificatory Conference addressed to the different groups, indicating the schedule of the conference, within 2 working days.		2 working day/s, 1 hour/s	• Securities Counsel II; Tarlac Extension Office
	1.5. Review the Notice for a Clarificatory Conference.		20 minute/s	• Director; Tarlac Extension Office
	1.6. Revise the Notice, if there are suggested comments/revisions.		20 minute/s	• Securities Counsel II; Tarlac Extension Office
	1.7. Sign the Notice for a Clarificatory Conference.		10 minute/s	• Director; Tarlac Extension Office
	1.8. Send the Notice for Clarificatory Conference through email.		10 minute/s	• Securities Counsel II; Tarlac Extension Office
2. Representatives from the different groups appear at the scheduled conference. **Location:** SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City	2.1. Conduct the Clarificatory Conference and determine that there is a possible existence of an intra-corporate issue.	None	2 hour/s	• Securities Counsel II; Tarlac Extension Office
	2.2. Prepare the draft Order recommending that the GIS in question be marked as disputed. Note: Monitoring application shall be considered as closed until the dispute is		1 hour/s	• Securities Counsel II; Tarlac Extension Office

	resolved by appropriate courts.			
	2.3. Review the draft Order.		30 minute/s	• Director; Tarlac Extension Office
	2.4. Revise the draft Order, if there are suggested comments/revisions.		1 hour/s	• Securities Counsel II; Tarlac Extension Office
	2.5. Signs the Order.		10 minute/s	• Director; Tarlac Extension Office
	2.6. Prints the transmittal letter, Order, and Confirmation of Payment of Fines with QR code.		10 minute/s	• Securities Counsel II; Tarlac Extension Office
	2.7. Mail and transmits the Order to the parties, Corporate Filing and Records Division and Electronic Records Management Division. The same shall also be entered in the Certification Issuance System-Unified Reference Database.		10 minute/s	• SEC Confidential Assistant III, Securities Counsel II, Data Analyst; Tarlac Extension Office
Total Processing Time:		Working Days: 2 working day/s, 7 hour/s, 50 minute/s		
Total Processing Fee:		Total Standard Fee: None		

27. Petition for Correction of Entries of Company Registration Documents

This process details the procedure for correction of entries in the Articles of Incorporation and/or By-laws and/or Treasurer's Affidavit and subsequent amendments thereof of Domestic Corporations. This maintains integrity and accuracy of registration documents, promoting transparency, ensuring legal compliance, and protecting company interest.

Office or Division:	Tarlac Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Corporations duly registered at the Securities and Exchange Commission.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet (2) Original Copy	Applicant / Client
2. Monitoring Clearance (1) Original Copy And (1) Photo Copy	Applicant / Client
3. Verified Petition for Correction (1) Original Copy And (1) Photo Copy	Applicant / Client

Remarks:

1. *The Verified Petition must be signed and verified by the corporation's duly authorized representative designated in the Secretary's Certificate;*
2. *The Verified Petition must state:*
3. *The date, name of the corporation, SEC registration number, and name of the duly authorized representative;*
4. *The date, time, and place of the meeting;*
5. *That the proposed correction/s was/were approved by the majority of the members of the Board of Directors/Trustees in the presence of a valid quorum;*
6. *Errors specified (Cite articles/provisions affected);*
7. *Corrections specified;*
8. *That the typographical error/s was/were made due to inadvertence; and*
9. *The petitioner has no intention to violate any laws and SEC Rules and Regulations;*

4. Verification/Certification Against Forum Shopping signed by the corporation's duly authorized representative designated in the Directors' Certificate (Sec. 3-4, Rule 3, Part III 2016 SEC Rules of Procedure) (1) Original Copy And (1) Photo Copy	Applicant / Client
5. Directors' Certificate (1) Original Copy And (1) Photo Copy	Applicant / Client

Remarks:

Directors' Certification stating therein the following;

1. *Name of the Corporation, SEC Registration number, and name of the duly authorized representative;*

2. Meeting held at the principal office;
3. Date and time of the Meeting;
4. Approved by at least a majority of Directors/Trustees in the presence of a valid quorum;

5. Errors specified (Cite articles/provisions affected)
6. Corrections specified; and
7. Name of the Authorized Representative designated to file the Petition

6. Notarized Secretary's Certificate on the non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy	Applicant / Client
7. Corrected Articles of Incorporation (1) Original Copy And (1) Photo Copy	Applicant / Client
8. Other Documents may be required depending on the provision to be amended i.e. Two valid Government IDs; Birth Certificate and Affidavit of Two Disinterested Persons for Correction of Name (2) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the requirements to the office counter for pre-processing **Location:** SEC Tarlac Extension Office - Public Assistance and Complaint Desk	1.1. Records the application for pre-processing	None	5 minute/s	• Data Analyst; Tarlac Extension Office
	1.2. Checks the completeness of the documentary requirements and assigns the application to the SEC processor		30 minute/s	• Data Analyst; Tarlac Extension Office
	1.3. Reviews whether the documents submitted are complete in form and in substance and prepares a Payment Assessment Form and sends it to the client.		7 working day/s	• Securities Specialist II; Tarlac Extension Office • Securities Counsel II; Tarlac Extension Office
2. Pays the petition fee **Location:** via www.sec.gov.ph online services-ESPAYSEC or Landban	2.1. Confirms the payment through the ESPAYSEC portal	**Standard Fees** Breakdown: Filing Fee: PHP 3060 Total: PHP 3060	5 minute/s	• Accounting Division; Financial Management Department (FMD)
	2.2. Prepares a draft Decision and submits it to the Director for review.		2 working day/s	• Securities Specialist II; Tarlac Extension Office • Securities Counsel II;

				Tarlac Extension Office
	2.3. Review the draft Decision and the Petition Documents and sign the Decision		2 working day/s	• Director; Tarlac Extension Office
	2.4. Informs the client of the approval and forwards documents to records for logging, batching and scanning purposes		15 minute/s	• Securities Specialist II; Tarlac Extension Office • Securities Counsel II; Tarlac Extension Office
	2.5. Release the documents to client and forward to Records the routing slip.		15 minute/s	• Data Analyst; Tarlac Extension Office
Total Processing Time:		Working Days: 11 working day/s, 1 hour/s, 10 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 3060		

28. Petition to Set Aside Orders of Revocation or Suspension

This process details the procedure for petitions to set aside orders of revocation or suspension. It seeks to restore the corporation's legal personality, allowing it to continue operations and fulfill its obligations.

Office or Division:	Tarlac Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Corporations duly registered at the Securities and Exchange Commission.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet (2) Original Copy	Applicant / Client
Remarks: *Downloadable at https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Registration.pdf*	
2. Verified Petition for lifting the Order of Revocation/Suspension (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *The Verified Petition must be signed and verified by the corporation's duly authorized representative designated in the Director's/Trustees Certificate;* *The Verified Petition must state:* 1. *The date, name of the corporation, SEC registration number, principal office address, name and position of the duly authorized representative;* 2. *The grounds for reconsideration;* 3. *That the filing of Petition was approved by at least majority of the Directors'/Trustees' and by majority of the outstanding capital stock/members;* 4. *The date of the Directors'/Trustees' Certificate;* 5. *The certification pursuant to SEC Memorandum Circular No. 3 Series of 2014:* *"The company through its authorized representative hereby certifies that the latest financial statements that are submitted with this Petition are accurate, compliant with applicable financial reporting framework and are supported by sufficient and valid source documents and schedules. This sworn certification extends to all the beginning balances of the accounts from previous years during which the company failed to submit audited financial statements. In relation to this, attached in the Petition is a s worn certification from the company's external auditor."*	
3. Verification/Certification Against Forum Shopping signed by the corporation's duly authorized representative designated in the Directors'/Trustees' Certificate (Sec. 3-4, Rule 3, Part III 2016 SEC Rules of Procedure) (1) Original Copy And (1) Photo Copy	Applicant / Client

4. Directors' or Trustees' Certificate (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *Directors' or Trustees' Certificate stating therein the following:* 1. *The date, place, and classification of meeting, whether regular/special;* 2. *The date of SEC Order of Revocation/Suspension;* 3. *That the Petition was approved by at least majority of the Directors'/Trustees' and by majority of the outstanding capital stock/members;* 4. *The name of the authorized person to sign and execute the Petition and to file the same with the Commission.*	
5. Sworn Certification by the External Auditor pursuant to SEC Memorandum Circular No. 3 series of 2014 (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *It shall state the following:* *"I, _____, the external auditor of _____ hereby certify that the beginning balances of the company's financial statements as of _____are based on valid and sufficient source documents and schedules of the company, and I have conducted adequate audit procedures to attest to the correctness and accuracy of the said balances. "* *In case the corporation's Financial Statements is unaudited, the President and Treasurer will issue the above certification.*	
6. Secretary's Certificate (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *It shall state the following:* 1. *That there is no no-intra corporate dispute filed or is pending before any Court, including third party whether administrative or criminal cases;* 2. *That the corporation's latest due Audited/Financial Statements (AFS/FS) and Income Tax Returns, were received by the Commission and Bureau of Internal Revenue, respectively. In case the corporation's FS is unaudited, this certification may be dispensed.*	
7. Proofs of ongoing operation, any of the following but not limited to: (2) Photo Copy	Applicant / Client
Sub Requirement	
7.A. Audited Financial Statements	
7.B. Income Tax Returns	
7.C. Contracts	
7.D. Receipts showing payment of Real Estate Tax	
7.E. Certification/Recognitions/Annual Convention; or Any Similar/related documents	
8. Latest due Mayor's/Business Permit (1) Certified True Copy And (1) Photo Copy	Applicant / Client

9. Certificate of Registration issued by Bureau of Internal Revenue (1) Certified True Copy And (1) Photo Copy	Applicant / Client
10. Copy of Certificate of Incorporation and latest Certificate of Filing of Amended Articles or By-Laws (if any) together with latest Articles of Incorporation and By-Laws (2) Photo Copy	Applicant / Client
11. Latest due General Information Sheet and Amended GIS, if any (2) Photo Copy	Applicant / Client
12. Latest due Audited Financial Statements and Amended Financial Statements, if any. Provided, that if the total assets or total liabilities of the corporation are less than three million pesos (P3,000,000.00) the financial statements shall be certified under oath by the corporation's treasurer and president (2) Photo Copy	Applicant / Client
13. Proof of Registration of Stock and Transfer Book/Membership Book (2) Photo Copy	Applicant / Client
14. Proof of Compliance with SEC Memorandum Circular No. 28 series of 2020- for entities registered before December 18, 2023 (2) Photo Copy	Applicant / Client
15. Monitoring Clearance (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *File a request at ewatch.sec.gov.ph*	
16. Copies of the Electronic Official Receipt and Payment Assessment Form for the petition fees and penalties paid (Petition Fees for those who have availed of the amnesty and ECIP) (2) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the requirements to the office counter for processing **Location:** SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City	1.1. Checks the completeness of the documentary requirements and endorse to the Securities Specialist	None	10 minute/s	• Data Analyst; Tarlac Extension Office
	1.2. Prepares Memorandum requesting for Clearance from the Office of the General Counsel and the Enforcement and Investors Protection Department		30 minute/s	• Securities Specialist II; Tarlac Extension Office • Securities Counsel II; Tarlac Extension Office

	1.3. Examines whether the documents submitted are complete in form and substance and prepares the Payment Assessment Form for the petition fees and penalties and sends it to the client (for petitioners who did not avail of the Amnesty or ECIP)		30 working day/s	• Securities Specialist II; Tarlac Extension Office • Securities Counsel II; Tarlac Extension Office
2. Pays the petition fee and penalties **Location:** via www.sec.gov.ph online services- ESPAYSEC or Landbank **Notes/Instruction:** plus computed penalties	2.1. Confirms the payment through the ESPAYSEC portal	**Standard Fees** Breakdown: Petition Fee (plus penalties): PHP 3060 Total: PHP 3060	5 minute/s	• Accounting Division; Financial Management Department (FMD)
	2.2. Draft the decision and memorandum and submit them to the Director		2 working day/s	• Securities Specialist II; Tarlac Extension Office • Securities Counsel II; Tarlac Extension Office
	2.3. Review the decision, memorandum and documents submitted and signs the Memorandum and recommends the submission of petition documents to the Office of the Supervising Commissioner		2 working day/s	• Director; Tarlac Extension Office
	2.4. Scans the Petition Document and all its attachments and sends a copy to the Office of the Supervising Commissioner for approval		1 working day/s	• Securities Specialist II; Tarlac Extension Office • Securities Counsel II; Tarlac Extension Office
	2.5. Review the petition documents and recommend the approval and send a copy of the signed Decision to the Tarlac Extension Office		10 working day/s	• Supervising Commissioner; Office of the Commissioner
	2.6. Forwards a copy of the decision to the Office of the Director for record		1 working day/s	• Securities Specialist II; Tarlac

	purposes and to seek approval for the change of status from REVOKED/SUSPENDED to REGISTERED, then forwards a copy of the petition document to Records for batching and scanning of SEC Online Document Retrieval System (ODRS)			Extension Office • Securities Counsel II; Tarlac Extension Office
Total Processing Time:		Working Days: 46 working day/s, 45 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 3060		

29. Post-Audit of eAMEND Applications approved under Simple Processing

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

Office or Division:	Tarlac Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All applications submitted and approved under Simple Processing in the eAMEND Portal
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *With downloadable system-generated forms in the eAmend Portal*	
2. Amendment Form (2) Original Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: • *With downloadable system-generated forms in the eAmend Portal.* • *Original copies should be signed (wet signature) and notarized* • *notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed names*	
3. Monitoring Clearance (2) Original Copy	Securities and Exchange Commission - Tarlac Extension Office

Remarks:

- ***(not applicable for corporation sole)***
- *If there is no valid and available Monitoring Clearance, submit an Affidavit of Undertaking for Monitoring from the eAMEND System.*
- *If you have previously used an Affidavit of Undertaking for your amendment application, kindly submit a valid Monitoring Clearance issued by the Tarlac Extension Office for your current application.*
- *Original copies should be signed (wet signature) and notarized*

File a request through ewatch.sec.gov.ph

4. And other additional documentary requirements uploaded in the eAmend portal (2) Original Copy	Applicant / Client
5. Amended Articles of Incorporation/By-Laws (2) Original Copy	Applicant / Client

Remarks:

- ***two (2) copies shall be submitted together with all the documentary requirements uploaded in the eAMEND portal***

(Please submit the Amended Articles of Incorporation/By-laws incorporating the proposed provisions. The amendments must be clearly underlined and annotated with the phrase "(As amended on [date of meeting])" immediately following the amended provision. Kindly ensure that no established facts are removed or modified in the process.)

For Situational Requirement

A. For Clearance from other SEC departments

Sub Situational Requirement/s

A.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
A.a.1. Corporate Governance and Finance Department Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department
A.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
A.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
A.c. For Financial Technology (FinTech) related business activities	
A.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)

Remarks:

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

A.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)

Remarks:

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

B. Endorsement from other government agencies	
Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement	Insurance Commission - Insurance

(2) Original Copy And (1) Electronic Copy	Commission
C. For applications with Amendment of By-laws	
Sub Situational Requirement/s	
C.a. Air Transport	
C.a.1. Civil Aeronautics Board Endorsement (2) Original Copy And (1) Electronic Copy	Civil Aeronautics Board - Civil Aeronautics Board
C.b. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions	
C.b.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.c. Educational Institution: (stock & non-stock)	
C.c.1. Department of Education Endorsement for Elementary (2) Original Copy And (1) Electronic Copy	Department of Education - Department of Education
C.c.2. Commission on Higher Education Endorsement for College, Tertiary Course (2) Original Copy And (1) Electronic Copy	College, Tertiary Course - College, Tertiary Course
C.c.3. Technical Education Skills and Development Authority Endorsement for Technical Vocational Course (2) Original Copy And (1) Electronic Copy	Technical Education Skills and Development Authority - Technical Education Skills and Development Authority
C.d. Electric Power Plant/Trading of Petroleum Products	
C.d.1. Department of Energy Endorsement (2) Original Copy And (1) Electronic Copy	Department of Energy - Department of Energy
C.e. Hospital, Dental, Medical Clinics	
C.e.1. Department of Health Endorsement (2) Original Copy And (1) Electronic Copy	Department of Health - Department of Health
C.f. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.f.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C.g. Money Changer and Remittance Services	
C.g.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.h. Non-Chartered Government Owned and Controlled Corporation	
C.h.1. Government Commission for Government-owned and Controlled Corporation Endorsement (2) Original Copy And (1) Electronic Copy	Government Commission for Government-owned and Controlled Corporation - Government Commission for Government-owned and Controlled Corporation
C.i. Professional Association	
C.i.1. Professional Regulation Commission Endorsement (2) Original Copy And (1) Electronic Copy	Professional Regulation Commission - Professional Regulation Commission
C.j. Radio, TV, Telephone, Internet Service Providers, Value-Added Service Provider	

C.j.1. National Telecommunications Commission Endorsement (2) Original Copy And (1) Electronic Copy	National Telecommunications Commission - National Telecommunications Commission
C.k. Recruitment for Overseas Employment	
C.k.1. Philippine Overseas Employment Administration Endorsement (2) Original Copy And (1) Electronic Copy	Philippine Overseas Employment Administration - Philippine Overseas Employment Administration
C.l. Security Agency/ Anti-Crime Task Force	
C.l.1. Philippine National Police Endorsement (2) Original Copy And (1) Electronic Copy	Philippine National Police - Philippine National Police
C.m. Tobacco Related Business	
C.m.1. National Tobacco Administration Endorsement (2) Original Copy And (1) Electronic Copy	National Tobacco Administration - National Tobacco Administration
C.n. Volunteer Fire Brigade	
C.n.1. Bureau of Fire Protection Endorsement (2) Original Copy And (1) Electronic Copy	Bureau of Fire Protection - Bureau of Fire Protection
C.o. Vessel/Ship Operation, Ship Management. Shipbuilding, Ship Repair, Shipping Agency, Ship Husbanding, Ship Chandling and other Maritime related activities	
C.o.1. Maritime Industry Authority Endorsement (2) Original Copy And (1) Electronic Copy	Maritime Industry Authority - Maritime Industry Authority
C.p. Water Service Providers and Waterworks	
C.p.1. Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems Endorsement (2) Original Copy And (1) Electronic Copy	Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems - Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems
D. For Amendment of Corporate Name	
D.1. Name Verification Slip for Amendment of Corporate Name with Proof of Payment of Reservation Fee (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *File a request through imessage.sec.gov.ph and select "**Request for Name Verification for Amendment - Tarlac"***	
E. Affidavit of a director, trustees or officer undertaking to change corporate name, if not stated in the Articles of Incorporation	
E.1. Affidavit of a director, trustees or officer undertaking to change corporate name, if not stated in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

1. Submits the documentary requirements with proof of payment to the SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City	1.1. Receives the submitted documentary requirements	None	5 minute/s	• Data Analyst; Tarlac Extension Office
	1.2. Prints Certificate of Amendment (Certificate)		15 minute/s	• SEC Administrative Officer II; Tarlac Extension Office
	1.3. Assigns to post-audit processor		10 minute/s	• SEC Administrative Assistant II; Tarlac Extension Office
	1.4. Post-evaluates the assigned application		6 working day/s, 7 hour/s	• SEC Confidential Assistant III, Securities Specialist II, Securities Counsel II, Securities Specialist I; Tarlac Extension Office
	1.5. Tags the application as complete in the eAmend portal		15 minute/s	• SEC Confidential Assistant III, Securities Specialist II, Securities Counsel II, Securities Specialist I; Tarlac Extension Office
2. Proceeds to SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Amended Articles of Incorporation and/or By-laws **Location:**	2. Releases signed Certificate of Amended Articles of Incorporation and/or By-laws	None	15 minute/s	• Data Analyst; Tarlac Extension Office

SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City				
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		

30. Post-Evaluation of Regular eSPARC Applications

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

Office or Division:	Tarlac Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All Natural and Juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (2) Original Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *System-generated*	
2. Articles of Incorporation (2) Original Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *System-generated* *Original copy should be signed (wet signature) and notarized/authenticated*	
3. By-Laws (2) Original Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: • *Original copy should be signed (wet signature)* • *For One Person Corporations, no by-laws required.*	
4. And other additional documentary requirements based on the mode of payment of the subscription of shares. (2) Original Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the documentary requirements with proof of payment to the SEC	1.1. Stamp receives the submitted documentary requirements and	None	5 minute/s	• Data Analyst; Tarlac Extension Office

Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City	forwards the documents to the processor			
	1.2. Receives the documents and post-evaluates the assigned application		3 working day/s	• Securities Specialist I Securities Counsel II Securities Specialist II SEC Administrative Assistant I; Tarlac Extension Office
	1.3. Prints Certificate of Incorporation		15 minute/s	• SEC Administrative Officer II; Tarlac Extension Office
	1.4. Tags the application as complete in the Company Registration Encoding System		10 minute/s	• Securities Specialist I Securities Counsel II Securities Specialist II SEC Administrative Assistant I; Tarlac Extension Office
	1.5. Informs the applicant a Notice of Schedule of Appointment on the release of the Original Certificate.		15 minute/s	• Securities Specialist I Securities Counsel II Securities Specialist II SEC Administrative Assistant I; Tarlac Extension Office
2. Proceeds to SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City for presentment of the proof of payment issued by the eSPAYSEC or arranges the delivery of the Certificate through preferred courier **Location:**	2. Releases original copy of the Certificate	None	10 minute/s	• Data Analyst; Tarlac Extension Office

SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City				
Total Processing Time:	Working Days: 3 working day/s, 55 minute/s			
Total Processing Fee:	Total Standard Fee: None			

31. Post-Evaluation OneSEC eSPARC applications

This detail ensures compliance of the contents of the submitted hard copies of approved registration applications under eSPARC OneSEC in accordance with existing laws, rules, and regulations

Office or Division:	Tarlac Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (2) Original Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *System-generated*	
2. Articles of Incorporation (2) Original Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *System-generated* *Original copy should be signed (wet signature) and notarized/authenticated*	
3. By-Laws (2) Original Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: • *Original copy should be signed (wet signature)* • *For One Person Corporations, no by-laws required.*	
4. And other additional documentary requirements based on the mode of payment of the subscription of shares. (2) Original Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the documentary requirements with proof of payment to the SEC	1.1. Stamp receives the submitted documentary requirements and	None	5 minute/s	• Data Analyst; Tarlac Extension Office

Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City	forwards the documents to the processor.			
	1.2. Receives the documents and post-evaluates the assigned application		3 working day/s	• Securities Specialist I Securities Counsel II Securities Specialist II SEC Administrative Assistant I; Tarlac Extension Office
	1.3. Prints Certificate of Incorporation		15 minute/s	• SEC Administrative Officer II; Tarlac Extension Office
	1.4. Tags the application as complete in the Company Registration Encoding System		10 minute/s	• Securities Specialist I Securities Counsel II Securities Specialist II SEC Administrative Assistant I; Tarlac Extension Office
	1.5. Emails the applicant a Notice of Schedule of Appointment on the release of the Original Certificate.		5 minute/s	• Securities Specialist I Securities Counsel II Securities Specialist II SEC Administrative Assistant I; Tarlac Extension Office
2. Proceeds to SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City for presentment of the proof of payment issued by the eSPAYSEC or arranges the delivery of the Certificate through preferred courier **Location:**	2. Releases original copy of the Certificate	None	15 minute/s	• Data Analyst; Tarlac Extension Office

SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City				
Total Processing Time:	Working Days: 3 working day/s, 50 minute/s			
Total Processing Fee:	Total Standard Fee: None			

32. Posting of Bond for One Person Corporation (OPC)

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

Office or Division:	Tarlac Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Target SEC Clients/Stakeholders/Customers
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet (1) Electronic Copy	Applicant / Client
2. Notarized covering letter requesting for posting of Bond (signed by the President of OPC) (1) Electronic Copy	Applicant / Client
3. Bond issued by a company duly licensed and authorized by the Insurance Commission (1) Electronic Copy	Applicant / Client
4. Undertaking to faithfully administer the funds of the One Person Corporation to be received as Treasurer, and to disburse and invest the same in accordance with the Articles of Incorporation as approved by the Commission, pursuant to Section 122 of the RCC (1) Electronic Copy	Applicant / Client
Remarks: *Note: This is not required if upon incorporation, the single stockholder is designated as Treasurer in the Articles of Incorporation.*	
5. Certified copy of the title with annotation (applicable for Property Bond only) (1) Electronic Copy	Applicant / Client
6. Certificate of Approval of Increase of Capital Stock (if applicable) (1) Electronic Copy	Applicant / Client
7. Monitoring Sheet and Proof of payment (Electronic Official Receipt) (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *Application for Monitoring Clearance through* ***ewatch.sec.gov.ph***	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

1. Submit a scanned copy of the Bond via SEC email. **Location:** **secteo@sec.gov.ph**	1. Forward the request to the SEC processor.	None	20 minute/s	• SEC Information Officer II; Tarlac Extension Office
2. If applicant receives a tentative assessment, applicant shall comply with the findings indicated in the Monitoring Sheet **Location:** SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City **Notes/Instruction:** 2.1. Applicant submits the required documents as advised in the Monitoring Sheet 2.2. Upon receipt of the final assessment, the applicant shall proceed with the payment of the Custodian Fee and any applicable penalties	2.1. Evaluate if the amount of the Bond is compliant.	**Formula Fees** Breakdown: Custodian FeePenalties/Fines	20 minute/s	• SEC Confidential Assistant III, SEC Administrative Assistant II, SEC Administrative Assistant I, Securities Investigator and Data Analyst ; Tarlac Extension Office
	2.2. If the amount is sufficient, proceed to Step 2.4.		20 minute/s	• SEC Confidential Assistant III, SEC Administrative Assistant II, SEC Administrative Assistant I, Securities Investigator and Data Analyst ; Tarlac Extension Office
	2.3. If the amount is insufficient, issue a tentative Monitoring Sheet.		1 hour/s	• SEC Confidential Assistant III, SEC Administrative Assistant II, SEC Administrative Assistant I, Securities Investigator and Data Analyst ; Tarlac Extension Office
	2.4. Determines compliance, deficiencies		1 working day/s	• SEC Confidential

	and violations and prepares Monitoring Sheet (MS) and Checklist of Requirements.			Assistant III, SEC Administrative Assistant II, SEC Administrative Assistant I, Securities Investigator and Data Analyst ; Tarlac Extension Office
	2.5. The Monitoring Sheet with attached documents will be checked and consolidated together with the findings of the Monitor/Analyst.		4 hour/s	• Director; Tarlac Extension Office
	2.6. Send the Monitoring Sheet and Payment Assessment Form (PAF) within 10 working days		10 working day/s	• SEC Confidential Assistant III, SEC Administrative Assistant II, SEC Administrative Assistant I, Securities Investigator and Data Analyst ; Tarlac Extension Office
3. Present PAF to the nearest LBP Branch or pay through the SEC Online Payment Portal www.espaysec.sec.gov.ph **Location:** www.espaysec.sec.gov.ph	3. Receive the proof of payment from the applicant through eSPAYSEC.	**Formula Fees** Breakdown: Custodian FeePenalties/Fines	30 minute/s	• Accounting Division; Financial Management Department (FMD)
4. Submit the Monitoring Sheet, PAF and proof of payment and attach the original copy of the Bond together with the required document to the SEC email. **Location:**	4.1. Receive the documents, verify that the attached Bond is original, and forward to the Processor.	None	30 minute/s	• Data Analyst; Tarlac Extension Office
	4.2. Receive the proof of payment together with the required documents.		15 minute/s	• SEC Confidential Assistant III, SEC

secteo@sec.gov.ph				Administrative Assistant II, SEC Administrative Assistant I, Securities Investigator and Data Analyst ; Tarlac Extension Office
	4.3. Draft the Report of the Bond and Certificate of Posting of Bond.		2 hour/s	• SEC Confidential Assistant III, SEC Administrative Assistant II, SEC Administrative Assistant I, Securities Investigator and Data Analyst ; Tarlac Extension Office
	4.4. Reviews the Report of the Bond and Certificate of Posting of Bond and other required documents and affixes initials on the other original duplicate copies.		2 hour/s	• SEC Confidential Assistant III, SEC Administrative Assistant II, SEC Administrative Assistant I, Securities Investigator and Data Analyst ; Tarlac Extension Office
	4.5. Reviews and Signs the Certificate of Posting of Bond with attached Report		1 working day/s	• Director; Tarlac Extension Office
	4.6. Safekeep the Original copy of the Bond.		10 minute/s	• SEC Administrative Officer II; Tarlac Extension Office
	4.7. Scan and upload the signed Certificate in the Document Verification		20 minute/s	• SEC Confidential Assistant III,

	System to generate QR code.			SEC Administrative Assistant II, SEC Administrative Assistant I, Securities Investigator and Data Analyst ; Tarlac Extension Office
	4.8. Prints the Certificate with QR code.		15 minute/s	• SEC Confidential Assistant III, SEC Administrative Assistant II, SEC Administrative Assistant I, Securities Investigator and Data Analyst ; Tarlac Extension Office
	4.9. Forwards the signed Certificate of Posting of Bond and other original duplicate copies to the Releasing Unit of Tarlac Extension Office.		10 minute/s	• SEC Confidential Assistant III, SEC Administrative Assistant II, SEC Administrative Assistant I, Securities Investigator and Data Analyst ; Tarlac Extension Office
	4.10. Send appointment letter through email.		10 minute/s	• SEC Confidential Assistant III, SEC Administrative Assistant II, SEC Administrative Assistant I, Securities Investigator and Data Analyst ;

				Tarlac Extension Office
5. Receives appointment letter and proceeds to presents the original proof of payment and receives the Certificate of Posting of Bond. (Via Courier or Personal Pick-Up) **Location:** SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City	5. Release the Certificate of Posting of Bond to the client.	None	10 minute/s	• Data Analyst; Tarlac Extension Office
Total Processing Time:		Working Days: 13 working day/s, 4 hour/s, 30 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Custodian Fee**

  Pursuant to SEC Memorandum Circular No. 10, series of 2026

  https://www.sec.gov.ph/mc-2026/sec-mc-no-10-series-of-2026

- **Penalties/Fines**

  Pursuant to SEC Memorandum Circular No. 10, series of 2026

  https://www.sec.gov.ph/mc-2026/sec-mc-no-10-series-of-2026

33. Primary Registration and Secondary License for Lending and Financing Company through the ESPARC (Electronic Simplified Processing of Application for Registration of Company)

The Electronic Simplified Processing of Application for Registration of Company (SEC – ESPARC) is a facility to cater application for registration of Lending and Financing Corporations of Domestic corporations with 2 or more incorporators who may either be natural person, partnership, association or corporations, singly or jointly with others but not more than fifteen (15) in number. The system allows the registrant or his duly appointed representative to submit the proposed company name and input the details of the Articles of Incorporation.

The following are the various company type to choose from:

- *Lending Corporation*
- *Financing Corporation*

Office or Division:	Tarlac Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Coversheet (3) Original Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *System generated*	
2. Articles of Incorporation (1) Original Copy And (2) Photo Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *Articles of Incorporation reflecting the:* • *Corporate name;* • *Business activity;* • *Principal office address;* • *Name, nationality, residences and Tax Identification Number (TIN) of Filipino or foreign incorporators, directors, stockholders including corporate subscribers, the foreign incorporators, directors and stockholders may also state their passport numbers* • *Capital structure;* • *Name of Treasurer and TIN;* • *Undertaking to change company name;* • *Printed names and Signature of incorporators;* • *Notarization/Authentication*	

*** System generated*

3. By-laws (1) Original Copy And (2) Photo Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *System generated*	
4. Notarized Bank Certificate of Deposit (1) Original Copy And (2) Photo Copy	Applicant / Client
5. Joint Affidavit of Undertaking to Change Name, in case not incorporated in the Articles of Incorporation) (1) Original Copy And (2) Photo Copy	Applicant / Client
6. Affidavit of Relinquishment, in case the treasurer is a foreigner and the business activity of the registrant is a partly-nationalized activity (1) Original Copy And (2) Photo Copy	Applicant / Client
7. Authenticated/Apostilled Articles of Incorporation and By-Laws and supporting documents, if the same were executed in a foreign jurisdiction (1) Original Copy And (2) Photo Copy	Applicant / Client
8. For Clearance from other SEC departments, if applicable (1) Original Copy And (2) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO); Enforcement and Investor Protection Department (EIPD)
Remarks: *For Financial Technology (FinTech) related business activities* • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
9. Application Form (1) Original Copy And (2) Photo Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks:	

System generated	
10. Information Sheet (1) Original Copy And (2) Photo Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *System generated*	
11. Valid NBI Clearance of ALL Incorporators and Stockholders (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: • *With right thumb print and signature* • *Reflecting the residential*	
12. Additional Requirements for FOREIGN Directors and Officers (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *a. Photocopy of Alien Certificate of Registration Card/Immigrant Certificate of Residence Card** *b.Photocopy of Passport Showing Valid Visa or Stay in the Philippines** *c. Clearance from the Bureau of Immigration*	
13. Sworn Certification required under SEC Memorandum Circular No. 29, Series of 2020 (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: • *Shall include an undertaking that the applicant shall submit hard and soft copies of its MTPP to the AMLD-EIPD within ten (10) days from receipt of its Certificate of Registration and/or secondary license from the Commission* • *Stamped received by the Anti-Money Laundering Division of the Enforcement and Investor Protection Department (AMLD-EIPD)* **https://www.sec.gov.ph/mc-2020/mc-no-29-s-2020/*	
For Situational Requirement	
A. For Financing Corporations	
A.1. Personal Information Sheet of Directors & Officers (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *System generated*	
A.2. Additional Requirements for FOREIGN Directors and Officers	Applicant / Client

(1) Original Copy And (2) Photo Copy	
Remarks: • *Photocopy of Alien Certificate of Registration Card/Immigrant Certificate of Residence Card** • *Photocopy of Passport Showing Valid Visa or Stay in the Philippines** • *Clearance from the Bureau of Immigration*	
A.3. Clearance from Bangko Sentral ng Pilipinas (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *If applicant is a subsidiary or affiliate of a bank and/or non-bank financial institution with quasi-banking license*	
A.4. Manual on Corporate Governance (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *-If foreign participation in voting stock is more than 40%; or* *-If total assets is PhP50M or more; or* *-If commercial paper issue, either exempt or registered*	
A.5. Format of Disclosure Statement on Loan/Credit Transactions (1) Original Copy And (2) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph **Location:** Through https://esparc.sec.gov.ph **Notes/Instruction:** Notes/Instruction: *Applicant should choose the application type and the Tarlac Extension Office as the processing office* *Applicant will be notified through email or through ESPARC account of*	1.1. System receives submitted application.	None	15 minute/s	• eSPARC Portal; Information and Communications Technology Department (ICTD)
	1.2. Approves or disapproves proposed company name and/or trade name/s in accordance with SEC Memorandum Circular No. 13, Series of 2019 and assigns the application to the processors.		1 working day/s	• SEC Administrative Officer II; Tarlac Extension Office
	1.3. Reviews and pre-approves the application after which a system-generated email is sent to the client with the		3 working day/s	• Securities Specialist II; Tarlac Extension Office

any deficiencies in the application.	instruction to download the registration documents then upload the signed and authenticated/ notarized registration documents in the system.			• Securities Counsel II; Tarlac Extension Office • Securities Specialist I; Tarlac Extension Office
	1.4. Compares details in uploaded documents to data encoded by applicant and approves application for payment.		2 working day/s	• Securities Specialist I Securities Counsel II Securities Specialist II; Tarlac Extension Office
	1.5. Issues Payment Assessment Form(PAF) to the applicant through eSPARC		10 minute/s	• Securities Specialist II; Tarlac Extension Office • Securities Counsel II; Tarlac Extension Office • Securities Specialist I; Tarlac Extension Office
2. Pays the assessed license fee attached in the email notification. **Location:** The Prime II Building, MacArthur Highway, San Sebastian, Tarlac City.	2. Issues payment confirmation containing Electronic Official Receipt via email.	**Possible Fees** Breakdown: By-Laws: PHP 1000 Documentary Stamp Tax: PHP 30 Name Verification: PHP 100 Registration of Stock and Transfer Book: PHP 150 **Formula Fees** Breakdown: Registration of CorporationLicense fees for Lending and Financing Cos	10 minute/s	• Accounting Division; Financial Management Department (FMD)

3. Submits the documentary requirements with proof of payment to the SEC Tarlac Extension Office through the company's representatives or through courier of their choice (e.g. JRS, LBC, J&T etc.) **Location:** SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City.	3.1. Officially receives the hard copies of the registration application and forwards to processors	None	10 minute/s	• Data Analyst; Tarlac Extension Office
	3.2. Reviews the documents		1 hour/s	• Securities Specialist I Securities Counsel II Securities Specialist II; Tarlac Extension Office
	3.3. Prepares the certificate		30 minute/s	• SEC Administrative Officer II; Tarlac Extension Office
	3.4. Reviews and signs the Certificate.		2 hour/s	• Director; Tarlac Extension Office
4. Receive the signed Certificate of Lending/Financing Companies at the SEC Tarlac Extension Office or via courier **Location:** SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City.	4. Release signed Certificate of Branch Office of Lending/Financing Companies.	None	15 minute/s	• Data Analyst; Tarlac Extension Office
Total Processing Time:		Working Days: 6 working day/s, 4 hour/s, 30 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Possible Fees

- **By-Laws** : 1000
- **Documentary Stamp Tax** : 30
- **Name Verification** : 100
- **Registration of Stock and Transfer Book** : 150

Formula / Schedule of Fees

- **Registration of Corporation**

  1/5 of 1% of the Authorized Capital Stock

- **License fees for Lending and Financing Cos**

  1/10 of1% of the Paid-Up Capital

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

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

The following are the various company type to choose form:

- *General Partnership*
- *Professional Partnership*
- *Limited Partnership*

Type of partnership based on foreign equity participation:

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

Office or Division:	Tarlac Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *System-generated*	
2. Articles of Partnership (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *System-generated* *Original copy should be signed (wet signature) and notarized*	
For Situational Requirement	
A. Endorsement/Clearance from other government agencies	
Sub Situational Requirement/s	

A.a. Money Changer and Remittance Services	
A.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
A.a.2. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
B. For Clearance from other SEC departments	
Sub Situational Requirement/s	
B.a. For Financial Technology (FinTech) related business activities	
B.a.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Alternative Credit Scoring Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
B.a.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)
Remarks: • *Alternative Credit Scoring Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
C. Additional requirement, if applicable;	
Sub Situational Requirement/s	
C.a. If the Partner is a Juridical Entity	
C.a.1. Authenticated/Apostilled Board Resolution approving the Corporation to be a partner and appointing their authorized representative (2) Original Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Board Resolution of the Juridical Entity allowing it to invest in the said Corporation

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ **Location:** https://esparc.sec.gov.ph/	1.1. Approves proposed company name and/or trade name/s in accordance with SEC Memorandum Circular No. 13, Series of 2019	None	1 hour/s, 45 minute/s	• SEC Administrative Officer II; Tarlac Extension Office
	1.2. Pre-processes all information submitted		2 working day/s, 7 hour/s, 45 minute/s	• Securities Specialist II, Securities Counsel II, Securities Specialist I, SEC Administrative Assistant I; Tarlac Extension Office
	1.3. Processor prepares and issues the Payment Assessment Form (PAF)		5 minute/s	• Securities Specialist I Securities Counsel II Securities Specialist II SEC Administrative Assistant I; Tarlac Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** Aespaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Formula Fees** Breakdown: Articles of PartnershipName ReservationLegal Research FeeDocumentary Stamp Tax	5 minute/s	• Accounting Division; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City through the company's representatives or	3.1. Officially receives the hard copies of the registration application and forwards to the processor for generation of the articles of partnership	None	10 minute/s	• Data Analyst; Tarlac Extension Office

through a courier of their choice (e.g. JRS, LBC, J&T, etc. **Location:** SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City **Notes/Instruction:** Submit copies of the following document: Cover Sheet Electronic Official Receipt Articles of Partnership (notarized) Application Form Summary	3.2. Processor compares the hard copies with the online forms and receives the document in the system if complete. Documents are then forwarded to the SEC Administrative Officer II		1 working day/s	• Securities Specialist I Securities Counsel II Securities Specialist II SEC Administrative Assistant I; Tarlac Extension Office
	3.3. Officially receives the hard copies of the registration application and prepare the articles of partnership and enters partnership name in the Office Master list and prints the Articles of Partnership		30 minute/s	• SEC Administrative Officer II; Tarlac Extension Office
	3.4. Reviews the application and signs the Articles of Partnership;		1 working day/s	• Director; Tarlac Extension Office
	3.5. Sends appointment to client indicating the date of release of the Articles of Partnership		10 minute/s	• Data Analyst; Tarlac Extension Office
4. Proceeds to SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate **Location:** SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City	4. Releases the Articles of Partnership	None	10 minute/s	• Data Analyst; Tarlac Extension Office
Total Processing Time:		Working Days: 5 working day/s, 2 hour/s, 40 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Articles of Partnership**

⅕ of 1% of the Partnership's Capital but not less than PHP 2,000

- **Name Reservation**

  PHP 100 per Corporate Name

  *Additional Php 100 per trade name/s

- **Legal Research Fee**

  1% of the computed Filing Fees

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

35. Registration of Corporations through One-day Submission and E-registration of Companies (OneSEC) with ZERO Processing for DOMESTIC STOCK CORPORATIONS

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

a. *The company classification is All Filipino, .01 to 40%, and more than 40% to 100% foreign equity participation;*
b. *The proposed corporate name may comply to the following: (a) has a name descriptor according to its industry classification; (b) does not contain any Trade Name/s ; and (c) not subject to any Letter of Appeal for reconsideration; and (d) in explicit form (any set or group of letters does not contain any acronym or meaning);*
c. *The primary purpose or main activity is predetermined and is not subject to any modification/correction;*
d. *The corporate term of existence may be determined by the applicant.*
e. *The incorporator/s, members of the Board of Directors and subscribers are Natural Person/s, of legal age;*
f. *The applicant corporation is not located in any of the economic zones, if located within an economic zone, then proceed to eSPARC ZERO Regular processing;*
g. *The share type classification contains the following : (a) Common Shares; (b) with Par Value and (c) Amount of par value is not less than P1.00 and in non-decimal currency;*
h. *The Mode of Payment for the subscription of shares is CASH;*
i. *Once the application is completed, the registration fees are paid immediately through the SEC eSPAYSEC;*
j. *The applicant corporation is not required to secure clearance/endorsement from any Department of SEC and/or other government agency/ies, if clearance/endorsement is needed please proceed to eSPARC ZERO Regular processing;*
k. *None of the incorporators, stockholders/members, directors/trustees, beneficial owners, and officers of the applicant corporation have been convicted of or have pending criminal or administrative case of felony or misdemeanor involving investment or investment-related business, fraud, false statements or omissions, wrongful taking of property, bribery, forgery, counterfeiting or extortion, or other felonies;*
l. *None of the incorporators, stockholders/members, directors/trustees, beneficial owners, and officers of the applicant corporation are included in pertinent sanctions list circularized by the Bangko Sentral ng Pilipinas (BSP), the Anti-Money Laundering Council (AMLC), the Anti-Terrorism Council (ATC), and other domestic and/or international entities or organizations, such as the Office of Foreign Assets Control (OFAC) of the U.S. Department of Treasury and the United Nations Sanctions List;*

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

Activities of Employment Agency Activities

1. *Activities of Employment Agency Activities*
2. *Activities of a Holding Company*
3. *Advertising*
4. *Agriculture*
5. *Air transportation*
6. *Arrastre and Stevedoring services*
7. *Business process outsourcing*
8. *Cargo consolidator*
9. *Cargo Sales Agent or Breakbulk Sales Agent*
10. *Cockpit*
11. *Combined Facilities Support Activities (Cleaning Activities)*
12. *Computer Programming*
13. *Construction*
14. *Courier services*

15. *Creative Arts and Entertainment of Activities*
16. *Customs Brokerage*
17. *Deep Sea Commercial Fishing*
18. *Domestic Airfreight Forwarder*
19. *Domestic Agricultural Aerial Spraying Services*
20. *Domestic Agricultural Aerial Spraying Services using Remotely Piloted Aircraft (RPA)*
21. *Domestic Non-Scheduled Air Transportation Services*
22. *Domestic Scheduled Air Transportation Services*
23. *Drugstore*
24. *Electric generation*
25. *Film production*
26. *Fishery*
27. *Funeral and Related Services*
28. *Gambling and Betting Activities*
29. *Gas station*
30. *General Sales Agent for Cargo*
31. *General Sales Agent for Passenger*
32. *Hotel*
33. *Hospital*
34. *International Airfreight Forwarder*
35. *International Non-Scheduled Air Transportation Services*
36. *International Non-Scheduled All-Cargo Air Transportation Services*
37. *International Scheduled Air Transportation Services*
38. *IT – TNVs*
39. *IT/Software applications*
40. *Landscape care and maintenance service activities*
41. *Land transportation*
42. *Laundry Services*
43. *Logistic*
44. *Management Consultancy*
45. *Mining*
46. *Non-Vessel Operating Common Carrier*
47. *Organization of Convention and Trade Shows*
48. *Other Residential Care Activities*
49. *Personal Services for Wellness except Sports Activities*
50. *Photographic Activities*
51. *Printing and Publishing*
52. *Property Management*
53. *Radio Broadcasting*
54. *Real Estate*
55. *Recruitment*
56. *Renting and Leasing Machinery*
57. *Renting and Leasing Motor Vehicles*
58. *Renting and Leasing of Personal and Household Goods*
59. *Repairs of Computers and Communications Equipment*
60. *Repair of Household Appliances and Home and Garden*
61. *Residential care activities for mental retardation, mental health and substance abuse*
62. *Residential care activities for the elderly and disabled*
63. *Residential Nursing Care Facilities*
64. *Restaurant*
65. *Retail trading of goods*
66. *Retail via mail/telephone order houses via the internet*
67. *Schools*
68. *Sea transportation*
69. *Security agency*
70. *Security Facility Sales and Installation Activities*
71. *Shipping Agency*
72. *Sound Recording*
73. *Sports Activities*
74. *Technical testing/analysis*

75. *Telecommunications*
76. *Television Programming and Broadcasting Activities*
77. *Travel agency*
78. *Veterinary Activities*
79. *Waste Collection/Disposal/Management*
80. *Wholesale and retail trading of goods*
81. *Wholesale trading of goods*
82. *Parking Spaces*
83. *Materials Recycling Facility (MRF) / Junkshop*
84. *Automotive Repair*
85. *Glass, Aluminum, and Other Metal Installations*
86. *Woodworking and Carpentry Business*
87. *Tailoring and Dressmaking Business*
88. *Hauling and Trucking Business*
89. *Storage and Warehousing Facilities Rental*
90. *Motor Vehicle Rental Business*
91. *Manufacturing and Assembly of Electronics and Semiconductor Business*
92. *Manufacturing/Assembly of Automotive Parts Business*
93. *Garment and Textile Business*
94. *Manufacturing of Medical Devices and Parts*
95. *Operation of Fishpond*
96. *Memorial Parks*
97. *Games and Amusement Activities*
98. *Bakeshop*
99. *Beauty Salon*
100. *Cold Storage*

Office or Division:	Tarlac Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business)
Who may avail:	All Natural and Juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Cover Sheet for Registration (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *System-generated*	
2. Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *System-generated*	
3. By-Laws (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office

Remarks:

- *System-generated*
- ***Not applicable for One Persion Corporation (OPC)***

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ and encodes the data required. **Location:** https://esparc.sec.gov.ph/	1. ESPARC System issues the payment assessment form	None	2 working day/s, 6 hour/s	• eSPARC system; Information and Communications Technology Department (ICTD)
2. Pays the assessed registration fee through eSPAYSEC and receives the Digital copy of the Certificate of Incorporation in the email provided in the system **Location:** https://espaysec.sec.gov.ph/	2. The system issues the electronic receipt of the payment of filing fees.	**Standard Fees** Breakdown: Articles of Incorporation: PHP 2000 By-Laws: PHP 1000 Documentary Stamp Tax: PHP 60 Legal Research Fee: PHP 20 --- Total: PHP 3080 **Possible Fees** Breakdown: Stock and Transfer Book: PHP 150 Membership Book: PHP 75 **Formula Fees** Breakdown: Filing FeeName Verification Fee	1 hour/s	• eSPARC System; Information and Communications Technology Department (ICTD)

3. Generates the Digital Certificate **Location:** esoparc	3. The system issues the Digital Certificate of Incorporation	None	1 hour/s	• eSPARC System; Corporate and Partnership Registration Division (CPRD)
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 3080 See other fees below		

Possible Fees

- **Stock and Transfer Book** : 150
- **Membership Book** : 75

Formula / Schedule of Fees

- **Filing Fee**

  Stock corporation with par value - ⅕ of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher

  Stock corporation without par value - ⅕ of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher

  Non- Stock corporation – PHP 1,000

- **Name Verification Fee**

  Php100.00 per Corporate Name

  *additional fee of Php100.00 for each trade name/s.

36. Registration of Corporations through the Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular with ZERO Processing

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

The following are the various company type to choose form:

1. *Stock Corporation*

As to composition:

1. *One Person Corporation*
2. *Corporation with 2 to 15 incorporators*

As to ownership:

1. *All Filipino*
2. *With Foreign equity participation*

As to Company type:

1. *Domestic Corporations*

1. *Non-stock Corporation*

As to Company sub-types:

1. *Corporation Sole*
2. *Non-stock/Non-profit*
3. *Foundation*
4. *Federation*
5. *Microfinance*
6. *Religious Aggregate*
7. *Condominium Corporation*

As to ownership:

1. *All Filipino*
2. *With foreign equity participation*

Office or Division:	Tarlac Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives

Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *System-generated*	
2. Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *System-generated* • *Original copy should be signed (wet signature) and notarized* • *corporate name;* • *business activity;* • *principal office address;* • *names, nationality, residences and Tax Identification Numbers (TIN) of natural Filipino incorporators/officer (for corporations composed of 2-15 incorporators) or single incorporator, nominee and alternate nominee (for One Person Corporation).* • *capital structure;* • *name of treasurer and TIN;* • *Undertaking to change company name;* • *Printed names and with original signatures of the single stockholder, nominee and alternate nominee of all incorporators for corporations with 2-15 incorporators or single stockholder, nominee and alternate nominee for One Person Corporation;* • *Notarization or Authentication*	
3. By-Laws (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: • *System-generated* • *Original copy should be signed (wet signature)* • *Needs to be submitted for corporations with 2 -15 incorporators only. For One Person Corporations, no by-laws required.*	
For Situational Requirement	
A. For Initial Processing of Ordinary Corporations	
A.1. Joint Affidavit of Undertaking to Change Name, in case not incorporated in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)*	

- *Original copy should be signed (wet signature) and notarized*

Sub Situational Requirement/s	
A.a. If Articles of Incorporation and By-Laws are executed in a foreign jurisdiction	
A.a.1. Authenticated/Apostilled Articles of Incorporation and By-Laws and supporting documents (1) Original Copy And (1) Electronic Copy	Applicant / Client
A.b. If Incorporator/s is/are a Juridical Entity	
A.b.1. Board Resolution/Directors'/Trustees' Certificate or Secretary's Certificate (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Authenticated/Apostilled (if executed in a foreign jurisdiction)*	
B. Endorsement/Clearance from other government agencies	
Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For Clearance from other SEC departments	
Sub Situational Requirement/s	
C.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
C.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
C.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
C.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD
C.c. For Financial Technology (FinTech) related business activities	
C.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Operators of payment systems;*	

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

C.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)

Remarks:

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

D. For Foundation	
D.1. Notarized certificate of bank deposit of the contribution (2) Original Copy And (1) Electronic Copy	Applicant / Client

Remarks:

which shall not be less than P1,000,000.00

D.2. Statement of Willingness to allow the Commission to conduct an audit (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office

Remarks:

System-generated	
E. For Federation	
E.1. of Member-Associations certified by the Corporate Secretary and attested by the President (2) Original Copy And (1) Electronic Copy	Applicant / Client
F. For Confederation	
F.1. List of Member-Federations certified by the Corporate Secretary and attested by the President (2) Original Copy And (1) Electronic Copy	Applicant / Client
G. For Condominium Corporation/Association	
G.1. Notarized Copy of the Master Deed with primary entry of the Register of Deeds (2) Original Copy And (1) Electronic Copy	Applicant / Client
G.2. Certification that there is no existing similar condominium association within the condominium project (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *System-generated* *Applicant Condominium Corporation/Association to be executed by the Corporate Secretary*	
H. For Non-Stock Religious Aggregate	
H.1. Affidavit of Affirmation/Verification by the chief priest, rabbi, minister, or presiding elder, (not required if already part of the Articles of Incorporation) (2) Original Copy And (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ **Location:** https://esparc.sec.gov.ph/	1.1. Approves proposed company name and/or trade name/s in accordance with SEC Memorandum Circular No. 13, Series of 2019	None	1 working day/s	• SEC Administrative Officer II; Tarlac Extension Office
	1.2. Pre-processes all corporate information submitted and if compliant, pre-approves the application.		4 working day/s, 7 hour/s, 45 minute/s	• Securities Specialist I Securities Counsel II Securities Specialist II SEC Administrative Assistant I; Tarlac Extension Office

2. Digital authentication by each incorporator and corporate officer of system-generated documents through electronic Submission Authentication Portal (eSAP). **Location:** eSECURE account of each incorporator and corporate officer, click eSAP.	2. System-generated Payment Assessment Form summary is made available in the eSPARC portal once digital authentication is completed.	None	5 minute/s	• eSPARC system; Information and Communications Technology Department (ICTD)
3. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** espaysec.sec.gov.ph/payment-portal/home	3. Issues payment confirmation containing the Electronic Official Receipt via eSPAYSEC	**Standard Fees** Breakdown: By-Laws: PHP 1000 --- Total: PHP 1000 **Formula Fees** Breakdown: Filing FeeRegistration of Stock and Transfer Book/Membership BookName ReservationLegal Research FeeDocumentary Stamp Tax	5 minute/s	• Accounting Division; Financial Management Department (FMD)
4. Generates and prints the Digital Certificate **Location:** eSPARC	4. The eSPARC system issues the Digital Certificate	None	5 minute/s	• eSPARC System; Information and Communications Technology Department (ICTD)
Total Processing Time:		Working Days: 6 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1000 See other fees below		

Formula / Schedule of Fees

- **Filing Fee**

  Stock corporation with par value - ½ of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher

Stock corporation without par value - ⅕ of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher

Non- Stock corporation – PHP 1,000

- **Registration of Stock and Transfer Book/Membership Book**

  Stock and Transfer Book – PHP 150

  Membership Book – PHP 75

- **Name Reservation**

  PHP 100 per Corporate Name

  *Additional Php100 per trade name/s

- **Legal Research Fee**

  1% of the computed Filing Fees for Amended Articles of Incorporation and/or By-Laws

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

37. Registration of Corporations through the Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular ZERO where payment for subscription is other than Cash

This service details the procedure for registration of Stock Corporation where payment for subscription is other than Cash through Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular Zero.

Office or Division:	Tarlac Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *System-generated*	
2. Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *System Generated*	
3. By-Laws (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *System-generated*	
For Situational Requirement	
A. Additional requirements based on kind of payment for subscription	
Sub Situational Requirement/s	
A.a. If subscription payment is through Land and/ Building/Condominium Unit	
A.a.1. Detailed schedule of the property showing the registered owner, location, area, TCT/CCT No., tax declaration number and the basis of transfer value (appraised/market value/assessed	Applicant / Client

value/zonal value) certified by the treasurer (2) Original Copy And (1) Electronic Copy	
A.a.2. Copy of TCT/CCT and tax declaration sheet certified by Register of Deeds and Assessor's Office, respectively (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.a.3. Latest zonal value certified by BIR, if transfer value is based on zonal value (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.a.4. Appraisal report by authorized appraiser, if transfer value is based on appraised value (not more than 6 months old) (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.a.5. Deed of Assignment (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.a.6. If property is mortgaged, submit mortgage/creditor's certification on the outstanding loan balance and written consent to the transfer of property (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.a.7. For assignment of building where assignor is not owner of the land, submit lease contract on land and consent of landowner to the transfer (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.a.8. Affidavit of Undertaking by an incorporator of the corporation to submit the proof of transfer to the corporation within the prescribed period (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.b. If subscription payment is through Untitled Lands	
A.b.1. Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least thirty (30) years and the possessor had introduced improvements thereon, if any (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.b.2. Duplicate original or certified true copies of the tax declaration sheets (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.b.3. Latest realty tax receipts (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.4. Affidavit by the transferor attesting continuous and open possession of the property and that the property is not tenanted (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.5. Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.6. Duplicate original or certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument affecting the property recorded in the Register of Deeds for the province or city where the land is situated (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

A.b.7. Affidavit executed by the transferor (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *attesting to the:* *1. Existence (or non-existence) of easements over the untitled property* *2. Kind/description of the easement and its location* *3. Whether the transferor is the dominant estate or the servient estate, by virtue of such easements*	
A.b.8. Under oath undertaking of the transferor/subscribed to answer for any liability that the corporation might incur by virtue if the acceptance of said property paid-up capital (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.9. Clearance or certification from the Department of Agrarian Reform (DAR) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Department of Agrarian Reform - Provincial Offices
Remarks: *attesting the following:* *1. There is no other claimant to the untitled land* *2. It has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party or* *3. The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP)*	
A.b.10. Blue Print Survey of the Plan as approved by the Bureau of Lands (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.11. Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/assessed value/zonal value or appraised value) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.12. Latest zonal valuation certified by BIR, if transfer value is based on zonal value (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.13. Appraisal report by authorized appraiser, if transfer value is based on appraised value (not more than 6 month old) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.14. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.15. Affidavit of undertaking to submit certified true copy of the original certificate of title in the name of transferee-corporation within one (1) year from the date of receipt of the approval of the application (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.c. If subscription payment is through Inventories/Furniture/Personal Properties	
A.c.1. Detailed schedule of the property showing the description and transfer value certified by the treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

A.c.2. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.d. If subscription payment is through Heavy Equipment and Machinery	
A.d.1. Detailed schedule of the properties showing the description and the transfer value certified by the treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.d.2. Appraisal report by authorized appraiser (not more than 6 months old). If the property is imported, a valuation report with description of the property by the Bangko Ng Pilipinas (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.d.3. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.e. If subscription payment is through Shares of Stock	
A.e.1. Detailed schedule of the shares of stock showing the name of stockholder, stock certificate number, number of shares and the basis of transfer value whether market or book value certified by the treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.e.2. Audited financial statements of the investee company as of the last fiscal year stamped received by BIR and SEC (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.e.3. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.e.4. Certification by the Corporate Secretary of the investee company that the shares of stock are outstanding in the name of assignor (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.e.5. Photocopy of the stock certificate (present original for verification) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.e.6. Latest market quotation in newspaper or certification from stock exchange/broker as to latest market price of the shares of stock (if listed in the Stock Exchange) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.e.7. Affidavit of Undertaking by an incorporator of the corporation to submit the required proof of transfer within the prescribed period (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.f. If subscription payment is through Motor Vehicle	
A.f.1. Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified by the treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.f.2. Photocopy of the Certificate of Registration and latest Official Receipt of Registration (present the original for verification) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.f.3. Appraisal report by authorized appraiser (not more than six month old)	Applicant / Client

(1) Electronic Copy And (1) Original Copy And (1) Photo Copy	
A.f.4. Deed of assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.f.5. Affidavit of undertaking by an incorporator of the corporation to submit the required proof of transfer within the prescribed period (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.g. If subscription payment is through Sea Vessel/Aircraft	
A.g.1. Detailed schedule of the vessel/aircraft showing registered owner, registry number, technical description, and appraised value certified by the treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.g.2. Certified true copy of the certificate of ownership (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.g.3. Appraisal report by authorized appraiser (not more than 6 month old) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.g.4. Certificate of seaworthiness/airworthiness issued by appropriate government agency (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.g.5. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.g.6. Affidavit of Undertaking by an incorporator of the corporation to submit the required proof of transfer within the prescribed period (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.h. If subscription payment is Intangible	
A.h.1. Photocopy of the System Purchase Agreement or any documents as proof of ownership (for a software) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.h.2. Copy of Certificate of Registration of Intellectual Property Rights, mining permit for mining claims or rights (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.h.3. Appraisal report by an accredited appraisal company or licensed Filipino mining engineer for mining rights/claims (not more than 6 month old) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.h.4. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.i. If subscription payment is through Net Assets by way of conversion of single proprietorship/partnership into corporation	
A.i.1. Audited Financial Statements (AFS) of single proprietorship partnership/division of a corporation for spin-off as of last fiscal year (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.i.2. Long-form audit report of item no. 1 (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.i.3. Deed of Assignment of the assets and liabilities to the corporation	Applicant / Client

(1) Electronic Copy And (1) Original Copy And (1) Photo Copy	
A.i.4. ist of creditors showing the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.i.5. Detailed schedule of properties with certificates of registration/title and their respective book values certified by the company accountant (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.i.6. Photocopy of the certificate of registration of the motor vehicles (present original for verification) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.i.7. Copy of TCT/CCT and tax declaration sheets certified by the Register of Deeds and Assessor's Office, respectively (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.i.8. Photocopy of stock certificate (present original for verification) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.i.9. DTI Certificate of Registration (for single proprietorship) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Department of Trade and Industry - DTI Regional and Provincial Offices
A.i.10. Affidavit of Undertaking by an incorporator of the corporation to submit the required proof of transfer within the prescribed period (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.j. If subscription payment is Lands	
A.j.1. Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/assessed value/zonal value or appraised value) (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.j.2. Latest zonal valuation certified by BIR, if transfer value is based on zonal value (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.j.3. Appraisal report by authorized appraiser, if transfer value is based on appraised value (not more than 6 month old) (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.j.4. Deed of Assignment (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.j.5. Affidavit of undertaking to submit certified true copy of the original certificate of title in the name of transferee-corporation within one (1) year from the date of receipt of the approval of the application (2) Original Copy And (1) Electronic Copy	Applicant / Client
B. For One Person Corporation	
B.1. Letter of Acceptance of the Nominee and Alternate Nominee (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Sub Situational Requirement/s	

B.a. If single stockholder is a trustee, administrator, executor, guardian, conservator, custodian, or other person exercising fiduciary duties	
B.a.1. Proof of Authority (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
C. Endorsement from other government agencies	
Sub Situational Requirement/s	
C.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
C.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
D. For Clearance from other SEC departments	
Sub Situational Requirement/s	
D.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
D.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department
D.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
D.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
D.c. For Financial Technology (FinTech) related business activities	
D.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)

Remarks:

- *Operators of payment systems;*
- *Payment Service Providers;*
- *Electronic Money Issuers (EMI);*
- *Non-bank EMIs;*
- *Alternative Credit Scoring Companies;*
- *Online Lending Companies;*
- *Peer-to-peer Lending Companies;*
- *AI/Big Data Companies;*
- *InsurTech Companies (InsurTech Service Providers);*
- *KYC/Security Companies (KYC Service Providers);*
- *Digital Banks;*
- *Digital Asset Exchanges;*
- *Virtual Asset Service Providers;*
- *Play-to-Earn Platforms;*
- *E-Commerce Companies;*
- *Crowdfunding Platforms;*

- *RegTech Companies (RegTech Service Providers);*
- *SupTech Companies (SupTech Service Providers); and*
- *Digital Advisers/Robo-Advisers.*

D.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)

Remarks:

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

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph **Location:** https://esparc.sec.gov.ph/ **Notes/Instruction:** *If payment for subscription is other than cash, additional documentary requirements should be submitted.*	1.1. Approves proposed company name and/or trade name/s in accordance with SEC Memorandum Circular No. 13, Series of 2019	None	2 working day/s	• SEC Administrative Officer II; Tarlac Extension Office
	1.2. Processes and evaluates the legal aspects of the registration application.		8 working day/s, 7 hour/s, 45 minute/s	• Securities Specialist I Securities Counsel II Securities Specialist II SEC Administrative Assistant I; Tarlac Extension Office
	1.3. Processes and evaluates the financial aspects of the registration application.		9 working day/s	• Securities Specialist I Securities Counsel II

				Securities Specialist II SEC Administrative Assistant I; Tarlac Extension Office
	1.4. Issues Payment Assessment Form (PAF) to the applicant		5 minute/s	• Securities Specialist I Securities Counsel II Securities Specialist II SEC Administrative Assistant I; Tarlac Extension Office
2. Pays the filing fee through through eSPAYSEC **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the Electronic Official Receipt via eSPAYSEC	**Standard Fees** Breakdown: By-Laws: PHP 1000 Total: PHP 1000 **Formula Fees** Breakdown: Registration of CorporationRegistration of Stock and Transfer Book/Membership BookName ReservationLegal Research FeeDocumentary Stamp Tax	5 minute/s	• Accounting Division; Financial Management Department (FMD)
3. Generates and prints the Digital Certificate **Location:** eSPARC **Notes/Instruction:** Remarks: To secure the original copy of the Certificate, clients shall submit two (2) sets of originally signed documentary requirements with	3. The eSPARC system issues the Digital Certificate	None	5 minute/s	• eSPARC System; Tarlac Extension Office

original proof of payment within sixty (60) calendar days from the date of issuance of the Digital Certificate				
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1000 See other fees below		

Formula / Schedule of Fees

- **Registration of Corporation**

  Stock corporation with par value - ⅕ of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher

  Stock corporation without par value - ⅕ of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher

  Non- Stock corporation – PHP 1,000

- **Registration of Stock and Transfer Book/Membership Book**

  Stock and Transfer Book – PHP 150

  Membership Book – PHP 75

- **Name Reservation**

  PHP 100 per Corporate Name

  *Additional Php 100 per trade name

- **Legal Research Fee**

  1% of the computed Filing Fees for Amended Articles of Incorporation and/or By-Laws

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

38. Registration of Non-Stock Corporations through the Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular Only (with Digital Certificate and Post-Audit Evaluation)

This service details the procedure for registration of the following non-stock corporation through Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular Only;

As to Company sub-types:

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

As to ownership:

a. *All Filipino*
b. *With foreign equity participation*

Office or Division:	Tarlac Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *System-generated*	
2. Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *System-generated* • *Original copy should be signed (wet signature) and notarized* • *corporate name;*	

- *business activity;*
- *principal office address;*
- *names, nationality, residences and Tax Identification Numbers (TIN) of natural Filipino incorporators/officer (for corporations composed of 2-15 incorporators) or single incorporator, nominee and alternate nominee (for One Person Corporation).*
- *capital structure;*
- *name of treasurer and TIN;*
- *Undertaking to change company name;*
- *Printed names and with original signatures of the single stockholder, nominee and alternate nominee of all incorporators for corporations with 2-15 incorporators or single stockholder, nominee and alternate nominee for One Person Corporation;*
- *Notarization or Authentication*

3. By-Laws (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office

Remarks:

- *System-generated*
- *Original copy should be signed (wet signature)*
- *Needs to be submitted for corporations with 2 -15 incorporators only. For One Person Corporations, no by-laws required.*

For Situational Requirement

A. Additional Requirement, if applicable;

A.1. Joint Affidavit of Undertaking to Change Name, in case not incorporated in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office

Remarks:

SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)

- *Original copy should be signed (wet signature) and notarized*

Sub Situational Requirement/s

A.a. If Articles of Incorporation and By-Laws are executed in a foreign jurisdiction

A.a.1. Authenticated/Apostilled Articles of Incorporation and By-Laws and supporting documents (1) Original Copy And (1) Electronic Copy	Applicant / Client

A.b. If Incorporator/s is/are a Juridical Entity

A.b.1. Board Resolution/Directors'/Trustees' Certificate or Secretary's Certificate (2) Original Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Authenticated/Apostilled (if executed in a foreign jurisdiction)

A.c. For non-stock religious aggregate

A.c.1. Affidavit of Affirmation/Verification by the chief priest, rabbi, minister, or presiding elder, (not required if already part of the	Applicant / Client

Articles of Incorporation) (2) Original Copy And (1) Electronic Copy	
A.d. For foundation	
A.d.1. Notarized certificate of bank deposit of the contribution, which shall not be less than P1,000,000.00 Statement of Willingness to allow the Commission to conduct an audit (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.e. For federation	
A.e.1. List of Member-Associations certified by the Corporate Secretary and attested by the President (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.f. For confederation	
A.f.1. List of Member-Federations certified by the Corporate Secretary and attested by the President (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.g. For condominium corporation/association	
A.g.1. Notarized Copy of the Master Deed with primary entry of the Register of Deeds (2) Original Copy And (1) Electronic Copy	Condominium Developer and Register of Deeds - Condominium Developer and Register of Deeds
A.g.2. Certification that there is no existing similar condominium association within the condominium project (2) Original Copy And (1) Electronic Copy	Applicant Condominium Corporation/Association to be executed by the Corporate Secretary - Applicant Condominium Corporation/Association to be executed by the Corporate Secretary
B. Endorsement/Clearance from other government agencies	
Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For Clearance from other SEC departments	
Sub Situational Requirement/s	
C.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
C.a.1. Corporate Governance and Finance Department Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department
C.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	

C.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
C.c. For Financial Technology (FinTech) related business activities	
C.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
C.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ **Location:** https://esparc.sec.gov.ph/	1.1. Approves proposed company name and/or trade name/s in accordance with SEC Memorandum Circular No. 13, Series of 2019	None	1 working day/s	• SEC Administrative Officer II; Tarlac Extension Office
	1.2. Pre-processes all corporate information submitted		4 working day/s, 7 hour/s, 40 minute/s	• Securities Specialist I Securities Counsel II Securities Specialist II SEC Administrative Assistant I; Tarlac Extension Office
	1.3. Designated processor prepares and issues the Payment Assessment Form (PAF)		10 minute/s	• Securities Specialist I Securities Counsel II Securities Specialist II SEC Administrative Assistant I; Tarlac Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the Electronic Official Receipt via eSPAYSEC	**Standard Fees** Breakdown: By-Laws: PHP 1000 Total: PHP 1000 **Formula Fees** Breakdown: Registration of CorporationRegistration of Stock and Transfer Book/Membership BookName ReservationLegal Research FeeDocumentary Stamp Tax	5 minute/s	• Accounting Division; Financial Management Department (FMD)

3. Generates and prints the Digital Certificate **Location:** eSPARC **Notes/Instruction:** To secure the original copy of the Certificate, clients shall submit four (4) sets of originally signed documentary requirements with original proof of payment within sixty (60) calendar days from the date of issuance of the Digital Certificate	3. The eSPARC system issues the Digital Certificate	None	5 minute/s	• eSPARC System; Information and Communications Technology Department (ICTD)
Total Processing Time:		Working Days: 6 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1000 See other fees below		

Formula / Schedule of Fees

- **Registration of Corporation**

  Stock corporation with par value - ⅕ of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher

  Stock corporation without par value - ⅕ of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher

  Non- Stock corporation – PHP 1,000

- **Registration of Stock and Transfer Book/Membership Book**

  Stock and Transfer Book – PHP 150

  Membership Book – PHP 75

- **Name Reservation**

  PHP 100 per Corporate Name

  *Additional Pgp100 per trade name

- **Legal Research Fee**

  1% of the computed Filing Fees for Amended Articles of Incorporation and/or By-Laws

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

39. Request for Affirmative Certification - For General Public

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

Office or Division:	Tarlac Extension Office
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	General Public
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Accomplished Certification Request Form (1) Electronic Copy	Applicant / Client
Remarks: *secteo@sec.gov.ph*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Accomplish Certification Request sent to the client through SEC email. **Location:** secteo@sec.gov.ph	1.1. Checks completeness of the information needed and determines request feasibility	None	10 minute/s	• SEC Administrative Officer IV; Tarlac Extension Office
	1.2. Issues a Payment Assessment Form (PAF) through email, if with complete information and if the request is feasible		5 minute/s	• SEC Administrative Officer IV; Tarlac Extension Office
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home or SEC accredited Land Bank branches	2. Issues payment confirmation containing the electronic Official Receipt via email	**Standard Fees** Breakdown: Certification Fee: PHP 500 Documentary Stamp Tax: PHP 30 Total: PHP 530	5 minute/s	• Accounting Division; Financial Management Department (FMD)
3. Submits proof of payment by	3.1. Checks the completeness and	None	15 minute/s	• SEC Administrativ

accomplishing the Payment Information form through email. **Location:** secteo@sec.gov.ph	legitimacy of payment details.			e Officer IV; Tarlac Extension Office
	3.2. Validates the inquiry, the availability of information in online facilities and other records		1 hour/s	• SEC Administrative Officer IV; Tarlac Extension Office
	3.3. Drafts the Certification		1 hour/s	• SEC Administrative Officer IV; Tarlac Extension Office
	3.4. Reviews and sign the Certification		1 working day/s	• SEC Administrative Officer IV; Tarlac Extension Office • Director; Tarlac Extension Office
	3.5. Scan the signed certification		15 minute/s	• SEC Administrative Officer IV; Tarlac Extension Office
	3.6. Upload the scanned Certification in the Document Verification System to generate QR Code		10 minute/s	• SEC Administrative Officer IV; Tarlac Extension Office
	3.7. Prints the Certification with generated QR Code		10 minute/s	• SEC Administrative Officer IV; Tarlac Extension Office
	3.8. Seals the Certification		10 minute/s	• SEC Administrative Officer IV; Tarlac Extension Office
	3.9. Transmits the Certification to the Public Assistance and		10 minute/s	• SEC Administrative Officer IV; Tarlac

	Complaint Desk for releasing			Extension Office
	3.10. Sends email or call the client for the releasing schedule/notice		10 minute/s	• SEC Administrative Officer IV; Tarlac Extension Office
4. Receives the signed Affirmative Certification - For General Public via courier or pick up **Location:** SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City	4. Releases the Certification	None	10 minute/s	• Data Analyst; Tarlac Extension Office

General Remarks

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

Total Processing Time:	Working Days: 1 working day/s, 3 hour/s, 50 minute/s
Total Processing Fee:	Total Standard Fee: PHP 530

40. Request for Certificate of No Derogatory Information

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

Office or Division:	Tarlac Extension Office
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	All SEC Registered Entities
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Duly accomplished SEC Form 2015-001 (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *https://www.sec.gov.ph/wp-content/uploads/2024/03/2024Forms_Revised-Certificate-of-No-Derogatory-Information.pdf*	
For Situational Requirement	
A. For Corporations with Primary Licenses	
A.1. Monitoring Clearance (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *https://ewatch.sec.gov.ph/login*	
B. For Foundation	
B.1. Monitoring Clearance (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *https://ewatch.sec.gov.ph/login*	
Sub Situational Requirement/s	
B.a. Situational Requirement	
C. For Financing/Lending	
C.1. Monitoring Clearance (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension

	Office
Remarks: *https://ewatch.sec.gov.ph/login*	
D. For Partnership	
D.1. Articles of Incorporation or latest Amended Articles of Partnership, if any (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office
Remarks: *https://secexpress.ph*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Create a ticket at the imessage portal and select "Request for Certificate of no Derogatory Information - Tarlac" **Location:** imessage.sec.gov.ph	1.1. Checks completeness of the requirements and verifies status of corporation through the Certification Issuance System-Unified Reference Database (CIS-URDB)	None	15 minute/s	• SEC Administrative Assistant I; Tarlac Extension Office
	1.2. Issues a Payment Assessment Form (PAF) through email, if with complete requirements and status in CIS-URDB is cleared		30 minute/s	• SEC Administrative Assistant I; Tarlac Extension Office
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the electronic Official Receipt via email	**Standard Fees** Breakdown: Certification Fee: PHP 500 Documentary Stamp Tax: PHP 30 Total: PHP 530	5 minute/s	• Accounting Division; Financial Management Department (FMD)
3. Submits proof of payment on the ticket created at the imessage portal. **Location:** imessage.sec.gov.ph	3.1. Acknowledge receipt of proof of payment with instruction to wait for the releasing appointment that will be issued through imessage portal	None	10 minute/s	• SEC Administrative Assistant I; Tarlac Extension Office
	3.2. Prints the submitted SEC Form 2015-001,		20 minute/s	• SEC Administrative Assistant I;

	monitoring clearance and proof of payment			Tarlac Extension Office
	3.3. Prints the Certificate of No Derogatory Information through the CIS-URDB		20 minute/s	• SEC Administrative Assistant I; Tarlac Extension Office
	3.4. Reviews the application and signs the Certificate of No Derogatory Information		2 working day/s	• Director; Tarlac Extension Office
	3.5. Seals the Certificate of No Derogatory Information		5 minute/s	• SEC Administrative Assistant I; Tarlac Extension Office
	3.6. Transmits the certificate to the Public Assistance and Complaint Desk for releasing		10 minute/s	• SEC Administrative Assistant I; Tarlac Extension Office
4. Receives the signed Certificate of No Derogatory Information **Location:** SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City	4. Releases the Certificate of No Derogatory Information (CNDI) to the applicant (via courier or personal pick-up)	None	10 minute/s	• Data Analyst; Tarlac Extension Office
Total Processing Time:		Working Days: 2 working day/s, 2 hour/s, 5 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 530		

41. Request for Name Verification for Amendment

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

Office or Division:	Tarlac Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All SEC Registered Entities
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Accomplished Request for Name Verification Form (1) Electronic Copy	Applicant / Client

Remarks:

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

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Create a ticket at the imessage portal and select "Request for Name Verification for Amendment - Tarlac" - proposed name/s - name to be amended - SEC Number - meaning of acronym (if applicable) - name reservation term (number of days) - name of requesting party **Location:** imessage.sec.gov.ph	1.1. Acknowledge receipt of the ticket request	None	10 minute/s	• SEC Administrative Officer IV; Tarlac Extension Office • SEC Administrative Officer II; Tarlac Extension Office
	1.2. Approves or denies proposed name/s or trade name/s		6 working day/s, 7 hour/s, 30 minute/s	• SEC Administrative Officer IV; Tarlac Extension Office • SEC Administrative Officer II; Tarlac Extension Office

2. If name is rejected, registrant may appeal for the proposed corporate name **Location:** imessage.sec.gov.ph	2. Approves or denies appeal for the proposed name/s or trade name/s	None	20 minute/s	• SEC Administrative Officer IV; Tarlac Extension Office • SEC Administrative Officer II; Tarlac Extension Office
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		

42. Request for Negative Certification - For General Public

This service details the procedure on request for Negative Certifications.

Office or Division:	Tarlac Extension Office
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	General Public
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Accomplished Certification Request Form (1) Electronic Copy	Applicant / Client
Remarks: *secteo@sec.gov.ph*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Accomplish Certification Request sent to the client through SEC email. **Location:** secteo@sec.gov.ph	1.1. Checks completeness of the information needed and determines request feasibility	None	10 minute/s	• SEC Administrative Officer IV; Tarlac Extension Office
	1.2. Issues a Payment Assessment Form (PAF) through email, if with complete information and if the request is feasible		10 minute/s	• SEC Administrative Officer IV; Tarlac Extension Office
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home or SEC accredited Land Bank branches	2. Issues payment confirmation containing the electronic Official Receipt via email	**Standard Fees** Breakdown: Certification Fee: PHP 500 Documentary Stamp Ta: PHP 30 Total: PHP 530	5 minute/s	• Financial Management Department; Financial Management Department (FMD)
3. Submits proof of payment by	3.1. Checks the completeness and	None	10 minute/s	• SEC Administrativ

accomplishing the Payment Information form through email. **Location:** secteo@sec.gov.ph	legitimacy of payment details.			e Officer IV; Tarlac Extension Office
	3.2. Validates the inquiry, the availability of information in online facilities and other records.		1 hour/s	• SEC Administrative Officer IV; Tarlac Extension Office
	3.3. Routes request to other facilities / database for further verification of the existence of the entity being requested		1 working day/s	• SEC Administrative Officer IV; Tarlac Extension Office
	3.4. Drafts the Certification		1 hour/s	• SEC Administrative Officer IV; Tarlac Extension Office
	3.5. Reviews and sign the Certification		1 working day/s	• Director; Tarlac Extension Office
	3.6. Scan the signed certification		10 minute/s	• SEC Administrative Officer IV; Tarlac Extension Office
	3.7. Upload the scanned Certification in the Document Verification System to generate QR Code		10 minute/s	• SEC Administrative Officer IV; Tarlac Extension Office
	3.8. Prints the Certification with generated QR Code		10 minute/s	• SEC Administrative Officer IV; Tarlac Extension Office
	3.9. Seals the Certification		5 minute/s	• SEC Administrative Officer IV; Tarlac Extension Office
	3.10. Transmits the Certification to the Releasing Unit		10 minute/s	• SEC Administrative Officer IV; Tarlac

				Extension Office
	3.11. Sends email for the releasing schedule/notice		10 minute/s	• SEC Administrative Officer IV; Tarlac Extension Office
4. Receives the signed Negative Certification - For General Public via courier or pick up **Location:** SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City	4. Releases the Certification	None	5 minute/s	• Data Analyst; Tarlac Extension Office
General Remarks The 3-days processing time is for one client/request being served at one time. The time is extended when there are more clients/requests.				
Total Processing Time:	Working Days: 2 working day/s, 3 hour/s, 35 minute/s			
Total Processing Fee:	Total Standard Fee: PHP 530			

43. Request for Payment of Fines in Installment Basis

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

Office or Division:	Tarlac Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	General transacting public and business entities for stock and non-stock registered corporations.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Letter request for the installment (1) Electronic Copy	Applicant / Client
2. Copy of Monitoring Sheet with final assessment (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office

Remarks:

The client may be asked to provide the copy if it is not available in the online database.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Create a ticket request at the imessage.sec.gov.ph and select "Request for Payment of Fines in Installment Basis- Tarlac" **Location:** imessage.sec.gov.ph **Notes/Instruction:** Upload the necessary requirements before submitting the ticket.	1.1. Assign the letter request.	None	10 minute/s	• SEC Administrative Assistant II; Tarlac Extension Office • SEC Information Officer II; Tarlac Extension Office
	1.2. Review the request if it will qualify for installment of payment of fines.		1 hour/s	• Securities Specialist II, Securities Specialist I, Securities Counsel II; Tarlac Extension Office

	1.3. Prepare Memorandum to the Supervising Commissioner.		20 minute/s	• Securities Specialist II, Securities Specialist I, Securities Counsel II; Tarlac Extension Office
	1.4. Inform the client that the request has been endorsed to Supervising Commissioner. Note: If there are corrections, return the Memorandum to the SEC processor for revision; if no corrections, forward the Memorandum to the Director, for review.		30 minute/s	• Securities Specialist II, Securities Specialist I, Securities Counsel II; Tarlac Extension Office
	1.5. Review and sign the Memorandum.		10 working day/s	• Director; Tarlac Extension Office
	1.6. Forward the memorandum request together with the attached documents to the Supervising Commissioner for approval.		20 minute/s	• Securities Specialist II, Securities Specialist I, Securities Counsel II; Tarlac Extension Office
	1.7. Approves the request for payment in installment of fines.		1 working day/s	• Supervising Commissioner; Tarlac Extension Office
	1.8. Prepare the advisement letter informing the applicant about the decision of the Supervising Commissioner.		30 minute/s	• Securities Specialist II, Securities Specialist I, Securities Counsel II; Tarlac Extension Office
	1.9. Review and sign the letter		20 minute/s	• Director; Tarlac Extension Office
	1.10. Send the letter directly to the sender's imessage ticket request.		10 minute/s	• Securities Specialist II, Securities Specialist I,

				Securities Counsel II; Tarlac Extension Office
2. Request for the Payment Assessment Form (PAF) on the ticket created through the imessage portal. **Location:** Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home **Notes/Instruction:** Pay the first and/or subsequent installments. Note: Assigned monitor will check monthly compliance of the particular corporation on their staggered payments.	2.1. Receive the Official Receipt from the applicant.	**Formula Fees** Breakdown: Penalties/Fines	10 minute/s	• Securities Specialist II, Securities Specialist I, Securities Counsel II; Tarlac Extension Office
	2.2. Forward the PAF and/or Monitoring Sheet to the Director		10 minute/s	• Securities Specialist II, Securities Specialist I, Securities Counsel II; Tarlac Extension Office
	2.3. Review and sign the COP/MS upon full payment of fines. Note: COP is issued only upon full payment; For corporations with Petition to Lift the Order of Revocation/Suspension, the COP and the Order granting the Petition shall be withheld until full payment of fines.		20 minute/s	• Director; Tarlac Extension Office
3. Receives the Confirmation of Payment of Fines. **Location:** https://imessage.sec.gov.ph/	3. Release the Confirmation of Payment to the sender's ticket in the imessage portal.	None	10 minute/s	• Securities Specialist II, Securities Specialist I, Securities Counsel II; Tarlac Extension Office
Total Processing Time:		Working Days: 11 working day/s, 4 hour/s, 10 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Penalties/Fines**

  Guidelines on the Imposition of fines or penalties for non-compliance with reportorial requirements; Memorandum Circular No. 06, series of 2024

SEC Resolution No. 756, s. 2013 and

SEC Resolution No. 757, s. 2013

44. Request for Reduction of Fines

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

Office or Division:	Tarlac Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	For request for reduction of fines, general transacting public and business entities for: 1.) Non-stock corporations pursuing noble purposes, such as: I. Religious Corporations; II. Those engaged in educational, charitable, religious, literary, scientific, cultural and cicic services, and; III. Those engaged in assisting, uplifting or promoting the welfare and interest of the physically handicapped, orphans, farmers and underprivileged.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Letter request for the reduction of fines (1) Electronic Copy	Applicant / Client
2. Copy of Monitoring Sheet with final assessment (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office

Remarks:

The client may be asked to produce the electronic copy of the Monitoring Sheet with final assessment if the said document is not encoded in the online database.

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Create a ticket request at the imessage.sec.gov.ph and select "Request for Reduction of Fines-Tarlac" **Location:** imessage.sec.gov.ph **Notes/Instruction:**	1.1. Assign the letter request.	None	10 minute/s	• SEC Administrative Assistant II; Tarlac Extension Office • SEC Information Officer II; Tarlac Extension Office

Upload the necessary requirements before submitting the ticket.	1.2. Review the request if it will qualify for reduction of fines.		1 hour/s	• Securities Specialist II, Securities Specialist I, Securities Counsel II; Tarlac Extension Office
	1.3. Prepare Memorandum to the Supervising Commissioner		20 minute/s	• Securities Specialist II, Securities Specialist I, Securities Counsel II; Tarlac Extension Office
	1.4. Inform the client that the request has been endorsed to Supervising Commissioner. Note: If there are corrections, return the Memorandum to the SEC processor for revision; if no corrections, forward the Memorandum to the Director, for review.		10 minute/s	• Securities Specialist II, Securities Specialist I, Securities Counsel II; Tarlac Extension Office
	1.5. Review and sign the Memorandum.		1 hour/s	• Director; Tarlac Extension Office
	1.6. Forward the memorandum request together with the attached documents to the Supervising Commissioner for approval.		30 minute/s	• Securities Specialist II, Securities Specialist I, Securities Counsel II; Tarlac Extension Office
	1.7. Approves the request for reduction of fines.		5 working day/s, 20 minute/s	• Supervising Commissioner; Office of the Commissioners
	1.8. Prepare the advisement letter informing the applicant about the decision of the Supervising Commissioner.		30 minute/s	• Securities Specialist II, Securities Specialist I, Securities Counsel II; Tarlac

				Extension Office
	1.9. Review and sign the letter		1 working day/s	• Director; Tarlac Extension Office
	1.10. Send the letter directly to the sender's imessage ticket request together with the Payment Assessment Form in case there are remaining fees to be paid after the approval of the reduced penalty amount. The remaining balance shall be settled within ten (10) days from receipt of the notice of the approved reduced penalty.		10 minute/s	• Securities Specialist II, Securities Specialist I, Securities Counsel II; Tarlac Extension Office
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the electronic Official Receipt via email	**Formula Fees** Breakdown: Penalties/Fines	1 working day/s, 10 minute/s	• Accounting Division; Financial Management Department (FMD)
3. Submits proof of payment on the ticket created at the imessage portal. **Location:** imessage.sec.gov.ph	3. Acknowledge receipt of proof of payment.	None	10 minute/s	• Securities Specialist II, Securities Specialist I, Securities Counsel II; Tarlac Extension Office
Total Processing Time:		Working Days: 7 working day/s, 4 hour/s, 30 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Penalties/Fines**

  Guidelines on the Imposition of fines or penalties for non-compliance with reportorial requirements; Memorandum Circular No. 06, series of 2024

SEC Resolution No. 756, s. 2013 and

SEC Resolution No. 757, s. 2013

45. Request for Resource Speaker

This service details the procedure for requests for resource person/s as lecturer/s for seminars, webinars, trainings, caravans, conventions and others to discuss the mandates and services of the Commission.

Office or Division:	Tarlac Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	All domestic corporations registered under FIA (“Foreign Investment Act”) or before Investment Promotion Agencies (IPAs)
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Request Letter for Resource Person (1) Original Copy Or (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submits request letter for resource person at secteo@sec.gov.ph or send it personally at SEC Tarlac Office **Location:** SEC Tarlac Extension Office, MacArthur Highway, San Sebastian, Tarlac City	1.1. Receives and acknowledges request	None	15 minute/s	• SEC Information Officer II; Tarlac Extension Office • Data Analyst; Tarlac Extension Office
	1.2. Forwards letter request to Director for assignment		30 minute/s	• SEC Information Officer II; Tarlac Extension Office • Data Analyst; Tarlac Extension Office
	1.3. Assigns the request to the appropriate personnel		30 minute/s	• Director; Tarlac Extension Office
	1.4. Informs the concerned SEC Tarlac personnel of the assignment		2 hour/s	• SEC Information Officer II; Tarlac

				Extension Office
	1.5. Communicates with client the name and designation of resource person and other details via email, call, or text.		1 hour/s	• SEC Information Officer II; Tarlac Extension Office
General Remarks Government agencies, corporations, organizations, associations, and schools				
Total Processing Time:	Working Days: 4 hour/s, 15 minute/s			
Total Processing Fee:	Total Standard Fee: None			

46. Submission of Reports through the Electronic Filing and Submission Tool (eFAST)

This service details the procedure for online submission of reportorial requirements of registered corporations, including, but not limited to, the General Information Sheet (GIS) and Audited Financial Statements (AFS), using the Electronic Filing and Submission Tool (eFAST). This also establishes more efficient, accessible, user-friendly, and accurate filing of annual reports.

Office or Division:	Tarlac Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	SEC Registered Corporations
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Board Resolution (Majority Signed) or Notarized Secretary's Certificate (1) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Sample template may be downloaded at https://efast.sec.gov.ph/user/login*	
2. 2. Submitted Annex D Form of the SEC Memorandum Circular No. 28 Report (For Corporations registered before December 18, 2023) (1) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Annex D form shall be uploaded at https://www.sec.gov.ph/mc28-submission-portal/#gsc.tab=0*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Gets a number from the guard on duty and proceeds to the office counter and proceed in the enrollment of the eFAST portal **Location:** SEC Tarlac Extension Office - Public Assistant and Complaint Desk	1. Provide technical assistance in the enrollment as a company and as an authorized filer of the corporation.	None	45 minute/s	• Data Analyst; Tarlac Extension Office

2. Proceed with the submission of reports via the eFAST portal **Location:** SEC Tarlac Extension Office - Public Assistant and Complaint Desk	2. Provide technical assistance in filling up information in the system and uploading and submission of reports in the EFAST portal	None	45 minute/s	• Data Analyst; Tarlac Extension Office
Total Processing Time:		Working Days: 1 hour/s, 30 minute/s		
Total Processing Fee:		Total Standard Fee: None		

Legazpi Extension Office

External Services

1. a) Certification of Paid-up Capital / Capital Structure / Percentage of Ownership for Domestic Stock Corporations Classified as Philippine National, and b) Certification of Capital / Contribution of Domestic Partnerships Classified as Philippine National

This service details the adopted online procedure and documentary requirements for issuance of the following Certifications:

a. *Certification of Paid-up Capital Capital Structure,Percentage of Ownership of Philippine National Domestic Corporation, based on any of the following:*

   i. *Articles of Incorporation, for newly registered corporations;*
   ii. *Audited Financial Statements (AFS) as of the latest fiscal year, duly received by the BIR and SEC;*
   iii. *Interim Audited Financial Statements, if there is/are payment/s on unpaid subscription/s or additional issuance/s of shares through cash infusion/s made subsequent to item a(ii);*
   iv. *Latest approved Increase in Authorized Capital Stock, if approval is subsequent to item a(ii); or*
   v. *Latest approved Confirmation of Valuation, if approval is subsequent to item a(ii)*

b. *Certification of Capital Contribution of Philippine National Domestic Partnerships, based on either:*

   i. *Articles of Partnership, for newly recorded partnerships; or*
   ii. *Latest approved Amended Articles of Partnership.*

Note that this service is exclusively for Domestic Stock Corporations or Partnerships classified as Philippine National. For corporations/partnerships classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department (CRMD).

For pre-processing of new applications, scanned copies of the required documents shall be submitted through the following:

- ***iMessage:*** *imessage.sec.gov.ph*

Office or Division:	Legazpi Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations or Partnerships classified as Philippine National. For corporations/partnerships classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department (CRMD).
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Combined Notarized Secretary's Certificate on: a. Request for Certification; b. List of stockholders showing the present capital structure of the Company (Names of stockholders, nationality, no. of shares and amount subscribed, amount of paid-up capital) ; and c.	Securities and Exchange Commission - Financial Analysis and Audit Department

non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Download the Combined Secretary's Certificate for* ***Certification of Paid-up Capital / Capital Structure / Percentage of Ownership for Domestic Stock Corporations Classified as Philippine National*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Certification-of-Paid-up-Capital_Corporation.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
2. Audited Financial Statements as of the last fiscal year, stamped received by SEC and BIR (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Information and Communications Technology Department (ICTD)
Remarks: *To be provided by the Company, in case the Company did not file* *Note: The one (1) photo copy will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses	
A.1. Monitoring Clearance from Monitoring Unit of Financial Analysis and Audit Department (FAAD) (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Financial Analysis and Audit Department (FAAD)
Remarks: *Monitoring Unit of Financial Analysis and Audit Department (FAAD) through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
B. For Financing and Lending Companies	
B.1. Monitoring Clearance from Financing and Lending Companies Department (FLCD) (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financing and Lending Companies Department (FLCD)
Remarks: *Financing and Lending Companies Department (FLCD) through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

C. Additional Requirement if in case there is/are payment/s to unpaid subscription/s or additional issuance of shares out of the unissued authorized capital stock thru cash infusion made after the fiscal year or after the approval of the increase in capital stock and/or confirmation of valuation:	
C.1. Audited Interim Financial Statements (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *External Auditor to be engaged by the Company* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
D. Additional Requirement if the request is Certification of Percentage of Ownership:	
D.1. Stock and transfer book of the corporation (to be presented for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
E. If the request is Certification of Partners' Contribution for Partnership:	
E.1. Letter request signed by corporate officer / duly authorized representative (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Certification-of-Paid-up-Capital_Partnership.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Upload the electronic copy of complete requirements for new application by creating a ticket through the iMessage at imessage.sec.gov.ph **Location:** **iMessage:** imessage.sec.gov.ph **Notes/Instruction:**	1.1. Verifies completeness of the uploaded documents. If complete, acknowledges, records and assigns the ticket to the Specialist	None	1 working day/s	• SEC Securities Specialist I; Legazpi Extension Office

• If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the FAAD Specialist will prepare a checklist of deficiencies and inform and return it to the applicant through the iMessage. For submission of compliance documents, the client will directly send it to the assigned FAAD Specialist's through the iMessage. The assigned FAAD Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.2. • If upon evaluation, the application does not meet the requirements of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The period to act upon the agency	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		6 working day/s	• Securities Specialist II; Legazpi Extension Office
	1.3. Reviews the submitted documents along with the final report and, if compliant, the Specialist will issue the Payment Assessment Form (PAF)		7 working day/s	• Securities Specialist II; Legazpi Extension Office

actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period.(Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)				
	1.4. Prepares and Sends the Payment Assessment Form (PAF) to the applicant through iMessage		1 working day/s	• Securities Specialist II; Legazpi Extension Office
2. Upload the scanned copy of the proof of payment of filing fees by replying to the ticket thread in the iMessage portal, and await the release of the electronic copy of the duly signed certificate **Location:** **iMessage:** imessage.sec.gov.ph	2.1. Receives and acknowledges the receipt of proof of payment	None	4 hour/s	• Securities Specialist II; Legazpi Extension Office
	2.2. Prepares the Certificate and forwards it to the Director for review and approval.		1 working day/s	• Securities Specialist II; Legazpi Extension Office
	2.3. Signs the Certificate of Paid-up Capital/Capital Structure/Percentage of Ownership		1 working day/s	• SEC Director or Officer-in-Charge; Legazpi

				Extension Office
	2.4. Scans and uploads the signed Certificate to the Document Verification System to generate a QR Code, forwards the electronic copy of the duly signed certificate to the assigned FAAD Specialist		6 hour/s	• SEC Administrative Assistant II; Legazpi Extension Office
	2.5. Sends and releases the electronic copy of the signed certificate through the iMessage portal and tags the ticket as closed.		6 hour/s	• Securities Specialist II; Legazpi Extension Office
Total Processing Time:		Working Days: 19 working day/s		
Total Processing Fee:		Total Standard Fee: None		

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

The Annex G Form with Sworn Certificate of No Intra Corporate Dispute can be downloaded in Amendment Requirement.

FORMS MUST BE NOTARIZED UPON SUBMISSION

Office or Division:	Legazpi Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	General transacting public and business entities for: a.) Registered corporations; b.) Suspended and Revoked Corporation for purposes of filing a Petition to Set Aside Order of Suspension or Revocation; and c.) Corporations with Notice of Deficiencies and Hearing or Orders.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. NOTARIZED Annex G (1) Electronic Copy	Applicant / Client
Remarks: *Annex G may be found in the MC 28 series of 2020 uploaded in https://mc28.sec.gov.ph/*	
2. NOTARIZED SECRETARY CERTIFICATE OF NO INTRA-CORPORATE DISPUTE (1) Electronic Copy	Applicant / Client
Remarks: *Template available in MC 28 Portal : https://mc28.sec.gov.ph/*	

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Use and submit notice to change email address and/or mobile number (ANNEX G) application in Memorandum Circular No. 28, Series of 2020 through https://mc28.sec.gov.ph/ . Annex G form should be notarized. Use and submit notice to change email address and/or mobile number (ANNEX	1.1. Receive the amendment application through MC28 Portal including its attachments.	None	3 hour/s	• SEC Data Analyst; Legazpi Extension Office

G) application in Memorandum Circular No. 28, Series of 2020 through https://mc28.sec.gov.ph/ **Location:** https://mc28.sec.gov.ph/ **Notes/Instruction:** 1.1. Go to **AMENDMENT** in MC28 Portal, the SEC registration number will appear and be available for amendment if the application of ANNEX D for corporations or Annex E for partnerships was approved. 1.2. A one-time password/OTP will be sent to the contact details previously submitted by the client. The user must validate the OTP to proceed with the amendment process. 1.3. Encode the new company details reflected in ANNEX G. Then click the continue and verified contact details. After confirming the details, One-time password/OTP will be sent to the contact details provided in the form. 1.4. Upload ANNEX G with Sworn Certificate of No Intra Corporate Dispute, then submit the application.				
	1.2. Browse over the SEC systems online, review and compare the information in the uploaded ANNEX G and encoded data in the portal.		5 hour/s	• SEC Data Analyst; Legazpi Extension Office
	1.3. Check the signatories of the required attachments i.e. ANNEX G and Sworn Certificate of No Intra Corporate Dispute.		3 hour/s	• SEC Data Analyst; Legazpi Extension Office
2. Receive a display confirmation indicating that the submission was successful along with reference Number assigned to the transaction at the same	2.1. If the old information from Annex D/E is consistent with the information in Annex G, consistently encoded in the portal, and with complete documents, it	None	1 working day/s	• SEC Data Analyst; Legazpi Extension Office

time a confirmation email notifying them that the submission has been successfully received and is now under reviewed by the SEC. Receive an email notification in their official email address encoded in MC28 Portal, regarding status and remarks. **Location:**	will be tagged as approved.			
Compliance Monitoring Division **Notes/Instruction:** 2.1. If the application is for compliance/rejected, client must re-apply their application in MC28 Portal Amendment with the compliance from the said remarks. 2.2 If the party no longer has access to the old information, they may select the " I don't have any access" option. This will prompt them to submit a Notarized Explanation Letter in the form of a Director's Certificate (Must be signed by the majority of the board/trustees). After seven (7) working days, if no comment has been received and the explanation is clearly stated, the request will be tagged as approved. The system will then send a link to proceed with the submission of Annex G.	2.2. If the application is for compliance, it will be tagged as rejected (the findings are stated as well as the possible solutions/remedies for compliance).		1 working day/s	• SEC Data Analyst; Legazpi Extension Office
	2.3. After seven (7) working days, if no comment has been received and the explanation is clearly stated, the request will be tagged as approved. The system will then send a link to proceed with the submission of Annex G.		8 working day/s	• SEC Data Analyst; Legazpi Extension Office
Total Processing Time:		Working Days: 11 working day/s, 3 hour/s		

Total Processing Fee:	Total Standard Fee: None

3. Amendment to shorten the corporate term (Voluntary Dissolution under Section 136 of the RCC) where the proposed expiration of the corporate term [must contemplate a future date] is less than one year, from approval of the application for amendment under Regular Processing

This service details the procedure and the documentary requirements for amendment of Stock and Non-Stock Corporations to shorten the corporate term where the proposed expiration is less than one year, from the approval of the application under Regular Processing.

Office or Division:	Legazpi Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered stock domestic corporations with foreign equity participation of not more than forty percent (40%) and non-stock corporations, except lending corporations and financing companies, through their Authorized Representatives.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Amended Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client
3. Directors` or Trustees` Certificate (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *Original copy should be signed (wet signature) and notarized* • *notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors and stockholders, (iii) the date and place of the stockholders' meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed name.* *Secure sample format through the SEC Website:* • *Director's Certificate:- https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf* • *Trustees' Certificate- https://www.sec.gov.ph/wp-content/uploads/2019/11/Trustees_Certificate.pdf*	
Sub Requirement	

3.A. For One Person Corporation	
3.A.1. Notarized Resolution of the Single Stockholder (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *signed by the single stockholder and Corporate Secretary* • *https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm_RESOLUTION-opc.docx*	
4. Audited Financial Statements as of the last fiscal year stamped received by SEC and BIR (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *EXCEPT:* 1. *Where the applicant has ceased operations for at least one (1) year, it shall submit: a) Audited Financial Statements as of the last fiscal year of operation; and b) Affidavit of non-operation certified under oath by the President and Treasurer* 2. *Where the applicant has no operation since incorporation, it shall submit: a) Balance Sheet certified under oath by the Treasurer and President; b) Affidavit of non-operation certified under oath by the President and Treasurer; To be provided by the Company 67 c) Certificate of non-registration issued by the BIR* 3. *Where the applicant corporation (stock or nonstock) is with total assets or liabilities of less than Six Hundred Thousand Pesos (Php600,000.00), it shall submit its Balance Sheet as of last preceding fiscal year certified under oath by the President and Treasurer*	
5. Certification under oath by the President and Treasurer (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *certifying that:* 1. *the dissolution is not prejudicial to the interest of the creditors; and* 2. *there is no opposition from any creditor from the time of publication of the notice of dissolution up to the filing of the dissolution with the Commission*	
6. Bureau of Internal Revenue (BIR) Tax Clearance Certificate (2) Original Copy And (1) Electronic Copy	Bureau of Internal Revenue - BIR
7. Publisher’s Affidavit of Publication of the notice of meeting (once) (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Publisher of a newspaper of general circulation*	
8. Notarized Secretary's Certificate of no pending case of intra-corporate dispute (2) Original Copy And (1) Electronic Copy	SECURITIES AND EXCHANGE COMMISSION - CORPORATE AND PARTNERSHIP REGISTRATION DIVISION
Remarks: *Download Secretary’s Certificate sample form through this link: https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx*	

9. Clearance/Favorable recommendation from other Departments of the Commission or from the appropriate (2) Original Copy And (1) Electronic Copy	Applicant / Client
For Situational Requirement	
A. For Clearance from other SEC departments	
Sub Situational Requirement/s	
A.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
A.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
A.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
A.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
A.c. For Financial Technology (FinTech) related business activities	
A.c.1. PhiliFintech Innovation Office (PIO) and Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO) and Enforcement and Investor Protection Department (EIPD)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
B. Endorsement from other government agencies	
Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	

B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy			Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas	
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization				
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy			Insurance Commission - Insurance Commission	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, and submit the application in the eAMEND portal (Regular Processing) **Location:** (https://eamend.sec.gov.ph/login)	1.1. Verifies completeness of the submitted amendment requirements and assigns the application to CPRD Processors	None	1 hour/s	• SEC Administrative Assistant II; Legazpi Extension Office
	1.2. Processes and evaluates the legal aspects of the dissolution application.		4 working day/s, 6 hour/s, 50 minute/s	• Securities Counsel II; Legazpi Extension Office • Securities Counsel I; Legazpi Extension Office
	1.3. Processes and evaluates the financial aspects of the dissolution application.		5 working day/s	• SEC Securities Counsel II; Legazpi Extension Office • SEC Securities Counsel I; Legazpi Extension Office
	1.4. Issues Payment Assessment Form (PAF) to the applicant.		5 minute/s	• SEC Securities Counsel II; Legazpi Extension Office • SEC Securities Counsel I; Legazpi Extension Office
2. Pays the filing fee through SEC-accredited Landbank branches or through eSPAYSEC **Location:**	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: AMENDED ARTICLES OF	5 minute/s	• Financial Management Department; Financial Management

https://espaysec.sec.gov.ph/		INCORPORATION: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 Total: PHP 1040		Department (FMD)
3. Submits the documentary requirements with proof of payment to the Legazpi Extension Office or through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** Legazpi Extension Office	3.1. Receives and verifies documentary requirements and proof of payment	None	5 minute/s	• Administrative Assistant II; Legazpi Extension Office
	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minute/s	• Administrative Assistant II; Legazpi Extension Office
	3.3. Prepares and generates the Certificate of Amended Articles of Incorporation		10 minute/s	• SEC Administrative Assistant II; Legazpi Extension Office
	3.4. Reviews the application and signs the Certificate of Amended Articles of Incorporation		9 working day/s, 7 hour/s	• SEC Director; Legazpi Extension Office • Securities Counsel II; Legazpi Extension Office
	3.5. Forwards the signed Certificate of Amended Articles of Incorporation to the Releasing Unit.		10 minute/s	• Administrative Assistant II; Legazpi Extension Office
	3.6. Tags the application through the eAmend Portal to issue the Notice for Schedule of Appointment on the release of the Certificate of Amendment of Articles of Incorporation and/or By-Laws		5 minute/s	• SEC Administrative Assistant II; Legazpi Extension Office
4. Proceeds to Legazpi Extension Offic for presentment of the	4. Releases signed Certificate of Amended Articles of Incorporation	None	15 minute/s	• SEC Administrative Assistant II;

original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Amended Articles of Incorporation **Location:** Legazpi Extension Office				Legazpi Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1040		

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

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

1. *Articles of Incorporation*

- *Prefatory Clause;*
- *Corporate Name/Business Name;*
- *Primary Purpose;*
- *Secondary Purpose;*
- *Change in the Principal Office Address;*
- *Terms of Existence;*
- *Increase or Decrease in the Number of the Board of Directors/Trustees;*
- *Features of Shares, except if simultaneously filed with an application for increase of capital stock, or reclassification/declassification of shares;*
- *Provision for the Undertaking to Change Name;*
- *Fiscal Year for One Person Corporations (OPCs);*

1. *By-Laws*

- *Adoption of Corporate Name in the By-Laws;*
- *Provision for Transfer of Stock and Rights of Stockholders or Interest (e.g. Right of First Refusal, Pre-Emptive Rights);*
- *Amendment of a Corporation Sole (change of corporate name, change of address, change of primary purpose)*
- *Provision for Tax Exemption for Non-Stock;*
- *Date of Annual Meeting of the stockholders/members;*
- *Fiscal Year;*
- *Audit of Books and Dividends;*
- *Seal;*
- *Subscription, Issuance and Transfer of Shares;*
- *Suspension, Expulsion and Termination of Membership;*
- *The Form for Proxies of Stockholders/Members and the Manner of Voting Them;*
- *The Manner of Election or Appointment, Qualification, Functions, and the Term of Office of All Officers other than Directors/Trustees;*
- *The Place and Manner of Calling and Conducting Regular Meetings of the Stockholders/Members;*
- *The Powers, Qualifications, Duties, Term, and Compensation of Directors/Trustees;*
- *The Required Quorum in Meetings of Stockholders/Members;*
- *The Time, Place, and Manner of Calling and Conducting Regular or Special Meetings of the Directors/Trustees;*
- *The Time, Place, and Manner of Calling and Conducting Special Meetings of the Stockholders/Members; and*
- *Amendments of Amended By-Laws concerning two (2) to four (4) provisions thereof.*

Office or Division:	Legazpi Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)

Who may avail:	All registered stock domestic corporations with foreign equity participation of not more than forty percent (40%) and non-stock corporations, except lending corporations and financing companies, through their Authorized Representatives.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Legazpi Extension Office
Remarks: *With downloadable system-generated forms in the eAmend Portal*	
2. Amendment Form (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *With downloadable system-generated forms in the eAmend Portal* • *notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed names* • ***For corporation sole**: Original copies should be signed (wet signature) and notarized*	
3. Amended Articles of Incorporation/By-Laws (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • ***two (2) copies shall be submitted together with all the documentary requirements uploaded in the eAMEND portal** (Please submit the Amended Articles of Incorporation/By-laws incorporating the proposed provisions. The amendments must be clearly underlined and annotated with the phrase "(As amended on [date of meeting])" immediately following the amended provision. Kindly ensure that no established facts are removed or modified in the process.)*	
4. Monitoring Clearance (1) Original Copy	Securities and Exchange Commission - Legazpi Extension Office
Remarks: *Monitoring Clearance through: ewatch.sec.gov.ph* • *If the Request for Monitoring clearance is pending process by SEC officer, submit an Affidavit of Undertaking for Monitoring from the eAMEND System, subject to compliance with monitoring clearance later once the same is already available.*	

5. Affidavit of Undertaking for Post-Evaluation (2) Original Copy And (1) Electronic Copy	Applicant / Client

Remarks:

With downloadable system-generated forms in the eAmend Portal

For Situational Requirement

A. For Clearance from other SEC departments

Sub Situational Requirement/s

A.a. For Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation

A.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)

A.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)

A.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)

A.c. For Financial Technology (FinTech) related business activities

A.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)

Remarks:

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

A.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
B. Endorsement from other government agencies	
Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For applications with Amendment of By-laws	
Sub Situational Requirement/s	
C.a. Air Transport	
C.a.1. Civil Aeronautics Board Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.b. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions	
C.b.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.c. Educational Institution: (stock & non-stock)	
C.c.1. Department of Education Endorsement for Elementary (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.c.2. Commission on Higher Education Endorsement for College, Tertiary Course	Applicant / Client

(2) Original Copy And (1) Electronic Copy	
C.c.3. Technical Education Skills and Development Authority Endorsement for Technical Vocational Course (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.d. Electric Power Plant/Trading of Petroleum Products	
C.d.1. Department of Education Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.e. Hospital, Dental, Medical Clinics	
C.e.1. Department of Health Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.f. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.f.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.g. Money Changer and Remittance Services	
C.g.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.h. Non-Chartered Government Owned and Controlled Corporation	
C.h.1. Government Commission for Government-owned and Controlled Corporation Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.i. Professional Association	
C.i.1. Professional Regulation Commission Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.j. Radio, TV, Telephone, Internet Service Providers, Value-Added Service Provider	
C.j.1. National Telecommunications Commission Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.k. Recruitment for Overseas Employment	
C.k.1. Philippine Overseas Employment Administration Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.l. Security Agency/ Anti-Crime Task Force	
C.l.1. Philippine National Police Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.m. Tobacco Related Business	
C.m.1. National Tobacco Administration Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.n. Volunteer Fire Brigade	
C.n.1. Bureau of Fire Protection (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.o. Vessel/Ship Operation, Ship Management. Shipbuilding, Ship Repair, Shipping Agency, Ship Husbanding, Ship Chandling and other Maritime related activities	

C.o.1. Maritime Industry Authority (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.p. Water Service Providers and Waterworks	
C.p.1. Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
D. For Amendment of Corporate Name	
Sub Situational Requirement/s	
D.a. For Amendment of Corporate Name	
D.a.1. Name Verification Slip for Amendment of Corporate Name with Proof of Payment of Reservation Fee (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Request through online portal imessage.sec.gov.ph*	
D.a.2. Affidavit of a director, trustees or officer undertaking to change corporate name, if not stated in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, pays the filing fee through through eSPAYSEC and submit the application in the eAMEND portal (Regular Processing) **Location:** **(https://eamend.sec.gov.ph/login)**	1.1. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: Amended Articles of Incorporation: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 Total: PHP 1040 **Possible Fees** Breakdown: Amendment of By-Laws: PHP 1000	5 minute/s	• eAMEND System; Legazpi Extension Office
	1.2. Verifies completeness and correctness of the submitted amendment requirements and assigns the application to the CPRD Processors if the documents are complete.		1 working day/s	• Director I, Securities Counsel II; Legazpi Extension Office
	1.3. Processes and evaluates application for amendment.		5 working day/s, 6 hour/s, 45 minute/s	• SEC Administrative Assistant II, Securities Counsel I; Legazpi Extension Office

	1.4. Tags the application Complete and issue the Digital Certificate of Amendment of Articles of Incorporation and/or By-Laws	**Formula Fees** Breakdown: Name Reservation Slip	5 minute/s	• SEC Administrative Assistant II, Securities Counsel I; Legazpi Extension Office
2. Generates the Digital Certificate **Location:** https://eamend.sec.gov.ph/login **Notes/Instruction:** To secure the original copy of the Certificate, the applicant has to submit two (2) sets of originally signed documentary requirements with original proof of payment within a period fifteen (15) days from the date of issuance of the Digital Certificate	2. None	None	5 minute/s	• None; Any of requesting office / division
Total Processing Time:		Working Days: 6 working day/s, 7 hour/s		
Total Processing Fee:		Total Standard Fee: PHP 1040 See other fees below		

Possible Fees

- **Amendment of By-Laws** : 1000

Formula / Schedule of Fees

- **Name Reservation Slip**

  Php 100 per Corporate Name

  *Additional Php 100 per trade name

5. Application for Amendment of Articles of Incorporation and/or By-laws of Lending/Financing Companies

This service outlines the online procedure adopted for the amendment of the Articles of Incorporation and/or By-laws of Lending and Financing Companies. Preprocessing is conducted by submitting scanned copies of the required documents for amendment through email at lsecbicol@sec.gov.ph.

Office or Division:	Legazpi Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Coversheet (3) Original Copy	Applicant / Client
Remarks: *May secure a Checklist of requirements and sample formats from the Licensing Unit or through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf.*	
2. Amended Articles of Incorporation/By-laws (1) Original Copy And (2) Photo Copy	Applicant / Client
3. Directors` Certificate - notarized and signed by majority of the directors and the corporate secretary, certifying (i) the amendment of the Articles of Incorporation and indicating the amended provisions, (ii) the vote of the directors and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their names (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *May secure a copy through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf*	
4. Notarized Secretary's Certificate on no pending case of intra-corporate dispute (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *May secure a copy through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf*	
5. Monitoring Clearance (1) Original Copy And (2) Photo Copy	Applicant / Client

Remarks: *Through Financing and Lending Companies Department (FinLend)* *https://docs.google.com/forms/d/e/1FAIpQLSeYaCEh_PQ2uq3gq0sS4ppKsbuolUzyTBCQfboQAsHZty-WYA/viewform*
For Situational Requirement
A. If the provision to be amended is the corporate name

A.1. Name Verification Slip (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *Corporate Filing and Records Division or through crmd_amend_name@sec.gov.ph*	
A.2. Affidavit of a director or officer undertaking to change corporate name, if not stated in the AI (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *May secure a copy through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/2019_FormsUndertakingtoChangeName.pdf*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. For pre-processing, send a scanned copy of documentary requirements to secbicol@sec.gov.ph and wait for the result on the requested service. **Location:** Legazpi Extension Office **Notes/Instruction:** **Remarks:** If documents are incomplete and non-compliant, return to clients for compliance by issuing a checklist of deficiencies.	1.1. Receive, assign and forward to the processor the scanned copy of documentary requirements.	None	15 minute/s	• Administrative Assistant II; Legazpi Extension Office
	1.2. Processor reviews and evaluates the submitted documentary requirements.		1 working day/s	• Securities Specialist II; Legazpi Extension Office
2. Receives update on the requested service through email. **Location:**	2. Checks the Compliances on the deficiencies or lacking	None	1 working day/s	• Securities Specialist II; Legazpi

Legazpi Extension Office **Notes/Instruction:** **Remarks:** If an applicant receives a checklist of deficiencies, immediately comply and send back to the assigned processor.	documentary requirements			Extension Office
3. Pay the filing fee at selected Landbank branches (over the counter), or SEC Online Payment Portal. **Location:** Legazpi Extension Office **Notes/Instruction:** **Remarks:** https://www.sec.gov.ph/mc-2017/mc-no-03-s-2017-consolidated-schedule-of-fees-and-charges/ SEC Online Payment Portal through this link https://espaysec.sec.gov.ph/ For over the counter payment at Landbank: **FUND ACCOUNT:** SEC RCC Current Account **ACCOUNT NO.:** 3752-2220-44	3. Receive and acknowledge payment	**Possible Fees** Breakdown: Amended Articles of Incorporation: PHP 1000 Amended By-Laws: PHP 1000 Documentary Stamp Tax: PHP 30 Name Verification: PHP 100 **Formula Fees** Breakdown: Legal Research Fee	15 minute/s	• Securities Specialist II; Legazpi Extension Office
4. Submits the hard copies at the Legazpi Extension Office **Location:** Legazpi Extension Office	4.1. Receive and verify documentary requirements and proof of payment.	None	10 minute/s	• Administrative Assistant II; Legazpi Extension Office
	4.2. Forward the documents to in-charge for the preparation of certificate		10 minute/s	• Administrative Assistant II; Legazpi Extension Office
	4.3. Prepare the Certificate for		15 minute/s	• Administrative Assistant II;

	Lending/Financing Companies			Legazpi Extension Office
	4.4. Review the certificate		15 minute/s	• Director; Legazpi Extension Office • Securities Specialist II; Legazpi Extension Office
	4.5. Sign the certificate.		15 minute/s	• Director; Legazpi Extension Office
	4.6. Forward the Certificate for releasing		5 minute/s	• Administrative Assistant II; Legazpi Extension Office
5. Receive Notice thru email that the Certificate is already signed. **Location:** Legazpi Extension Office	5. Notify the Applicant thru email that the certificate is already signed.	None	5 minute/s	• Administrative Assistant II; Legazpi Extension Office
6. Proceed to Legazpi Extension Office for presentment of the original proof of payment and receive the signed Certificate of Lending/Financing Companies **Location:** Legazpi Extension Office	6. Release signed Certificate of Branch Office of Lending/Financing Companies	None	15 minute/s	• Administrative Assistant II; Legazpi Extension Office
Total Processing Time:		Working Days: 2 working day/s, 2 hour/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Possible Fees

- **Amended Articles of Incorporation** : 1000
- **Amended By-Laws** : 1000
- **Documentary Stamp Tax** : 30
- **Name Verification** : 100

Formula / Schedule of Fees

- **Legal Research Fee**

1/10 of 1% of Amendment Fee

6. Application for Amendment of Business Plan

This service details the procedure on how a citizen can request a Payment Assessment Form for payment of Annual Fee and Penalties.

Office or Division:	Legazpi Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Financing Companies, Lending Companies
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Amended Business Plan (SEC Form BP-FCLC) (Multi-Page Portable Document Format (PDF) with Text Layer of the accomplished but unsigned form) (1) Electronic Copy	Applicant / Client
Remarks: *https://www.sec.gov.ph/notices/submission-of-business-plan-sec-form-bp-fclc/#gsc.tab=0*	
2. Amended Business Plan (SEC Form BP-FCLC) (Multi-Page PDF High Resolution Scan (at least 100 x 100 dpi) of the document with the Signatories Page and Notarization Page) (1) Electronic Copy	Applicant / Client
Remarks: *https://www.sec.gov.ph/notices/submission-of-business-plan-sec-form-bp-fclc/#gsc.tab=0*	
3. Comparative matrix of all sections of the existing Business Plan and the new Business Plan highlighting all the changes proposed in the application (1) Electronic Copy	Applicant / Client
4. Certification under oath that the comparative matrix of the existing Business Plan on file with the Commission and the proposed changes are true and correct copies. (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)

1. Submits the complete documentary requirements to secbicol@sec.gov.ph **Location:** secbicol@sec.gov.ph	1.1. Evaluates the proposed amendments to the Business Plan and prepares the Memorandum.	**Standard Fees** Breakdown: Legal Research Fee: PHP 2000 Total: PHP 2000	3 working day/s	• SEC Supervising Credit Regulatory Officer; Financing and Lending Companies Department (FinLenD) • SEC Credit Regulatory Officer; Financing and Lending Companies Department (FinLenD) • SEC Compliance Specialist; Financing and Lending Companies Department (FinLenD)
	1.2. Review of the Memorandum and provide comments, if any.		3 working day/s	• SEC Assitant Director; Financing and Lending Companies Department (FinLenD)
	1.3. If further clarifications are required, the Memorandum will be subject for additional evaluation.		7 working day/s	• SEC Supervising Credit Regulatory Officer; Financing and Lending Companies Department (FinLenD) • SEC Credit Regulatory Officer; Financing and Lending Companies Department (FinLenD) • SEC Compliance Specialist; Financing and Lending Companies

				Department (FinLenD)
	1.4. If the application is deemed sufficient, issue the Payment Assessment Form (PAF) for the filing fee. Directs the client to pay at the Landbank or eSPAYSEC. If complete, process the request.		1 working day/s	• SEC Supervising Credit Regulatory Officer; Financing and Lending Companies Department (FinLenD) • SEC Credit Regulatory Officer; Financing and Lending Companies Department (FinLenD) • SEC Compliance Specialist; Financing and Lending Companies Department (FinLenD)
	1.5. Review and approval of the Memorandum, with attached receipt of the Filing Fee.		2 working day/s	• SEC Director; Financing and Lending Companies Department (FinLenD)
	1.6. Final review and approval of the Memorandum, with attached receipt of the Filing Fee.		2 working day/s	• Supervising Commissioner; Financing and Lending Companies Department (FinLenD)
	1.7. After the Memorandum is approved, prepare the Advisement Letter for the Director’s approval.		1 working day/s, 7 hour/s, 30 minute/s	• Securities Specialist II; Legazpi Extension Office • SEC Director; Legazpi Extension Office

2. 2. Receive Advisement Letter. **Location:** electronic email	2. Issues Advisement Letter	None	30 minute/s	• SEC Administrative Assistant II; Financing and Lending Companies Department (FinLenD)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 2000		

7. Application for Amendment of Lending/Financing Branch Offices

This service outlines the online procedure adopted for amending branch offices of Lending and Financing Companies. Preprocessing is conducted by submitting scanned copies of the required documents for branch office amendments via imessage.sec.gov.ph

Office or Division:	Legazpi Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Coversheet (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: *May secure a Checklist of requirements and sample formats from Legazpi Extension Office or through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf.*	
2. Letter request signed by any authorized representative stating the amended provision in the Certificate of Authority. (1) Original Copy And (3) Photo Copy	Applicant / Client
3. Original Certificate of Authority (1) Original Copy And (3) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. For pre-processing, send a scanned copy of documentary requirements to lu_application01@sec.gov.ph and wait for the result on the requested service. **Location:** 4th Floor, The SEC Headquarters 7097 Makati Ave., Salcedo Vill., Brgy. Bel-Air, Makati City,1209	1.1. Assign the application to the processor	None	4 hour/s	• Director I, Securities Counsel II; Legazpi Extension Office

Notes/Instruction:

Remarks: *If documents are incomplete and non-compliant, return to clients for compliance by issuing a checklist of deficiencies.	1.2. Processor reviews and evaluates the submitted documentary requirements.		1 working day/s, 4 hour/s	• Securities Specialist II; Legazpi Extension Office
2. Pay the filing fee at selected Landbank branches (over the counter), or SEC Online Payment Portal and submit proof of payment via imessage.sec.gov.ph. **Location:** espaysec.sec.gov.ph imessage.sec.gov.ph **Notes/Instruction:** SEC Online Payment Portal through this link https://espaysec.sec.gov.ph/ For over the counter payment at Landbank: **FUND ACCOUNT**: SEC RCC Current Account **ACCOUNT NO.:** 3752-2220-44	2. Receive and acknowledge payment	None	5 minute/s	• Securities Specialist II; Legazpi Extension Office
3. Submits the hard copies at the Robinson's Galleria Satellite Office. **Location:** Legazpi Extension Office Frontdesk	3.1. Receive and verify documentary requirements and proof of payment.	None	10 minute/s	• Securities Specialist II; Legazpi Extension Office
	3.2. Forward the documents to SEC Administrative Assistant for the preparation of certificate		10 minute/s	• Securities Specialist II; Legazpi Extension Office
	3.3. Prepare the certificate for Branch Office of		2 hour/s	• SEC Administrative Assistant II;

	Lending/Financing Companies			Legazpi Extension Office
	3.4. Review and Sign the certificate and forward to the SEC Administrative Assistant for Recording and Releasing		2 hour/s	• Director; Legazpi Extension Office
4. Receive Notice thru email that the Certificate is already signed. **Location:** 4th Floor, The SEC Headquarters 7097 Makati Ave., Salcedo Vill., Brgy. Bel-Air, Makati City,1209	4. Notify the Applicant thru email that the certificate is already signed.	None	5 minute/s	• Data Controller; Licensing Unit (LU)
5. Proceed to CRMD Licensing Unit for presentment of the original proof of payment and receive the signed Certificate of Lending/Financing Companies **Location:** 4th Floor, The SEC Headquarters 7097 Makati Ave., Salcedo Vill., Brgy. Bel-Air, Makati City,1209	5. Release signed Certificate of Branch Office of Lending/Financing Companies	None	15 minute/s	• Securities Specialist I; Licensing Unit (LU) • Data Controller; Licensing Unit (LU)
Total Processing Time:		Working Days: 2 working day/s, 4 hour/s, 45 minute/s		
Total Processing Fee:		Total Standard Fee: None		

8. Application for Amendment of Partnerships under eAMEND Regular Processing

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

a. Amendments of the Articles of Partnership
b. Dissolution of Partnership
c. Technical Dissolution
d. Change in Capital Contribution
e. Deed of Assignment
f. Withdrawal of Partners
g. Admission of Partners in the Partnership

Office or Division:	Legazpi Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered Partnerships through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Legazpi Extension Office
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Amended Articles of Partnership (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Please use the most recent Articles of Partnership, which have been duly approved by the Commission. Simply modify the sections that are being amended duly signed and notarized.*	
For Situational Requirement	
A. For Withdrawal of Partner	
A.1. Affidavit of Withdrawal (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.2. Deed of Assignment of partnership interest and/or documents showing withdrawal, resignation, retirement and death of a partner, if the provision to be Amended is the change of partners (2) Original Copy And (1) Electronic Copy	Applicant / Client
B. For Dissolution of Partnership	
B.1. Affidavit of Dissolution or Articles of Dissolution	Applicant / Client

(2) Original Copy And (1) Electronic Copy	
B.2. BIR Tax Clearance (2) Original Copy And (1) Electronic Copy	Bureau of Internal Revenue - Bureau of Internal Revenue
C. For Clearance from other SEC departments	
Sub Situational Requirement/s	
C.a. For Financial Technology (FinTech) related business activities	
C.a.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
C.a.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and*	

- *Digital Advisers/Robo-Advisers.*

D. Endorsement from other government agencies	
Sub Situational Requirement/s	
D.a. Money Changer and Remittance Services	
D.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - BSP
D.b. Insurance	
D.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - IC
E. For Amendment of Partnership Name	
E.1. Name Verification Slip for Amendment of Partnership Name with Proof of Payment of Reservation Fee (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Legazpi Extension Office
Remarks: *imessage.sec.gov.ph*	
E.2. Undertaking of the Partner to change partnership name, if not stated in the Articles of Partnership (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download Undertaking to Change Name through https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Encodes data required by the eAmend system, uploads and submits the complete and correct duly signed and notarized electronic copy of the requirements to eAmend Portal **Location:** (https://eamend.sec.gov.ph/login)	1.1. Verifies completeness of the submitted amendment requirements and assigns the application to the Processors.	None	1 working day/s	• Director I, Securities Counsel II; Legazpi Extension Office
	1.2. Processes and evaluates application for amendment.		3 working day/s	• SEC Administrative Assistant II, Securities Counsel I; Legazpi Extension Office
	1.3. Issues Payment Assessment Form (PAF) to the applicant if compliant		2 hour/s	• SEC Administrative Assistant II, ; Legazpi Extension Office

				• Securities Counsel I; Legazpi Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: Amended Articles of Partnership: PHP 2000 Legal Research Fee: PHP 20 Documentary Stamp Tax: PHP 30 --- Total: PHP 2050 **Possible Fees** Breakdown: Withdrawal of Partner Fee: PHP 1000 Deed of Assignment Fee: PHP 2000 **Formula Fees** Breakdown: Increase of Capital ContributionName Verification	5 minute/s	• Accounting Division; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the SEC Legazpi Extension Office front desk through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Legazpi Extension Office frontdesk	3.1. Receives and verifies documentary requirements and proof of payment	None	2 hour/s	• Front desk Officer; Legazpi Extension Office
	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		1 hour/s	• SEC Administrative Assistant II; Legazpi Extension Office
	3.3. Prepares and generates the Certificate of Amended Articles of Partnership		4 hour/s	• SEC Administrative Assistant II; Legazpi Extension Office

	3.4. Reviews the application and signs the Certificate of Amended Articles of Partnership		4 hour/s	• SEC Director I; Legazpi Extension Office
	3.5. Encodes signed Certificate of Amended Articles of Partnership		2 hour/s	• SEC Administrative Assistant II; Legazpi Extension Office
	3.6. Tags the application for appointment through the eAmend Portal indicating the date of release of the Certificate		1 hour/s	• SEC Administrative Assistant II; Legazpi Extension Office
4. Proceeds to SEC Legazpi Extension Office frontdesk for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Amended Articles of Partnership **Location:** Legazpi Extension Office Frontdesk	4. Releases signed Certificate of Amended Articles of Partnership	None	2 hour/s	• Frontdesk Officer; Legazpi Extension Office
Total Processing Time:		Working Days: 6 working day/s, 2 hour/s, 5 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 2050 See other fees below		

Possible Fees

- **Withdrawal of Partner Fee** : 1000
- **Deed of Assignment Fee** : 2000

Formula / Schedule of Fees

- **Increase of Capital Contribution**

  ⅕ of 1% of the increase in capital but not less than P2,000.00

- **Name Verification**

  Php100 per Corporate Name

  *additional Php 100 per trade name

9. Application for Branch Offices of Lending/Financing Companies

This service outlines the online procedure for establishing branch offices of Lending and Financing Companies. Preprocessing is conducted by submitting scanned copies of the required branch office documents via email at lsecbicol@sec.gov.ph.

Office or Division:	Legazpi Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Coversheet (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: *May secure a Checklist of requirements and sample formats from the Licensing Unit or through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf.*	
2. Personal Information Sheet of Officers of the Branch Office (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: • *Using the prescribed format & notarized* *May secure a Checklist of requirements and sample formats from the Licensing Unit or through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf.*	
3. Information Sheet (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: *May secure Checklist of requirements and sample formats from the Licensing Unit or through the Commission's website at https://www.sec.gov.ph/forms-and-fees/second-license/.*	
4. Valid NBI Clearance of ALL Officers of the Branch (1) Original Copy And (3) Photo Copy	Applicant / Client

Remarks:

- *With right thumbprint and signature*
- *Reflecting the residential address as stated in the Information Sheet*

National Bureau of Investigation (NBI)

5. Monitoring Clearance (1) Original Copy And (3) Photo Copy	Applicant / Client

Remarks:

Through Financing and Lending Companies Department (FinLend)

https://docs.google.com/forms/d/e/1FAIpQLSeYaCEh_PQ2uq3gq0sS4ppKsbuolUzyTBCQfboQAsHZty-WYA/viewform

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. For pre-processing, send a scanned copy of documentary requirements to lu_application01@sec.gov.ph and wait for the result on the requested service. **Location:** 4th Floor, The SEC Headquarters 7097 Makati Ave., Salcedo Vill., Brgy. Bel-Air, Makati City,1209 **Notes/Instruction:** Remarks: *If documents are incomplete and non-compliant, return to clients for compliance by issuing a checklist of deficiencies.	1.1. Receive, assign and forward to the LU processor the scanned copy of documentary requirements.	None	15 minute/s	• Data Controller; Licensing Unit (LU)
	1.2. LU Processor reviews and evaluates the submitted documentary requirements.		30 minute/s	• Securities Specialist I; Licensing Unit (LU) • Securities Specialist II; Licensing Unit (LU) • Data Controller; Licensing Unit (LU)
2. Receives update on the requested service through email. **Location:** 4th Floor, The SEC Headquarters 7097 Makati Ave., Salcedo Vill., Brgy. Bel-Air, Makati City,1209 **Notes/Instruction:**	2. Checks the Compliances on the deficiencies or lacking documentary requirements	None	30 minute/s	• Securities Specialist I; Licensing Unit (LU) • Securities Specialist II; Licensing Unit (LU) • Data Controller; Licensing Unit (LU)

Remarks: If an applicant receives a checklist of deficiencies, immediately comply and send back to the assigned LU processor.				
3. Pay the filing fee at selected Landbank branches (over the counter), or SEC Online Payment Portal. **Location:** 4th Floor, The SEC Headquarters 7097 Makati Ave., Salcedo Vill., Brgy. Bel-Air, Makati City,1209 **Notes/Instruction:** SEC Online Payment Portal through this link https://espaysec.sec.gov.ph/ For over the counter payment at Landbank: **FUND ACCOUNT:** SEC RCC Current Account **ACCOUNT NO.:** 3752-2220-44	3. Receive and acknowledge payment	**Possible Fees** Breakdown: Documentary Stamp Tax: PHP 30 **Formula Fees** Breakdown: License fees for Lending and Financing CosLegal Research Fee	10 minute/s	• Securities Specialist I; Licensing Unit (LU) • Securities Specialist II; Licensing Unit (LU) • Data Controller; Licensing Unit (LU)
4. Submits the hard copies at the Robinson's Galleria Satellite Office. **Location:** Robinson's Galleria Satellite Office	4.1. Receive and verify documentary requirements and proof of payment.	None	10 minute/s	• Assistant Computer Operator; Company Registration and Monitoring Department (CRMD)
	4.2. Forward the documents to LU for the preparation of certificate		10 minute/s	• Assistant Computer Operator; Company Registration and

				Monitoring Department (CRMD)
	4.3. Prepare the certificate for Branch Office of Lending/Financing Companies		15 minute/s	• Data Controller; Licensing Unit (LU)
	4.4. Review the certificate		15 minute/s	• Assistant Director; Licensing Unit (LU)
	4.5. Sign the certificate.		15 minute/s	• Director; Company Registration and Monitoring Department (CRMD)
	4.6. Forward the Certificate to Licensing Unit for releasing		5 minute/s	• Assistant Computer Operator; Company Registration and Monitoring Department (CRMD)
5. Receive Notice thru email that the Certificate is already signed. **Location:** 4th Floor, The SEC Headquarters 7097 Makati Ave., Salcedo Vill., Brgy. Bel-Air, Makati City,1209	5. Notify the Applicant thru email that the certificate is already signed.	None	5 minute/s	• Data Controller; Licensing Unit (LU)
6. Proceed to CRMD Licensing Unit for presentment of the original proof of payment and receive the signed Certificate of Lending/Financing Companies **Location:** 4th Floor, The SEC Headquarters 7097 Makati Ave., Salcedo Vill., Brgy. Bel-Air, Makati City,1209	6. Release signed Certificate of Branch Office of Lending/Financing Companies	None	15 minute/s	• Securities Specialist I; Licensing Unit (LU) • Data Controller; Licensing Unit (LU)

Total Processing Time:	Working Days: 2 hour/s, 55 minute/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Possible Fees

- **Documentary Stamp Tax** : 30

Formula / Schedule of Fees

- **License fees for Lending and Financing Cos**

  1/10 of 1% of the assigned capital of the Branch

- **Legal Research Fee**

  1% of the Filing Fee but not less than P 10.00

10. Application for Conversion from Stock Corporation to Non-stock Corporation through eAMEND portal

This service details the procedure in applying for conversion from stock corporation to non-stock corporation through eAMEND portal using the Regular Processing;

1. *Conversion from Stock Corporation to Non-Stock Corporation (Regular Processing)*

Office or Division:	Legazpi Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered stock domestic corporations with foreign equity participation of not more than forty percent (40%), except lending corporations and financing companies, through their Authorized Representatives.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Amended Articles of Incorporation and/or By-Laws (2) Photo Copy And (1) Electronic Copy	Applicant / Client
3. Directors' Certificate (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *Original copy should be signed (wet signature) and notarized* • *notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors and stockholders, (iii) the date and place of the stockholders' meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed names* • *Secure sample format through SEC Website: Primary Registration - Securities and Exchange Commission.*	
4. Secretary's Certificate of no intra-corporate dispute (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *Secure sample format through SEC Website: Primary Registration - Securities and Exchange Commission*	

5. Monitoring Clearance (2) Original Copy And (1) Electronic Copy	SECURITIES AND EXCHANGE COMMISSION - CMD
Remarks: • *If there is no valid and available Monitoring Clearance, submit an Affidavit of Undertaking for Monitoring from the eAMEND System.* • *If you have previously used an Affidavit of Undertaking for your amendment application, kindly submit a valid Monitoring Clearance issued by the Compliance Monitoring Division (CMD) for your current application.* • *Application for Monitoring Clearance through: ewatch.sec.gov.ph*	
6. Name Verification Slip for Amendment of Corporate Name with Proof of Payment of Reservation Fee (2) Original Copy And (1) Original Copy	SECURITIES AND EXCHANGE COMMISSION - CFRD
Remarks: *Request through email at crmd_amend_name@sec.gov.ph*	
7. Clearance/Favorable recommendation from other Departments of the Commission or from the appropriate Government Agency if applicable. (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Other Departments
For Situational Requirement	
A. For Clearance from other SEC Departments	
Sub Situational Requirement/s	
A.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
A.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
A.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
A.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
A.c. For Financial Technology (FinTech) related business activities	
A.c.1. PhiliFintech Innovation Office (PIO) and Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO) and Enforcement and Investor Protection Department (EIPD)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);*	

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

B. Endorsement from other government agencies	
Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For applications with Amendment of By-laws	
Sub Situational Requirement/s	
C.a. Air Transport	
C.a.1. Civil Aeronautics Board Endorsement (2) Original Copy And (1) Electronic Copy	Civil Aeronautics Board - Civil Aeronautics Board
C.b. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions	
C.b.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.c. Educational Institution: (stock & non-stock)	
C.c.1. Department of Education Endorsement for Elementary (2) Original Copy And (1) Electronic Copy	Department of Education - Department of Education
C.c.2. Commission on Higher Education Endorsement for College, Tertiary Course (2) Original Copy And (1) Electronic Copy	Commission on Higher Education - Commission on Higher Education
C.c.3. Technical Education Skills and Development Authority Endorsement for Technical Vocational Course (2) Original Copy And (1) Electronic Copy	Technical Education Skills and Development Authority - Technical Education Skills and Development Authority
C.d. Electric Power Plant/Trading of Petroleum Products	
C.d.1. Department of Energy Endorsement (2) Original Copy And (1) Electronic Copy	Department of Energy - Department of Energy

C.e. Hospital, Dental, Medical Clinics	
C.e.1. Department of Health Endorsement (2) Original Copy And (1) Electronic Copy	Department of Health - Department of Health
C.f. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.f.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C.g. Money Changer and Remittance Services	
C.g.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.h. Non-Chartered Government Owned and Controlled Corporation	
C.h.1. Government Commission for Government-owned and Controlled Corporation Endorsement (2) Original Copy And (1) Electronic Copy	Government Commission for Government-owned and Controlled Corporation - Government Commission for Government-owned and Controlled Corporation
C.i. Professional Association	
C.i.1. Professional Regulation Commission Endorsement (2) Original Copy And (1) Electronic Copy	Professional Regulation Commission - Professional Regulation Commission
C.j. Radio, TV, Telephone, Internet Service Providers, Value-Added Service Provider	
C.j.1. National Telecommunications Commission Endorsement (2) Original Copy And (1) Electronic Copy	National Telecommunications Commission - National Telecommunications Commission
C.k. Recruitment for Overseas Employment	
C.k.1. Philippine Overseas Employment Administration Endorsement (2) Original Copy And (1) Electronic Copy	Philippine Overseas Employment Administration - Philippine Overseas Employment Administration
C.l. Security Agency/ Anti-Crime Task Force	
C.l.1. Philippine National Police Endorsement (2) Original Copy And (1) Electronic Copy	Philippine National Police - Philippine National Police
C.m. Tobacco Related Business	
C.m.1. National Tobacco Administration Endorsement (2) Original Copy And (1) Electronic Copy	National Tobacco Administration - National Tobacco Administration
C.n. Volunteer Fire Brigade	
C.n.1. Bureau of Fire Protection Endorsement (2) Original Copy And (1) Electronic Copy	Bureau of Fire Protection - Bureau of Fire Protection
C.o. Vessel/Ship Operation, Ship Management. Shipbuilding, Ship Repair, Shipping Agency, Ship Husbanding, Ship Chandling and other Maritime related activities	
C.o.1. Maritime Industry Authority Endorsement (2) Original Copy And (1) Electronic Copy	Maritime Industry Authority - Maritime Industry Authority
C.p. Water Service Providers and Waterworks	

C.p.1. Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems Endorsement (2) Original Copy And (1) Electronic Copy			Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems - Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, and submit the application in the eAMEND portal (Regular Processing) **Location:** (https://eamend.sec.gov.ph/login)	1.1. Verifies completeness of the submitted amendment requirements and assigns the application to Processors.	None	1 hour/s	• SEC Administrative Assistant II; Legazpi Extension Office
	1.2. Processes and evaluates application for amendment.		2 working day/s, 6 hour/s, 50 minute/s	• Securities Counsel II; Legazpi Extension Office
	1.3. Issues Payment Assessment Form (PAF) to the applicant.		5 minute/s	• Securities Counsel II; Legazpi Extension Office
2. Pays the filing fee **Location:** Through SEC-accredited landbank branches or through eSPAYSEC (https://espaysec.sec.gov.ph/)	2. Issues payment confirmation containing the Electronic Official Receipt via email.	**Standard Fees** Breakdown: Amendment of Articles of Incorporation: PHP 1000 Legal Research Fee: PHP 20 Documentary Stamp Tax: PHP 60 Amendment By-Laws: PHP 1000 Total: PHP 2080 **Formula Fees** Breakdown: Name Verification Fee	5 minute/s	• Accounting Division; Financial Management Department (FMD)

3. Submits the hard copies of the documentary requirements with proof of payment to the Legazpi Extension Office, or through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** Legazpi Extension Office	3.1. Receives and verifies documentary requirements and proof of payment	None	5 minute/s	• Securities Counsel II; Legazpi Extension Office
	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minute/s	• Administrative Assistant II; Legazpi Extension Office
	3.3. Prepares and generates the Certificate of Amended Articles of Incorporation and/or By-Laws		5 minute/s	• SEC Administrative Assistant II; Legazpi Extension Office
	3.4. Reviews the application and signs the Certificate of Amended Articles of Incorporation and/or By-Laws		3 working day/s, 7 hour/s, 10 minute/s	• SEC Director; Legazpi Extension Office • Securities Counsel II; Legazpi Extension Office
	3.5. Forwards the signed Certificate of Amended Articles of Incorporation and/or By-Laws to the Releasing Unit.		15 minute/s	• SEC Administrative Assistant II; Legazpi Extension Office
	3.6. Tags the application through the eAmend Portal to issue the Notice for Schedule of Appointment on the release of the Certificate of Amendment of Articles of Incorporation and/or By-Laws		5 minute/s	• SEC Administrative Assistant II; Legazpi Extension Office
4. Proceeds to Legazpi Extension Office, for presentment of the proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Amended Articles of Incorporation and/or By-Laws **Location:**	4. Releases the signed Certificate of Amended Articles of Incorporation and/or By-Laws	None	5 minute/s	• Administrative Assistant II; Legazpi Extension Office

Legazpi Extension Office				
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 2080 See other fees below		

Formula / Schedule of Fees

- **Name Verification Fee**

  PHP 100 per corporate name

  plus Php100 per trade name/s

11. Application for Conversion of Corporation Sole to Ordinary Non-Stock Corporations of Domestic Corporations (eAMEND Regular Processing)

This service details the procedure in applying for Conversion of Corporation Sole to Ordinary Non-Stock Corporation through the eAMEND portal under Regular Processing.

Office or Division:	Legazpi Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered corporation sole (for conversion of corporation sole to non-stock), through their Authorized Representatives (for amendment of corporate term)
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *All registered corporation sole (for conversion of corporation sole to non-stock), through their Authorized Representatives (for amendment of corporate term)*	
2. Amended Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Please use the most recent Articles of Incorporation and By-Laws, which have been duly approved by the Commission. Simply modify the sections that are being amended. Underline the amended provision and add "(as amended on [date of meeting])" after it.*	
3. Resolution (2) Original Copy And (1) Electronic Copy	Applicant / Client
For Situational Requirement	
A. If applicable	
Sub Situational Requirement/s	
A.a. For Change of Corporate Name	
A.a.1. Name Verification Slip for Amendment of Corporate Name with Proof of Payment of Reservation Fee (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Filing and Records Division
Remarks: *Corporate Filing and Records Division or request from crmd_amend_name@sec.gov.ph*	

A.a.2. Affidavit of a trustee or officer undertaking to change corporate name, if not stated in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, and submit the application in the eAMEND portal (Regular Processing) **Location:** **(https://eamend.sec.gov.ph/login)** **Notes/Instruction:** *If the application is found to be for compliance in the evaluation stage, the applicant will have to go back to Step 1- Submission of complete requirements.*	1.1. Verifies completeness and correctness of the submitted amendment requirements and assigns the application to the Processors if the documents are complete	None	1 hour/s	• SEC Administrative Assistant II; Legazpi Extension Office
	1.2. Processes and evaluates application for amendment.		2 working day/s, 6 hour/s, 50 minute/s	• SEC Securities Specialist II; Legazpi Extension Office
	1.3. Issues Payment Assessment Form (PAF) to the applicant.		5 minute/s	• SEC Securities Specialist II; Legazpi Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** https://espaysec.sec.gov.ph/	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: Amendment of Articles of Incorporation: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 Total: PHP 1040 **Possible Fees** Breakdown: Amendment of By-Laws: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax:	5 minute/s	• Accounting Division; Financial Management Department (FMD)

		PHP 30 **Formula Fees** Breakdown: Name Reservation Slip		
3. Submits the documentary requirements with proof of payment to the Legazpi Extension Office, through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** Legazpi Extension Office	3.1. Receives and verifies documentary requirements and proof of payment	None	5 minute/s	• SEC Administrative Assistant II; Legazpi Extension Office
	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minute/s	• SEC Administrative Assistant II; Legazpi Extension Office
	3.3. Prepares and generates the Certificate of Amended Articles of Incorporation and/or By-Laws		5 minute/s	• SEC Administrative Assistant II; Legazpi Extension Office
	3.4. Reviews the application and signs the Certificate of Amended Articles of Incorporation and/or By-Laws		3 working day/s, 7 hour/s, 10 minute/s	• SEC Director; Legazpi Extension Office
	3.5. Forwards the signed Certificate of Amended Articles of Incorporation and/or By-Laws to the Releasing Unit.		15 minute/s	• SEC Administrative Assistant II; Legazpi Extension Office
	3.6. Tags the application through the eAmend Portal to issue the Notice for Schedule of Appointment on the release of the Certificate of Amendment of Articles of Incorporation and/or By-Laws		5 minute/s	• SEC Administrative Assistant II; Legazpi Extension Office
4. Proceeds to Legazpi Extension Office for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Amended	4. Releases signed Certificate of Amended Articles of Incorporation and/or By-laws	None	5 minute/s	• SEC Administrative Assistant II; Legazpi Extension Office

Articles of Incorporation and/or By-laws **Location:** Legazpi Extension Office				
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1040 See other fees below		

Possible Fees

- **Amendment of By-Laws** : 1000
- **Legal Research Fee** : 10
- **Documentary Stamp Tax** : 30

Formula / Schedule of Fees

- **Name Reservation Slip**

  Php100 per Corporate Name

  *Additional Php100 per trade name

12. Application for Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC) under eAMEND Regular Processing

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

Office or Division:	Legazpi Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate and Partnership Registration Division
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Notice of Conversion of a One Person Corporation to Ordinary Stock Corporation in the form prescribed by the Commission (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate and Partnership Registration Division
Remarks: • *Sample form downloadable through this link: https://www.sec.gov.ph/mc-2020/mc-no-27-s-2020/* • *Original copy should be signed (wet signature) and notarized* • *Signed by the holder of shares of the outstanding shares of the capital stock;* • *Signed by the Corporation's Corporate Secretary* • *Filed with the Commission within sixty (60) days from such transfer of shares in accordance to Sections 8 to 10 of SEC MC No. 27, series of 2020*	
3. Original or Certified True Copy of the documents effecting the transfer/s of full title/ownership of shares (1) Original Copy Or (1) Photo Copy And (1) Electronic Copy	Applicant / Client
4. Certificate Authorizing Registration/Tax Clearance (2) Original Copy And (1) Electronic Copy	Bureau of Internal Revenue - BIR
5. Articles of Incorporation and By-laws of an OSC filed in accordance with the requirements provided under Section 14 of the RCC, which shall comply with and/or contain the following details; (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate and Partnership Registration Division
Remarks: • *Section 14 of the Revised Corporation Code of the Philippines (RCC)*	

- *Duly prepared, signed and acknowledged or authenticated by the stockholders who voted for their adoption, and by the corporation's treasurer;*
- *Must clearly state that signatories voluntarily agreed to convert OPC to OSC in the following manner:*

  "KNOW ALL MEN BY THESE PRESENTS:

  - *The undersigned stockholder/s, of legal age, voluntarily agreed to convert a one person corporation (OPC) to Ordinary Stock Corporation (OSC) under the laws of the Republic of the Philippines and certify the following.*
  - *Provision/article indicating the name/s and address of the original incorporator of the OPC*
  - *Provisions/articles reflecting the number of directors, their names and addresses, as well as their subscription and payment details, and;*
  - *Other details particular to an OSC shall likewise be indicated in accordance with the provisions of the RCC and guidelines that the Commission has issued and/or may hereafter issue*
  - *The following shall likewise be added as a new Article in the Articles of Incorporation of the Ordinary Stock Corporation (OSC)*

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

6. Copy of the latest Articles of Incorporation of the OPC shall be attached to the Articles of Incorporation of the Ordinary Stock Corporation (OSC) (2) Original Copy And (1) Electronic Copy	Applicant / Client
7. Monitoring Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Compliance Monitoring Division (CMD)

Remarks:

Application for Monitoring Clearance through: ewatch.sec.gov.ph

- *If there is no valid and available Monitoring Clearance, submit an Affidavit of Undertaking for Monitoring from the eAMEND System.*
- *If you have previously used an Affidavit of Undertaking for your amendment application, kindly submit a valid Monitoring Clearance issued by the Compliance Monitoring Division (CMD) for your current application.*

For Situational Requirement

A. For amendment of the Corporate name

A.1. Name Verification Slip (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Filing and Records Division

Remarks:

request from crmd_amend_name@sec.gov.ph

A.2. Undertaking to Change Corporate Name duly executed under oath by the director of the OSC, if not yet included in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Company Registration and Monitoring Department

Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)*	
B. For Clearance from other SEC departments	
Sub Situational Requirement/s	
B.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
B.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
B.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
B.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
B.c. For Financial Technology (FinTech) related business activities	
B.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI)* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
B.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;*	

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

C. Endorsement clearance from appropriate Government agencies	
Sub Situational Requirement/s	
C.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
C.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
D. Undertaking to Assume All Liabilities of the OPC, duly executed under oath by all stockholders of the OSC, if not yet included in the Articles of Incorporation	
D.1. Undertaking to Assume All Liabilities of the OPC, duly executed under oath by all stockholders of the OSC (2) Original Copy And (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, pays the filing fee through through eSPAYSEC and submit the application in the eAMEND portal (Regular Processing) **Location:** (https://eamend.sec.gov.ph/login)	1.1. Verifies completeness of the submitted amendment requirements and assigns the application to the CPRD Processors.	None	1 hour/s	• SEC Administrative Assistant II; Legazpi Extension Office
	1.2. Processes and evaluates application for amendment.		9 working day/s, 6 hour/s, 50 minute/s	• Securities Counsel II; Legazpi Extension Office
	1.3. Issues Payment Assessment Form (PAF) to the applicant if compliant.		5 minute/s	• SEC Securities Counsel II; Legazpi

				Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: Amendment of Articles of Incorporation: PHP 1000 Amendment of By-laws: PHP 1000 Legal Research Fee: PHP 20 Documentary Stamp Tax: PHP 60 Total: PHP 2080 **Formula Fees** Breakdown: Name Verification Fee	5 minute/s	• Accounting Officer; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the Legazpi Extension Office or through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** Legazpi Extension Office	3.1. Receives and verifies documentary requirements and proof of payment	None	5 minute/s	• SEC Administrative Assistant II; Legazpi Extension Office
	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minute/s	• SEC Administrative Assistant II; Legazpi Extension Office
	3.3. Prepares and generates the Certificate of Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC)		10 minute/s	• SEC Administrative Assistant II; Legazpi Extension Office
	3.4. Reviews the application and signs the Certificate of Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC)		9 working day/s, 7 hour/s	• SEC Director; Legazpi Extension Office • Securities Counsel II; Legazpi Extension Office

	3.5. Encodes signed Certificate of Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC)		10 minute/s	• SEC Administrative Assistant II; Legazpi Extension Office
	3.6. 3.6 Tags the application for appointment through the eAmend Portal indicating the date of release of the Certificate		5 minute/s	• SEC Administrative Assistant II; Legazpi Extension Office
4. Proceeds to Legazpi Extension Office for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC) **Location:** Legazpi Extension Office	4. Releases signed Certificate of Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC)	None	15 minute/s	• Administrative Assistant II; Legazpi Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 2080 See other fees below		

Formula / Schedule of Fees

- **Name Verification Fee**

  PHP 100 per proposed company name

  *additional Php100 per trade name/s

13. Application for Monitoring Clearance for All Types of Corporations

An online platform for submitting company monitoring requests. It automatically tracks compliance with the submission of reportorial requirements of Domestic Corporations, ordinary stock and non-stock, except: foundations, publicly-listed corporations and corporations with secondary license; regular monitoring of Foreign Corporations (Branch Offices, Representative Offices, Regional Area Headquarters and Regional Operating Headquarters) except foundations.

Office or Division:	Legazpi Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	1. General transacting public and business entities for: a.) Registered and Delinquent corporations; b.) Corporations with Notice of Deficiencies and Hearing or Orders; and c.) Corporations with applications to be filed with the Corporate and Partnership Registration Division, Foreign Investment Registration Station Division, and Corporate Filing and Records Division. 2. Government agencies and instrumentalities like Ombudsman, NBI, AMLC, DTI, DSWD, PDIC, etc. 3. Courts like MTC, MeTC, RTC and Sandiganbayan. NOTE: Branch Offices that are required to post a Securities Deposit shall file the same through imessage@sec.gov.ph
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Accomplished Google Form request (1) Electronic Copy	Securities and Exchange Commission - Compliance Monitoring Division
Remarks: *Application for Monitoring Clearance through: ewatch.sec.gov.ph*	
For Situational Requirement	
A. For Regional Operating Headquarters (ROHQ) and Regional Area Headquarters (RHQ)	
A.1. Proof of Inward Remittance (1) Original Copy And (1) Electronic Copy	Applicant / Client
B. Additional requirements upon evaluation, if needed	
B.1. Secretary's Certificate (No-Intra Corporate Dispute/Clarification/explaining the double filing of General Information Sheet) (1) Original Copy And (1) Electronic Copy	Applicant / Client
B.2. Affidavit (Anti-Dummy Law/one and the same/auditor) (1) Original Copy And (1) Electronic Copy	Applicant / Client

B.3. OGA Acknowledgment (functional currency) (1) Original Copy And (1) Electronic Copy			Securities and Exchange Commission - Office of the General Accountant (OGA)	
B.4. Form for Appointment of Officers for One Person Corporation (1) Electronic Copy			Applicant / Client	
B.5. Surety Bond (1) Original Copy And (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Application for Monitoring Clearance eWatch link: https://ewatch.sec.gov.ph /login Ensure that the corporation has an eSecure account and has complied with the following: • MC 28 submission • Latest due reports (AFS/GIS) • Complete company profile **Location:** https://ewatch.sec.gov.ph /login	1. The system processes the application if the corporation meets the required criteria.	None	30 minute/s	• NONE; Legazpi Extension Office
2. System automatically updates the status of the corporation to “For Assign” **Location:** Legazpi Extension Office **Notes/Instruction:** *If not compliant, the applicant shall comply with the submission of the latest due reportorial requirements and send* ***a new request through the eWatch system.***	2.1. Determines compliance with the latest due reports and their corresponding jurisdiction	None	30 minute/s	• SEC Administrative Assistant II; Legazpi Extension Office • Securities Specialist I; Legazpi Extension Office
	2.2. If compliant and within the jurisdiction of SEC Legazpi, the request is assigned to a Monitoring Staff.		30 minute/s	• SEC Director; Legazpi Extension Office
	2.3. If not compliant with the latest due reports, the request is reverted to the applicant		30 minute/s	• SEC Administrative Assistant II; Legazpi Extension Office
3. Receives an update on the requested service.	3.1. Send the Monitoring Sheet within 10 working days.	**Formula Fees** Breakdown:	10 working day/s	• SEC Specialist I & II , SEC

Location: Legazpi Extension Office **Notes/Instruction:** The corporation shall comply with the findings within **seven (7)** calendar days. Failure to comply shall result in the request being automatically purged by the system and a new request must be filed.		Penalties/Fines		Administrative Asst. II ; Legazpi Extension Office
	3.2. If WITHOUT PENALTY, issues a Monitoring Sheet - No Penalty - END OF TRANSACTION.		1 working day/s	• SEC Specialist I & II, SEC Administrative Officer II, Securities Examiner I, II, & III; Legazpi Extension Office
	3.3. If WITH PENALTY, issue the Monitoring Sheet and Payment Assessment Form (PAF)		1 working day/s	• SEC Specialist I & II, SEC Administrative Assistant II, ; Legazpi Extension Office
	3.4. If for compliance, issues a TENTATIVE Monitoring Sheet with remarks		1 working day/s	• SEC Specialist I & II, SEC Administrative Assistant II; Legazpi Extension Office

4. Present PAF and pay the penalties to the nearest Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home **Location:** Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home **Notes/Instruction:** Send the copy of validated deposit slip/Electronic Official Receipt to the email address of the Monitoring Specialist.	4.1. The system will automatically validate the payment from the applicant. If Landbank Payment, posting is within 1-2 working days If ESPAYSEC, the posting of payment is real-time	**Formula Fees** Breakdown: Penalties/Fine sCustodian Fee	2 working day/s	• SEC Specialist I & II, Administrative Assistant II, ; Legazpi Extension Office
	4.2. Once the system tags the request as Paid, the monitoring specialist will forward the proof of payment and the monitoring sheet for review and signature.		1 working day/s	• SEC Specialist I & II, Administrative Asst II; Legazpi Extension Office
	4.3. Review and sign the Monitoring Sheet.		1 working day/s	• SEC Director ; Legazpi Extension Office
	4.4. The signed Monitoring Sheet is uploaded in the Document Verification System to generate QR code.		2 working day/s	• Administrative Asst. II; Legazpi Extension Office
5. Receive the Confirmation of Payment (COP)/Monitoring Sheet (MS) in PDF Format. - END OF TRANSACTION **Location:** Compliance Monitoring Division	5. Release the Confirmation of Payment/Monitoring Sheet.	None	20 minute/s	• SEC Specialist I & II, Administrative Asst. II; Legazpi Extension Office
Total Processing Time:		Working Days: 19 working day/s, 2 hour/s, 20 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Penalties/Fines**

  Guidelines on the Imposition of fines or penalties for non-compliance with reportorial requirements; Securities Regulation Code (SRC); Revised Corporation Code (RCC); Memorandum Circular No. 06, series of 2024; Memorandum Circular No. 8, series of 2009 (MC8-2009); Memorandum Circular No. 15, series of 2006; Memorandum Circular No. 17, series of 2019; Amended rules governing the distribution of excess profits of corporation; Memorandum Circular No. 8, Series of 1998 (MC8-1998); and Office Order No. 298, Series of 2010; Memorandum Circular No. 10 Series of 2026; Memorandum Circular No. 28, Series of 2020.

- **Custodian Fee**

  Memorandum Circular No. 17, series of 2019

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

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

Office or Division:	Legazpi Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	General transacting public and business entities for: a.) Registered corporations; b.) Suspended and Revoked Corporation for purposes of filing a Petition to Set Aside Order of Suspension or Revocation; and c.) Corporations with Notice of Deficiencies and Hearing or Orders.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Annex D for corporations or Annex E for partnerships may be found in the MC 28 series of 2020 uploaded in the SEC website - MUST BE NOTARIZED UPON SUBMISSION (1) Electronic Copy	Applicant / Client
Remarks: *ALL FORMS SHOULD BE NOTARIZED (Annex D or Annex E)*	

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit Email account address and cellular phone number for the compliance in Memorandum Circular No. 28 Series of 2020 through https://mc28.sec.gov.ph/ The Annex D Form can be downloaded in NEW SUBMISSION Requirement. **Location:** https://mc28.sec.gov.ph/ **Notes/Instruction:** 1.1. Click NEW SUBMISSION in MC28	1.1. Receive the application through MC28 Portal including its attachments.	None	2 hour/s	• SEC Data Analyst; Legazpi Extension Office

Portal, enter the Correct SEC registration, and fill out the information in the prescribed format provided in MC28, S2020 (ANNEX D for corporations, or Annex E for partnerships - **ALL FORMS SHOULD BE NOTARIZED**) 1.2. Encode the company details reflected in the ANNEX D for corporations, or Annex E for partnerships. Then click the continue and verified contact details. After confirming the details, One-time password/OTP will be sent to the contact details provided in the form. A system will again display a verification page prompting the user to enter the received OTP to proceed. 1.3. Upload NOTARIZED ANNEX D for corporations; or NOTARIZED ANNEX E for partnerships and other attachments if any, then submit the application.	1.2. Browse over the SEC systems online, review and compare the information in the uploaded ANNEX D/E and encoded data in the portal.		3 hour/s	• SEC Data Analyst; Legazpi Extension Office
	1.3. Check the authorized Person in Control and the signatories of its attachments.		3 hour/s	• SEC Data Analyst; Legazpi Extension Office
2. Receive a display confirmation indicating that the submission was successful along with reference Number assigned to the transaction at the same time a confirmation email notifying them that the submission has been successfully received and is now under reviewed by the SEC. **Location:**	2.1. If the information in ANNEX D/E is valid, consistently encoded in the portal, and with complete documents, it will be tagged as approved.	None	2 working day/s	• SEC Data Analyst; Legazpi Extension Office

Compliance Monitoring Division **Notes/Instruction:** 2.1. If the application is for compliance/rejected, the client must re-apply their application in MC28 Portal New Submission with the compliance from the said remarks.	2.2. If the application is for compliance, it will be tagged as rejected (the findings are stated as well as the possible solutions/remedies for compliance).		3 working day/s	• SEC Data Analyst; Legazpi Extension Office
Total Processing Time:		Working Days: 6 working day/s		
Total Processing Fee:		Total Standard Fee: None		

15. Decrease of Capital Stock for Domestic Stock Corporations Classified as Philippine National

This service details the adopted online procedure and documentary requirements on application for Decrease of Capital Stock pursuant to Section 37 of the Revised Corporation Code of the Philippines.

This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.

If the decrease of capital stock is accompanied by an application for equity restructuring, comply also with the requirements for Equity Restructuring.

For pre-processing of new applications, scanned copies of the required documents shall be submitted via e-mail through faad_application@sec.gov.ph or through the iMessage portal at imessage.sec.gov.ph

Office or Division:	Legazpi Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National , please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Unified Certification for Decrease of Capital Stock on: a. Certificate of Decrease of Capital Stock; b. Director's Certificate; c. List of stockholders of record as of date of meeting approving the decrease, indicating their nationalities and their respective subscribed and paid-up capital on the present authorized capital stock; e. Non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Financial Analysis and Audit Department (FAAD)
Remarks: *Download the **Unified Certification for Decrease in Authorized Capital Stock** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Decrease-of-ACS.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
2. Amended Articles of Incorporation	Applicant / Client

(2) Photo Copy And (1) Electronic Copy	
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
3. Treasurer's Certification, attesting the following: a) A complete list of creditors as of last fiscal year; b) that all creditors have been duly informed of the decrease of capital stock; c) that no opposition from any creditor has been received; and d) that the decrease of capital stock is undertaken for a valid and legitimate purpose and is not intended to defraud creditors (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *To be prepared by the Company in compliance* ***with SEC Notice issued last August 28, 2025.*** *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
4. Publisher's affidavit of the publication of the decrease of capital (once in a newspaper of general circulation) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance from Monitoring Unit of Financial Analysis and Audit Department (FAAD) (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Financial Analysis and Audit Department (FAAD)
Remarks: *Monitoring Unit of Financial Analysis and Audit Department (FAAD) through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
B. For Financing and Lending Companies:	
B.1. Financing and Lending Companies Department (FLCD) Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Financing and Lending Companies Department (FLCD)
Remarks: *Financing and Lending Companies Department (FLCD) through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login*	

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

C. For Listed and Public Companies:	
C.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)

Remarks:

Corporate Governance and Finance Department (CGFD) through the link:

eWATCH: *https://ewatch.sec.gov.ph/login*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

D. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
D.1. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Market and Securities Regulation Department (MSRD)

Remarks:

Market and Securities Regulation Department (MSRD) through the link:

eWATCH: *https://ewatch.sec.gov.ph/login*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

E. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
E.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector

Remarks:

To request, please refer to BSP Citizen's Charter through this link:
https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

F. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
F.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group

Remarks:

To request, please refer to IC Citizen's Charter through this link:

https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.
G. In case the treasury shares subject of retirement is not reflected in the latest required Audited Financial Statements
G.1. Interim Financial Statements certified under oath by the President and Treasurer (1) Photo Copy And (1) Electronic Copy — Applicant / Client
Remarks: *Note: The photo copy will be submitted upon payment of the corresponding fees.*
H. If with Amendment of Corporate Name / Trade Name / Business Name
H.1. Name Verification Slip (2) Photo Copy And (1) Electronic Copy — Securities and Exchange Commission - Corporate Filing and Records Division (CFRD)
Remarks: *Please refer to the Citizen's Charter of Corporate Filing and Records Division (CFRD) of the Company Registration and Monitoring Department (CRMD)* *Note: The photo copy will be submitted upon payment of the corresponding fees.*
I. If other amendments filed simultaneous with the decrease would result in conversion of a Lending to a Financing company, or vice versa
I.1. Certificate of Authority (1) Photo Copy And (1) Electronic Copy — Securities and Exchange Commission - Licensing Unit (LU)
Remarks: *Please refer to the Citizens Charter of Licensing Unit (LU) under Company Registration and Monitoring Department (CRMD) for the documentary requirements and process.* *Note: The photo copy will be submitted upon payment of the corresponding fees.*

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of complete requirements for new application. **Location:** • **Electronic mail:** faad_monitoring@sec.gov.ph OR • **iMessage:** imessage.sec.gov.ph **Notes/Instruction:**	1.1. Verifies completeness of the required documents, receives and records the application if complete, and sends an email confirming receipt and identifying the assigned FAAD Specialist.	**Formula Fees** Breakdown: Decrease of Capital Stock if return of capitalAmended Articles of IncorporationLegal Research FeeDocumentary stamp tax	4 hour/s	• SEC Accounting Specialist I; Financial Amendments and Compliance Division (FACD) • SEC Administrative Officer III; Financial Amendments and

• Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the FAAD Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via email or imessage. For submission of compliance documents, the client will directly send it to the assigned FAAD Specialist's e-mail or imessage. The assigned FAAD Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.4. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules				Compliance Division (FACD)
	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		8 working day/s	• Securities Specialist I; Financial Amendments and Compliance Division (FACD) • Securities Financial Specialist I; Financial Amendments and Compliance Division (FACD) • Securities Financial Specialist II; Financial Amendments and Compliance Division (FACD) • SEC Administrative Officer IV; Financial Amendments and Compliance Division (FACD) • Securities Examiner II; Financial Amendments and Compliance Division (FACD) • Securities Financial Specialist II; Financial Amendments and Compliance Division (FACD) • Securities Examiner III; Financial Amendments

and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or				and Compliance Division (FACD) • Securities Specialist II; Financial Amendments and Compliance Division (FACD)
	1.3. Reviews the Final Report and, if found in order, directs the FAAD Specialist to issue the Payment Assessment Form (PAF).		9 working day/s	• Securities Financial Specialist IV; Financial Amendments and Compliance Division (FACD) • Assistant Director; Financial Amendments and Compliance Division (FACD)
	1.4. Issues the Payment Assessment Form (PAF) to the applicant. Then, informs the applicant to submit the original/hard copy upon payment.		1 hour/s	• Securities Specialist I; Financial Amendments and Compliance Division (FACD) • Securities Specialist II; Financial Amendments and Compliance Division (FACD) • Securities Financial Specialist I; Financial Amendments and Compliance Division (FACD) • Securities Financial Specialist II; Financial

other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)				Amendments and Compliance Division (FACD) • SEC Administrative Officer IV; Financial Amendments and Compliance Division (FACD) • Securities Examiner III; Financial Amendments and Compliance Division (FACD) • Securities Examiner II; Financial Amendments and Compliance Division (FACD)

2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip). **Location:** FAAD Main Office, 18th Floor, The SEC Headquarters, 7907 Makati Ave., Makati City **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)*	2.1. Receives complete application requirements with proof of payment; verifies hard copies against online-submitted documents and, if found in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.	None	2 hour/s	• SEC Administrative Assistant I; Financial Analysis and Audit Department (FAAD) • SEC Administrative Assistant II; Financial Analysis and Audit Department (FAAD) • SEC Data Controller; Financial Analysis and Audit Department (FAAD)
	2.2. Prepares the Certificate		4 hour/s	• SEC Administrative Assistant I; Financial Analysis and Audit Department (FAAD) • SEC Administrative Officer II; Financial Analysis and Audit Department (FAAD)
	2.3. Reviews the documents, signs, and approves the Certificate.		1 working day/s	• SEC Director III or Officer-in-Charge; Financial Analysis and Audit Department (FAAD)
	2.4. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.		1 hour/s	• SEC Data Controller; Financial Analysis and Audit Department (FAAD)
	2.5. Schedules and sends email notification to the applicant on the		2 hour/s	• SEC Administrative Officer II;

	date of release of the certificate.			Financial Analysis and Audit Department (FAAD)
3. Present the Official Receipt and Appointment Letter.Then, fill out the logbook for released applications and claim the Certificates of Approval. **Location:** FAAD Main Office, 18th Floor, SEC Headquarters, 7907 Makati Avenue, Makati City	3. Calls the name of the corporation, assists the client in filling out the logbook, and releases the Certificates of Approval.	None	2 hour/s	• SEC Administrative Assistant I; Financial Analysis and Audit Department (FAAD) • SEC Administrative Assistant II; Financial Analysis and Audit Department (FAAD) • SEC Data Controller; Financial Analysis and Audit Department (FAAD)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Decrease of Capital Stock if return of capital**

  a. if return of capital – P5,000.00

  b. All others – P3,000.00

- **Amended Articles of Incorporation**

  P1,000.00

- **Legal Research Fee**

  1% of computed filing fee but not less than P10.00

- **Documentary stamp tax**

  P30

16. Increase of Capital Stock by way of Cash through electronic mail submission for Domestic Stock Corporations Classified as Philippine National (Other than OPC)

This service details the adopted online procedure and documentary requirements for application for Increase of Capital Stock by way of Cash pursuant to Section 37 of the Revised Corporation Code of the Philippines.

This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.

For the pre-processing of new applications, applicants who choose to file through email must submit scanned copies of the notarized documents via faad_application@sec.gov.ph. Applicants are advised to adhere to the prescribed steps outlined in the email for the proper submission of the required documents.

Alternatively, corporations that choose to submit their application via eAmend Portal may do so by submitting the notarized documents via the eAmend Portal. For detailed guidelines, please refer to the Citizen's Charter for Increase of Capital Stock by way of Cash through the eAmend Portal.

Office or Division:	Legazpi Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Unified Certification for Certificate of Increase of Capital Stock on: a. Certificate of Increase of Capital Stock; b. Director's Certificate; c. List of stockholders of record as of date of meeting approving the increase, indicating their nationalities and their respective subscribed and paid-up capital on the present authorized capital stock; d. Non-existence of intra-corporate dispute; e. Waiver of pre-emptive rights of non-subscribing shareholders (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

*Download the Unified Certification for **Increase of Capital Stock** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Unified-Certification-for-Increase-in-Authorized.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.	
2. Treasurer's Affidavit (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download Treasurer's Affidavit through this link:* *https://www.sec.gov.ph/wp-content/uploads/2025/06/2025Forms_Treasurers-Affidavit.doc* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
3. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance from Monitoring Unit of Financial Analysis and Audit Department (FAAD) (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Financial Analysis and Audit Department (FAAD)
Remarks: *Monitoring Unit of Financial Analysis and Audit Department (FAAD) through the link:* • ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
B. For Financing and Lending Companies:	
B.1. Financing and Lending Companies Department (FLCD) Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Financing and Lending Companies Department (FLCD)
Remarks: *Financing and Lending Companies Department (FLCD) through the link:* • ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
C. For Listed and Public Companies:	

C.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)

Remarks:

Corporate Governance and Finance Department (CGFD) through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

D. Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)

D.1. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)

Remarks:

Market and Securities Regulation Department (MSRD) through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

E. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:

E.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector

Remarks:

To request, please refer to BSP Citizen's Charter through this link:
https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

F. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:

F.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group

Remarks:

To request, please refer to IC Citizen's Charter through this link:

https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

G. Additional requirement if cash payment for subscription is not yet reflected in the Audited

Financial Statements:	
Sub Situational Requirement/s	
G.a. Notarized Subscription Contract	
G.a.1. A subscription contract, executed under oath among subscriber/s, treasurer and president for the corporation, stating the number of additional shares subscribed to and paid for. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2026 – Subscription Contracts through this link: https://www.sec.gov.ph/mc-2026/sec-mc-no-06-series-of-2026/#gsc.tab=0* *Or May download to the sample below:* *https://www.sec.gov.ph/wp-content/uploads/2025/08/2025Forms_Subscription-Contract-for-Cash-Payment.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.b. If applicant corporation is/are: a) Listed companies; b) Public companies defined in the Securities Regulation Code; c) Companies that offer or sell securities to the public; d) Companies with secondary license; e) Others, pursuant to item no. 2 of SEC MC No. 6 of 2026	
G.b.1. Special Audit Report (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H. Additional requirement for Rural Banks:	
H.1. Notarized Certification on payment for subscriptions to be signed by majority of the rural bank's Board of Directors in accordance with the form required by BSP (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.2. List of stockholders of record showing their respective subscribed and paid-up amount before and after the increase and the list of subscribers to the increase with their respective subscription and payment as presented and approved by BSP annexed to the notarized certification (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of complete requirements for new application. **Location:** faad_application@sec.gov.ph **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the FAAD Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via email. For submission of compliance documents, the client will directly send it to the assigned FAAD Specialist's e-mail. The assigned FAAD Specialist will acknowledge the receipt of	1.1. Verifies completeness of the required documents, receives and records the application if complete, and sends an email confirming receipt and identifying the assigned FAAD Specialist.	None	1 working day/s	• SEC Accounting Specialist I; Financial Amendments and Compliance Division (FACD) • SEC Administrative Officer III; Financial Amendments and Compliance Division (FACD)
	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		5 working day/s	• SEC Accounting Specialist I; Financial Amendments and Compliance Division (FACD) • SEC Administrative Officer II; Financial Amendments and Compliance Division (FACD) • SEC Administrative Officer III; Financial Amendments and Compliance Division (FACD) • Securities Specialist I; Financial Amendments and Compliance Division (FACD) • Securities Specialist II;

compliance documents then proceed to Agency Step 1.2. • The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling.				Financial Amendments and Compliance Division (FACD) • Securities Financial Specialist I; Financial Amendments and Compliance Division (FACD) • Securities Financial Specialist II; Financial Amendments and Compliance Division (FACD) • Securities Examiner III; Financial Amendments and Compliance Division (FACD)
	1.3. Reviews the Final Report and, if found in order, directs the FAAD Specialist to issue the Payment Assessment Form (PAF).		7 working day/s	• Securities Specialist II; Financial Amendments and Compliance Division (FACD) • SEC Administrative Officer IV; Financial Amendments and Compliance Division (FACD) • Securities Examiner III; Financial Amendments and Compliance Division (FACD)
	1.4. Sends the Payment Assessment Form (PAF)		1 working day/s	• SEC Accounting

• The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)	to the applicant. Then, informs the applicant to submit the original/hard copy upon payment.			Specialist I; Financial Amendments and Compliance Division (FACD) • SEC Administrative Officer II; Financial Amendments and Compliance Division (FACD) • SEC Administrative Officer III; Financial Amendments and Compliance Division (FACD) • Securities Specialist I; Financial Amendments and Compliance Division (FACD) • Securities Specialist II; Financial Amendments and Compliance Division (FACD) • Securities Financial Specialist I; Financial Amendments and Compliance Division (FACD) • Securities Financial Specialist II; Financial Amendments and Compliance Division (FACD)

				• Securities Examiner III; Financial Amendments and Compliance Division (FACD)
2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip) **Location:** FAAD Main Office, 18th Floor, The SEC Headquarters, 7907 Makati Ave., Makati City **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements).*	2.1. Calls the name of the corporation, accepts the complete application requirements together with the proof of payment, and transmits these to the Receiving officer.	None	2 hour/s	• SEC Administrative Assistant I; Financial Analysis and Audit Department (FAAD) • SEC Administrative Assistant II; Financial Analysis and Audit Department (FAAD) • SEC Data Controller; Financial Analysis and Audit Department (FAAD)
	2.2. Verifies hard copies against the documents reviewed by the FAAD Specialist and attaches the source documents; if found complete and in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.		4 hour/s	• SEC Administrative Assistant I; Financial Analysis and Audit Department (FAAD) • SEC Administrative Assistant II; Financial Analysis and Audit Department (FAAD) • SEC Data Controller; Financial Analysis and Audit Department (FAAD)
	2.3. Prepares Certificate		1 working day/s	• SEC Administrative Assistant I; Financial

				Analysis and Audit Department (FAAD) • SEC Administrative Officer II; Financial Analysis and Audit Department (FAAD)
	2.4. Reviews the documents, signs, and approves the Certificate.		2 working day/s	• SEC Director III or Officer-in-Charge; Financial Analysis and Audit Department (FAAD)
	2.5. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.		6 hour/s	• SEC Administrative Assistant I; Financial Analysis and Audit Department (FAAD) • SEC Administrative Assistant II; Financial Analysis and Audit Department (FAAD) • SEC Data Controller; Financial Analysis and Audit Department (FAAD)
	2.6. Schedules and sends email notification to the applicant on date of release of the certificate.		1 working day/s	• SEC Administrative Officer II; Financial Analysis and Audit Department (FAAD)
3. Present the Official Receipt and Appointment Letter. Then, fill out the logbook for released applications and claim	3. Calls the name of the corporation, assists the client in filling out the logbook, and releases the Certificates of Approval.	None	4 hour/s	• SEC Administrative Assistant I; Financial Analysis and Audit

the Certificates of Approval. **Location:** FAAD Main Office, 18th Floor, SEC Headquarters, 7907 Makati Avenue, Makati City				Department (FAAD) • SEC Administrative Assistant II; Financial Analysis and Audit Department (FAAD) • SEC Data Controller; Financial Analysis and Audit Department (FAAD)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		

17. Increase of Capital Stock by way of Cash through the eAMEND Portal - Simple Processing for One Person Corporations (OPC) Classified as Philippine National

This service details the adopted online procedure and documentary requirements for application for Increase of Capital Stock by way of Cash of OPCs pursuant to Section 37 of the Revised Corporation Code of the Philippines.

***Upon approval, a Digital Certificate shall be issued electronically,** subject to the later submission of originally signed documents.*

This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.

For the pre-processing of new applications, applicants who choose to file through the eAmend Portal must submit scanned copies of the notarized documents via the eAmend Portal. Applicants are advised to adhere to the prescribed steps outlined in the eAmend Portal for the proper uploading and submission of the required documents.

*Alternatively, corporations that choose to submit their application via email may do so by sending all required documents directly to faad_application@sec.gov.ph. For detailed guidelines, please refer to the Citizen's Charter for **Increase of Capital Stock by way of Cash through electronic mail submission.***

Office or Division:	Legazpi Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks: *Note:* • *This is a system-generated requirement.* • *The photo copies will be submitted upon payment of the corresponding fees.*	
2. Unified Certification and Subscription Contract for Increase In Authorized Capital Stock containing: Certificate of Increase of Capital Stock; OPC Resolution; Schedule of Capital Structure as of date of OPC Resolution, indicating the nationality, no of shares and amount subscribed, and paid-up capital on the present authorized capital stock; and Treasurer's Affidavit Subscription Contract Non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Note:* • *This is a system-generated requirement.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
3. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance from Monitoring Unit of Financial Analysis and Audit Department (FAAD) (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Financial Analysis and Audit Department (FAAD)
Remarks: *Monitoring Unit of Financial Analysis and Audit Department (FAAD) through the link:* • ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
B. Clearance / Endorsement from other departments or other government agencies, if applicable.	
B.1. Clearance / Endorsement from other departments or other government agencies. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

C. Additional requirement if cash payment for subscription is already reflected in the Audited Financial Statements:	
C.1. Audited Financial Statements as of the last fiscal year stamped received by BIR and SEC. (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Note: To be submitted by the Company if not available in the SEC's system.*	
D. Additional requirement if cash payment for subscription is not yet reflected in the Audited Financial Statements:	
Sub Situational Requirement/s	
D.a. If applicant corporation is/are: a) Listed companies; b) Public companies defined in the Securities Regulation Code; c) Companies that offer or sell securities to the public; d) Companies with secondary license; e) Others, pursuant to item no. 2 of SEC MC No. 6 of 2026	
D.a.1. Special Audit Report (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of notarized requirements for new application to eAmend Portal. **Location:** **https://eamend.sec.gov.ph/** **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the	1.1. Verifies completeness of the required documents. Assigns the application to the Specialist, if complete, then records the application.	**Formula Fees** Breakdown: Increase of Capital StockAmended Articles of Incorporation Legal Research FeeDocumentary Stamp tax	1 working day/s	• SEC Securities Specialist I; Legazpi Extension Office

applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the FAAD Specialist shall revert the application informing the client of the deficiencies. For submission of compliance documents, the client must upload the documents through the eAmend Portal. The assigned FAAD Specialist will proceed to Agency Step 1.2. • The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations. • If upon evaluation, the application does not meet the requirements of	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		5 working day/s	• SEC Securities Counsel II; Legazpi Extension Office • SEC Securities Specialist II; Legazpi Extension Office

Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter				
	1.3. Reviews the Final Report and, if found in order, the Specialist will issue the Payment Assessment Form (PAF).		7 working day/s	• Securities Specialist II; Legazpi Extension Office
	1.4. Issues the Payment Assessment Form (PAF) to the applicant. Then, informs the applicant to submit the original/hard copy upon payment.		1 working day/s	• Securities Specialist II; Legazpi Extension Office

B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)				
2. Pay the corresponding filing fees through Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide. **Location:** 1. Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or 2. any Land Bank of the Philippines branch nationwide.	2. Issues payment confirmation containing the electronic Official Receipt via e-mail.	None	1 working day/s	• Financial Management Department; Financial Management Department (FMD)
3. Downloads the Digital Certificate of approval via eAmend and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip) **Location:** Legazpi Extension Office **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except*	3.1. Calls the name of the corporation, accepts the complete application requirements together with the proof of payment, and transmits these to the Receiving officer.	None	2 hour/s	• SEC Administrative Assistant II; Legazpi Extension Office
	3.2. Verifies hard copies against the documents reviewed by the Specialist and attaches the source documents; if found complete and in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.		4 hour/s	• SEC Administrative Assistant II; Legazpi Extension Office
	3.3. Prepares and generates the Certificate.		1 working day/s	• SEC Administrative Asst II; Legazpi

for audited financial statements and amended articles of incorporation).				Extension Office
	3.4. Reviews the documents, signs, and approves the Certificate.		1 working day/s	• SEC Director I; Legazpi Extension Office
	3.5. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.		6 hour/s	• SEC Administrative Assistant II; Legazpi Extension Office
	3.6. Tags the application for appointment through eAmend Portal indicating the date of release of the certificate.		1 working day/s	• SEC Administrative Officer II; Legazpi Extension Office
4. Present the Official Receipt and Appointment Letter. Then, fill out the logbook for released applications and claim the Certificates of Approval. **Location:** Legazpi Extension Office	4. Calls the name of the corporation, assists the client in filling out the logbook, and releases the Certificates of Approval.	None	4 hour/s	• SEC Administrative Assistant II; Legazpi Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Increase of Capital Stock**

  ****For corporation with par value** –

  1/5 of 1% of the increase in capital stock but not less than P3,000.00 or the subscription price,, whichever is higher

  ****For corporation without par value** –

  1/5 of 1% of the increase in capital stock computed at P100.00 per share but not less than P3,000.00 or the issue value of the subscribed capital stock, whichever is higher

- **Amended Articles of Incorporation**

  P1,010* (inclusive of Legal Research Fee)

- **Legal Research Fee**

equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00

- **Documentary Stamp tax**

  P60.00

18. Increase of Capital Stock by way of Cash through the eAMEND Portal for Domestic Stock Corporations Classified as Philippine National (Other than OPC)

This service details the adopted online procedure and documentary requirements for application for Increase of Capital Stock by way of Cash pursuant to Section 37 of the Revised Corporation Code of the Philippines.

This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.

For the pre-processing of new applications, applicants who choose to file through the eAmend Portal must submit scanned copies of the notarized documents via the eAmend Portal. Applicants are advised to adhere to the prescribed steps outlined in the eAmend Portal for the proper uploading and submission of the required documents.

Alternatively, corporations that choose to submit their application via email may do so by sending all required documents directly to secbicol@sec.gov.ph. For detailed guidelines, please refer to the Citizen's Charter for ***Increase of Capital Stock by way of Cash through electronic mail submission.***

Office or Division:	Legazpi Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Unified Certification for Certificate of Increase of Capital Stock on: a. Certificate of Increase of Capital Stock; b. Director's Certificate; c. List of stockholders of record as of date of meeting approving the increase, indicating their nationalities and their respective subscribed and paid-up capital on the present authorized capital stock; d. Non-existence of intra-corporate dispute; e. Waiver of pre-emptive rights of non-subscribing shareholders (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

Download the Unified Certification for ***Increase of Capital Stock*** *below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Unified-Certification-for-Increase-in-Authorized.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

2. Treasurer's Affidavit (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Download Treasurer's Affidavit through this link:

https://www.sec.gov.ph/wp-content/uploads/2025/06/2025Forms_Treasurers-Affidavit.doc

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

3. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

For Situational Requirement

A. For Corporations with Primary Licenses:

A.1. Monitoring Clearance from Monitoring Unit of Financial Analysis and Audit Department (FAAD) (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Financial Analysis and Audit Department (FAAD)

Remarks:

Monitoring Unit of Financial Analysis and Audit Department (FAAD) through the link:

- ***eWATCH:*** https://ewatch.sec.gov.ph/login

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

B. For Financing and Lending Companies:

B.1. Financing and Lending Companies Department (FLCD) Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Financing and Lending Companies Department (FLCD)

Remarks:

Financing and Lending Companies Department (FLCD) through the link:

- ***eWATCH:*** https://ewatch.sec.gov.ph/login

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

C. For Listed and Public Companies:	
C.1. Legazpi Extension Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Legazpi Extension Office
Remarks: • ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
D. Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
D.1. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
Remarks: *Market and Securities Regulation Department (MSRD) through the link:* • ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
E. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
E.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector
Remarks: *To request, please refer to BSP Citizen's Charter through this link:* *https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
F. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
F.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group
Remarks: *To request, please refer to IC Citizen's Charter through this link:* *https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

G. Additional requirement if cash payment for subscription is not yet reflected in the Audited Financial Statements:	
Sub Situational Requirement/s	
G.a. Notarized Subscription Contract	
G.a.1. A subscription contract, executed under oath among subscriber/s, treasurer and president for the corporation, stating the number of additional shares subscribed to and paid for. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2026 – Subscription Contracts through this link: https://www.sec.gov.ph/mc-2026/sec-mc-no-06-series-of-2026/#gsc.tab=0* *Or May download to the sample below:* *https://www.sec.gov.ph/wp-content/uploads/2025/08/2025Forms_Subscription-Contract-for-Cash-Payment.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.b. If applicant corporation is/are: a) Listed companies; b) Public companies defined in the Securities Regulation Code; c) Companies that offer or sell securities to the public; d) Companies with secondary license; e) Others, pursuant to item no. 2 of SEC MC No. 6 of 2026	
G.b.1. Special Audit Report (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H. Additional requirement for Rural Banks:	
H.1. Notarized Certification on payment for subscriptions to be signed by majority of the rural bank's Board of Directors in accordance with the form required by BSP (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.2. List of stockholders of record showing their respective subscribed and paid-up amount before and after the increase and the list of subscribers to the increase with their respective subscription and payment as presented and approved by BSP annexed to the notarized certification (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of notarized requirements for new application to eAmend Portal. **Location:** **https://eamend.sec.gov.ph/** **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the FAAD Specialist shall revert the application informing the client of the deficiencies. For submission of compliance documents, the client must upload the documents through the eAmend Portal. The assigned FAAD Specialist will proceed to Agency Step 1.2.	1.1. Verifies completeness of the required documents. Assigns the application to the PROCESSOR , if complete, then records the application.	**Formula Fees** Breakdown: Increase of Capital StockAmended Articles of IncorporationLegal Research FeeDocumentary Stamp tax	1 working day/s	• SEC Administrative Assistant II; Legazpi Extension Office
	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		5 working day/s	• Securities Counsel II; Legazpi Extension Office • Securities Specialist II; Legazpi Extension Office

• The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The period to act upon the agency actions mentioned above may be extended whenever the said	1.3. Reviews the Final Report and, if found in order, directs the Specialist to issue the Payment Assessment Form (PAF).		7 working day/s	• Securities Specialist II; Legazpi Extension Office • SEC Securities Counsel II; Legazpi Extension Office
	1.4. Issues the Payment Assessment Form (PAF)		1 working day/s	• SEC Securities

action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)	to the applicant.			Counsel II; Legazpi Extension Office • Securities Specialist II; Legazpi Extension Office
2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip) **Location:** Legazpi Extension Office **Notes/Instruction:** *Hard copies of the application requirements*	2.1. Calls the name of the corporation, accepts the complete application requirements together with the proof of payment, and transmits these to the Receiving officer.	None	2 hour/s	• SEC Administrative Assistant II; Legazpi Extension Office
	2.2. Verifies hard copies against the documents reviewed by the Specialist and attaches the source documents; if found complete and in order, forwards the application for Certificate preparation and advises		4 hour/s	• SEC Securities Counsel II; Legazpi Extension Office • SEC Securities Specialist II;

must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements).	the applicant to await the email notification of the scheduled release appointment.			Legazpi Extension Office
	2.3. Prepares and generates the Certificate.		1 working day/s	• SEC Administrative Assistant II; Legazpi Extension Office
	2.4. Reviews the documents, signs, and approves the Certificate.		2 working day/s	• SEC Director; Legazpi Extension Office
	2.5. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.		6 hour/s	• SEC Administrative Assistant II; Legazpi Extension Office
	2.6. Tags the application for appointment through eAmend Portal indicating the date of release of the certificate.		1 working day/s	• SEC Administrative Assistant II; Legazpi Extension Office
3. Present the Official Receipt and Appointment Letter. Then, fill out the logbook for released applications and claim the Certificates of Approval. **Location:** Legazpi Extension Office	3. Calls the name of the corporation, assists the client in filling out the logbook, and releases the Certificates of Approval.	None	4 hour/s	• SEC Administrative Assistant II; Legazpi Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Increase of Capital Stock**

  ****For corporation with par value –**

  1/5 of 1% of the increase in capital stock but not less than P3,000.00 or the subscription price of the subscribed capital stock, whichever is higher

  ****For corporation without par value –**

1/5 of 1% of the increase in capital stock computed at P100.00 per share but not less than P3,000.00 or the issue value of the subscribed capital stock, whichever is higher

- **Amended Articles of Incorporation**

  P1,010* (inclusive of Legal Research Fee)

- **Legal Research Fee**

  equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00

- **Documentary Stamp tax**

  P60.00

19. Petition to Set Aside Orders of Revocation or Suspension

This process details the procedure for petitions to set aside orders of revocation or suspension of stock and nonstock corporations and licensed foreign corporations. Note that this remedy is applicable only to companies revoked or suspended due to noncompliance with reportorial requirements.

Office or Division:	Legazpi Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Corporations duly registered at the Securities and Exchange Commission whose status is either revoked or suspended.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Verified Petition for Correction of Entries (2) Original Copy	Applicant / Client
2. Directors'/Trustees' Certificate (2) Original Copy	Applicant / Client
3. Latest Due Audited Financial Statements (1) Photo Copy	SEC - EFAST
4. Latest Due General Information Sheet (1) Photo Copy	SEC - EFAST
5. Proof of registration of the stock and transfer book or membership book (2) Photo Copy	Applicant / Client
6. Secretary's Certificate of No Intra-Corporate Controversy (2) Original Copy	Applicant / Client
Remarks: *Please see sample format at:* *https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf*	
7. Sworn Certification by External Auditor (2) Original Copy	Applicant / Client
8. Proof of operation for each year, starting from the date of revocation or date of incorporation (for a suspension order) up to the time of the filing of the petition, any of the following but not limited to: Audited Financial Statements; Income Tax Returns; Mayor's or Business Permits; Contracts; Receipts showing payment of Real Estate Tax; Certifications/Recognitions/Annual Conventions; or Any similar/related documents (2) Photo Copy	Applicant / Client
9. Latest Mayor's/Business Permit	Applicant / Client

(2) Photo Copy	
Remarks: *Client can get a copy from the LGU - Business Permit and Licensing Office where the principal office address of the client is located*	
10. Certification Issued by the Corporate Secretary that the latest due Financial Statement and Income Tax Return was received by the SEC and BIR respectively (2) Original Copy	Applicant / Client
11. Certificate of Incorporation, latest Certificate of Filing of Amended Articles or By-Laws (if any) together with the latest Articles of Incorporation and By-Laws (2) Photo Copy	Applicant / Client
Remarks: *Client can get a copy on secexpress.ph*	
12. BIR Certificate of Registration (2) Photo Copy	Applicant / Client
Remarks: *Client can get a copy at BIR - RDO where the principal office address of the client is located*	
13. Monitoring Clearance (2) Photo Copy	SEC - Extension Office that has jurisdiction over the principal office address of the company

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits requirements in imessage **Location:** https://imessage.sec.gov.ph/	1.1. Assigns the application to a processor	None	30 minute/s	• Administrative Officer III; Ilagan Extension Office
	1.2. Records the application for pre-processing, examines if documents are complete in form.		30 minute/s	• Securities Counsel I; Ilagan Extension Office
	1.3. Examines whether the documents submitted are complete in form and in substance, prepares a draft Order and Notice and submits to the EO Director/OIC for review		11 working day/s	• Securities Counsel I; Ilagan Extension Office
	1.4. Reviews the draft Order and Notice and the documents submitted		4 working day/s	• Securities Counsel I; Ilagan

				Extension Office
	1.5. Approves draft Order and Notice		1 working day/s	• Director; Ilagan Extension Office
	1.6. Prepares and emails the Payment Assessment Form to client		1 hour/s	• Administrative Assistant II; Ilagan Extension Office • Securities Counsel I; Ilagan Extension Office
2. Pays the filing fees through ESPAYSEC/Landbank and emails proof of payment **Location:** secilagan@sec.gov.ph	2.1. Receives and acknowledges payment, and prepares Memo to be sent to Head Office	**Standard Fees** Breakdown: Filing Fee: PHP 3000 Legal Search Fee: PHP 30 Documentary Stamp Tax per notarized document: PHP 30 Total: PHP 3060	1 hour/s, 30 minute/s	• Securities Counsel I; Ilagan Extension Office
	2.2. Reviews and signs the Memo		1 hour/s, 30 minute/s	• Director ; Ilagan Extension Office
	2.3. Emails the Memo and the documents for the Petition to Lift Order of Suspension or Revocation to Office of the Commissioner, including the draft Order		2 hour/s	• Administrative Assistant II; Ilagan Extension Office • Securities Counsel I; Ilagan Extension Office
	2.4. Signs draft Order and emails signed Order to Ilagan Extension Office		3 working day/s	• Office of the Commissioner - Supervising Commissioner of Extension Offices; Any of requesting office / division
	2.5. Emails the signed Order to client		1 hour/s	• Administrative Assistant II; Ilagan Extension Office • Securities Counsel I; Ilagan

				Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 3060		

20. Post-Audit of eAMEND Applications approved under Simple Processing

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

Office or Division:	Legazpi Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All applications submitted and approved under Simple Processing in the eAMEND Portal
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy	Securities and Exchange Commission - Corporate and Partnership Registration Division
Remarks: *With downloadable system-generated forms in the eAmend Portal*	
2. Amendment Form (2) Original Copy	Securities and Exchange Commission - Corporate and Partnership Registration Division
Remarks: • *With downloadable system-generated forms in the eAmend Portal.* • *Original copies should be signed (wet signature) and notarized* • *notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed names*	
3. Monitoring Clearance (2) Original Copy	Securities and Exchange Commission - Corporate and Partnership Registration Division

Remarks:

- ***(not applicable for corporation sole)***
- *If there is no valid and available Monitoring Clearance, submit an Affidavit of Undertaking for Monitoring from the eAMEND System.*
- *If you have previously used an Affidavit of Undertaking for your amendment application, kindly submit a valid Monitoring Clearance issued by the Compliance Monitoring Division (CMD) for your current application.*
- *Original copies should be signed (wet signature) and notarized*

Compliance Monitoring Division (CMD) or through cmd_amendment_monitoring@sec.gov.ph

4. And other additional documentary requirements uploaded in the eAmend portal (2) Original Copy	Applicant / Client
5. Amended Articles of Incorporation/By-Laws (2) Original Copy	Applicant / Client

Remarks:

- ***two (2) copies shall be submitted together with all the documentary requirements uploaded in the eAMEND portal***

(Please submit the Amended Articles of Incorporation/By-laws incorporating the proposed provisions. The amendments must be clearly underlined and annotated with the phrase "(As amended on [date of meeting])" immediately following the amended provision. Kindly ensure that no established facts are removed or modified in the process.)

For Situational Requirement	
A. For Clearance from other SEC departments	
Sub Situational Requirement/s	
A.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
A.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
A.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
A.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
A.c. For Financial Technology (FinTech) related business activities	
A.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)

Remarks:

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

A.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)

Remarks:

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

B. Endorsement from other government agencies	
Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement	Insurance Commission - Insurance

(2) Original Copy And (1) Electronic Copy	Commission
C. For applications with Amendment of By-laws	
Sub Situational Requirement/s	
C.a. Air Transport	
C.a.1. Civil Aeronautics Board Endorsement (2) Original Copy And (1) Electronic Copy	Civil Aeronautics Board - Civil Aeronautics Board
C.b. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions	
C.b.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.c. Educational Institution: (stock & non-stock)	
C.c.1. Department of Education Endorsement for Elementary (2) Original Copy And (1) Electronic Copy	Department of Education - Department of Education
C.c.2. Commission on Higher Education Endorsement for College, Tertiary Course (2) Original Copy And (1) Electronic Copy	College, Tertiary Course - College, Tertiary Course
C.c.3. Technical Education Skills and Development Authority Endorsement for Technical Vocational Course (2) Original Copy And (1) Electronic Copy	Technical Education Skills and Development Authority - Technical Education Skills and Development Authority
C.d. Electric Power Plant/Trading of Petroleum Products	
C.d.1. Department of Energy Endorsement (2) Original Copy And (1) Electronic Copy	Department of Energy - Department of Energy
C.e. Hospital, Dental, Medical Clinics	
C.e.1. Department of Health Endorsement (2) Original Copy And (1) Electronic Copy	Department of Health - Department of Health
C.f. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.f.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C.g. Money Changer and Remittance Services	
C.g.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.h. Non-Chartered Government Owned and Controlled Corporation	
C.h.1. Government Commission for Government-owned and Controlled Corporation Endorsement (2) Original Copy And (1) Electronic Copy	Government Commission for Government-owned and Controlled Corporation - Government Commission for Government-owned and Controlled Corporation
C.i. Professional Association	
C.i.1. Professional Regulation Commission Endorsement (2) Original Copy And (1) Electronic Copy	Professional Regulation Commission - Professional Regulation Commission
C.j. Radio, TV, Telephone, Internet Service Providers, Value-Added Service Provider	

C.j.1. National Telecommunications Commission Endorsement (2) Original Copy And (1) Electronic Copy	National Telecommunications Commission - National Telecommunications Commission
C.k. Recruitment for Overseas Employment	
C.k.1. Philippine Overseas Employment Administration Endorsement (2) Original Copy And (1) Electronic Copy	Philippine Overseas Employment Administration - Philippine Overseas Employment Administration
C.l. Security Agency/ Anti-Crime Task Force	
C.l.1. Philippine National Police Endorsement (2) Original Copy And (1) Electronic Copy	Philippine National Police - Philippine National Police
C.m. Tobacco Related Business	
C.m.1. National Tobacco Administration Endorsement (2) Original Copy And (1) Electronic Copy	National Tobacco Administration - National Tobacco Administration
C.n. Volunteer Fire Brigade	
C.n.1. Bureau of Fire Protection Endorsement (2) Original Copy And (1) Electronic Copy	Bureau of Fire Protection - Bureau of Fire Protection
C.o. Vessel/Ship Operation, Ship Management. Shipbuilding, Ship Repair, Shipping Agency, Ship Husbanding, Ship Chandling and other Maritime related activities	
C.o.1. Maritime Industry Authority Endorsement (2) Original Copy And (1) Electronic Copy	Maritime Industry Authority - Maritime Industry Authority
C.p. Water Service Providers and Waterworks	
C.p.1. Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems Endorsement (2) Original Copy And (1) Electronic Copy	Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems - Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems
D. For Amendment of Corporate Name	
D.1. Name Verification Slip for Amendment of Corporate Name with Proof of Payment of Reservation Fee (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Filing and Records Division
Remarks: *Corporate Filing and Records Division or request from crmd_amend_name@sec.gov.ph*	
E. Affidavit of a director, trustees or officer undertaking to change corporate name, if not stated in the Articles of Incorporation	
E.1. Affidavit of a director, trustees or officer undertaking to change corporate name, if not stated in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the documentary	1.1. Stamp receives the submitted documentary	None	5 minute/s	• SEC Computer

requirements with proof of payment to the CRMD Receiving Unit in the SEC Headquarters through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** CRMD Receiving Unit in the SEC Headquarters	requirements			Operator; Corporate Filing and Records Division (CFRD)
	1.2. Prints Certificate of Amendment (Certificate)		15 minute/s	• SEC Computer Operator; Corporate Filing and Records Division (CFRD)
	1.3. Assigns to post-audit processor		10 minute/s	• SEC Administrative Assistant II; Corporate and Partnership Registration Division (CPRD)
	1.4. Post-evaluates the assigned application		6 working day/s, 7 hour/s	• SEC Securities Examiner III; Corporate and Partnership Registration Division (CPRD) • SEC Securities Specialist II; Corporate and Partnership Registration Division (CPRD) • SEC Securities Specialist I; Corporate and Partnership Registration Division (CPRD) • SEC Assistant Director; Corporate Filing and Records Division (CFRD)

	1.5. Tags the application as complete in the eAmend portal		15 minute/s	• SEC Administrative Assistant II; Corporate and Partnership Registration Division (CPRD)
2. Proceeds to CRMD Receiving Counter, 5th Floor, The SEC Headquarters for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Amended Articles of Incorporation and/or By-laws **Location:** CRMD Receiving Counter, 5th Floor, The SEC Headquarters	2. Releases signed Certificate of Amended Articles of Incorporation and/or By-laws	None	15 minute/s	• SEC Computer Operator; Corporate Filing and Records Division (CFRD)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		

21. Post-Evaluation of Regular eSPARC Applications

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

Office or Division:	Legazpi Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All Natural and Juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (2) Original Copy	Securities and Exchange Commission - Legazpi Extension Office
Remarks: *System-generated*	
2. Articles of Incorporation (2) Original Copy	Securities and Exchange Commission - Legazpi Extension Office
Remarks: *System-generated* *Original copy should be signed (wet signature) and notarized/authenticated*	
3. By-Laws (2) Original Copy	Securities and Exchange Commission - Legazpi Extension Office
Remarks: • *Original copy should be signed (wet signature)* • *For One Person Corporations, no by-laws required.*	
4. And other additional documentary requirements based on the mode of payment of the subscription of shares. (2) Original Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the documentary requirements with proof of payment to the	1.1. Stamp receives the submitted documentary requirements.	None	5 minute/s	• SEC Administrative Assistant II; Legazpi

Legazpi Extension Office at SEC Headquarters through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** Legazpi Extension Office				Extension Office
	1.2. Prints Certificate of Incorporation (Certificate)		15 minute/s	• SEC Administrative Assistant II; Legazpi Extension Office
	1.3. Assigns to post-audit processor		5 minute/s	• SEC Administrative Assistant II; Legazpi Extension Office
	1.4. Post-evaluates the assigned application		6 working day/s, 7 hour/s	• SEC Director ; Legazpi Extension Office • Securities Counsel II; Legazpi Extension Office • SEC Securities Specialist II ; Legazpi Extension Office
	1.5. Tags the application as complete in the Company Registration Encoding System		10 minute/s	• SEC Director I; Legazpi Extension Office • SEC Securities Counsel II; Legazpi Extension Office • SEC Securities Specialist II ; Legazpi Extension Office
	1.6. Emails the applicant a Notice of Schedule of Appointment on the release of the Original Certificate.		15 minute/s	• SEC Administrative Assistant II; Legazpi Extension Office
2. Proceeds to Legazpi Extension Office for presentment of the proof of payment issued by the eSPAYSEC or arranges	2. Releases original copy of the Certificate	None	10 minute/s	• Administrative Assistant II; Legazpi Extension Office

the delivery of the Certificate through preferred courier. **Location:** Legazpi Extension Office				
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		

22. Primary Registration and Secondary License for Lending and Financing Company through the ESPARC (Electronic Simplified Processing of Application for Registration of Company)

The Electronic Simplified Processing of Application for Registration of Company (SEC – ESPARC) is a facility to cater application for registration of Lending and Financing Corporations of Domestic corporations with 2 or more incorporators who may either be natural person, partnership, association or corporations, singly or jointly with others but not more than fifteen (15) in number. The system allows the registrant or his duly appointed representative to submit the proposed company name and input the details of the Articles of Incorporation.

The following are the various company type to choose from:

- *Lending Corporation*
- *Financing Corporation*

Office or Division:	Legazpi Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Coversheet (3) Original Copy	Securities and Exchange Commission - Legazpi Extension Office
Remarks: *System generated*	
2. Articles of Incorporation (1) Original Copy And (2) Photo Copy	Securities and Exchange Commission - Legazpi Extension Office
Remarks: *Articles of Incorporation reflecting the:* • *Corporate name;* • *Business activity;* • *Principal office address;* • *Name, nationality, residences and Tax Identification Number (TIN) of Filipino or foreign incorporators, directors, stockholders including corporate subscribers, the foreign incorporators, directors and stockholders may also state their passport numbers* • *Capital structure;* • *Name of Treasurer and TIN;* • *Undertaking to change company name;* • *Printed names and Signature of incorporators;* • *Notarization/Authentication*	

*** System generated*

3. By-laws (1) Original Copy And (2) Photo Copy	Securities and Exchange Commission - Legazpi Extension Office
Remarks: *System generated*	
4. Notarized Bank Certificate of Deposit (1) Original Copy And (2) Photo Copy	Applicant / Client
5. Joint Affidavit of Undertaking to Change Name, in case not incorporated in the Articles of Incorporation) (1) Original Copy And (2) Photo Copy	Applicant / Client
6. Affidavit of Relinquishment, in case the treasurer is a foreigner and the business activity of the registrant is a partly-nationalized activity (1) Original Copy And (2) Photo Copy	Applicant / Client
7. Authenticated/Apostilled Articles of Incorporation and By-Laws and supporting documents, if the same were executed in a foreign jurisdiction (1) Original Copy And (2) Photo Copy	Applicant / Client
8. For Clearance from other SEC departments, if applicable (1) Original Copy And (2) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO); Enforcement and Investor Protection Department (EIPD)
Remarks: *For Financial Technology (FinTech) related business activities* • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
9. Application Form (1) Original Copy And (2) Photo Copy	Securities and Exchange Commission - Legazpi Extension Office
Remarks:	

System generated	
10. Information Sheet (1) Original Copy And (2) Photo Copy	Securities and Exchange Commission - Legazpi Extension Office
Remarks: *System generated*	
11. Valid NBI Clearance of ALL Incorporators and Stockholders (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: • *With right thumb print and signature* • *Reflecting the residential*	
12. Additional Requirements for FOREIGN Directors and Officers (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *a. Photocopy of Alien Certificate of Registration Card/Immigrant Certificate of Residence Card** *b.Photocopy of Passport Showing Valid Visa or Stay in the Philippines** *c. Clearance from the Bureau of Immigration*	
13. Sworn Certification required under SEC Memorandum Circular No. 29, Series of 2020 (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: • *Shall include an undertaking that the applicant shall submit hard and soft copies of its MTPP to the AMLD-EIPD within ten (10) days from receipt of its Certificate of Registration and/or secondary license from the Commission* • *Stamped received by the Anti-Money Laundering Division of the Enforcement and Investor Protection Department (AMLD-EIPD)* **https://www.sec.gov.ph/mc-2020/mc-no-29-s-2020/*	
For Situational Requirement	
A. For Financing Corporations	
A.1. Personal Information Sheet of Directors & Officers (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Legazpi Extension Office
Remarks: *System generated*	
A.2. Additional Requirements for FOREIGN Directors and Officers	Applicant / Client

(1) Original Copy And (2) Photo Copy	
Remarks: • *Photocopy of Alien Certificate of Registration Card/Immigrant Certificate of Residence Card** • *Photocopy of Passport Showing Valid Visa or Stay in the Philippines** • *Clearance from the Bureau of Immigration*	
A.3. Clearance from Bangko Sentral ng Pilipinas (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *If applicant is a subsidiary or affiliate of a bank and/or non-bank financial institution with quasi-banking license*	
A.4. Manual on Corporate Governance (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *-If foreign participation in voting stock is more than 40%; or* *-If total assets is PhP50M or more; or* *-If commercial paper issue, either exempt or registered*	
A.5. Format of Disclosure Statement on Loan/Credit Transactions (1) Original Copy And (2) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph **Location:** Through https://esparc.sec.gov.ph	1.1. System receives submitted application.	None	15 minute/s	• Administrative Assistant II; Legazpi Extension Office • Securities Specialist II; Legazpi Extension Office • Securities Counsel II; Legazpi Extension Office
	1.2. Approves or disapproves proposed company name and/or trade name/s in accordance with SEC Memorandum Circular No. 13, Series of 2019 and assigns the		2 working day/s	• Securities Counsel II; Legazpi Extension Office

	application to the LU Processors.			
	1.3. Processes and evaluates application for Registration		4 working day/s	• Securities Counsel II; Legazpi Extension Office • Securities Specialist II; Legazpi Extension Office • Administrative Assistant II; Legazpi Extension Office
	1.4. Issues Payment Assessment Form(PAF) to the applicant through eSPARC		10 minute/s	• Securities Specialist II; Legazpi Extension Office • Administrative Assistant II; Legazpi Extension Office • Securities Counsel II; Legazpi Extension Office
2. Pays the assessed license fee attached in the email notification. **Location:** espaySEC	2. Issues payment confirmation containing Electronic Official Receipt via email.	**Possible Fees** Breakdown: By-Laws: PHP 1000 Documentary Stamp Tax: PHP 30 Name Verification: PHP 100 Registration of Stock and Transfer Book: PHP 150 **Formula Fees** Breakdown: Registration of CorporationLicense fees for Lending and Financing Cos	10 minute/s	• Securities Specialist II; Legazpi Extension Office • Securities Counsel II; Legazpi Extension Office
3. Submits the documentary	3. Officially receives and stamps the hard copies	None	15 minute/s	• Administrative Assistant II;

requirements with proof of payment to the Legazpi Extension Office or through the company's representatives or through courier of their choice (e.g. JRS, LBC, J&T etc.) **Location:** SEC Legazpi	of the registration application and forwards to in-charge for generation of the Certificate.			Legazpi Extension Office
4. Proceed to Legazpi Extension Office for presentment of the original proof of payment and receive the signed Certificate of Lending/Financing Companies. **Location:** SEC Legazpi Extension Office	4. Release signed Certificate of Branch Office of Lending/Financing Companies.	None	15 minute/s	• Administrative Assistant II; Legazpi Extension Office
Total Processing Time:		Working Days: 6 working day/s, 1 hour/s, 5 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Possible Fees

- **By-Laws** : 1000
- **Documentary Stamp Tax** : 30
- **Name Verification** : 100
- **Registration of Stock and Transfer Book** : 150

Formula / Schedule of Fees

- **Registration of Corporation**

  1/5 of 1% of the Authorized Capital Stock

- **License fees for Lending and Financing Cos**

  1/10 of1% of the Paid-Up Capital

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

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

The following are the various company type to choose form:

- *General Partnership*
- *Professional Partnership*
- *Limited Partnership*

Type of partnership based on foreign equity participation:

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

Office or Division:	Legazpi Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *System-generated*	
2. Articles of Partnership (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *System-generated* *Original copy should be signed (wet signature) and notarized*	
For Situational Requirement	
A. Endorsement/Clearance from other government agencies	

Sub Situational Requirement/s	
A.a. Money Changer and Remittance Services	
A.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
A.a.2. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
B. For Clearance from other SEC departments	
Sub Situational Requirement/s	
B.a. For Financial Technology (FinTech) related business activities	
B.a.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Alternative Credit Scoring Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
B.a.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)
Remarks: • *Alternative Credit Scoring Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
C. Additional requirement, if applicable;	
Sub Situational Requirement/s	
C.a. If the Partner is a Juridical Entity	
C.a.1. Authenticated/Apostilled Board Resolution approving the Corporation to be a partner and appointing their authorized	Applicant / Client

representative (2) Original Copy And (1) Electronic Copy				
Remarks: *Board Resolution of the Juridical Entity allowing it to invest in the said Corporation*				
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ **Location:** https://esparc.sec.gov.ph/	1.1. Approves proposed company name and/or trade name/s in accordance with SEC Memorandum Circular No. 13, Series of 2019	None	2 hour/s	• SEC Counsel II; Legazpi Extension Office
	1.2. Pre-processes all corporate information submitted		2 working day/s, 7 hour/s, 45 minute/s	• SEC Securities Counsel II ; Legazpi Extension Office • SEC Securities Specialist II ; Legazpi Extension Office • Administrative Assistant II; Legazpi Extension Office
	1.3. The Processor prepares and issues the Payment Assessment Form (PAF)		5 minute/s	• SEC Securities Specialist II ; Legazpi Extension Office • Securities Counsel II; Legazpi Extension Office • Administrative Assistant II; Legazpi Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:**	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Formula Fees** Breakdown: Articles of PartnershipName ReservationLegal Research	5 minute/s	• Accounting Division; Financial Management Department (FMD)

Aespaysec.sec.gov.ph/payment-portal/home		FeeDocumentary Stamp Tax		
3. Submits the documentary requirements with proof of payment to the Legazpi Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc. **Location:** Legazpi Extension Office	3.1. Officially receives and stamps the hard copies of the registration application and forwards to the in-charge for generation of the Certificate	None	5 minute/s	• Administrative Assistant II; Legazpi Extension Office
	3.2. Generates the Certificate and forwards the same with the submitted proof of payment and documentary requirements to the authorized signatory		10 minute/s	• SEC Administrative Assistant II; Legazpi Extension Office
	3.3. Reviews the application and signs the Certificate;		3 working day/s, 5 hour/s, 30 minute/s	• SEC Director; Legazpi Extension Office
	3.4. Sends appointment through email indicating the date of release of the Certificate		10 minute/s	• SEC Administrative Assistant II; Legazpi Extension Office
4. Proceeds to Legazpi Extension Office for presentment original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate **Location:** Legazpi Extension Office	4. Enters company name in the Masterlist and releases the Certificate together with registration application then stamps release the official receipt	None	10 minute/s	• Administrative Assistant II; Legazpi Extension Office
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Articles of Partnership**

  ⅕ of 1% of the Partnership's Capital but not less than PHP 2,000

- **Name Reservation**

PHP 100 per Corporate Name

*Additional Php 100 per trade name/s

- **Legal Research Fee**

  1% of the computed Filing Fees

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

24. Registration of Corporations through One-day Submission and E-registration of Companies (OneSEC) with ZERO Processing for DOMESTIC STOCK CORPORATIONS

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

a. *The company classification is All Filipino, .01 to 40%, and more than 40% to 100% foreign equity participation;*
b. *The proposed corporate name may comply to the following: (a) has a name descriptor according to its industry classification; (b) does not contain any Trade Name/s ; and (c) not subject to any Letter of Appeal for reconsideration; and (d) in explicit form (any set or group of letters does not contain any acronym or meaning);*
c. *The primary purpose or main activity is predetermined and is not subject to any modification/correction;*
d. *The corporate term of existence may be determined by the applicant.*
e. *The incorporator/s, members of the Board of Directors and subscribers are Natural Person/s, of legal age;*
f. *The applicant corporation is not located in any of the economic zones, if located within an economic zone, then proceed to eSPARC ZERO Regular processing;*
g. *The share type classification contains the following : (a) Common Shares; (b) with Par Value and (c) Amount of par value is not less than P1.00 and in non-decimal currency;*
h. *The Mode of Payment for the subscription of shares is CASH;*
i. *Once the application is completed, the registration fees are paid immediately through the SEC eSPAYSEC;*
j. *The applicant corporation is not required to secure clearance/endorsement from any Department of SEC and/or other government agency/ies, if clearance/endorsement is needed please proceed to eSPARC ZERO Regular processing;*
k. *None of the incorporators, stockholders/members, directors/trustees, beneficial owners, and officers of the applicant corporation have been convicted of or have pending criminal or administrative case of felony or misdemeanor involving investment or investment-related business, fraud, false statements or omissions, wrongful taking of property, bribery, forgery, counterfeiting or extortion, or other felonies;*
l. *None of the incorporators, stockholders/members, directors/trustees, beneficial owners, and officers of the applicant corporation are included in pertinent sanctions list circularized by the Bangko Sentral ng Pilipinas (BSP), the Anti-Money Laundering Council (AMLC), the Anti-Terrorism Council (ATC), and other domestic and/or international entities or organizations, such as the Office of Foreign Assets Control (OFAC) of the U.S. Department of Treasury and the United Nations Sanctions List;*

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

Activities of Employment Agency Activities

1. *Activities of Employment Agency Activities*
2. *Activities of a Holding Company*
3. *Advertising*
4. *Agriculture*
5. *Air transportation*
6. *Arrastre and Stevedoring services*
7. *Business process outsourcing*
8. *Cargo consolidator*
9. *Cargo Sales Agent or Breakbulk Sales Agent*
10. *Cockpit*
11. *Combined Facilities Support Activities (Cleaning Activities)*
12. *Computer Programming*
13. *Construction*
14. *Courier services*

15. *Creative Arts and Entertainment of Activities*
16. *Customs Brokerage*
17. *Deep Sea Commercial Fishing*
18. *Domestic Airfreight Forwarder*
19. *Domestic Agricultural Aerial Spraying Services*
20. *Domestic Agricultural Aerial Spraying Services using Remotely Piloted Aircraft (RPA)*
21. *Domestic Non-Scheduled Air Transportation Services*
22. *Domestic Scheduled Air Transportation Services*
23. *Drugstore*
24. *Electric generation*
25. *Film production*
26. *Fishery*
27. *Funeral and Related Services*
28. *Gambling and Betting Activities*
29. *Gas station*
30. *General Sales Agent for Cargo*
31. *General Sales Agent for Passenger*
32. *Hotel*
33. *Hospital*
34. *International Airfreight Forwarder*
35. *International Non-Scheduled Air Transportation Services*
36. *International Non-Scheduled All-Cargo Air Transportation Services*
37. *International Scheduled Air Transportation Services*
38. *IT – TNVs*
39. *IT/Software applications*
40. *Landscape care and maintenance service activities*
41. *Land transportation*
42. *Laundry Services*
43. *Logistic*
44. *Management Consultancy*
45. *Mining*
46. *Non-Vessel Operating Common Carrier*
47. *Organization of Convention and Trade Shows*
48. *Other Residential Care Activities*
49. *Personal Services for Wellness except Sports Activities*
50. *Photographic Activities*
51. *Printing and Publishing*
52. *Property Management*
53. *Radio Broadcasting*
54. *Real Estate*
55. *Recruitment*
56. *Renting and Leasing Machinery*
57. *Renting and Leasing Motor Vehicles*
58. *Renting and Leasing of Personal and Household Goods*
59. *Repairs of Computers and Communications Equipment*
60. *Repair of Household Appliances and Home and Garden*
61. *Residential care activities for mental retardation, mental health and substance abuse*
62. *Residential care activities for the elderly and disabled*
63. *Residential Nursing Care Facilities*
64. *Restaurant*
65. *Retail trading of goods*
66. *Retail via mail/telephone order houses via the internet*
67. *Schools*
68. *Sea transportation*
69. *Security agency*
70. *Security Facility Sales and Installation Activities*
71. *Shipping Agency*
72. *Sound Recording*
73. *Sports Activities*
74. *Technical testing/analysis*

75. *Telecommunications*
76. *Television Programming and Broadcasting Activities*
77. *Travel agency*
78. *Veterinary Activities*
79. *Waste Collection/Disposal/Management*
80. *Wholesale and retail trading of goods*
81. *Wholesale trading of goods*
82. *Parking Spaces*
83. *Materials Recycling Facility (MRF) / Junkshop*
84. *Automotive Repair*
85. *Glass, Aluminum, and Other Metal Installations*
86. *Woodworking and Carpentry Business*
87. *Tailoring and Dressmaking Business*
88. *Hauling and Trucking Business*
89. *Storage and Warehousing Facilities Rental*
90. *Motor Vehicle Rental Business*
91. *Manufacturing and Assembly of Electronics and Semiconductor Business*
92. *Manufacturing/Assembly of Automotive Parts Business*
93. *Garment and Textile Business*
94. *Manufacturing of Medical Devices and Parts*
95. *Operation of Fishpond*
96. *Memorial Parks*
97. *Games and Amusement Activities*
98. *Bakeshop*
99. *Beauty Salon*
100. *Cold Storage*

Office or Division:	Legazpi Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business)
Who may avail:	All Natural and Juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Cover Sheet for Registration (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *System-generated*	
2. Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *System-generated*	

3. By-Laws (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate and Partnership Registration Division

Remarks:

- *System-generated*
- ***Not applicable for One Persion Corporation (OPC)***

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ and encodes the data required. **Location:** https://esparc.sec.gov.ph/	1. ESPARC System issues the payment assessment form	None	2 working day/s, 6 hour/s	• eSPARC system; Legazpi Extension Office
2. Pays the assessed registration fee through eSPAYSEC and receives the Digital copy of the Certificate of Incorporation in the email provided in the system **Location:** https://espaysec.sec.gov.ph/	2. The system issues the electronic receipt of the payment of filing fees.	**Standard Fees** Breakdown: Articles of Incorporation: PHP 2000 By-Laws: PHP 1000 Documentary Stamp Tax: PHP 60 Legal Research Fee: PHP 20 Total: PHP 3080 **Possible Fees** Breakdown: Stock and Transfer Book: PHP 150 Membership Book: PHP 75 **Formula Fees** Breakdown: Filing FeeName	1 hour/s	• eSPARC System; Legazpi Extension Office

		Verification Fee		
3. Generates the Digital Certificate **Location:** esoparc	3. The system issues the Digital Certificate of Incorporation	None	1 hour/s	• eSPARC System; Legazpi Extension Office
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 3080 See other fees below		

Possible Fees

- **Stock and Transfer Book** : 150
- **Membership Book** : 75

Formula / Schedule of Fees

- **Filing Fee**

  Stock corporation with par value - ⅕ of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher

  Stock corporation without par value - ⅕ of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher

  Non- Stock corporation – PHP 1,000

- **Name Verification Fee**

  Php100.00 per Corporate Name

  *additional fee of Php100.00 for each trade name/s.

25. Registration of Non-Stock Corporations through the Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular Only (with Digital Certificate and Post-Audit Evaluation)

This service details the procedure for registration of the following non-stock corporation through Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular Only;

As to Company sub-types:

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

As to ownership:

a. *All Filipino*
b. *With foreign equity participation*

Office or Division:	Legazpi Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Legazpi Extension Office
Remarks: *System-generated*	
2. Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - SEC Legazpi Extension Office
Remarks: *System-generated* • *Original copy should be signed (wet signature) and notarized* • *corporate name;*	

- *business activity;*
- *principal office address;*
- *names, nationality, residences and Tax Identification Numbers (TIN) of natural Filipino incorporators/officer (for corporations composed of 2-15 incorporators) or single incorporator, nominee and alternate nominee (for One Person Corporation).*
- *capital structure;*
- *name of treasurer and TIN;*
- *Undertaking to change company name;*
- *Printed names and with original signatures of the single stockholder, nominee and alternate nominee of all incorporators for corporations with 2-15 incorporators or single stockholder, nominee and alternate nominee for One Person Corporation;*
- *Notarization or Authentication*

3. By-Laws (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - SEC Legazpi Extension Office

Remarks:

- *System-generated*
- *Original copy should be signed (wet signature)*
- *Needs to be submitted for corporations with 2 -15 incorporators only. For One Person Corporations, no by-laws required.*

For Situational Requirement

A. Additional Requirement, if applicable;

A.1. Joint Affidavit of Undertaking to Change Name, in case not incorporated in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - SEC Legazpi Extension Office

Remarks:

SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)

- *Original copy should be signed (wet signature) and notarized*

Sub Situational Requirement/s

A.a. If Articles of Incorporation and By-Laws are executed in a foreign jurisdiction

A.a.1. Authenticated/Apostilled Articles of Incorporation and By-Laws and supporting documents (1) Original Copy And (1) Electronic Copy	Applicant / Client

A.b. If Incorporator/s is/are a Juridical Entity

A.b.1. Board Resolution/Directors'/Trustees' Certificate or Secretary's Certificate (2) Original Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Authenticated/Apostilled (if executed in a foreign jurisdiction)

A.c. For non-stock religious aggregate

A.c.1. Affidavit of Affirmation/Verification by the chief priest, rabbi, minister, or presiding elder, (not required if already part of the	Applicant / Client

Articles of Incorporation) (2) Original Copy And (1) Electronic Copy	
A.d. For foundation	
A.d.1. Notarized certificate of bank deposit of the contribution, which shall not be less than P1,000,000.00 Statement of Willingness to allow the Commission to conduct an audit (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.e. For federation	
A.e.1. List of Member-Associations certified by the Corporate Secretary and attested by the President (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.f. For confederation	
A.f.1. List of Member-Federations certified by the Corporate Secretary and attested by the President (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.g. For condominium corporation/association	
A.g.1. Notarized Copy of the Master Deed with primary entry of the Register of Deeds (2) Original Copy And (1) Electronic Copy	Condominium Developer and Register of Deeds - Condominium Developer and Register of Deeds
A.g.2. Certification that there is no existing similar condominium association within the condominium project (2) Original Copy And (1) Electronic Copy	Applicant Condominium Corporation/Association to be executed by the Corporate Secretary - Applicant Condominium Corporation/Association to be executed by the Corporate Secretary
B. Endorsement/Clearance from other government agencies	
Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For Clearance from other SEC departments	
Sub Situational Requirement/s	
C.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
C.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
C.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	

C.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
C.c. For Financial Technology (FinTech) related business activities	
C.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
C.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ **Location:** https://esparc.sec.gov.ph/	1.1. Approves proposed company name and/or trade name/s in accordance with SEC Memorandum Circular No. 13, Series of 2019	None	2 working day/s	• SEC Securities Counsel II; Legazpi Extension Office
	1.2. Pre-processes all corporate information submitted		4 working day/s, 7 hour/s, 40 minute/s	• Securities Counsel II; Legazpi Extension Office • Securities Specialist II; Legazpi Extension Office • SEC Administrative Assistant II; Legazpi Extension Office
	1.3. Forward the application to the reviewer of the payment for subscription other than cash. Note: The processing time of this process is under the Financial Analysis and Audit Division's (FAAD) Citizen's Charter.		5 minute/s	• SEC Securities Examiner III; Corporate and Partnership Registration Division (CPRD) • SEC Securities Specialist I; Corporate and Partnership Registration Division (CPRD) • SEC Securities Specialist II ; Corporate and Partnership Registration Division (CPRD) • SEC Accounting Officer; Corporate and

				Partnership Registration Division (CPRD)
	1.4. Processor prepares and issues the Payment Assessment Form (PAF)		5 minute/s	• Securities Counsel II; Legazpi Extension Office • Securities Specialist II; Legazpi Extension Office • SEC Administrative Assistant II ; Legazpi Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: By-Laws: PHP 1000 --- Total: PHP 1000 **Formula Fees** Breakdown: Registration of CorporationRegistration of Stock and Transfer Book/Membership BookName ReservationLegal Research FeeDocumentary Stamp Tax	5 minute/s	• Accounting Division; Financial Management Department (FMD)
3. Generates and prints the Digital Certificate **Location:** eSPARC **Notes/Instruction:** To secure the original copy of the Certificate, clients shall submit four (4) sets of originally signed documentary requirements with original proof of payment	3. The eSPARC system issues the Digital Certificate	None	5 minute/s	• eSPARC System; Legazpi Extension Office

within sixty (60) calendar days from the date of issuance of the Digital Certificate				
Total Processing Time:	Working Days: 7 working day/s			
Total Processing Fee:	Total Standard Fee: PHP 1000 See other fees below			

Formula / Schedule of Fees

- **Registration of Corporation**

  Stock corporation with par value - ⅕ of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher

  Stock corporation without par value - ⅕ of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher

  Non- Stock corporation – PHP 1,000

- **Registration of Stock and Transfer Book/Membership Book**

  Stock and Transfer Book – PHP 150

  Membership Book – PHP 75

- **Name Reservation**

  PHP 100 per Corporate Name

  *Additional Pgp100 per trade name

- **Legal Research Fee**

  1% of the computed Filing Fees for Amended Articles of Incorporation and/or By-Laws

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

26. Request for Affirmative Certification - For General Public

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

Office or Division:	Legazpi Extension Office
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	General Public
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Letter Request (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit letter request **Location:** imessage.sec.gov.ph	1.1. Checks completeness of the information needed and determines request feasibility	None	1 working day/s	• SEC Administrative Assistant II; Legazpi Extension Office
	1.2. Issues a Payment Assessment Form (PAF) through imessage.sec.gov.ph, if with complete information and if the request is feasible		6 hour/s	• SEC Administrative Assistant II; Legazpi Extension Office
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches and submit proof of payment via imessage.sec.gov.ph **Location:** espaysec.sec.gov.ph/payment-portal/home or SEC accredited Land Bank branches imessage.sec.gov.ph	2. Issues payment confirmation containing the electronic Official Receipt via imessage.sec.gov.ph and advises client that the certification is ready for pick-up (if client needs hard copy, otherwise, sends the electronic copy via imessage.sec.gov.ph	**Standard Fees** Breakdown: Certification Fee: PHP 500 Documentary Stamp Tax: PHP 30 Total: PHP 530	1 working day/s	• Administrative Assistant II; Legazpi Extension Office

3. Claims the Certification **Location:** SEC Legazpi Extension Office Frontdesk	3. Releases the Certification	None	2 hour/s	• Frontdesk Officer; Legazpi Extension Office
General Remarks The 3-days processing time is for one client/request being served at one time. The time is extended when there are more clients/requests.				
Total Processing Time:	Working Days: 3 working day/s			
Total Processing Fee:	Total Standard Fee: PHP 530			

27. Request for Certificate of No Derogatory Information

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

Office or Division:	Legazpi Extension Office
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	All SEC Registered Entities
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Duly accomplished SEC Form 2015-001 (1) Electronic Copy	Securities and Exchange Commission - Legazpi Extension Office
Remarks: *https://www.sec.gov.ph/wp-content/uploads/2024/03/2024Forms_Revised-Certificate-of-No-Derogatory-Information.pdf*	
For Situational Requirement	
A. For Corporations with Primary Licenses	
A.1. Monitoring Clearance (1) Electronic Copy	Securities and Exchange Commission - Legazpi Extension Office through the online portal ewatch.sec.gov.ph
Remarks: *ewatch.sec.gov.ph*	
B. For Foundation	
B.1. Monitoring Clearance (1) Electronic Copy	Securities and Exchange Commission - Legazpi Extension Office through the online portal ewatch.sec.gov.ph
Remarks: *ewatch.sec.gov.ph*	
C. For Financing/Lending	
C.1. Monitoring Clearance (1) Electronic Copy	Securities and Exchange Commission - Legazpi Extension Office through online portal ewatch.sec.gov.ph

Remarks:

ewatch.sec.gov.ph

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Sends request with attached requirements through online portal imessage.sec.gov.ph **Location:** imessage.sec.gov.ph	1.1. Checks completeness of the requirements and verifies status of corporation through the Certification Issuance System-Unified Reference Database (CIS-URDB)	None	1 working day/s	• SEC Administrative Assistant II; Legazpi Extension Office
	1.2. Issues a Payment Assessment Form (PAF) through email, if with complete requirements and status in CIS-URDB is cleared		6 hour/s	• SEC Administrative Assistant II; Legazpi Extension Office
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches and upload proof of payment through imessage.sec.gov.ph **Location:** espaysec.sec.gov.ph/payment-portal/home imessage.sec.gov.ph	2. Issues the payment confirmation containing the electronic Official Receipt via imessage portal imessage.sec.gov.ph and advises client that the hard copy of the certification is ready for pick up.	**Standard Fees** Breakdown: Certification Fee: PHP 500 Documentary Stamp Tax: PHP 30 Total: PHP 530	1 working day/s	• SEC Administrative Assistant II; Legazpi Extension Office
3. Claims the Certification **Location:** SEC - Legazpi Extension Office Frontdesk	3. Releases the Certification	None	2 hour/s	• Officer of the Day; Legazpi Extension Office
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 530		

28. Request for Clearance for Financing and Lending Companies

This service details the procedure on how Financing and Lending Companies can request monitoring clearance.

Office or Division:	Legazpi Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Financing Companies, Lending Companies
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Basic Requirements : One (1) of each document: (1) Electronic Copy	Applicant / Client

Remarks:

For FCs and LCs:

1. *Approved Application to do business under the Foreign Investments Act of 1991 (RA 7042), if applicable*
2. *General Information Sheet*
3. *MC 28 proof of receipt*
4. *Audited Financial Statements*
5. *Financing/Lending Companies Special Forms of Financial Statements*
6. *Financing/Lending Companies Interim Financial Statements*
7. *Anti-Money Laundering Council Certificate of Registration*
8. *Proof of Money Laundering and Terrorism Financing Prevention Program Submission*
9. *Annual Information Statements*
10. *Sworn Certification in compliance with Section 4 of the Prohibition on Unfair Debt Collection Practices of Financing Companies and Lending Companies (SEC Memorandum Circular No. 18, series of 2019)*
11. *Affidavit of Compliance in compliance with Section 3 of the Disclosure Requirements on Advertisements of Financing Companies and Lending Companies and Reporting of Online Lending Platforms (SEC Memorandum Circular No. 19, series of 2019)*
12. *Business Plan (SEC MC3 Series of 2022)*
13. *Impact Evaluation Report (Sec.3 of SEC MC3 Series of 2022) per SEC Notice dated 19 January 2024*
14. *List of Third-Party Service Providers in compliance with SEC Order dated 08 June 2023*
15. *Registration to the Credit Information Corporation in compliance with SEC Order dated 06 July 2023 (with Online Lending Platform/s only)*
16. *Complaints Handling details and Mechanism in compliance of SEC Order dated 07 February 2024*
17. *Proof of the billing statement for landline/telephone line in compliance with SEC Order dated 20 June 2025 (with Online Lending Platform/s only)*
18. *Previous Monitoring Sheet issued by SEC, if any.*

Prescribed form downloadable in the SEC Website

LC: https://www.sec.gov.ph/reportorial-requirements/corporations-with-secondary-licenses/lending-companies/#gsc.tab=0

FCs:https://www.sec.gov.ph/reportorial-requirements/corporations-with-secondary-licenses/financing-companies/#gsc.tab=0

2. Additional Requirements one (1) of each document: (1) Electronic Copy	Applicant / Client

Remarks:

For FCs only:

1. *Revised Manual on Corporate Governance (if with total assets of P50 Million or more; and/or have more than 40% foreign participation in their voting stock; and/or have issued exempt or registered commercial papers).*
2. *Compliance Officer's Certificate on the extent of compliance with the Manual on Corporate Governance for the last two (2) years.*

Prescribed form downloadable in the SEC Website

FC:https://www.sec.gov.ph/reportorial-requirements/corporations-with-secondary-licenses/financing-companies/#gsc.tab=0

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit request through eWatch. **Location:** *https://ewatch.sec.gov.ph* **Notes/Instruction:** **Note:** *Monitoring will only commence upon submission of complete documents.The Company is given seven (7) days to submit the requirements upon receipt of email on the deficiencies noted After the lapse of the aforecited period that the company failed to comply with ALL the required, their request shall be deemed abandoned.*	1.1. Evaluate the compliance of the Company and prepare the Tentative Monitoring Sheet	None	13 working day/s	• SEC Securities Specialist II; Legazpi Extension Office
	1.2. Review of the Tentative Monitoring Sheet		4 working day/s	• SEC Securities Specialist II; Legazpi Extension Office
	1.3. Prepare Payment Assessment Form (PAF) for penalty, if any.		2 hour/s	• SEC Securities Specialist II; Legazpi Extension Office
	1.4. Review the final Monitoring Sheet, with attached receipt (if applicable)		1 working day/s, 2 hour/s	• SEC Director; Legazpi Extension Office
	1.5. Final Review/Approval of Monitoring Clearance,		1 working day/s, 2 hour/s	• SEC Director; Legazpi

	with attached receipt (if applicable).			Extension Office
2. Receives the Monitoring Clearance. **Location:** through eWatch (*https://ewatch.sec.gov.ph)*	2. QR Code and Issuance of Monitoring Clearance.	None	2 hour/s	• SEC Administrative Assistant II; Legazpi Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		

29. Request for Name Verification for Amendment

This service details the procedure on request for Name Verification for Amendment of Company Name and/or Trade Name/s

Office or Division:	Legazpi Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All SEC Registered Entities
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Written Request via imessage.sec.gov.ph (1) Electronic Copy	Applicant / Client

Remarks:

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

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the written request with the following information: - proposed name/s - name to be amended - SEC Number - meaning of acronym (if applicable) - name reservation term (number of days) - name of requesting party **Location:** imessage.sec.gov.ph	1. Approves or denies proposed name/s or trade name/s through email	None	4 working day/s	• Securities Counsel II; Legazpi Extension Office
2. If name is rejected, registrant may appeal for the proposed corporate name **Location:** imessage.sec.gov.ph	2. Approves or denies appeal for the proposed name/s or trade name/s	None	3 working day/s	• Securities Counsel II; Legazpi Extension Office
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		

30. Request for Negative Certification - For General Public

This service details the procedure on request for Negative Certifications.

Office or Division:	Legazpi Extension Office
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	General Public
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Letter request (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit letter request **Location:** imessage.sec.gov.ph	1.1. Checks completeness of the information needed and determines request feasibility	None	1 working day/s	• SEC Administrative Assistant II; Legazpi Extension Office
	1.2. Issues a Payment Assessment Form (PAF) through email, if with complete information and if the request is feasible		6 hour/s	• SEC Administrative Assistant II; Legazpi Extension Office
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches and sends the proof of payment via imessage.sec.gov.ph **Location:** espaysec.sec.gov.ph/payment-portal/home or SEC accredited Land Bank branches imessage.sec.gov.ph	2. Issues payment confirmation containing the electronic Official Receipt and advises client that Certification is ready for pick up (if he needs hard copy, otherwise, the electronic copy is sent via i-message)	**Standard Fees** Breakdown: Certification Fee: PHP 500 Documentary Stamp Ta: PHP 30 Total: PHP 530	1 working day/s	• SEC Administrative Assistant II; Legazpi Extension Office

3. Claims the original copy of the Certification **Location:** SEC _ Legazpi Extension Office Frontdesk	3. Releases the Certification	None	2 hour/s	• Frontdesk Officer; Legazpi Extension Office
General Remarks The 3-days processing time is for one client/request being served at one time. The time is extended when there are more clients/requests.				
Total Processing Time:	Working Days: 3 working day/s			
Total Processing Fee:	Total Standard Fee: PHP 530			

31. Request for Payment Assessment Form for Payment of Annual Fees

This service details the procedure on how a citizen can request a Payment Assessment Form for payment of Annual Fees

Office or Division:	Legazpi Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business)
Who may avail:	Financing Companies and Lending Companies
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Registration with SEC-eSECURE (1) Electronic Copy	Applicant / Client
Remarks: *https://esecure.sec.gov.ph*	
2. Any one (1) of the valid Government-Issued Identification Card. • PhilSys ID (National ID): Philippine Statistics Authority (PSA) • Passport: Department of Foreign Affairs (DFA) • Driver's License: Land Transportation Office (LTO) • SSS Card: Social Security System (SSS) • UMID Card: Social Security System (SSS) • PRC ID: Professional Regulation Commission (PRC) • Postal ID: Philippine Postal Corporation (PhilPost) • Voter's ID: Commission on Elections (COMELEC) Other Government IDs • Senior Citizen ID: Local Government Unit (LGU) where the senior citizen resides • PWD ID: National Council on Disability Affairs (NCDA) • OWWA E-Card: Overseas Workers Welfare Administration (OWWA) • PhilHealth ID: Philippine Health Insurance Corporation (PhilHealth)	
3. Electronic Copy of the following Documentary Requirements: (1) Electronic Copy	Applicant / Client
Remarks: *1. Certificate of Authority* *2. List of Branches with Addresses (if applicable)*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

				(Designation; Office)
1. The client must create an account by registering on the SEC eSECURE website (https://esecure.sec.gov.ph/) and then file the Request for Payment of Annual Fees through the SEC iMessage portal (https://imessage.sec.gov.ph/). A ticket number will be issued, which will serve as a reference for follow-ups and status updates. **Location:** SEC eSECURE website: https://esecure.sec.gov.ph/ SEC iMessage portal: https://imessage.sec.gov.ph/	1.1. The SEC officer will acknowledge the request and evaluates/assesses the request and documents submitted by the Client	None	1 hour/s	• SEC Administrative Assistant II; Legazpi Extension Office
	1.2. Generates and issues Payment Assessment Form (PAF). Directs Client to pay at the Landbank or eSPAYSEC.		30 minute/s	• SEC Securities Specialist II; Legazpi Extension Office
	1.3. Advise the client to submit the original Payment Assessment Form (PAF) with machine validation, along with a photocopy of the Electronic Official Receipt (eOR), via the SEC iMessage portal under the original ticket created.		30 minute/s	• SEC Securities Specialist II; Legazpi Extension Office
2. Received the Payment Assessment Form (PAF) and pays the filing fees to Landbank or via eSPAYSEC. **Location:** SEC website > Online Services > eSPAYSEC. *https://espaysec.sec.gov.ph/* **Notes/Instruction:** *Subject to the prescribed processing of Landbank and eSPAYSEC If paid via SEC Payment Portal, an (eOR is generated which will serve as the official copy of the Client).	2. Receives payment and issues Electronic Official Receipt (eOR).	None	15 minute/s	• Landbank or eSPAYSEC through the SEC Financial Management Departmen; Any of requesting office / division
3. Submits the Electronic Official Receipt (eOR) to https://imessage.sec.gov.ph.If payment is made through Landbank. **Location:**	3. Received proof payment	None	10 minute/s	• Securities Specialist II; Legazpi Extension Office

https://imessage.sec.gov.ph				
Total Processing Time:		Working Days: 2 hour/s, 25 minute/s		
Total Processing Fee:		Total Standard Fee: None		

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

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

Office or Division:	Legazpi Extension Office
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	Other government agencies - all non profit-making agencies
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Signed letter request (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Sends letter request through email at cfrd_application01@sec.gov.ph **Location:** cfrd_application01@sec.gov.ph	1.1. Acknowledge receipt of email request	None	5 minute/s	• SEC Administrative Assistant II; Legazpi Extension Office
	1.2. Validates the inquiry, the availability of information in online facilities and other records		15 minute/s	• SEC Administrative Assistant II; Legazpi Extension Office
	1.3. Prepares the requested documents		5 hour/s	• SEC Administrative Assistant II; Legazpi Extension Office
	1.4. Prints the requested documents		1 hour/s	• SEC Administrative Assistant II; Legazpi Extension Office
	1.5. If Authenticated Copy/ies, authenticates the printed documents through stamping		1 hour/s	• SEC Administrative Assistant II; Legazpi

				Extension Office
	1.6. Prepares the transmittal / reply letter		20 minute/s	• SEC Administrative Assistant II; Legazpi Extension Office
	1.7. Signs the printed documents and transmittal / reply letter		1 working day/s	• SEC Administrative Assistant II; Legazpi Extension Office
	1.8. Sends email for the releasing schedule (for pick up) / notice (for transmittal)		10 minute/s	• SEC Administrative Assistant II; Legazpi Extension Office
2. (if for pick-up) Goes to the Corporate Filing and Records Division (CFRD) counter at the 4th floor of the SEC Headquarters and presents the original signed letter request and printed releasing appointment for the release of the requested Certification (if mailed/hand-carried) Receives the transmittal letter with attached requested document/s **Location:** Legazpi Extension Office	2.1. Receives the original signed letter request and appointment letter	None	5 minute/s	• SEC Administrative Assistant II; Legazpi Extension Office
	2.2. (if for pick-up) Releases the requested document/s		5 minute/s	• SEC Administrative Assistant II; Legazpi Extension Office
	2.3. (if mailed/hand-carried) Transmits the signed letter reply with attached requested document/s		1 working day/s	• SEC Administrative Assistant II; Legazpi Extension Office
General Remarks The 3-days processing time is for one agency/request being served at one time. The time is extended when there are more agencies/requests.				
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: None		

Iloilo Extension Office

External Services

1. Amendment of SEC Memorandum Circular No. 28 Series of 2020

This service details the submission of Annex G for amendment/notice to change the email address, and/or mobile number in the MC28 Portal of the Commission.

Office or Division:	Iloilo Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	General transacting public and business entities for: a.) Registered Corporations; b.) Suspended and Revoked Corporation for purposes of filing a Petition to Set Aside Order of Suspension or Revocation; c.) Corporations with Notice of Deficiencies and Hearing or Orders; and d.) Corporations with applications to be filed with the Corporate and Partnership Registration Division, Financial Audit and Analysis Division and Corporate Filing and Records Division.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Annex G of Memorandum Circular 28 Series of 2020 (1) Electronic Copy	Applicant / Client
Remarks: *Download Form through this link: https://apps010.sec.gov.ph/mc28-list-temp/SecuritiesandExchangeCommission*	
2. Secretary Certificate of No- Intracorporate Dispute (1) Electronic Copy	Applicant / Client
Remarks: *Download Form through this link: https://apps010.sec.gov.ph/mc28-list-temp/SecuritiesandExchangeCommission*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Use and submit notice to change email address and/or mobile number (ANNEX G) application in Memorandum Circular No. 28, Series of 2020 through https://apps010.sec.gov.ph **Location:**	1.1. Receive the amendment application through the MC28 Portal including its attachments.	None	1 hour/s	• Assistant Director; Information and Communications Technology Department (ICTD)

MC28 Submission Portal (https://apps010.sec.gov.ph) **Notes/Instruction:** 1.1 Go to AMENDMENT in MC28 Portal, search either the company name or the SEC registration number . Company name will appear and be available for amendment if the application of ANNEX D for corporations; or Annex E for partnerships was approved. 1.2 Download and fill out the information in the prescribed format provided in MC28, S2020 (ANNEX G). 1.3 Encode the new company details reflected in ANNEX G. 1.4 Upload ANNEX G with Secretary Certificate of No Intra Corporate Dispute, then submit the application. *Note*: *If the application is for compliance, client must re-apply their application in MC28 Portal Amendment with the compliance from the said remarks.*				
	1.2. Review the information in the uploaded ANNEX G and encoded data in the portal and Approves Application.		4 hour/s	• SEC Administrative Assistant II; Iloilo Extension Office
Total Processing Time:		Working Days: 5 hour/s		
Total Processing Fee:		Total Standard Fee: None		

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

The Annex G Form with Sworn Certificate of No Intra-Corporate Dispute can be downloaded in Amendment Requirement.

FORMS MUST BE NOTARIZED UPON SUBMISSION

Office or Division:	Iloilo Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	General transacting public and business entities for: a.) Registered corporations; b.) Suspended and Revoked Corporation for purposes of filing a Petition to Set Aside Order of Suspension or Revocation; and c.) Corporations with Notice of Deficiencies and Hearing or Orders.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. NOTARIZED Annex G (1) Electronic Copy	Applicant / Client
Remarks: *Annex G may be found in the MC 28 series of 2020 uploaded in https://mc28.sec.gov.ph/*	
2. NOTARIZED SECRETARY CERTIFICATE OF NO INTRA-CORPORATE DISPUTE (1) Electronic Copy	Applicant / Client
Remarks: *Template available in MC 28 Portal : https://mc28.sec.gov.ph/*	

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Use and submit notice to change email address and/or mobile number (ANNEX G) application in Memorandum Circular No. 28, Series of 2020 through https://mc28.sec.gov.ph/ . Annex G form should be notarized. Use and submit notice to change email address and/or mobile number (ANNEX	1.1. Receive the amendment application through MC28 Portal including its attachments.	None	3 hour/s	• SEC Administrative Assistant II; Iloilo Extension Office

G) application in Memorandum Circular No. 28, Series of 2020 through https://mc28.sec.gov.ph/ **Location:** https://mc28.sec.gov.ph/ **Notes/Instruction:** 1.1. Go to **AMENDMENT** in MC28 Portal, the SEC registration number will appear and be available for amendment if the application of ANNEX D for corporations or Annex E for partnerships was approved. 1.2. A one-time password/OTP will be sent to the contact details previously submitted by the client. The user must validate the OTP to proceed with the amendment process. 1.3. Encode the new company details reflected in ANNEX G. Then click the continue and verified contact details. After confirming the details, One-time password/OTP will be sent to the contact details provided in the form. 1.4. Upload ANNEX G with Sworn Certificate of No Intra Corporate Dispute, then submit the application.				
	1.2. Browse over the SEC systems online, review and compare the information in the uploaded ANNEX G and encoded data in the portal.		5 hour/s	• SEC Administrative Assistant II; Iloilo Extension Office
	1.3. Check the signatories of the required attachments i.e. ANNEX G and Sworn Certificate of No Intra Corporate Dispute.		3 hour/s	• SEC Administrative Assistant II; Iloilo Extension Office
2. Receive a display confirmation indicating that the submission was successful along with reference Number assigned to the transaction at the same	2.1. If the old information from Annex D/E is consistent with the information in Annex G, consistently encoded in the portal, and with complete documents, it	None	1 working day/s	• SEC Administrative Assistant II; Iloilo Extension Office

time a confirmation email notifying them that the submission has been successfully received and is now under reviewed by the SEC. Receive an email notification in their official email address encoded in MC28 Portal, regarding status and remarks. **Location:**	will be tagged as approved.			
Compliance Monitoring Division **Notes/Instruction:** 2.1. If the application is for compliance/rejected, client must re-apply their application in MC28 Portal Amendment with the compliance from the said remarks. 2.2 If the party no longer has access to the old information, they may select the " I don't have any access" option. This will prompt them to submit a Notarized Explanation Letter in the form of a Director's Certificate (Must be signed by the majority of the board/trustees). After seven (7) working days, if no comment has been received and the explanation is clearly stated, the request will be tagged as approved. The system will then send a link to proceed with the submission of Annex G.	2.2. If the application is for compliance, it will be tagged as rejected (the findings are stated as well as the possible solutions/remedies for compliance). 2.3. After seven (7) working days, if no comment has been received and the explanation is clearly stated, the request will be tagged as approved. The system will then send a link to proceed with the submission of Annex G.		1 working day/s 8 working day/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant II; Iloilo Extension Office
Total Processing Time:		Working Days: 11 working day/s, 3 hour/s		

Total Processing Fee:	Total Standard Fee: None

3. Amendment to shorten the corporate term (Voluntary Dissolution under Section 136 of the RCC) where the proposed expiration of the corporate term [must contemplate a future date] is less than one year, from approval of the application for amendment under Regular Processing

This service details the procedure and the documentary requirements for amendment of Stock and Non-Stock Corporations to shorten the corporate term where the proposed expiration is less than one year, from the approval of the application under Regular Processing.

Office or Division:	Iloilo Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered stock domestic corporations with foreign equity participation of not more than forty percent (40%) and non-stock corporations, except lending corporations and financing companies, through their Authorized Representatives.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Amended Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client
3. Directors` or Trustees` Certificate (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *Original copy should be signed (wet signature) and notarized* • *notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors and stockholders, (iii) the date and place of the stockholders' meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed name.* *Secure sample format through the SEC Website:* • *Director's Certificate:- https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf* • *Trustees' Certificate- https://www.sec.gov.ph/wp-content/uploads/2019/11/Trustees_Certificate.pdf*	
Sub Requirement	

3.A. For One Person Corporation	
3.A.1. Notarized Resolution of the Single Stockholder (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *signed by the single stockholder and Corporate Secretary* • *https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm_RESOLUTION-opc.docx*	
4. Audited Financial Statements as of the last fiscal year stamped received by SEC and BIR (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *EXCEPT:* 1. *Where the applicant has ceased operations for at least one (1) year, it shall submit: a) Audited Financial Statements as of the last fiscal year of operation; and b) Affidavit of non-operation certified under oath by the President and Treasurer* 2. *Where the applicant has no operation since incorporation, it shall submit: a) Balance Sheet certified under oath by the Treasurer and President; b) Affidavit of non-operation certified under oath by the President and Treasurer; To be provided by the Company 67 c) Certificate of non-registration issued by the BIR* 3. *Where the applicant corporation (stock or nonstock) is with total assets or liabilities of less than Six Hundred Thousand Pesos (Php600,000.00), it shall submit its Balance Sheet as of last preceding fiscal year certified under oath by the President and Treasurer*	
5. Certification under oath by the President and Treasurer (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *certifying that:* 1. *the dissolution is not prejudicial to the interest of the creditors; and* 2. *there is no opposition from any creditor from the time of publication of the notice of dissolution up to the filing of the dissolution with the Commission*	
6. Bureau of Internal Revenue (BIR) Tax Clearance Certificate (2) Original Copy And (1) Electronic Copy	Bureau of Internal Revenue - BIR
7. Publisher’s Affidavit of Publication of the notice of meeting (once) (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Publisher of a newspaper of general circulation*	
8. Notarized Secretary's Certificate of no pending case of intra-corporate dispute (2) Original Copy And (1) Electronic Copy	SECURITIES AND EXCHANGE COMMISSION - CORPORATE AND PARTNERSHIP REGISTRATION DIVISION
Remarks: *Download Secretary’s Certificate sample form through this link: https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx*	

9. Clearance/Favorable recommendation from other Departments of the Commission or from the appropriate (2) Original Copy And (1) Electronic Copy	Applicant / Client
For Situational Requirement	
A. For Clearance from other SEC departments	
Sub Situational Requirement/s	
A.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
A.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
A.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
A.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
A.c. For Financial Technology (FinTech) related business activities	
A.c.1. PhiliFintech Innovation Office (PIO) and Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO) and Enforcement and Investor Protection Department (EIPD)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
B. Endorsement from other government agencies	
Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	

B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy			Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas	
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization				
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy			Insurance Commission - Insurance Commission	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, and submit the application in the eAMEND portal (Regular Processing) **Location:** (https://eamend.sec.gov.ph/login) **Notes/Instruction:** **If the application is for compliance, the processor prepares a checklist of deficiencies and returns it to the applicant.	1.1. Verifies completeness of the submitted amendment requirements and assigns the application to ILOEO Processors	None	1 hour/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo Extension Office
	1.2. Examines whether the documents submitted are complete in form and in substance		9 working day/s, 6 hour/s, 50 minute/s	• SEC Securities Counsel II; Iloilo Extension Office • SEC Securities Counsel I; Iloilo Extension Office
	1.3. Issues Payment Assessment Form (PAF) to the applicant.		5 minute/s	• SEC Securities Counsel II; Iloilo Extension Office • SEC Securities Counsel I; Iloilo Extension Office
2. Pays the filing fee through SEC-accredited Landbank branches or through eSPAYSEC	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: AMENDED	5 minute/s	• Financial Management Department; Financial

Location: https://espaysec.sec.gov.ph/		ARTICLES OF INCORPORATION: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 Total: PHP 1040		Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the ILOEO Receiving Counter through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** Receiving Unit, SEC Iloilo Extension Office 3F Festive Walk Mall Annex, Iloilo Business Park	3.1. Receives and verifies documentary requirements and proof of payment	None	10 minute/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo Extension Office
	3.2. Prepares and generates the Certificate of Amended Articles of Incorporation		10 minute/s	• SEC Confidential Assistant II; Iloilo Extension Office
	3.3. Processor conducts final review of submitted documents		20 minute/s	• SEC Securities Counsel II; Iloilo Extension Office • SEC Securities Counsel I; Iloilo Extension Office
	3.4. Reviews the application and signs the Certificate of Amended Articles of Incorporation and forwards the signed Certificate to the Releasing Unit.		9 working day/s, 7 hour/s	• SEC Director II; Iloilo Extension Office

	3.5. Tags the application through the eAmend Portal to issue the Notice for Schedule of Appointment on the release of the Certificate of Amendment of Articles of Incorporation and/or By-Laws		5 minute/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo Extension Office
4. Proceeds to ILOEO Releasing Unit and receives the signed Certificate of Amended Articles of Incorporation **Location:** Releasing Unit, SEC Iloilo Extension Office 3F Festive Walk Mall Annex, Iloilo Business Park	4. Releases signed Certificate of Amended Articles of Incorporation	None	15 minute/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1040		

4. Amendment to shorten the corporate term (Voluntary Dissolution under Section 136 of the RCC) where the proposed expiration of the corporate term [must contemplate a future date] is one year or more than one year, from approval of the application for amendment under Regular Processing

This service details the procedure and the documentary requirements for amendment of Stock and Non-Stock Corporations to shorten the corporate term where the proposed expiration is one year or more than one year, from the approval of the application under Regular Processing.

Office or Division:	Iloilo Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered stock domestic corporations with foreign equity participation of not more than forty percent (40%) and non-stock corporations, except lending corporations and financing companies, through their Authorized Representatives.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Amended Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client
3. Directors` or Trustees` Certificate (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *Original copy should be signed (wet signature) and notarized* • *notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors and stockholders, (iii) the date and place of the stockholders' meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed name.* *Secure sample format through the SEC Website:* • *Director's Certificate:- https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf* • *Trustees' Certificate- https://www.sec.gov.ph/wp-content/uploads/2019/11/Trustees_Certificate.pdf*	
Sub Requirement	

3.A. For One Person Corporation	
3.A.1. Notarized Resolution of the Single Stockholder (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *signed by the single stockholder and Corporate Secretary* • *https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm_RESOLUTION-opc.docx*	
4. Notarized Secretary's Certificate of no pending case of intra-corporate dispute (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *Download Secretary's Certificate sample form through this link: https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx*	
5. Clearance/Favorable recommendation from other Departments of the Commission or from the appropriate (2) Original Copy And (1) Electronic Copy	Applicant / Client
6. Monitoring Clearance (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *Please secure a **Monitoring Clearance** by submitting a request through the eWATCH portal at: https://dev-ewatch.sec.gov.ph/login.*	
For Situational Requirement	
A. Endorsement from other government agencies	
Sub Situational Requirement/s	
A.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
A.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
A.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
A.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, and submit the application in the eAMEND portal (Regular Processing)	1.1. Verifies completeness of the submitted amendment requirements and assigns the application to ILOEO Processors	None	1 hour/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrativ

Location: (https://eamend.sec.gov.ph/login) **Notes/Instruction:** **If the application is for compliance, the processor prepares a checklist of deficiencies and returns it to the applicant.				e Assistant I; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo Extension Office
	1.2. Examines whether the documents submitted are complete in form and in substance		9 working day/s, 6 hour/s, 50 minute/s	• SEC Securities Counsel II; Iloilo Extension Office • SEC Securities Counsel I; Iloilo Extension Office
	1.3. Issues Payment Assessment Form (PAF) to the applicant.		5 minute/s	• SEC Securities Counsel II; Iloilo Extension Office • SEC Securities Counsel I; Iloilo Extension Office
2. Pays the filing fee through SEC-accredited Landbank branches or through eSPAYSEC **Location:** https://espaysec.sec.gov.ph/	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: AMENDED ARTICLES OF INCORPORATION: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 Total: PHP 1040	5 minute/s	• Financial Management Department; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the ILOEO Receiving Counter through the company's	3.1. Receives and verifies documentary requirements and proof of payment	None	10 minute/s	• SEC Administrative Assistant II; Iloilo Extension Office

representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** Receiving Unit, SEC Iloilo Extension Office 3F Festive Walk Mall Annex, Iloilo Business Park				• SEC Administrative Assistant I; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo Extension Office
	3.2. Prepares and generates the Certificate of Amended Articles of Incorporation		10 minute/s	• SEC Confidential Assistant II; Iloilo Extension Office
	3.3. Processor conducts final review of submitted documents		20 minute/s	• SEC Securities Counsel II; Iloilo Extension Office • SEC Securities Counsel I; Iloilo Extension Office
	3.4. Reviews the application and signs the Certificate of Amended Articles of Incorporation and forwards the signed Certificate to the Releasing Unit.		9 working day/s, 7 hour/s	• SEC Director II; Iloilo Extension Office
	3.5. Tags the application through the eAmend Portal to issue the Notice for Schedule of Appointment on the release of the Certificate of Amendment of Articles of Incorporation and/or By-Laws		5 minute/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo Extension Office
4. Proceeds to ILOEO Releasing Unit and	4. Releases signed Certificate of Amended	None	15 minute/s	• SEC Administrativ

receives the signed Certificate of Amended Articles of Incorporation **Location:** Releasing Unit, SEC Iloilo Extension Office 3F Festive Walk Mall Annex, Iloilo Business Park	Articles of Incorporation			e Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1040		

5. Application for Amendment of Articles of Incorporation and/or By-laws of Domestic Corporations

This service details the procedure in applying for amendments of the Articles of Incorporation and/or By-laws of Domestic Stock and
Non-Stock Corporations through regular processing in eAMEND

The eAMEND is a cutting-edge online platform designed to simplify and expedite the process of filing and managing amendments with SEC. This user-friendly portal redefines the way amendments are submitted and processed. By harnessing advanced technology, eAMEND ensures efficiency, accuracy, and security, allowing business entities to focus on their core operations while meeting regulatory obligations seamlessly. It facilitates the acceptance, processing, approval of payment, and issuance of the digital and original Certificate for amendment applications filed through it.

To enhance the security of eAMEND transactions, all individuals who wish to use eAMEND portal shall register and create an account on SEC Universal Registration Environment (eSECURE).

Office or Division:	Iloilo Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All registered Domestic Corporations through their Authorized Representatives.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy	Applicant / Client
Remarks: *Download Form through this link:* *https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Amended Articles of Incorporation and/or By-laws (2) Original Copy	Applicant / Client
3. Directors' or Trustees' Certificate - notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed names (2) Original Copy	Applicant / Client
Remarks: *Download Form through this link:* *Director's Certificate (Stock Corporation)* *https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf*	

Trustees Certificate (Non-Stock Corporation) *https://www.sec.gov.ph/wp-content/uploads/2019/11/Trustees_Certificate.pdf*	
4. Notarized Secretary's Certificate of no pending case of intra-corporate dispute (2) Original Copy	Applicant / Client
Remarks: *Download Form through this link:* *https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf*	
5. Monitoring Clearance (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *In lieu of the Monitoring Clearance, applicant shall have the option to submit an Affidavit of Undertaking to submit Monitoring Clearance and proof of payment.* *Affidavit of Undertaking is not applicable to corporations which are under supervision and monitoring of the Corporate Governance and Finance Department (CGFD) and Markets and Securities Regulation Department (MSRD).*	
For Situational Requirement	
A. For Amendment of Corporate Name or addition of Trade Name	
A.1. Name Verification Slip for amendment of corporate name (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Records, Iloilo Extension Office
Remarks: *Client may also send request at sec_iloilo@sec.gov.ph or sec.iloilo6@gmail.com*	
A.2. Joint Affidavit of Undertaking to Change Name, in case not incorporated in the Articles of Incorporation (2) Original Copy	Applicant / Client
Remarks: *Download Form through this link:* *http://www.sec.gov.ph/forms-and-fees/primary-registration/*	
B. Clearance from other SEC departments	
B.1. Clearance from Financing and Lending Companies Department (FinLend) (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Financing and Lending Companies Department (FinLend)

Remarks: *For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation*	
B.2. Clearance from Markets and Securities Regulation Department (MSRD) (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Securities Registration Division, Markets and Securities Regulation Department (MSRD)
Remarks: *For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)*	
B.3. Endorsement from Enforcement and Investor Protection Department (EIPD) (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Investigation and Prosecution Division, Enforcement and Investor Protection Department (EIPD)
Remarks: *For Financial Technology (FinTech) related business activities* *o Operators of payment systems;* *o Payment Service Providers;* *o Electronic Money Issuers (EMI);* *o Non-bank EMIs;* *o Alternative Credit Scoring Companies;* *o Online Lending Companies;* *o Peer-to-peer Lending Companies;* *o AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers);* *o KYC/Security Companies (KYC Service Providers);* *o Digital Banks;* *o Digital Asset Exchanges;* *o Virtual Asset Service Providers;* *o Play-to-Earn Platforms;* *o E-Commerce Companies;* *o Crowdfunding Platforms;* *o RegTech Companies (RegTech Service Providers);* *o SupTech Companies (SupTech Service Providers); and* *o Digital Advisers/Robo-Advisers.*	

C. Endorsement from Other Government Agencies	
C.1. Endorsement from Bangko Sentral ng Pilipinas (1) Original Copy And (1) Photo Copy	Bangko Sentral ng Pilipinas - Payment Supervision and Licensing Division
Remarks: *Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services.*	
C.2. Endorsement from Insurance Commission (1) Original Copy And (1) Photo Copy	Insurance Commission - Licensing Division
Remarks: *Insurance/Mutual Benefit Association/ Health Maintenance Organization*	
C.3. Endorsement from Appropriate Educational Agencies (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *For Amendment of By-laws* *Basic Education- Schools' Division Office Department of Education (DepEd)* *Higher Education - Regional Office Record's Office, Commission on Higher Education (CHED)* *Technical and Vocational Education - Regional Office, Technical Education and Skills Development Authority (TESDA)*	
D. For registered corporations increasing its foreign equity to more than 40%	
D.1. F-101 (2) Original Copy	Applicant / Client
Remarks: *Download Form through this link:* *https://www.sec.gov.ph/wp-content/uploads/2019/11/F-101.doc*	
E. For registered corporations with more than 40% increasing further the percentage of such equity	
E.1. F-102 (2) Original Copy	Applicant / Client
Remarks: *Download Form through this link:* *https://www.sec.gov.ph/wp-content/uploads/2019/11/F-102.doc*	
F. If with Foreign Retailer	
F.1. Certification of Inward Remittance of Foreign Exchange showing compliance of the foreign retailer with the minimum paid-up capital requirement of Twenty-Five Million Pesos (P25,000,000.00) or other proof, such as Bank Certification, certifying that such capital	Applicant / Client

investment is deposited and maintained in a bank in the Philippines (1) Original Copy And (1) Photo Copy	
Remarks: *Authorized Agent Bank of Client*	
F.2. Apostilled/Authenticated Certification that the Home State of the Foreign Retailer provides reciprocity to Filipinos (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *Proper official of the Home State of the Foreign Retailer or the Local Embassy/Consulate of the Home State of the Foreign Retailer*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Create an account with SEC Universal Registration Environment (eSECURE). **Location:** https://esecure.sec.gov.ph/ **Notes/Instruction:** 1.1 Access the eSECURE portal https://esecure.sec.gov.ph/ 1.2 Register an account. 1.3 Pay the registration fee 1.4. Proceed with Credentialing an account **Proceed to step 2 , if client already has an active eSECURE account*	1. System validates and creates client's account	**Standard Fees** Breakdown: Registration Fee: PHP 400 Total: PHP 400 **Formula Fees** Breakdown: Service Charge	1 hour/s	• Assistant Director, ; Information and Communications Technology Department (ICTD)
2. If corporate name is for amendment: Fills out Name Verification Forms (Verifies, reserves or company name with or without trade name/s) **Location:**	2. Verifies proposed name/s or trade name/s	**Formula Fees** Breakdown: Name Reservation Fee	1 hour/s	• SEC Administrative Officer II; Iloilo Extension Office

SEC Iloilo Extension Office **Notes/Instruction:** ***If name is rejected, registrant may appeal for the proposed corporate name***				
3. Fills up and submits amendment application at https://eamend.sec.gov.ph/ **Location:** https://eamend.sec.gov.ph/	3.1. Application is assigned to processor	None	3 hour/s	• SEC Administrative Assistant I; Iloilo Extension Office • SEC Administrative Assistant II; Iloilo Extension Office
	3.2. Processor evaluates application and supporting documents		2 working day/s, 7 hour/s	• Securities Counsel II; Iloilo Extension Office • Securities Counsel I; Iloilo Extension Office • Securities Specialist III; Iloilo Extension Office • Securities Investigator; Iloilo Extension Office
	3.3. Once approved, System sends an email notification of “For Payment” status to the email address of the applicant and issues Payment Assessment Form (PAF) if the documents are complete and in order		1 hour/s	• Assistant Director; Information and Communications Technology Department (ICTD)
4. Pays the filing fee **Location:** https://espaysec.sec.gov.ph/payment-portal/home	4. Collects payment and Issues electronic official receipt (eOR)	**Formula Fees** Breakdown: Filing Fees:	1 hour/s	• Assistant Director; Information and Communicati

Notes/Instruction: *******Applications under Simple Processing will receive their digital certificate of amendment after payment of the filling fees.				ons Technology Department (ICTD)
5. Proceeds to IEO Counter for presentation of documentary requirements with proof of payment **Location:** Iloilo Extension Office	5.1. Receives and verifies documentary requirements and proofs of payment	None	1 hour/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office
	5.2. Processor conducts final review of submitted documents		1 hour/s	• Securities Counsel II; Iloilo Extension Office • Securities Counsel I; Iloilo Extension Office • Securities Specialist III; Iloilo Extension Office • Securities Investigator; Iloilo Extension Office
	5.3. Prepares the Certificate of Amended Articles of Incorporation and/or By-laws		30 minute/s	• SEC Administrative Assistant II; Iloilo Extension Office
	5.4. Signs the Certificate of Amended Articles of Incorporation and/or By-laws		2 hour/s	• SEC Director II; Iloilo Extension Office
6. Proceeds to EO Counter to claim the signed Certificate of Amended Articles of Incorporation and/or By-laws	6. Releases signed Certificate of Amended Articles of Incorporation and/or By-laws	None	1 hour/s	• SEC Administrative Assistant II; Iloilo Extension Office

Location: Iloilo Extension Office				• SEC Administrative Assistant I; Iloilo Extension Office
Total Processing Time:	Working Days: 4 working day/s, 3 hour/s, 30 minute/s			
Total Processing Fee:	Total Standard Fee: PHP 400 See other fees below			

Formula / Schedule of Fees

- **Service Charge**

  Depending on the payment platform used

- **Name Reservation Fee**

  Php 100.00 per proposed corporate/trade name/s + Php 100.00 on merging of Corporate Name and Trade Name

- **Filing Fees:**

  If Amendment of Articles of Inc. or By-laws: PHP1,060.00

  If Amendment of Articles of Inc. and By-laws: PHP2,080.00

  *Amendment of Articles of Incorporation – PHP 1,000.00

  Amendment of By-Laws – PHP 1,000.00

  **Documentary Stamp Taxes – PHP 30.00

  ***Legal Research Fee-1% of the Filing Fee for amendment PHP 10.00

  ****Miscellaneous Fee PHP20.00

  Amendment with corporate/trade names, with additional PHP 100.00 per reserved corporate/trade name/s

  Amendment by increasing foreign equity FIA forms (PHP 3,000.00 with LRF of PHP 30.00)

Office Legend

Office Groups and Divisions					
Eamend Group					
Information and Communications Technology Department (ICTD)	Iloilo Extension Office				

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

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

1. *Articles of Incorporation*

- *Prefatory Clause;*
- *Corporate Name/Business Name;*
- *Primary Purpose;*
- *Secondary Purpose;*
- *Change in the Principal Office Address;*
- *Terms of Existence;*
- *Increase or Decrease in the Number of the Board of Directors/Trustees;*
- *Features of Shares, except if simultaneously filed with an application for increase of capital stock, or reclassification/declassification of shares;*
- *Provision for the Undertaking to Change Name;*
- *Fiscal Year for One Person Corporations (OPCs);*

1. *By-Laws*

- *Adoption of Corporate Name in the By-Laws;*
- *Provision for Transfer of Stock and Rights of Stockholders or Interest (e.g. Right of First Refusal, Pre-Emptive Rights);*
- *Amendment of a Corporation Sole (change of corporate name, change of address, change of primary purpose)*
- *Provision for Tax Exemption for Non-Stock;*
- *Date of Annual Meeting of the stockholders/members;*
- *Fiscal Year;*
- *Audit of Books and Dividends;*
- *Seal;*
- *Subscription, Issuance and Transfer of Shares;*
- *Suspension, Expulsion and Termination of Membership;*
- *The Form for Proxies of Stockholders/Members and the Manner of Voting Them;*
- *The Manner of Election or Appointment, Qualification, Functions, and the Term of Office of All Officers other than Directors/Trustees;*
- *The Place and Manner of Calling and Conducting Regular Meetings of the Stockholders/Members;*
- *The Powers, Qualifications, Duties, Term, and Compensation of Directors/Trustees;*
- *The Required Quorum in Meetings of Stockholders/Members;*
- *The Time, Place, and Manner of Calling and Conducting Regular or Special Meetings of the Directors/Trustees;*
- *The Time, Place, and Manner of Calling and Conducting Special Meetings of the Stockholders/Members; and*
- *Amendments of Amended By-Laws concerning two (2) to four (4) provisions thereof.*

Office or Division:	Iloilo Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)

Who may avail:	All registered stock domestic corporations with foreign equity participation of not more than forty percent (40%) and non-stock corporations, except lending corporations and financing companies, through their Authorized Representatives.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *With downloadable system-generated forms in the eAmend Portal*	
2. Amendment Form (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *With downloadable system-generated forms in the eAmend Portal* • *notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed names* • ***For corporation sole**: Original copies should be signed (wet signature) and notarized*	
3. Amended Articles of Incorporation/By-Laws (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • ***two (2) copies shall be submitted together with all the documentary requirements uploaded in the eAMEND portal** (Please submit the Amended Articles of Incorporation/By-laws incorporating the proposed provisions. The amendments must be clearly underlined and annotated with the phrase "(As amended on [date of meeting])" immediately following the amended provision. Kindly ensure that no established facts are removed or modified in the process.)*	
4. Monitoring Clearance (1) Original Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *Application for Monitoring Clearance through: ewatch.sec.gov.ph* • *If there is no valid and available Monitoring Clearance, submit an Affidavit of Undertaking for Monitoring from the eAMEND System.* • *If you have previously used an Affidavit of Undertaking for your amendment application, kindly submit a valid Monitoring Clearance issued by the Compliance Monitoring Division (CMD) for your current application.*	

For Foundations: Corporate Governance and Finance Department (CGFD) or through cgfd@sec.gov.ph

For Corporations with Secondary License: Market and Securities Regulation Department (MSRD)

5. Affidavit of Undertaking for Post-Evaluation (2) Original Copy And (1) Electronic Copy	Applicant / Client

Remarks:

With downloadable system-generated forms in the eAmend Portal

For Situational Requirement

A. For Clearance from other SEC departments

Sub Situational Requirement/s

A.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation

A.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)

A.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House

A.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)

A.c. For Financial Technology (FinTech) related business activities

A.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)

Remarks:

- *Operators of payment systems;*
- *Payment Service Providers;*
- *Electronic Money Issuers (EMI);*
- *Non-bank EMIs;*
- *Alternative Credit Scoring Companies;*
- *Online Lending Companies;*
- *Peer-to-peer Lending Companies;*
- *AI/Big Data Companies;*
- *InsurTech Companies (InsurTech Service Providers);*
- *KYC/Security Companies (KYC Service Providers);*
- *Digital Banks;*
- *Digital Asset Exchanges;*
- *Virtual Asset Service Providers;*
- *Play-to-Earn Platforms;*
- *E-Commerce Companies;*
- *Crowdfunding Platforms;*
- *RegTech Companies (RegTech Service Providers);*
- *SupTech Companies (SupTech Service Providers); and*

• *Digital Advisers/Robo-Advisers.*	
A.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
B. Endorsement from other government agencies	
Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For applications with Amendment of By-laws	
Sub Situational Requirement/s	
C.a. Air Transport	
C.a.1. Civil Aeronautics Board Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.b. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions	
C.b.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.c. Educational Institution: (stock & non-stock)	
C.c.1. Department of Education Endorsement for Elementary (2) Original Copy And (1) Electronic Copy	Applicant / Client

C.c.2. Commission on Higher Education Endorsement for College, Tertiary Course (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.c.3. Technical Education Skills and Development Authority Endorsement for Technical Vocational Course (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.d. Electric Power Plant/Trading of Petroleum Products	
C.d.1. Department of Education Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.e. Hospital, Dental, Medical Clinics	
C.e.1. Department of Health Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.f. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.f.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.g. Money Changer and Remittance Services	
C.g.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.h. Non-Chartered Government Owned and Controlled Corporation	
C.h.1. Government Commission for Government-owned and Controlled Corporation Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.i. Professional Association	
C.i.1. Professional Regulation Commission Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.j. Radio, TV, Telephone, Internet Service Providers, Value-Added Service Provider	
C.j.1. National Telecommunications Commission Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.k. Recruitment for Overseas Employment	
C.k.1. Philippine Overseas Employment Administration Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.l. Security Agency/ Anti-Crime Task Force	
C.l.1. Philippine National Police Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.m. Tobacco Related Business	
C.m.1. National Tobacco Administration Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.n. Volunteer Fire Brigade	
C.n.1. Bureau of Fire Protection (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.o. Vessel/Ship Operation, Ship Management. Shipbuilding, Ship Repair, Shipping Agency, Ship	

Husbanding, Ship Chandling and other Maritime related activities	
C.o.1. Maritime Industry Authority (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.p. Water Service Providers and Waterworks	
C.p.1. Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
D. For Amendment of Corporate Name	
Sub Situational Requirement/s	
D.a. For Amendment of Corporate Name	
D.a.1. Name Verification Slip for Amendment of Corporate Name with Proof of Payment of Reservation Fee (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Corporate Filing and Records Division or request from crmd_amend_name@sec.gov.ph*	
D.a.2. Affidavit of a director, trustees or officer undertaking to change corporate name, if not stated in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, pays the filing fee through through eSPAYSEC and submit the application in the eAMEND portal (Regular Processing) **Location:** **(https://eamend.sec.gov.ph/login)**	1.1. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: Amended Articles of Incorporation: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 Total: PHP 1040 **Possible Fees** Breakdown: Amendment of By-Laws: PHP 1000	5 minute/s	• eAMEND System; Financial Management Department (FMD)
	1.2. Verifies completeness and correctness of the submitted amendment requirements and assigns the application to the ILOEO Processors if the documents are complete.		1 hour/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo

				Extension Office
	1.3. Processes and evaluates application for amendment.	**Formula Fees** Breakdown: Name Reservation Slip	6 working day/s, 6 hour/s, 45 minute/s	• SEC Securities Counsel II; Iloilo Extension Office • SEC Securities Counsel I; Iloilo Extension Office • SEC Securities Specialist III; Iloilo Extension Office • SEC Investigator; Iloilo Extension Office
	1.4. Tags the application Complete and issue the Digital Certificate of Amendment of Articles of Incorporation and/or By-Laws		5 minute/s	• SEC Securities Counsel II; Iloilo Extension Office • SEC Securities Counsel I; Iloilo Extension Office • SEC Securities Specialist III; Iloilo Extension Office • SEC Investigator; Iloilo Extension Office
2. Generates the Digital Certificate **Location:** https://eamend.sec.gov.ph/login **Notes/Instruction:**	2. None	None	5 minute/s	• None; Any of requesting office / division

To secure the original copy of the Certificate, the applicant has to submit two (2) sets of originally signed documentary requirements with original proof of payment within a period fifteen (15) days from the date of issuance of the Digital Certificate				

Total Processing Time:	Working Days: 7 working day/s
Total Processing Fee:	Total Standard Fee: PHP 1040 See other fees below

Possible Fees

- **Amendment of By-Laws** : 1000

Formula / Schedule of Fees

- **Name Reservation Slip**

  Php 100 per Corporate Name

  *Additional Php 100 per trade name

7. Application for Amendment of Articles of Incorporation and/or By-laws of Lending/Financing Companies

This service outlines the procedure for amending the Articles of Incorporation and/or By-laws of lending or financing companies through the SEC EAMEND (Electronic Application for Modification of Entity Data) system including the conversion from Ordinary Corporation to Lending/Financing Corporation and Lending to Financing Corporation and vice versa.

Office or Division:	Iloilo Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	Registered Domestic Corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy	Applicant / Client
Remarks: *Download Form through this link:* *https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Amended Articles of Incorporation and/or By-laws (2) Original Copy	Applicant / Client
3. Directors' Certificate - notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed names (2) Original Copy	Applicant / Client
Remarks: *Download Form through this link:* *https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf*	
4. Notarized Secretary's Certificate of no pending case of intra-corporate dispute (2) Original Copy	Applicant / Client
Remarks: *Download Form through this link:*	

https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf	
5. Monitoring Clearance (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *Request for Monitoring may be submitted through sec_iloilo@sec.gov.ph or sec.iloilo6@gmail.com*	
For Situational Requirement	
A. For Amendment of Corporate Name and/or Addition of Trade Name	
A.1. Name Verification Slip (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Records, Iloilo Extension Office
Remarks: *Records, SEC Iloilo Extension Office or through sec_iloilo@sec.gov.ph or sec.iloilo6@gmail.com*	
A.2. Joint Affidavit of Undertaking to Change Name, in case not incorporated in the Articles of Incorporation (2) Original Copy	Applicant / Client
Remarks: *Download Form through this link:* *http://www.sec.gov.ph/forms-and-fees/primary-registration/*	
B. From Ordinary Corporations to Lending Companies	
B.1. Cover Sheet (2) Original Copy	Applicant / Client
Remarks: *Download Form through this link:* *https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
B.2. Application Form (2) Original Copy	Applicant / Client
Remarks: *Download Form through this link:* *https://www.sec.gov.ph/forms-and-fees/second-license/#gsc.tab=0*	
B.3. Information Sheet (2) Original Copy	Applicant / Client
Remarks: *Download Form through this link:*	

https://www.sec.gov.ph/forms-and-fees/second-license/#gsc.tab=0	
B.4. Valid NBI Clearance of ALL Incorporators and Stockholders (1) Original Copy And (1) Photo Copy	National Bureau of Investigation - Information and Communication Technology Division
Remarks: • *With right thumb print and signature* • *Reflecting the residential address as stated in the Information Sheet & Articles of Incorporation*	
B.5. Sworn Certification required under SEC Memorandum Circular No. 29, Series of 2020 (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: • *Shall include an undertaking that the applicant shall submit hard and soft copies of its MTTP to the AMLD-EIPD within ten (10) days from receipt of its Certificate of Registration and/or secondary license from the Commission* • *Stamped received by the Anti-Money Laundering Division of the Enforcement and Investor Protection Department (AMLD-EIPD)* *Download Form through this link: https://www.sec.gov.ph/mc-2020/mc-no-29-s-2020/#gsc.tab=0*	
Sub Situational Requirement/s	
B.a. Additional Requirements for Foreign Directors and Officers	
B.a.1. Photocopy of Alien Certificate of Registration Card/Immigrant Certificate of Residence Card (1) Original Copy And (1) Photo Copy	Bureau of Immigration Philippines - BI Main Office
B.a.2. Photocopy of Passport Showing Valid Visa or Stay in the Philippines (2) Photo Copy	Bureau of Immigration Philippines - BI Main Office
B.a.3. Clearance from the Bureau of Immigration (1) Original Copy And (1) Photo Copy	Bureau of Immigration Philippines - BI Main Office
C. From Ordinary Corporation to Financing Companies	
C.1. Cover Sheet (2) Original Copy	Applicant / Client
Remarks: *Download Form through this link:* *https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
C.2. Application Form (2) Original Copy	Applicant / Client
Remarks: *Download Form through this link:* *https://www.sec.gov.ph/forms-and-fees/second-license/#gsc.tab=0*	

C.3. Information Sheet (2) Original Copy	Applicant / Client
Remarks: *Download Form through this link:* *https://www.sec.gov.ph/forms-and-fees/second-license/#gsc.tab=0*	
C.4. Personal Information Sheet of Directors & Officers (2) Original Copy	Applicant / Client
Remarks: • *Using the prescribed format & notarized* *Download Form through this link:* *https://www.sec.gov.ph/forms-and-fees/second-license/#gsc.tab=0*	
C.5. Valid NBI Clearance of ALL Incorporators and Stockholders (1) Original Copy And (1) Photo Copy	National Bureau of Immigration - Information and Communication Technology Division
Remarks: • *With right thumb print and signature Reflecting the residential address as stated in the Information Sheet & Articles of Incorporation (AI)/General Information Sheet (GIS)*	
C.6. Manual on Corporate Governance (2) Original Copy	Applicant / Client
Remarks: *-If foreign participation in voting stock is more than 40%; or* *-If total assets is PhP50M or more; or* *-If commercial paper issue, either exempt or registered*	
C.7. Sworn Certification required under SEC Memorandum Circular No. 29, Series of 2020 (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: • *Shall include an undertaking that the applicant shall submit hard and soft copies of its MTTP to the AMLD-EIPD within ten (10) days from receipt of its Certificate of Registration and/or secondary license from the Commission* • *Stamped received by the Anti-Money Laundering Division of the Enforcement and Investor Protection Department (AMLD-EIPD)* *Download Form through this link:* *https://www.sec.gov.ph/mc-2020/mc-no-29-s-2020/#gsc.tab=0*	
C.8. Format of Disclosure Statement on Loan/Credit Transactions (2) Original Copy	Applicant / Client

Sub Situational Requirement/s				
C.a. Additional Requirements for Foreign Directors and Officers				
C.a.1. Photocopy of Alien Certificate of Registration Card/Immigrant Certificate of Residence Card (2) Photo Copy			Bureau of Immigration Philippines - BI Main Office	
C.a.2. Photocopy of Passport Showing Valid Visa or Stay in the Philippines (2) Photo Copy			Bureau of Immigration Philippines - BI Main Office	
C.a.3. Clearance from the Bureau of Immigration (1) Original Copy And (1) Photo Copy			Bureau of Immigration Philippines - BI Main Office	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Create an account with SEC Universal Registration Environment (eSECURE). **Location:** https://esecure.sec.gov.ph/ **Notes/Instruction:** 1.1 Access the eSECURE portal https://esecure.sec.gov.ph/ 1.2 Register an account. 1.3 Pay the registration fee 1.4. Proceed with Credentialing an account **Proceed to step 2, if client already has an active eSECURE account*	1. System validates and creates client's account	**Standard Fees** Breakdown: Registration Fee: PHP 400 Total: PHP 400 **Formula Fees** Breakdown: Service Charge	1 hour/s	• Assistant Director; Information and Communications Technology Department (ICTD)
2. If corporate name is for amendment: Fills out Name Verification Forms (Verifies, reserves or company name with or without trade name/s) **Location:** SEC Iloilo Extension Office	2. Verifies proposed name/s or trade name/s	**Formula Fees** Breakdown: Name Reservation Fee	1 hour/s	• SEC Administrative Officer II; Iloilo Extension Office

Notes/Instruction: *If name is rejected, registrant may appeal for the proposed corporate name*				
3. Fills up and submits amendment application at https://eamend.sec.gov.ph/ **Location:** https://eamend.sec.gov.ph/	3.1. Application is assigned to processor	None	3 hour/s	• Administrative Officer II; Iloilo Extension Office
	3.2. Processor evaluates application and supporting documents		2 working day/s, 7 hour/s	• Securities Specialist II; Iloilo Extension Office
	3.3. Once approved, System sends an email notification of "For Payment" status to the email address of the applicant and issues Payment Assessment Form (PAF) if the documents are complete and in order		1 hour/s	• Assistant Director; Information and Communications Technology Department (ICTD)
4. Pays the filing fee **Location:** https://espaysec.sec.gov.ph/payment-portal/home#next	4. Collects payment and Issues electronic official receipt (eOR)	**Formula Fees** Breakdown: Amendment of Articles of IncorporationAmendment of By-lawsAmendment of Articles of Incorporation and By-lawsName ReservationCertification	1 hour/s	• Assistant Director; Information and Communications Technology Department (ICTD)
5. Proceeds to IEO Counter for presentation of documentary requirements with proof of payment **Location:** SEC Iloilo Extension Office	5.1. Receives and verifies documentary requirements and proofs of payment	None	1 hour/s	• Administrative Assistant I; Iloilo Extension Office • Administrative Assistant II; Iloilo Extension Office
	5.2. Processor conducts final review of submitted documents		1 hour/s	• Securities Specialist II; Iloilo Extension Office

	5.3. Prepares the Certificate of Amended Articles of Incorporation and/or By-laws		30 minute/s	• Administrative Assistant II; Iloilo Extension Office
	5.4. Signs the Certificate of Amended Articles of Incorporation and/or By-laws		2 hour/s	• Director II; Iloilo Extension Office
6. Proceeds to EO Counter to claim the signed Certificate of Amended Articles of Incorporation/ By-laws **Location:** SEC Iloilo Extension Office	6. Releases signed Certificate of Amended Articles of Incorporation/ By-laws	None	1 hour/s	• Administrative Assistant I; Iloilo Extension Office • Administrative Assistant II; Iloilo Extension Office
Total Processing Time:		Working Days: 4 working day/s, 3 hour/s, 30 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 400 See other fees below		

Formula / Schedule of Fees

- **Service Charge**

  varies on the payment platform used

- **Name Reservation Fee**

  Php 100.00 per proposed corporate/trade name/s + Php 100.00 on merging of Corporate Name and Trade Name

- **Amendment of Articles of Incorporation**

Amended Articles of Incorporation	₱1,000.00
Legal Research Fee	₱10.00
Documentary Stamp Tax	₱30.00
Handling Fee	₱20.00
Total	₱1,060.00

- **Amendment of By-laws**

Amended By-laws	₱1,000.00
Legal Research Fee	₱10.00
Documentary Stamp Tax	₱30.00
Handling Fee	₱20.00
Total	₱1,060.00

- **Amendment of Articles of Incorporation and By-laws**

Amended Articles of Incorporation	₱1,000.00
Amended By-laws	₱1,000.00
Legal Research Fee	₱20.00

Documentary Stamp Tax	₱60.00
Handling Fee	₱40.00
Total	₱2,120.00

- **Name Reservation**

Amendment of Name	P 100.00/ name
Addition of Trade Name	P 100.00/ trade name + P100.00 merging of new trade name

- **Certification**

  1/10 of 1% of the paid-up capital

Office Legend

Office Groups and Divisions					
Eamend Group					
Information and Communications Technology Department (ICTD)	Iloilo Extension Office				

8. Application for Amendment of Articles of Incorporation and/or By-laws of Lending/Financing Companies

This service outlines the online procedure adopted for the amendment of the Articles of Incorporation and/or By-laws of Lending and Financing Companies.

Office or Division:	Iloilo Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Coversheet (3) Original Copy	Applicant / Client
Remarks: *May secure a Checklist of requirements and sample formats from the Licensing Unit or through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf.*	
2. Amended Articles of Incorporation/By-laws (1) Original Copy And (2) Photo Copy	Applicant / Client
3. Directors` Certificate - notarized and signed by majority of the directors and the corporate secretary, certifying (i) the amendment of the Articles of Incorporation and indicating the amended provisions, (ii) the vote of the directors and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their names (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *May secure a copy through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf*	
4. Notarized Secretary's Certificate on no pending case of intra-corporate dispute (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *May secure a copy through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf*	
5. Monitoring Clearance (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks:	

Through Financing and Lending Companies Department (FinLend)

https://docs.google.com/forms/d/e/1FAIpQLSeYaCEh_PQ2uq3gq0sS4ppKsbuolUzyTBCQfboQAsHZty-WYA/viewform

For Situational Requirement	
A. If the provision to be amended is the corporate name	
A.1. Name Verification Slip (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *sec_iloilo@sec.gov.ph*	
A.2. Affidavit of a director or officer undertaking to change corporate name, if not stated in the AI (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *May secure a copy through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/2019_FormsUndertakingtoChangeName.pdf*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, and submit the application in the eAMEND portal (Regular Processing) **Location:** (https://eamend.sec.gov.ph/login) **Notes/Instruction:** **Remarks:** If documents are incomplete and non-compliant, return to clients for compliance by issuing a checklist of deficiencies.	1.1. Receive, assign and forward to the ILOEO processor the scanned copy of documentary requirements.	None	15 minute/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo Extension Office
	1.2. Processor reviews and evaluates the submitted documentary requirements.		1 working day/s	• Securities Specialist II; Iloilo Extension Office

2. Receives update on the requested service through email. **Location:** SEC Iloilo Extension Office 3F Festive Walk Mall Annex, Iloilo Business Park **Notes/Instruction:** **Remarks:** If an applicant receives a checklist of deficiencies, immediately comply and send back to the assigned ILOEO processor.	2.1. Checks the compliances on the deficiencies or lacking documentary requirements	None	1 working day/s	• Securities Specialist II; Iloilo Extension Office
	2.2. Processor issues Payment Assessment Form (PAF) to the applicant		5 minute/s	• Securities Specialist II; Iloilo Extension Office
3. Pay the filing fee at selected Landbank branches (over the counter), or SEC Online Payment Portal. **Location:** SEC Iloilo Extension Office 3F Festive Walk Mall Annex, Iloilo Business Park **Notes/Instruction:** **Remarks:** https://www.sec.gov.ph/mc-2017/mc-no-03-s-2017-consolidated-schedule-of-fees-and-charges/ SEC Online Payment Portal through this link https://espaysec.sec.gov.ph/ For over the counter payment at Landbank: **FUND ACCOUNT:** SEC RCC Current Account **ACCOUNT NO.:** 3752-2220-44	3. Receive and acknowledge payment	**Possible Fees** Breakdown: Amended Articles of Incorporation: PHP 1000 Amended By-Laws: PHP 1000 Documentary Stamp Tax: PHP 30 Name Verification: PHP 100 **Formula Fees** Breakdown: Legal Research Fee	10 minute/s	• Securities and Excchange Commission; Financial Management Department (FMD)
4. Informs SEC Iloilo Extension Office of	4.1. Receive and verify documentary	None	10 minute/s	• SEC Administrative Assistant II;

Payment through email at sec_iloilo@sec.gov.ph **Location:** SEC Iloilo Extension Office 3F Festive Walk Mall Annex, Iloilo Business Park	requirements and proof of payment.			Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo Extension Office
	4.2. Prepares the Certificate of Amendment		10 minute/s	• SEC Confidential Assistant III; Iloilo Extension Office • SEC Administrative Assistant II; Iloilo Extension Office
	4.3. Processor conducts final review of submitted documents.		30 minute/s	• Securities Specialist II; Iloilo Extension Office
	4.4. Reviews the application and sings the certificate.		15 minute/s	• SEC Director II; Iloilo Extension Office
	4.5. Forwards the Certificate to Releasing Unit		5 minute/s	• SEC Director II; Iloilo Extension Office
5. Receive Notice thru email that the Certificate is already signed. **Location:** SEC Iloilo Extension Office 3F Festive Walk Mall Annex, Iloilo Business Park	5. Notify the Applicant thru email that the certificate is already signed.	None	5 minute/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo

				Extension Office
6. Proceed to ILOEO Releasing Unit for presentment of the original proof of payment and receive the signed Certificate of Lending/Financing Companies **Location:** Releasing Unit, SEC Iloilo Extension Office 3F Festive Walk Mall Annex, Iloilo Business Park	6. Release signed Certificate of Branch Office of Lending/Financing Companies	None	15 minute/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo Extension Office
Total Processing Time:		Working Days: 2 working day/s, 2 hour/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Possible Fees

- **Amended Articles of Incorporation** : 1000
- **Amended By-Laws** : 1000
- **Documentary Stamp Tax** : 30
- **Name Verification** : 100

Formula / Schedule of Fees

- **Legal Research Fee**

  1/10 of 1% of Amendment Fee

9. Application for Amendment of Business Plan

This service details the procedure on how a citizen can request a Payment Assessment Form for payment of Annual Fee and Penalties.

Office or Division:	Iloilo Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Financing Companies, Lending Companies
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Amended Business Plan (SEC Form BP-FCLC) (Multi-Page Portable Document Format (PDF) with Text Layer of the accomplished but unsigned form) (1) Electronic Copy	Applicant / Client
Remarks: *https://www.sec.gov.ph/notices/submission-of-business-plan-sec-form-bp-fclc/#gsc.tab=0*	
2. Amended Business Plan (SEC Form BP-FCLC) (Multi-Page PDF High Resolution Scan (at least 100 x 100 dpi) of the document with the Signatories Page and Notarization Page) (1) Electronic Copy	Applicant / Client
Remarks: *https://www.sec.gov.ph/notices/submission-of-business-plan-sec-form-bp-fclc/#gsc.tab=0*	
3. Comparative matrix of all sections of the existing Business Plan and the new Business Plan highlighting all the changes proposed in the application (1) Electronic Copy	Applicant / Client
4. Certification under oath that the comparative matrix of the existing Business Plan on file with the Commission and the proposed changes are true and correct copies. (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the requirements to the Counter Officer **Location:** SEC Iloilo Extension Office 3F Festive Walk	1.1. Evaluates the proposed amendments to the Business Plan and prepares the Memorandum.	**Standard Fees** Breakdown: Legal Research Fee: PHP 2000	3 working day/s	• Securities Specialist II; Iloilo Extension Office
	1.2. Review of the Memorandum and		3 working day/s	• SEC Director II; Financing

Mall Annex, Iloilo Business Park	provide comments, if any.	Total: PHP 2000		and Lending Companies Department (FinLenD)
	1.3. If further clarifications are required, the Memorandum will be subject for additional evaluation.		7 working day/s	• Securities Specialist II; Iloilo Extension Office
	1.4. If the application is deemed sufficient, issue the Payment Assessment Form (PAF) for the filing fee. Directs the client to pay at the Landbank or eSPAYSEC. If complete, process the request.		1 working day/s	• Securities Specialist II; Iloilo Extension Office
	1.5. Review and approval of the Memorandum, with attached receipt of the Filing Fee.		2 working day/s	• SEC Director II; Iloilo Extension Office
	1.6. Final review and approval of the Memorandum, with attached receipt of the Filing Fee.		2 working day/s	• Supervising Commissioner; Iloilo Extension Office
	1.7. After the Memorandum is approved, prepare the Advisement Letter for the Director's approval.		1 working day/s, 7 hour/s, 30 minute/s	• Securities Specialist II; Iloilo Extension Office
2. 2. Receive Advisement Letter. **Location:** electronic email	2. Issues Advisement Letter	None	30 minute/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee:		

	PHP 2000

10. Application for Amendment of By-Laws concerning five or more provisions and filing of New By-Laws of Domestic Corporations (eAMEND Regular Processing)

This service details the procedure in applying for amendments of the By-laws concerning five or more provisions and filing of New By-Laws through the eAMEND portal under Regular Processing.

1. *New By-Laws*
2. *Amendment of By-Laws concerning five or more provisions*

Office or Division:	Iloilo Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered stock domestic corporations with foreign equity participation of not more than forty percent (40%) and non-stock corporations, except lending corporations and financing companies, through their Authorized Representatives.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Amended By-Laws/ New By-Laws (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *Please use the most recent Articles of Incorporation and By-Laws, which have been duly approved by the Commission. Simply modify the sections that are being amended. Underline the amended provision and add "(as amended on [date of meeting])" after it.*	
3. Notarized Secretary's Certificate of no pending case of intra-corporate dispute (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: • *Original copy should be signed (wet signature) and notarized* • *Download Secretary's Certificate sample form through this link: https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx*	

4. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: • *If there is no valid and available Monitoring Clearance, submit an Affidavit of Undertaking for Monitoring from the eAMEND System.* • *If you have previously used an Affidavit of Undertaking for your amendment application, kindly submit a valid Monitoring Clearance issued by the Compliance Monitoring Division (CMD) for your current application.* *Application for Monitoring Clearance through: ewatch.sec.gov.ph*	
5. Directors` or Trustees` Certificate (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: • *Original copy should be signed (wet signature) and notarized* • *notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed names* *Download Director's Certificate and/or Trustees' Certificate sample form through this link:* *Director's Certificate:- https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf* *Trustees' Certificate- https://www.sec.gov.ph/wp-content/uploads/2019/11/Trustees_Certificate.pdf*	
6. Clearance/Favorable recommendation from other Departments of the Commission or from the appropriate Government Agency if applicable (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Other Departments
For Situational Requirement	
A. For Clearance from other SEC departments	
Sub Situational Requirement/s	
A.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
A.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
A.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
A.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and

	Securities Regulation Department (MSRD)
A.c. For Financial Technology (FinTech) related business activities	
A.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
A.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
B. Endorsement from other government agencies	

Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For applications with Amendment of By-laws	
Sub Situational Requirement/s	
C.a. Air Transport	
C.a.1. Civil Aeronautics Board Endorsement (2) Original Copy And (1) Electronic Copy	Civil Aeronautics Board - Civil Aeronautics Board
C.b. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions	
C.b.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.c. Educational Institution: (stock & non-stock)	
C.c.1. Department of Education Endorsement for Elementary (2) Original Copy And (1) Electronic Copy	Department of Education - Department of Education
C.c.2. Commission on Higher Education Endorsement for College, Tertiary Course (2) Original Copy And (1) Electronic Copy	Commission on Higher Education - Commission on Higher Education
C.c.3. Technical Education Skills and Development Authority Endorsement for Technical Vocational Course (2) Original Copy And (1) Electronic Copy	Technical Education Skills and Development Authority - Technical Education Skills and Development Authority
C.d. Electric Power Plant/Trading of Petroleum Products	
C.d.1. Department of Energy Endorsement (2) Original Copy And (1) Electronic Copy	Department of Energy - Department of Energy
C.e. Hospital, Dental, Medical Clinics	
C.e.1. Department of Health Endorsement (2) Original Copy And (1) Electronic Copy	Department of Health - Department of Health
C.f. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.f.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C.g. Money Changer and Remittance Services	
C.g.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.h. Non-Chartered Government Owned and Controlled Corporation	
C.h.1. Government Commission for Government-owned and Controlled Corporation Endorsement (2) Original Copy And (1) Electronic Copy	Government Commission for Government-owned and Controlled Corporation - Government

	Commission for Government-owned and Controlled Corporation
C.i. Professional Association	
C.i.1. Professional Regulation Commission Endorsement (2) Original Copy And (1) Electronic Copy	Professional Regulation Commission - Professional Regulation Commission
C.j. Radio, TV, Telephone, Internet Service Providers, Value-Added Service Provider	
C.j.1. National Telecommunications Commission Endorsement (2) Original Copy And (1) Electronic Copy	National Telecommunications Commission - National Telecommunications Commission
C.k. Recruitment for Overseas Employment	
C.k.1. Philippine Overseas Employment Administration (2) Original Copy And (1) Electronic Copy	Philippine Overseas Employment Administration - Philippine Overseas Employment Administration
C.l. Security Agency/ Anti-Crime Task Force	
C.l.1. Philippine National Police Endorsement (2) Original Copy And (1) Electronic Copy	Philippine National Police - Philippine National Police
C.m. Tobacco Related Business	
C.m.1. National Tobacco Administration Endorsement (2) Original Copy And (1) Electronic Copy	National Tobacco Administration - National Tobacco Administration
C.n. Volunteer Fire Brigade	
C.n.1. Bureau of Fire Protection Endorsement (2) Original Copy And (1) Electronic Copy	Bureau of Fire Protection - Bureau of Fire Protection
C.o. Vessel/Ship Operation, Ship Management. Shipbuilding, Ship Repair, Shipping Agency, Ship Husbanding, Ship Chandling and other Maritime related activities	
C.o.1. Maritime Industry Authority Endorsement (2) Original Copy And (1) Electronic Copy	Maritime Industry Authority - Maritime Industry Authority
C.p. Water Service Providers and Waterworks	
C.p.1. Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems Endorsement (2) Original Copy And (1) Electronic Copy	Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems - Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, and submit the application in the eAMEND portal (Regular Processing)	1.1. Verifies completeness of the submitted amendment requirements and assigns the application to CPRD Processors.	None	1 hour/s	• SEC Administrative Assistant II; Corporate and Partnership Registration

Location: (https://eamend.sec.gov.ph/login)				Division (CPRD) • SEC Administrative Officer II; Corporate and Partnership Registration Division (CPRD)
	1.2. Processes and evaluates application for amendment		9 working day/s, 6 hour/s, 50 minute/s	• SEC Securities Specialist I; Corporate and Partnership Registration Division (CPRD) • SEC Securities Specialist II; Corporate and Partnership Registration Division (CPRD) • SEC Administrative Officer II; Corporate and Partnership Registration Division (CPRD) • SEC Accounting Specialist I; Corporate and Partnership Registration Division (CPRD) • SEC Securities Examiner III;
	1.3. Issues Payment Assessment Form (PAF) to the applicant.		5 minute/s	• SEC Securities Specialist I; Corporate and Partnership Registration Division (CPRD)

				• SEC Securities Specialist II; Corporate and Partnership Registration Division (CPRD) • SEC Securities Examiner III; Corporate and Partnership Registration Division (CPRD) • SEC Accounting Specialist I; Corporate and Partnership Registration Division (CPRD)
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** https://espaysec.sec.gov.ph/	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Possible Fees** Breakdown: Amended By-Laws: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 **Formula Fees** Breakdown: Name Reservation Slip	5 minute/s	• Accounting Division; Financial Management Department (FMD)

3. Submits the documentary requirements with proof of payment to the EO Receiving Unit, through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** ILOEO Receiving Unit	3.1. Receives and verifies documentary requirements and proof of payment	None	5 minute/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo Extension Office
	3.2. Processor conducts final review of submitted documents		15 minute/s	• SEC Securities Counsel II; Iloilo Extension Office • SEC Securities Counsel I; Iloilo Extension Office
	3.3. Prepares and generates the Certificate of Amendment of By-Laws/New By-Laws		10 minute/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo Extension Office
	3.4. Reviews the application and signs the Certificate of Amendment of By-Laws/New By-Laws		9 working day/s, 7 hour/s	• SEC Director II; Iloilo Extension Office
	3.5. Forwards the signed Certificate of Amendment of By-		10 minute/s	• SEC Administrative Assistant II; Iloilo

	Laws/New By-Laws to the Releasing Unit.			Extension Office • SEC Administrative Assistant I; Iloilo Extension Office
	3.6. Tags the application through the eAmend Portal to issue the Notice for Schedule of Appointment on the release of the Certificate of Amendment of By-Laws/New By-Laws		5 minute/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo Extension Office
4. Proceeds to ILOEO Releasing Unit for presentment of the original proof of payment and receives the signed Certificate of Amended By-laws/New By-Laws **Location:** **ILOEO Releasing Unit**	4. Releases signed Certificate of Amended By-laws/New By-Laws	None	15 minute/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Possible Fees

- **Amended By-Laws** : 1000
- **Legal Research Fee** : 10
- **Documentary Stamp Tax** : 30

Formula / Schedule of Fees

- **Name Reservation Slip**

  Php 100 per corporate name

  *additional Php 100 per trade name

11. Application for Amendment of Lending/Financing Branch Offices

This service outlines the procedure for amending the details of lending or financing branch offices. It allows companies to update or modify the information related to their branch operations, ensuring compliance with legal and regulatory requirements while facilitating a smooth and efficient amendment process.

Office or Division:	Iloilo Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	Registered Domestic Corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy	Applicant / Client
Remarks: *Download Form through this link:* *https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Letter request signed by any authorized representative stating the amended provision in the Certificate of Authority (2) Original Copy	Applicant / Client
3. Original Certificate of Authority (1) Original Copy And (1) Photo Copy	Applicant / Client
4. Monitoring Clearance (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *Request for Monitoring may be submitted through sec_iloilo@sec.gov.ph or sec.iloilo6@gmail.com*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. For pre-processing, proceeds to EO Counter for presentation of documentary requirements **Location:** SEC Iloilo Extension Office **Notes/Instruction:**	1.1. Accepts documents for assignment to EO processors	None	1 hour/s	• Administrative Assistant I; Iloilo Extension Office
	1.2. Processor reviews and evaluates the submitted documentary requirements		4 hour/s	• Securities Specialist II; Iloilo Extension Office

If applicant receives checklist of deficiencies, immediately comply and send back to the assigned processor	1.3. Endorses application for issuance of Payment Assessment Form (PAF)		15 minute/s	• Securities Specialist II; Iloilo Extension Office
	1.4. Prepares and Issues the Payment Assessment Form (PAF) to client		30 minute/s	• SEC Administrative Assistant II,; Iloilo Extension Office • Securities Specialist II; Iloilo Extension Office
2. Pays the filing fee at selected Landbank branches (over the counter), or SEC Online Payment Portal through this link https://espaysec.sec.gov.ph/ **Location:** https://espaysec.sec.gov.ph/	2. Collects payment and Issues electronic official receipt (eOR)	**Standard Fees** Breakdown: Filing Fee: PHP 500 Documentary Stamp Tax: PHP 30 Total: PHP 530	30 minute/s	• Assistant Director; Information and Communications Technology Department (ICTD)
3. Informs SEC Iloilo Extension Office of Payment through email at sec_iloilo@sec.gov.ph or call at (033) 337-9984. **Location:** SEC Iloilo Extension Office	3.1. Stamp received documentary requirements and proof of payment.	None	1 hour/s	• SEC Administrative Assistant I; Iloilo Extension Office • SEC Administrative Assistant II; Iloilo Extension Office
	3.2. Prepare the certificate for Branch Office of Lending/Financing Companies		1 hour/s	• SEC Administrative Assistant II; Iloilo Extension Office
	3.3. Processor conducts final review of submitted documents		1 hour/s	• Securites Specialist II; Iloilo Extension Office
	3.4. Signs the Certificate of Amended Articles of		2 hour/s	• Director II; Iloilo

	Incorporation and/or By-laws			Extension Office
4. Proceeds to EO Counter for presentation of the original proof of payment and receives the signed Amended Certificate of Authority to operate a branch office. **Location:** SEC Iloilo Extension Office	4. Released signed amended Certificate of Branch Office of Lending/Financing Companies.	None	30 minute/s	• SEC Administrative Assistant I; Iloilo Extension Office • SEC Administrative Assistant II; Iloilo Extension Office
Total Processing Time:		Working Days: 1 working day/s, 3 hour/s, 45 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 530		

12. Application for Amendment of Lending/Financing Branch Offices

This service outlines the online procedure adopted for amending branch offices of Lending and Financing Companies.

Office or Division:	Iloilo Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Coversheet (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: *May secure a Checklist of requirements and sample formats from the Licensing Unit or through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf.*	
2. Letter request signed by any authorized representative stating the amended provision in the Certificate of Authority. (1) Original Copy And (3) Photo Copy	Applicant / Client
3. Original Certificate of Authority (1) Original Copy And (3) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the requirements to the Counter Officer **Location:** SEC Iloilo Extension Office 3F Festive Walk Mall Annex, Iloilo Business Park **Notes/Instruction:** Remarks: *If documents are incomplete and non-compliant, return to clients for compliance by issuing a checklist of deficiencies.	1.1. Receive, assign and forward to the ILOEO processor the scanned copy of documentary requirements.	None	15 minute/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo Extension Office

	1.2. ILOEO Processor reviews and evaluates the submitted documentary requirements.		15 minute/s	• Securities Specialist II; Iloilo Extension Office
2. Receives update on the requested service through email. **Location:** SEC Iloilo Extension Office 3F Festive Walk Mall Annex, Iloilo Business Park **Notes/Instruction:** Remarks: If an applicant receives a checklist of deficiencies, immediately comply and send back to the assigned ILOEO processor.	2. Receives the compliances on the deficiencies or lacking documentary requirements	None	30 minute/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo Extension Office
3. Pay the filing fee at selected Landbank branches (over the counter), or SEC Online Payment Portal. **Location:** SEC Iloilo Extension Office 3F Festive Walk Mall Annex, Iloilo Business Park **Notes/Instruction:** SEC Online Payment Portal through this link https://espaysec.sec.gov.ph/ For over the counter payment at Landbank: **FUND ACCOUNT**: SEC RCC Current Account **ACCOUNT NO.:** 3752-2220-44	3. Receive and acknowledge payment	None	10 minute/s	• Securities and Exchange Commission; Financial Management Department (FMD)
4. Informs SEC Iloilo Extension Office of	4.1. Receive and verify documentary	None	10 minute/s	• SEC Administrativ

Payment through email at sec_iloilo@sec.gov.ph **Location:** SEC Iloilo Extension Office 3F Festive Walk Mall Annex, Iloilo Business Park	requirements and proof of payment.			e Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo Extension Office
	4.2. Processor conducts final review of submitted documents		10 minute/s	• Securities Specialist II; Iloilo Extension Office
	4.3. Prepare the certificate for Branch Office of Lending/Financing Companies		15 minute/s	• SEC Confidential Assistant III; Iloilo Extension Office
	4.4. Review and sign the certificate.		30 minute/s	• SEC Director II; Iloilo Extension Office
	4.5. Forward the Certificate to releasing Unit		5 minute/s	• SEC Director II; Iloilo Extension Office
5. Receive Notice thru email that the Certificate is already signed. **Location:** SEC Iloilo Extension Office 3F Festive Walk Mall Annex, Iloilo Business Park	5. Notify the Applicant thru email that the certificate is already signed.	None	5 minute/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo Extension Office
6. Proceed to ILOEO Releasing Unit for presentment of the	6. Release signed Certificate of Branch Office of	None	15 minute/s	• SEC Administrative Assistant II;

original proof of payment and receive the signed Certificate of Lending/Financing Companies **Location:** SEC Iloilo Extension Office 3F Festive Walk Mall Annex, Iloilo Business Park	Lending/Financing Companies			Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo Extension Office
Total Processing Time:		Working Days: 2 hour/s, 40 minute/s		
Total Processing Fee:		Total Standard Fee: None		

13. Application for Amendment of Partnerships

This service outlines the procedure for amending the details of a partnership through the SEC EAMEND (Electronic Application for Modification of Entity Data) system. It enables partnerships to update or modify their registration information, ensuring compliance with legal and regulatory requirements while streamlining the amendment process through an electronic platform.

Office or Division:	Iloilo Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All Recorded Partnerships through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy	Applicant / Client
Remarks: *Download Form through this link:* *https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Amended Articles of Partnership (2) Original Copy	Applicant / Client
For Situational Requirement	
A. For Amendment of Partnership Name and/or Addition of Trade Name	
A.1. Name Verification Slip (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Records, Iloilo Extension Office
Remarks: *Records, SEC Iloilo Extension Office or through sec_iloilo@sec.gov.ph or sec.iloilo6@gmail.com*	
A.2. Undertaking of the partner to change partnership name, if not stated in the Articles of Partnership (2) Original Copy	Applicant / Client
Remarks: *Download Form through this link:* *http://www.sec.gov.ph/forms-and-fees/primary-registration/*	
B. For Change of Partner	
B.1. Deed of Assignment of partnership interest and/or documents showing withdrawal, resignation, retirement and death of a partner, if	Applicant / Client

the provision to be amended is the change of partners (2) Original Copy	
C. Clearance from other SEC departments	
C.1. Clearance from Financing and Lending Companies Department (FinLend) (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Financing and Lending Companies Department (FinLend)
Remarks: *For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation*	
C.2. Clearance from Markets and Securities Regulation Department (MSRD) (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Securities Registration Division, Markets and Securities Regulation Department (MSRD)
Remarks: *For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House*	
C.3. Clearance from PhiliFintech Innovation Office and/or Investigation and Prosecution Division, Enforcement and Investor Protection Department (EIPD) (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO) and/ or Investigation and Prosecution Division, Enforcement and Investor Protection Department (EIPD)
Remarks: *For Financial Technology (FinTech) related business activities* *o Operators of payment systems;* *o Payment Service Providers;* *o Electronic Money Issuers (EMI);* *o Non-bank EMIs;* *o Alternative Credit Scoring Companies;* *o Online Lending Companies;* *o Peer-to-peer Lending Companies;* *o AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers);* *o KYC/Security Companies (KYC Service Providers);* *o Digital Banks;* *o Digital Asset Exchanges;* *o Virtual Asset Service Providers;* *o Play-to-Earn Platforms;*	

o E-Commerce Companies; *o Crowdfunding Platforms;* *o RegTech Companies (RegTech Service Providers);* *o SupTech Companies (SupTech Service Providers); and* *o Digital Advisers/Robo-Advisers.*	
D. Endorsement from ther government agencies	
D.1. Endorsement from Bangko Sentral ng Pilipinas (1) Original Copy And (1) Photo Copy	Bangko Sentral ng Pilipinas - Payment Supervision and Licensing Division
Remarks: *For Money Changer and Remittance Services*	
D.2. Endorsement from Insurance Commission (1) Original Copy And (1) Photo Copy	Insurance Commission - Licensing Division
Remarks: *For Insurance Companies*	
E. To add foreign equity	
E.1. F-106 (2) Original Copy	Applicant / Client
Remarks: *- if the provision for amendment is to have foreign equity of a recorded partnership* *Download Form through this link:* *https://www.sec.gov.ph/wp-content/uploads/2019/11/F-106.doc*	
F. To further increase foreign equity	
F.1. F-107 (2) Original Copy	Applicant / Client
Remarks: *-if the provision for amendment is to further increase the foreign equity of a recorded partnership.* *Download Form through this link:* *https://www.sec.gov.ph/wp-content/uploads/2019/11/F-107.doc*	
G. If with Foreign Retailer	
G.1. Certification of Inward Remittance of Foreign Exchange showing compliance of the foreign retailer with the minimum paid-up capital requirement of Twenty-Five Million Pesos (P25,000,000.00) or other proof, such as Bank Certification, certifying that such capital	Applicant / Client

investment is deposited and maintained in a bank in the Philippines (1) Original Copy And (1) Photo Copy	
Remarks: *Client's Authorized Agent Bank*	
G.2. For foreign retailers, apostilled/authenticated Certification that the Home State of the Foreign Retailer provides reciprocity to Filipinos (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *Proper official of the Home State of the Foreign Retailer or the Local Embassy/Consulate of the Home State of the Foreign Retailer*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Create an account with SEC Universal Registration Environment (eSECURE). **Location:** https://esecure.sec.gov.ph/ **Notes/Instruction:** 1.1 Access the eSECURE portal https://esecure.sec.gov.ph/ 1.2 Register an account. 1.3 Pay the registration fee 1.4. Proceed with Credentialing an account **Proceed to step 2, if client already has an active eSECURE account*	1. System validates and creates client's account	**Standard Fees** Breakdown: Registration Fee: PHP 400 Total: PHP 400 **Formula Fees** Breakdown: Service Charge	1 hour/s	• Assistant Director; Information and Communications Technology Department (ICTD)
2. If partnership name is for amendment: Fills out Name Verification Forms (Verifies, reserves or company name with or without trade name/s)	2. Verifies proposed name/s or trade name/s	**Formula Fees** Breakdown: Name Reservation Fee	1 hour/s	• SEC Administrative Officer II; Iloilo Extension Office

Location: SEC Iloilo Extension Office **Notes/Instruction:** *If name is rejected, registrant may appeal for the proposed partnership name*				
3. Fills up and submits amendment application at https://eamend.sec.gov.ph/ **Location:** https://eamend.sec.gov.ph/	3.1. Application is assigned to processor	None	3 hour/s	• Administrative Officer II; Iloilo Extension Office
	3.2. Processor evaluates application and supporting documents		2 working day/s, 7 hour/s	• Securities Counsel II; Iloilo Extension Office • Securities Counsel I; Iloilo Extension Office • Securities Investigator; Iloilo Extension Office
	3.3. Once approved, System sends an email notification of “For Payment” status to the email address of the applicant and issues Payment Assessment Form (PAF) if the documents are complete and in order		1 hour/s	• Assistant Director; Information and Communications Technology Department (ICTD)
4. Pays the filing fee **Location:** https://espaysec.sec.gov.ph/payment-portal/home#next	4. Collects payment and Issues electronic official receipt (eOR)	**Possible Fees** Breakdown: Amendment of Articles of PARTNERSHIP: PHP 2000 Documentary Stamp Tax: PHP 30 Handling Fee: PHP 20 Withdrawal/Dissolution: PHP 1000	1 hour/s	• Assistant Director; Information and Communications Technology Department (ICTD)

		Formula Fees Breakdown: Legal Research FeeIncrease in Capital Partnership		
5. Proceeds to IEO Counter for presentation of documentary requirements with proof of payment **Location:** SEC Iloilo Extension Office	5.1. Receives and verifies documentary requirements and proofs of payment	None	1 hour/s	• Administrative Assistant I; Iloilo Extension Office • Administrative Assistant II; Iloilo Extension Office
	5.2. Processor conducts final review of submitted documents		1 hour/s	• SEC Counsel II; Iloilo Extension Office • SEC Counsel I; Iloilo Extension Office • Securities Investigator; Iloilo Extension Office
	5.3. Prepares the Certificate of Amended Articles of Partnership		30 minute/s	• Administrative Assistant II; Iloilo Extension Office
	5.4. Signs the Certificate of Amended Articles of Partnership		2 hour/s	• Director II; Iloilo Extension Office
6. Proceeds to EO Counter to claim the signed Certificate of Amended Articles of Partnership **Location:** SEC Iloilo Extension Office	6. Releases signed Certificate of Amended Articles of Partnership	None	1 hour/s	• Administrative Assistant I; Iloilo Extension Office • Administrative Assistant II; Iloilo Extension Office
Total Processing Time:		Working Days: 4 working day/s, 3 hour/s, 30 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 400 See other fees below		

Possible Fees

- **Amendment of Articles of PARTNERSHIP** : 2000
- **Documentary Stamp Tax** : 30
- **Handling Fee** : 20
- **Withdrawal/Dissolution** : 1000

Formula / Schedule of Fees

- **Service Charge**

  varies on the payment platform used

- **Name Reservation Fee**

  Php 100.00 per proposed Partnership/trade name/s + Php 100.00 on merging of Partnership Name and Trade Name

- **Legal Research Fee**

  1% of the Filing Fee for Amendment

- **Increase in Capital Partnership**

  ⅕ of 1% of the Partnership's Capital but not less than PHP 2,000.00

Office Legend

Office Groups and Divisions					
Eamend Group					
Information and Communications Technology Department (ICTD)	Iloilo Extension Office				

14. Application for Amendment of Partnerships under eAMEND Regular Processing

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

a. Amendments of the Articles of Partnership
b. Dissolution of Partnership
c. Technical Dissolution
d. Change in Capital Contribution
e. Deed of Assignment
f. Withdrawal of Partners
g. Admission of Partners in the Partnership

Office or Division:	Iloilo Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered Partnerships through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Amended Articles of Partnership (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Please use the most recent Articles of Partnership, which have been duly approved by the Commission. Simply modify the sections that are being amended duly signed and notarized.*	
For Situational Requirement	
A. For Withdrawal of Partner	
A.1. Affidavit of Withdrawal (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.2. Deed of Assignment of partnership interest and/or documents showing withdrawal, resignation, retirement and death of a partner, if the provision to be Amended is the change of partners (2) Original Copy And (1) Electronic Copy	Applicant / Client
B. For Dissolution of Partnership	
B.1. Affidavit of Dissolution or Articles of Dissolution	Applicant / Client

(2) Original Copy And (1) Electronic Copy	
B.2. BIR Tax Clearance (2) Original Copy And (1) Electronic Copy	Bureau of Internal Revenue - Bureau of Internal Revenue
C. For Clearance from other SEC departments	
Sub Situational Requirement/s	
C.a. For Financial Technology (FinTech) related business activities	
C.a.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
C.a.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and*	

- *Digital Advisers/Robo-Advisers.*

D. Endorsement from other government agencies	
Sub Situational Requirement/s	
D.a. Money Changer and Remittance Services	
D.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - BSP
D.b. Insurance	
D.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - IC
E. For Amendment of Partnership Name	
E.1. Name Verification Slip for Amendment of Partnership Name with Proof of Payment of Reservation Fee (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Filing and Records Division
Remarks: *Corporate Filing and Records Division or request from crmd_amend_name@sec.gov.ph*	
E.2. Undertaking of the Partner to change partnership name, if not stated in the Articles of Partnership (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download Undertaking to Change Name through https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Encodes data required by the eAmend system, uploads and submits the complete and correct duly signed and notarized electronic copy of the requirements to eAmend Portal **Location:** (https://eamend.sec.gov.ph/login)	1.1. Verifies completeness of the submitted amendment requirements and assigns the application to the ILOEO Processors.	None	1 hour/s	• SEC Confidential Assistant III; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office • SEC Administrative Assistant II; Iloilo Extension Office

	1.2. Processes and evaluates application for amendment.		2 working day/s, 6 hour/s, 50 minute/s	• SEC Securities Counsel II; Iloilo Extension Office • SEC Securities Counsel I; Iloilo Extension Office
	1.3. Issues Payment Assessment Form (PAF) to the applicant if compliant		5 minute/s	• SEC Securities Counsel II; Iloilo Extension Office • SEC Securities Counsel I; Iloilo Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: Amended Articles of Partnership: PHP 2000 Legal Research Fee: PHP 20 Documentary Stamp Tax: PHP 30 Total: PHP 2050 **Possible Fees** Breakdown: Withdrawal of Partner Fee: PHP 1000 Deed of Assignment Fee: PHP 2000 **Formula Fees** Breakdown: Increase of Capital	5 minute/s	• Accounting Division; Financial Management Department (FMD)

		ContributionName Verification		
3. Submits the documentary requirements with proof of payment to the ILOEO Receiving Unit through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** ILOEO Receiving Unit	3.1. Receives and verifies documentary requirements and proof of payment	None	5 minute/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office
	3.2. Processor conducts final review of submitted documents		15 minute/s	• SEC Securities Counsel II; Iloilo Extension Office • SEC Securities Counsel I; Iloilo Extension Office
	3.3. Prepares and generates the Certificate of Amended Articles of Partnership		5 minute/s	• SEC Confidential Assistant III; Iloilo Extension Office
	3.4. Reviews the application and signs the Certificate of Amended Articles of Partnership		3 working day/s, 7 hour/s, 10 minute/s	• SEC Director II; Iloilo Extension Office
	3.5. Encodes signed Certificate of Amended Articles of Partnership		15 minute/s	• SEC Confidential Assistant III; Iloilo Extension Office
	3.6. Tags the application for appointment through the eAmend Portal indicating the date of release of the Certificate		5 minute/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office • SEC Confidential

				Assistant III; Iloilo Extension Office
4. Proceeds to EO Counter to claim the signed Certificate of Amended Articles of Partnership **Location:** ILOEO Releasing Unit	4. Releases signed Certificate of Amended Articles of Partnership	None	5 minute/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo Extension Office
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 2050 See other fees below		

Possible Fees

- **Withdrawal of Partner Fee** : 1000
- **Deed of Assignment Fee** : 2000

Formula / Schedule of Fees

- **Increase of Capital Contribution**

  ⅕ of 1% of the increase in capital but not less than P2,000.00

- **Name Verification**

  Php100 per Corporate Name

  *additional Php 100 per trade name

15. Application for Branch Offices of Lending/Financing Companies

This service outlines the procedure for applying for the establishment of branch offices by lending or financing companies.

Office or Division:	Iloilo Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business)
Who may avail:	Registered Lending/Financing Companies through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet (2) Original Copy	Applicant / Client
Remarks: *Download Form through this link:* *https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Information Sheet (2) Original Copy	Applicant / Client
Remarks: *Download Form through this link:* *Lending Companies* *https://www.sec.gov.ph/wp-content/uploads/2020/01/Information-Sheet_Branch-Office_LendingCompany.doc* *Financing Companies* *https://www.sec.gov.ph/wp-content/uploads/2020/01/Information-Sheet_Head-Office_FinancingCompany.doc*	
3. Valid NBI Clearance of ALL Officers of the Branch (1) Original Copy And (1) Photo Copy	National Bureau of Investigation - Information Communication and Technology Division
Remarks: • *With right thumbprint and signature* • *Reflecting the residential address as stated in the Information Sheet*	
4. Monitoring Clearance (2) Photo Copy	Securities and Exchange Commission - Iloilo Extension Office

Remarks: *Request for Monitoring may be submitted through sec_iloilo@sec.gov.ph or sec.iloilo6@gmail.com*	
5. Registration Documents (2) Photo Copy	Applicant / Client
For Situational Requirement	
A. For Financing Corporation	
A.1. Personal Information Sheet (2) Original Copy	Applicant / Client
Remarks: *Download Form through this link:* *https://www.sec.gov.ph/wp-content/uploads/2020/01/Personal-Information-Sheet.doc*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. For pre-processing, proceeds to EO Counter for presentation of documentary requirements **Location:** SEC Iloilo Extension Office **Notes/Instruction:** *If applicant receives checklist of deficiencies, immediately comply and send back to the assigned processor*	1.1. Accepts documents for assignment to EO processors	None	1 hour/s	• SEC Administrative Assistant I; Iloilo Extension Office • SEC Administrative Assistant II; Iloilo Extension Office
	1.2. Processor reviews and evaluates the submitted documentary requirements		5 hour/s	• Securities Specialist II,; Iloilo Extension Office
	1.3. Endorses application for issuance of Payment assessment Form (PAF)		15 minute/s	• SEC Administrative Assistant II; Iloilo Extension Office
	1.4. Prepares and Issues the Payment Assessment Form (PAF) to client		30 minute/s	• SEC Administrative Assistant II; Iloilo Extension Office • Securities Specialist II; Iloilo

				Extension Office
2. Pays the filing fee at selected Landbank branches (over the counter), or SEC Online Payment Portal through this link https://espaysec.sec.gov.ph/ **Location:** https://espaysec.sec.gov.ph/	2. Collects payment and Issues electronic official receipt (eOR)	**Standard Fees** Breakdown: Documentary Stamp Tax: PHP 30 Total: PHP 30 **Formula Fees** Breakdown: Filing Fee	30 minute/s	• Assistant Director; Information and Communications Technology Department (ICTD)
3. Informs SEC Iloilo Extension Office of Payment through email at sec_iloilo@sec.gov.ph or call at (033) 337-9984. **Location:** SEC Iloilo Extension Office	3.1. Stamp received documentary requirements and proof of payment.	None	1 hour/s	• SEC Administrative Assistant I; Iloilo Extension Office • SEC Administrative Assistant II,; Iloilo Extension Office
	3.2. Prepares the Certificate for Branch Office of Lending/Financing Companies		1 hour/s	• SEC Administrative Assistant II; Iloilo Extension Office
	3.3. Processor conducts final review of submitted documents		1 hour/s	• Securities Specialist II; Iloilo Extension Office
	3.4. Signs the Certificate for Branch Office of Lending/Financing Companies		2 hour/s	• Director II; Iloilo Extension Office
4. Proceeds to EO Counter for presentation of the original proof of payment and receives the signed Certificate of Authority to operate a branch office. **Location:** SEC Iloilo Extension Office	4. Release signed Certificate of Authority to operate a Branch Office of Lending/Financing Companies	None	30 minute/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office

Total Processing Time:	Working Days: 1 working day/s, 4 hour/s, 45 minute/s
Total Processing Fee:	Total Standard Fee: PHP 30 See other fees below

Formula / Schedule of Fees

- **Filing Fee**

  1/10 of 1% of the assigned capital of the branch, agency, extension office, unit or satellite office

16. Application for Branch Offices of Lending/Financing Companies

This service outlines the online procedure for establishing branch offices of Lending and Financing Companies.

Office or Division:	Iloilo Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Coversheet (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: *May secure a Checklist of requirements and sample formats from the Licensing Unit or through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf.*	
2. Personal Information Sheet of Officers of the Branch Office (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: • *Using the prescribed format & notarized* *May secure a Checklist of requirements and sample formats from the Licensing Unit or through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf.*	
3. Information Sheet (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: *May secure Checklist of requirements and sample formats from the Licensing Unit or through the Commission's website at https://www.sec.gov.ph/forms-and-fees/second-license/.*	
4. Valid NBI Clearance of ALL Officers of the Branch (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: • *With right thumbprint and signature* • *Reflecting the residential address as stated in the Information Sheet* *National Bureau of Investigation (NBI)*	

5. Monitoring Clearance (1) Original Copy And (3) Photo Copy	Applicant / Client

Remarks:

Through Financing and Lending Companies Department (FinLend)

https://docs.google.com/forms/d/e/1FAIpQLSeYaCEh_PQ2uq3gq0sS4ppKsbuolUzyTBCQfboQAsHZty-WYA/viewform

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the requirements to the Counter Officer **Location:** SEC Iloilo Extension Office 3F Festive Walk Mall Annex, Iloilo Business Park **Notes/Instruction:** Remarks: *If documents are incomplete and non-compliant, return to clients for compliance by issuing a checklist of deficiencies.	1.1. Receive, assign and forward to the ILOEO processor the scanned copy of documentary requirements.	None	15 minute/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo Extension Office
	1.2. ILOEO Processor reviews and evaluates the submitted documentary requirements.		30 minute/s	• Securities Specialist II; Iloilo Extension Office
2. Receives update on the requested service through email. **Location:** SEC Iloilo Extension Office 3F Festive Walk Mall Annex, Iloilo Business Park **Notes/Instruction:** **Remarks:** If an applicant receives a checklist of deficiencies, immediately comply and send back to the assigned ILOEO processor.	2. Checks the Compliances on the deficiencies or lacking documentary requirements	None	30 minute/s	• Securities Specialist II; Iloilo Extension Office

3. Pay the filing fee at selected Landbank branches (over the counter), or SEC Online Payment Portal. **Location:** SEC Iloilo Extension Office 3F Festive Walk Mall Annex, Iloilo Business Park **Notes/Instruction:** SEC Online Payment Portal through this link https://espaysec.sec.gov.ph/ For over the counter payment at Landbank: **FUND ACCOUNT:** SEC RCC Current Account **ACCOUNT NO.:** 3752-2220-44	3. Receive and acknowledge payment	**Possible Fees** Breakdown: Documentary Stamp Tax: PHP 30 **Formula Fees** Breakdown: License fees for Lending and Financing CosLegal Research Fee	10 minute/s	• Securities and Exhange Commission; Financial Management Department (FMD)
4. Informs SEC Iloilo Extension Office of Payment through email at sec_iloilo@sec.gov.ph **Location:** SEC Iloilo Extension Office 3F Festive Walk Mall Annex, Iloilo Business Park	4.1. Receive and verify documentary requirements and proof of payment.	None	10 minute/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo Extension Office
	4.2. Processor conducts final review of submitted documents		10 minute/s	• Securities Specialist II; Iloilo Extension Office

	4.3. Prepare the certificate for Branch Office of Lending/Financing Companies		15 minute/s	• SEC Confidential Assistant III; Iloilo Extension Office
	4.4. Review and sign the certificate.		30 minute/s	• SEC Director II; Iloilo Extension Office
	4.5. Forward the Certificate to Releasing Unit		5 minute/s	• SEC Director II; Iloilo Extension Office
5. Receive Notice thru email that the Certificate is already signed. **Location:** SEC Iloilo Extension Office 3F Festive Walk Mall Annex, Iloilo Business Park	5. Notify the Applicant thru email that the certificate is already signed.	None	5 minute/s	• SEC Administrative Assistant II; Iloilo Extension Office
6. Proceed to ILOEO Releasing Unit for presentment of the original proof of payment and receive the signed Certificate of Lending/Financing Companies **Location:** SEC Iloilo Extension Office 3F Festive Walk Mall Annex, Iloilo Business Park	6. Release signed Certificate of Branch Office of Lending/Financing Companies	None	15 minute/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office
Total Processing Time:		Working Days: 2 hour/s, 55 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Possible Fees

- **Documentary Stamp Tax** : 30

Formula / Schedule of Fees

- **License fees for Lending and Financing Cos**

  1/10 of 1% of the assigned capital of the Branch

- **Legal Research Fee**

1% of the Filing Fee but not less than P 10.00

17. Application for Conversion of Corporation Sole to Ordinary Non-Stock Corporations of Domestic Corporations (eAMEND Regular Processing)

This service details the procedure in applying for Conversion of Corporation Sole to Ordinary Non-Stock Corporation through the eAMEND portal under Regular Processing.

Office or Division:	Iloilo Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered corporation sole (for conversion of corporation sole to non-stock), through their Authorized Representatives (for amendment of corporate term)
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *All registered corporation sole (for conversion of corporation sole to non-stock), through their Authorized Representatives (for amendment of corporate term)*	
2. Amended Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Please use the most recent Articles of Incorporation and By-Laws, which have been duly approved by the Commission. Simply modify the sections that are being amended. Underline the amended provision and add "(as amended on [date of meeting])" after it.*	
3. Resolution (2) Original Copy And (1) Electronic Copy	Applicant / Client
For Situational Requirement	
A. If applicable	
Sub Situational Requirement/s	
A.a. For Change of Corporate Name	
A.a.1. Name Verification Slip for Amendment of Corporate Name with Proof of Payment of Reservation Fee (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *Iloilo Extension Office or request from sec_iloilo@sec.gov.ph*	

A.a.2. Affidavit of a trustee or officer undertaking to change corporate name, if not stated in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, and submit the application in the eAMEND portal (Regular Processing) **Location:** **(https://eamend.sec.gov.ph/login)** **Notes/Instruction:** *If the application is found to be for compliance in the evaluation stage, the applicant will have to go back to Step 1- Submission of complete requirements.*	1.1. Verifies completeness and correctness of the submitted amendment requirements and assigns the application to the ILOEO Processors if the documents are complete	None	1 hour/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office • SEC Administrative Assistant III; Iloilo Extension Office
	1.2. Processes and evaluates application for amendment.		2 working day/s, 6 hour/s, 50 minute/s	• Securities Counsel II; Iloilo Extension Office • Securities Counsel I; Iloilo Extension Office
	1.3. Issues Payment Assessment Form (PAF) to the applicant.		5 minute/s	• SEC Securities Specialist I; Corporate and Partnership Registration Division (CPRD) • Securities Counsel II; Iloilo Extension Office • Securities Counsel I; Iloilo Extension Office
2. Pays the filing fee through SEC-accredited	2. Issues payment confirmation containing	**Standard Fees**	5 minute/s	• Accounting Division;

landbank branches or through eSPAYSEC **Location:** https://espaysec.sec.gov.ph/	the Electronic Official Receipt via email	Breakdown: Amendment of Articles of Incorporation: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 Total: PHP 1040 **Possible Fees** Breakdown: Amendment of By-Laws: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 **Formula Fees** Breakdown: Name Reservation Slip		Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to ILOEO Receiving Unit, through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** Receiving Unit, SEC Iloilo Extension Office 3F Festive Walk Mall Annex, Iloilo Business Park	3.1. Receives and verifies documentary requirements and proof of payment	None	5 minute/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo Extension Office
	3.2. Processor conducts final review of submitted documents		15 minute/s	• Securities Counsel II; Iloilo Extension Office • Securites Counsel I;

				Iloilo Extension Office
	3.3. Prepares and generates the Certificate of Amended Articles of Incorporation and/or By-Laws		5 minute/s	• SEC Confidential Assistant III; Iloilo Extension Office
	3.4. Reviews the application and signs the Certificate of Amended Articles of Incorporation and/or By-Laws		3 working day/s, 7 hour/s, 10 minute/s	• SEC Director II; Iloilo Extension Office
	3.5. Forwards the signed Certificate of Amended Articles of Incorporation and/or By-Laws to the Releasing Unit.		15 minute/s	• SEC Director II; Iloilo Extension Office
	3.6. Tags the application through the eAmend Portal to issue the Notice for Schedule of Appointment on the release of the Certificate of Amendment of Articles of Incorporation and/or By-Laws		5 minute/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo Extension Office
4. Proceeds to ILOEO Releasing Unit for presentment of the original proof of payment and receives the signed Certificate of Amended Articles of Incorporation and/or By-laws **Location:** Releasing Unit, SEC Iloilo Extension Office 3F Festive Walk Mall Annex, Iloilo Business Park	4. Releases signed Certificate of Amended Articles of Incorporation and/or By-laws	None	5 minute/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo Extension Office
Total Processing Time:		Working Days: 7 working day/s		

Total Processing Fee:	Total Standard Fee: PHP 1040 See other fees below

Possible Fees

- **Amendment of By-Laws** : 1000
- **Legal Research Fee** : 10
- **Documentary Stamp Tax** : 30

Formula / Schedule of Fees

- **Name Reservation Slip**

  Php100 per Corporate Name

  *Additional Php100 per trade name

18. Application for Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC) under eAMEND Regular Processing

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

Office or Division:	Iloilo Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Notice of Conversion of a One Person Corporation to Ordinary Stock Corporation in the form prescribed by the Commission (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: • *Sample form downloadable through this link: https://www.sec.gov.ph/mc-2020/mc-no-27-s-2020/* • *Original copy should be signed (wet signature) and notarized* • *Signed by the holder of shares of the outstanding shares of the capital stock;* • *Signed by the Corporation's Corporate Secretary* • *Filed with the Commission within sixty (60) days from such transfer of shares in accordance to Sections 8 to 10 of SEC MC No. 27, series of 2020*	
3. Original or Certified True Copy of the documents effecting the transfer/s of full title/ownership of shares (1) Original Copy Or (1) Photo Copy And (1) Electronic Copy	Applicant / Client
4. Certificate Authorizing Registration/Tax Clearance (2) Original Copy And (1) Electronic Copy	Bureau of Internal Revenue - BIR
5. Articles of Incorporation and By-laws of an OSC filed in accordance with the requirements provided under Section 14 of the RCC, which shall comply with and/or contain the following details; (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: • *Section 14 of the Revised Corporation Code of the Philippines (RCC)*	

- *Duly prepared, signed and acknowledged or authenticated by the stockholders who voted for their adoption, and by the corporation's treasurer;*
- *Must clearly state that signatories voluntarily agreed to convert OPC to OSC in the following manner:*

  "KNOW ALL MEN BY THESE PRESENTS:

  - *The undersigned stockholder/s, of legal age, voluntarily agreed to convert a one person corporation (OPC) to Ordinary Stock Corporation (OSC) under the laws of the Republic of the Philippines and certify the following.*
  - *Provision/article indicating the name/s and address of the original incorporator of the OPC*
  - *Provisions/articles reflecting the number of directors, their names and addresses, as well as their subscription and payment details, and;*
  - *Other details particular to an OSC shall likewise be indicated in accordance with the provisions of the RCC and guidelines that the Commission has issued and/or may hereafter issue*
  - *The following shall likewise be added as a new Article in the Articles of Incorporation of the Ordinary Stock Corporation (OSC)*

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

6. Copy of the latest Articles of Incorporation of the OPC shall be attached to the Articles of Incorporation of the Ordinary Stock Corporation (OSC) (2) Original Copy And (1) Electronic Copy	Applicant / Client
7. Monitoring Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office

Remarks:

Application for Monitoring Clearance through: ewatch.sec.gov.ph

- *If there is no valid and available Monitoring Clearance, submit an Affidavit of Undertaking for Monitoring from the eAMEND System.*
- *If you have previously used an Affidavit of Undertaking for your amendment application, kindly submit a valid Monitoring Clearance issued by the Compliance Monitoring Division (CMD) for your current application.*

For Situational Requirement

A. For amendment of the Corporate name

A.1. Name Verification Slip (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office

Remarks:

request from crmd_amend_name@sec.gov.ph

A.2. Undertaking to Change Corporate Name duly executed under oath by the director of the OSC, if not yet included in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office

Remarks:

SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)

B. For Clearance from other SEC departments

Sub Situational Requirement/s

B.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation

B.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)

B.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House

B.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)

B.c. For Financial Technology (FinTech) related business activities

B.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)

Remarks:

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

B.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)

Remarks:

- *Operators of payment systems;*
- *Payment Service Providers;*

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

C. Endorsement clearance from appropriate Government agencies	
Sub Situational Requirement/s	
C.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
C.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
D. Undertaking to Assume All Liabilities of the OPC, duly executed under oath by all stockholders of the OSC, if not yet included in the Articles of Incorporation	
D.1. Undertaking to Assume All Liabilities of the OPC, duly executed under oath by all stockholders of the OSC (2) Original Copy And (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, pays the filing fee through through eSPAYSEC and submit the application in the eAMEND portal (Regular Processing) **Location:** (https://eamend.sec.gov.ph/login)	1.1. Verifies completeness of the submitted amendment requirements and assigns the application to the ILOEO Processors.	None	1 hour/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo

				Extension Office
	1.2. Processes and evaluates application for amendment.		9 working day/s, 6 hour/s, 50 minute/s	• SEC Securities Counsel II; Iloilo Extension Office • SEC Securities Counsel I; Iloilo Extension Office
	1.3. Issues Payment Assessment Form (PAF) to the applicant if compliant.		5 minute/s	• SEC Securities Counsel II; Iloilo Extension Office • SEC Securities Counsel I; Iloilo Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: Amendment of Articles of Incorporation: PHP 1000 Amendment of By-laws: PHP 1000 Legal Research Fee: PHP 20 Documentary Stamp Tax: PHP 60 Total: PHP 2080 **Formula Fees** Breakdown: Name Verification Fee	5 minute/s	• Accounting Officer; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the ILOEO Receiving Unit, through	3.1. Receives and verifies documentary requirements and proof of payment	None	5 minute/s	• SEC Administrative Assistant II; Iloilo

the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** ILOEO Receiving Unit				Extension Office • SEC Administrative Assistant I; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo Extension Office
	3.2. Processor conducts final review of submitted documents		15 minute/s	• SEC Securities Counsel II; Iloilo Extension Office • SEC Securities Counsel I; Iloilo Extension Office
	3.3. Prepares and generates the Certificate of Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC)		10 minute/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo Extension Office
	3.4. Reviews the application and signs the Certificate of Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC)		9 working day/s, 7 hour/s	• SEC Director II; Iloilo Extension Office
	3.5. Encodes signed Certificate of Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC)		10 minute/s	• SEC Cofidential Assistant III; Iloilo Extension Office

	3.6. 3.6 Tags the application for appointment through the eAmend Portal indicating the date of release of the Certificate		5 minute/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo Extension Office
4. Proceeds to ILOEO Releasing Section for presentment of the original proof of payment and receives the signed Certificate of Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC) **Location:** ILOEO Releasing Unit	4. Releases signed Certificate of Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC)	None	15 minute/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 2080 See other fees below		

Formula / Schedule of Fees

- **Name Verification Fee**

  PHP 100 per proposed company name

  *additional Php100 per trade name/s

19. Application for Conversion of Ordinary Corporation to Lending/Financing Companies and Lending to Financing Corporation and vice versa.

This service outlines the online procedure adopted for the conversion from an Ordinary Corporation to a Lending/Financing Corporation, or from a Lending Corporation to a Financing Corporation (and vice versa).

Office or Division:	Iloilo Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Coversheet (3) Original Copy	Securities and Exchange Commission - Licensing Unit
Remarks: *May secure a Checklist of requirements and sample formats from the Licensing Unit or through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf.*	
2. Amended Articles of Incorporation/By-laws (1) Original Copy And (2) Photo Copy	Applicant / Client
3. Directors` Certificate - notarized and signed by majority of the directors and the corporate secretary, certifying (i) the amendment of the Articles of Incorporation and indicating the amended provisions, (ii) the vote of the directors and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their names (1) Original Copy And (2) Photo Copy	Applicant / Client
4. Notarized Secretary's Certificate on no pending case of intra-corporate dispute (1) Original Copy And (2) Photo Copy	Applicant / Client
5. Monitoring Clearance (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *Through Compliance Monitoring Division - https://forms.gle/N3MMQx61C5cApzhm8*	
6. Name Verification Slip, if the provision to be amended is the corporate name (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks:	

Corporate Filing and Records Division or through crmd_amend_name@sec.gov.ph	
7. Affidavit of a director or officer undertaking to change corporate name, if not stated in the AI (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *May secure a copy through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/2019_FormsUndertakingtoChangeName.pdf*	
For Situational Requirement	
A. FROM ORDINARY CORPORATION TO LENDING CORPORATION	
A.1. Application Form (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *May secure a copy through the Commission's website at https://www.sec.gov.ph/forms-and-fees/second-license/.*	
A.2. Information Sheet (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *May secure a copy through the Commission's website at https://www.sec.gov.ph/forms-and-fees/second-license/.*	
A.3. Additional Requirements for FOREIGN Directors and Officers (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *1. Photocopy of Alien Certificate of Registration Card/Immigrant Certificate of Residence Card** *2. Photocopy of Passport Showing Valid Visa or Stay in the Philippines** *3. Clearance from the Bureau of Immigration*	
A.4. Sworn Certification required under SEC Memorandum Circular No. 29, Series of 2020 (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: • *Shall include an undertaking that the applicant shall submit hard and soft copies of its MTPP to the AMLD-EIPD within ten (10) days from receipt of its Certificate of Registration and/or secondary license from the Commission* • *Stamped received by the Anti-Money Laundering Division of the Enforcement and Investor Protection Department (AMLD-EIPD)*	
A.5. Valid NBI Clearance of ALL Incorporators and Stockholders (1) Original Copy And (2) Photo Copy	Applicant / Client

Remarks: • *With right thumb print and signature* • *Reflecting the residential address as stated in the Information Sheet & Articles of Incorporation*	
B. FROM ORDINARY CORPORATION TO FINANCING CORPORATION	
B.1. Application Form (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *May secure a copy through the Commission's website at https://www.sec.gov.ph/forms-and-fees/second-license/.*	
B.2. Information Sheet (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *May secure a copy through the Commission's website at https://www.sec.gov.ph/forms-and-fees/second-license/.*	
B.3. Personal Information Sheet of Directors & Officers (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *• Using the prescribed format & notarized* *May secure a copy through the Commission's website at https://www.sec.gov.ph/forms-and-fees/second-license/.*	
B.4. Valid NBI Clearance of ALL Incorporators and Stockholders (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: • *With right thumb print and signature* • *Reflecting the residential address as stated in the Information Sheet & Articles of Incorporation (AI)/General Information Sheet (GIS)*	
B.5. Additional Requirements for FOREIGN Directors and Officers (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *1. Photocopy of Alien Certificate of Registration Card/Immigrant Certificate of Residence Card** *2. Photocopy of Passport Showing Valid Visa or Stay in the Philippines** *3. Clearance from the Bureau of Immigration*	
B.6. Manual on Corporate Governance (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *If foreign participation in voting stock is more than 40%; or* *-If total assets is PhP50M or more; or*	

-If commercial paper issue, either exempt or registered

B.7. Sworn Certification required under SEC Memorandum Circular No. 29, Series of 2020 (1) Original Copy And (2) Photo Copy	Applicant / Client

Remarks:

- *Shall include an undertaking that the applicant shall submit hard and soft copies of its MTPP to the AMLD-EIPD within ten (10) days from receipt of its Certificate of Registration and/or secondary license from the Commission*
- *Stamped received by the Anti-Money Laundering Division of the Enforcement and Investor Protection Department (AMLD-EIPD)*

B.8. Format of Disclosure Statement on Loan/Credit Transactions (1) Original Copy And (2) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Proceeds to EO Counter for presentation of documentary requirements. **Location:** Receiving Unit, SEC Iloilo Extension Office 3F Festive Walk Mall Annex, Iloilo Business Park **Notes/Instruction:** Remarks: If documents are incomplete and non-compliant, return to clients for compliance by issuing a checklist of deficiencies.	1.1. Receive, assign and forward to the ILOEO processor the scanned copy of documentary requirements.	None	15 minute/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo Extension Office
	1.2. ILOEO Processor reviews and evaluates the submitted documentary requirements.		3 working day/s	• Securities Specialist II; Iloilo Extension Office
2. Receives update on the requested service through email. **Location:** SEC Iloilo Extension Office 3F Festive Walk Mall Annex, Iloilo Business Park **Notes/Instruction:** Remarks: If an applicant receives a checklist of	2. Checks the Compliances on the deficiencies or lacking documentary requirements	None	3 working day/s	• Securities Specialist II; Iloilo Extension Office

deficiencies, immediately comply and send back to the assigned ILOEO processor.				
3. Pay the filing fee at selected Landbank branches (over the counter), or SEC Online Payment Portal **Location:** https://espaysec.sec.gov.ph/ **Notes/Instruction:** SEC Online Payment Portal through this link https://espaysec.sec.gov.ph/ For over the counter payment at Landbank: **FUND ACCOUNT:** SEC RCC Current Account **ACCOUNT NO.:** 3752-2220-44	3. Receive and acknowledge payment	**Possible Fees** Breakdown: Amended Articles of Incorporation: PHP 1000 Amended By-Laws: PHP 1000 Documentary Stamp Tax: PHP 30 Name Verification: PHP 100 **Formula Fees** Breakdown: License fees for Lending and Financing CosLegal Research Fee	15 minute/s	• Securities and Exchange Commission; Financial Management Department (FMD)
4. Informs SEC Iloilo Extension Office of Payment through email at sec_iloilo@sec.gov.ph **Location:** SEC Iloilo Extension Office 3F Festive Walk Mall Annex, Iloilo Business Park	4.1. Receive and verify documentary requirements and proof of payment.	None	10 minute/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo Extension Office
	4.2. Processor conducts final review of submitted documents		10 minute/s	• Securities Specialist II; Iloilo

				Extension Office
	4.3. Prepare the certificate for Lending/Financing Companies		15 minute/s	• SEC Confidential Assistant III; Iloilo Extension Office
	4.4. Review and Signs the certificate		30 minute/s	• SEC Director II; Iloilo Extension Office
	4.5. Forward the Certificate to Releasing Unit		5 minute/s	• SEC Director II; Iloilo Extension Office
5. Receive Notice thru email that the Certificate is already signed. **Location:** sec_iloilo@sec.gov.ph	5. Notify the Applicant thru email that the certificate is already signed.	None	5 minute/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo Extension Office
6. Proceed to ILOEO Releasing Unit for presentment of the original proof of payment and receive the signed Certificate of Lending/Financing Companies **Location:** Releasing Unit, SEC Iloilo Extension Office 3F Festive Walk Mall Annex, Iloilo Business Park	6. Release signed Certificate of Branch Office of Lending/Financing Companies	None	15 minute/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo Extension Office
Total Processing Time:		Working Days: 6 working day/s, 2 hour/s		
Total Processing Fee:		Total Standard Fee: None		

	See other fees below

Possible Fees

- **Amended Articles of Incorporation** : 1000
- **Amended By-Laws** : 1000
- **Documentary Stamp Tax** : 30
- **Name Verification** : 100

Formula / Schedule of Fees

- **License fees for Lending and Financing Cos**

  1/10 of 1% of the Paid-Up Capital

- **Legal Research Fee**

  1/10 of 1% of the Filing Fee

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

This service outlines the procedure for converting an Ordinary Stock Corporation (OSC) into a One Person Corporation (OPC) through the SEC EAMEND (Electronic Application for Modification of Entity Data) system. It allows corporations to transition to the OPC structure, ensuring compliance with legal and regulatory requirements for such conversion and streamlining the application process through an electronic platform.

Office or Division:	Iloilo Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered Domestic Corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy	Applicant / Client
Remarks: *Download Form through this link:* *https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Notice of Conversion of an Ordinary Stock Corporation to a One Person Corporation in the form prescribed by the Commission (2) Original Copy	Applicant / Client
Remarks: • *Signed by the single stockholder who has acquired all the outstanding shares of the capital stock of an ordinary corporation;* • *Signed by the Corporation's Corporate Secretary* *Download Form through this link:* *https://www.sec.gov.ph/mc-2020/mc-no-27-s-2020/#gsc.tab=0*	
3. Original or Certified True Copy of the documents effecting the transfer/s of full title/ownership of shares (1) Certified True Copy And (1) Photo Copy	Applicant / Client
Remarks: • *Deeds of Assignment or any legal document transferring the shares to the single stockholder and if applicable,* • *Certified True Copy of Proof of Authority to act on behalf of the trustee/estate*	
4. Certificate Authorizing Registration/Tax Clearance (1) Original Copy And (1) Photo Copy	Bureau of Internal Revenue - Revenue District Office (RDO)

5. Notarized Secretary's Certificate of No Intra Corporate Dispute (2) Original Copy	Applicant / Client
Remarks: *Download Form through this link:* *https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf*	
6. Articles of Incorporation of an OPC (2) Original Copy	Applicant / Client
Remarks: ****may refer to form in Memorandum Circular 7 Series of 2019* • *Must be duly prepared, signed and acknowledged or authenticated by the single stockholder and by the corporation's Treasurer* • *Provision/article indicating the name/s and address/es of the original incorporator/s of the OSC* • *Provision/articles on the number of directors, their payment details were modified to reflect the name, address, subscription and payment details of the single stockholder in the form prescribed by the Commission* • *Other details particular to an OPC indicated in MC No. 07, Series of 2019.* • *Must contain the following as a new Article in the Articles of Incorporation of the One Person Corporation:* *"Upon issuance by the Securities and Exchange Commission of the Certificate of Filing of Amended Articles of Incorporation, reflecting its conversion into a One Person Corporation, the attached Articles of Incorporation of the Ordinary Stock Corporation shall be deemed superseded "*	
7. Copy of the latest Articles of Incorporation of the Ordinary Stock Corporation (OSC) (2) Original Copy	Applicant / Client
8. Letter of acceptance of appointment by Nominee and Alternate Nominee (2) Original Copy	Applicant / Client
Remarks: *Download Form through this link:* *https://www.sec.gov.ph/mc-2019/mc-no-07-s-2019-guidelines-on-the-establishment-of-a-one-person-corporation-opc/#gsc.tab=0*	
9. Monitoring Clearance (2) Photo Copy	Applicant / Client
Remarks: *Request for Monitoring may be submitted through sec_iloilo@sec.gov.ph or sec.iloilo6@gmail.com*	
10. Name Reservation Slip (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Records, Iloilo Extension Office

Remarks: *Records, SEC Iloilo Extension Office or through sec_iloilo@sec.gov.ph or sec.iloilo6@gmail.com*	
11. Undertaking to Change Corporate Name duly executed under oath by the Single Stockholder of the sole remaining director, If not yet included in the Articles of Incorporation (2) Original Copy	Applicant / Client
Remarks: *Download Form through this link:* *https://www.sec.gov.ph/forms-and-fees/primary-registration/#gsc.tab=0*	
12. Undertaking to Assume All Liabilities of the OCS, duly executed under oath by the single stockholder of the OPC, if not yet included in the Articles of Incorporation. (2) Original Copy	Applicant / Client
For Situational Requirement	
A. Self Appointed Treasurer	
A.1. Surety Bond (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *The single stockholder who assumes the position of the Treasurer shall post a Surety Bond based on the Authorized Capital Stock.*	
B. Clearance from other SEC Departments	
B.1. Clearance from Financing and Lending Companies Department (FinLend) (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Financing and Lending Companies Department (FinLend)
Remarks: *For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation*	
B.2. Clearance from Markets and Securities Regulation Department (MSRD) (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Securities Registration Division, Markets and Securities Regulation Department (MSRD)
Remarks: *For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)*	
B.3. Clearance from PhiliFintech Innovation Office (PIO) and/or Investigation and Prosecution Division (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO) and /or Investigation and Prosecution Division

Remarks:

For Financial Technology (FinTech) related business activities

o Operators of payment systems;

o Payment Service Providers;

o Electronic Money Issuers (EMI);

o Non-bank EMIs;

o Alternative Credit Scoring Companies;

o Online Lending Companies;

o Peer-to-peer Lending Companies;

o AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers);

o KYC/Security Companies (KYC Service Providers);

o Digital Banks;

o Digital Asset Exchanges;

o Virtual Asset Service Providers;

o Play-to-Earn Platforms;

o E-Commerce Companies;

o Crowdfunding Platforms;

o RegTech Companies (RegTech Service Providers);

o SupTech Companies (SupTech Service Providers); and

o Digital Advisers/Robo-Advisers

C. Endorsement from Other Government Agencies

C.1. Endorsement from Bangko Sentral ng Pilipinas (1) Original Copy And (1) Photo Copy	Bangko Sentral ng Pilipinas - Payment Supervision and Licensing Division

Remarks:

- *Banks, Money Changer and Remittance Services*

C.2. Endorsement from Insurance Commission (1) Original Copy And (1) Photo Copy	Insurance Commission - Licensing Division

Remarks:

Insurance

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

1. Create an account with SEC Universal Registration Environment (eSECURE). **Location:** https://esecure.sec.gov.ph/ **Notes/Instruction:** 1.1 Access the eSECURE portal https://esecure.sec.gov.ph/ 1.2 Register an account. 1.3 Pay the registration fee 1.4. Proceed with Credentialing an account *Proceed to step 2 , if client has already an active eSECURE account*	1. System validates and creates client's account	**Standard Fees** Breakdown: Registration Fee: PHP 400 Total: PHP 400 **Formula Fees** Breakdown: Transaction Fee	1 hour/s	• Assistant Director; Information and Communications Technology Department (ICTD)
2. If corporate name is for amendment: Fills out Name Verification Forms (Verifies, reserves or company name with or without trade name/s) **Location:** SEC Iloilo Extension Office **Notes/Instruction:** * If name is rejected, registrant may appeal for the proposed corporate name	2. Verifies proposed name/s or trade name/s	**Formula Fees** Breakdown: Name Reservation Fee	1 hour/s	• SEC Administrative Officer II; Iloilo Extension Office
3. Fills up and submits amendment application at https://eamend.sec.gov.ph/ **Location:** https://eamend.sec.gov.ph/	3.1. Application is assigned to processor.	None	3 hour/s	• SEC Administrative Officer II; Iloilo Extension Office
	3.2. Processor evaluates application and supporting documents.		4 working day/s	• Securities Counsel II; Iloilo Extension Office

				• Securities Counsel I; Iloilo Extension Office
	3.3. Once approved, System sends an email notification of “For Payment” status to the email address of the applicant and issues Payment Assessment Form (PAF) if the documents are complete and in order		1 hour/s	• Assistant Director; Information and Communications Technology Department (ICTD)
4. Pays the filing fee **Location:** https://espaysec.sec.gov.ph/payment-portal/home	4. Collects payment and Issues electronic official receipt (eOR	**Standard Fees** Breakdown: Amendment of Articles of Incorporation: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 Handling Fee: PHP 20 Total: PHP 1060 **Formula Fees** Breakdown: Transaction Fee	1 hour/s	• Assistant Director; Information and Communications Technology Department (ICTD)
5. Proceeds to IEO Counter for presentation of documentary requirements with proof of payment. **Location:** SEC Iloilo Extension office	5.1. Receives and verifies documentary requirements and proofs of payment	None	1 hour/s	• SEC Administrative Assistant I; Iloilo Extension Office • SEC Administrative Assistant II; Iloilo Extension Office
	5.2. Processor conducts final review of submitted documents		1 working day/s	• SEC Counsel II; Iloilo Extension Office • SEC Counsel I; Iloilo

				Extension Office
	5.3. Prepares the Certificate of Amended Articles of Incorporation and/or By-laws		30 minute/s	• SEC Administrative Assistant II; Iloilo Extension Office
	5.4. Signs the Certificate of Amended Articles of Incorporation and/or By-laws		2 hour/s	• Director II; Iloilo Extension Office
6. Proceeds to EO Counter to claim the signed Certificate of Amended Articles of Incorporation and/or By-laws **Location:** SEC Iloilo Extension Office	6. Releases signed Certificate of Amended Articles of Incorporation and/or By-laws	None	1 hour/s	• SEC Administrative Assistant I; Iloilo Extension Office • SEC Administrative Assistant II; Iloilo Extension Office
Total Processing Time:		Working Days: 6 working day/s, 3 hour/s, 30 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 1460 See other fees below		

Formula / Schedule of Fees

- **Transaction Fee**

Paycools
PHP 25.00
Paymaya
• 1.50% MDR for Online Checkout Card Payments
• PHP10.00 for Pay by PayMaya & GCash
MYEG
Over-the-counter

Channels	Convenience Fee/MDR
7-Eleven	PHP 23.00(FLAT RATE)
ECPay	
BDO OTC	
BPI OTC	
Bayad Express	
SM Department Store	
SM Supermarket	
Savemore Markets	
Robinsons Department Store	
Rural.Net	
Cebuana Lhuillier	

Palawan Pawnshop	
BTI Payments (PayandGo)	
Posible	
Bayad Center	
Express Pay	
RD Pawnshop	
DA5	
USSC	
Online Banking	
Channels	Convenience Fee/MDR
BPI	PHP 20.00(FLAT RATE)
BDO	
Maybank	
RCBC	
Unionbank	
Mobile Payment	
Channels	Convenience Fee/MDR
Gcash / PayMaya	PHP 15.00(FLAT RATE)
WeChat Pay	2.00%
Alipay	2.00%
GrabPay / ShopeePay	Transaction below PHP 1,000: PHP 15.00 (FLAT RATE) PHP 1,000 and above: 2.00%
Credit Card	
Channels	Convenience Fee/MDR
VISA	2.00%
Mastercard	
JCB	

- **Name Reservation Fee**

Name Reservation Fee:	
Amendment of Corporate Name	Php 100.00
Addition of Trade Name	Php 100.00 per name
Merging of Additional Name	Php 100.00

Office Legend

Office Groups and Divisions					
Eamend Group					
Information and Communications Technology Department (ICTD)	Iloilo Extension Office				

21. Application for Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC) under eAMEND Regular Processing

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

Office or Division:	Iloilo Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Notice of Conversion of an Ordinary Stock Corporation to a One Person Corporation in the form prescribed by the Commission (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: • *Sample form downloadable through this link: https://www.sec.gov.ph/mc-2020/mc-no-27-s-2020/* • *Original copy should be signed (wet signature) and notarized* • *Signed by the single stockholder who has acquired all the outstanding shares of the capital stock of an ordinary corporation* • *Signed by the Corporation's Corporate Secretary*	
3. Original or Certified True Copy of the documents effecting the transfer/s of full title/ownership of shares (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *Deeds of Assignment or any legal document transferring the shares to the single stockholder and if applicable;* • *Certified True Copy of Proof of Authority to act on behalf of the Board*	
4. Certificate Authorizing Registration/Tax Clearance (2) Original Copy And (1) Electronic Copy	Bureau of Internal Revenue - BIR
5. Articles of Incorporation of an OPC (with sample form at the SEC Website) (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office

Remarks:

- *Request sample form through this link:*

  MC No. 07 s.2019 - Guidelines on the Establishment of a One Person Corporation (OPC) - Securities and Exchange Commission

- *Must be duly prepared, signed and acknowledged or authenticated by the single stockholder and by the corporation's Treasurer;*
- *Provision/article indicating the name/s and address/es of the original incorporator/s of the OSC*
- *Provision/articles on the number of directors, their payment details were modified to reflect the name, address, subscription and payment details of the single stockholder in the form prescribed by the Commission*
- *Other details particular to an OPC indicated in MC No. 07, Series of 2019.*
- *Must contain the following as a new Article in the Articles of Incorporation of the One Person Corporation:*

  "Upon issuance by the Securities and Exchange Commission of the Certificate of Filing of Amended Articles of Incorporation, reflecting its conversion into a One Person Corporation, the attached Articles of Incorporation of the Ordinary Stock Corporation shall be deemed superseded"

6. Copy of the latest Articles of Incorporation of the Ordinary Stock Corporation (OSC) (2) Original Copy And (1) Electronic Copy	Applicant / Client
7. Notarized Secretary's Certificate of No Intra corporate Dispute (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office

Remarks:

Download Secretary's Certificate sample form through this link: https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx

8. Monitoring Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office

Remarks:

Application for Monitoring Clearance through: ewatch.sec.gov.ph

If there is no valid and available Monitoring Clearance, submit an Affidavit of Undertaking for Monitoring from the eAMEND System.

If you have previously used an Affidavit of Undertaking for your amendment application, kindly submit a valid Monitoring Clearance issued by the Compliance Monitoring Division (CMD) for your current application.

9. Letter of acceptance of appointment by Nominee and Alternate Nominee (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office

Remarks:

Nominee and/or Alternate Nominee or through https://www.sec.gov.ph/wp-content/uploads/2019/10/2019_Sample-Acceptance-Letter-of-Nomi nees.docx

10. Self-appointed Treasurer's Bond, if applicable	Applicant / Client

(2) Original Copy And (1) Electronic Copy	
11. Undertaking to Assume All Liabilities of the OPC, duly executed under oath by all stockholders of the OSC, if not yet included in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client
For Situational Requirement	
A. For amendment of the Corporate name	
A.1. Name Verification Slip (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *request from crmd_amend_name@sec.gov.ph*	
A.2. Undertaking to Change Corporate Name duly executed under oath by the director of the OSC, if not yet included in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client
B. For Clearance from other SEC departments	
Sub Situational Requirement/s	
B.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
B.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
B.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
B.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
B.c. For Financial Technology (FinTech) related business activities	
B.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;*	

- *Virtual Asset Service Providers;*
- *Play-to-Earn Platforms;*
- *E-Commerce Companies;*
- *Crowdfunding Platforms;*
- *RegTech Companies (RegTech Service Providers);*
- *SupTech Companies (SupTech Service Providers); and*
- *Digital Advisers/Robo-Advisers*

B.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)
C. Endorsement clearance from appropriate Government agencies	
Sub Situational Requirement/s	
C.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
C.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, pays the filing fee through through eSPAYSEC and submit the application in the eAMEND portal (Regular Processing) **Location:** **(https://eamend.sec.gov.ph/login)**	1.1. Verifies completeness of the submitted amendment requirements and assigns the application to the EO Processors.	None	1 hour/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo Extension Office
	1.2. Processes and evaluates application for amendment.		9 working day/s, 6 hour/s, 50 minute/s	• SEC Securities Counsel II; Iloilo Extension Office • SEC Securities Counsel I; Iloilo

				Extension Office
	1.3. Issues Payment Assessment Form (PAF) to the applicant if compliant		5 minute/s	• SEC Securities Counsel II; Iloilo Extension Office • SEC Securities Counsel I; Iloilo Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** https://espaysec.sec.gov.ph/	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: Amendment of Articles of Incorporation: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 Total: PHP 1040 **Formula Fees** Breakdown: Name Verification Fee	5 minute/s	• Accounting Officer; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the ILOEO Receiving Unit through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** ILOEO Receiving Unit	3.1. Receives and verifies documentary requirements and proof of payment	None	5 minute/s	• SEC Administrative Assistant II; Iloilo Extension Office
	3.2. Processor conducts final review of submitted documents		15 minute/s	• SEC Securities Counsel II; Iloilo Extension Office • SEC Securities Counsel I; Iloilo Extension Office
	3.3. Prepares and generates the Certificate		10 minute/s	• SEC Administrativ

	of Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC)			e Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo Extension Office
	3.4. Reviews the application and signs the Certificate of Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC)		9 working day/s, 7 hour/s	• SEC Director II; Iloilo Extension Office
	3.5. Encodes signed Certificate of Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC)		10 minute/s	• SEC Confidential Assistant III; Iloilo Extension Office
	3.6. Tags the application for appointment through the eAmend Portal indicating the date of release of the Certificate		5 minute/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo Extension Office
4. Proceeds to ILOEO Releasing Unit for presentment of the original proof of payment and receives the signed Certificate of Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC).	4. Releases signed Certificate of Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC)	None	15 minute/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo

Location: ILOEO Releasing Unit				Extension Office • SEC Confidential Assistant III; Iloilo Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1040 See other fees below		

Formula / Schedule of Fees

- **Name Verification Fee**

  Php 100 per Corporate Name

  *Additional Php 100 per trade name/s

22. Application for Dissolution of Partnerships

This service outlines the procedure for applying for the dissolution of partnerships through the SEC EAMEND (SEC- Electronic Application for Modification of Entity Data) system. It enables partnership entities to formally terminate their legal existence in compliance with regulatory requirements, ensuring a streamlined and efficient dissolution process.

Office or Division:	Iloilo Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All recorded Partnerships through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy	Applicant / Client
Remarks: *Download Form through this link:* *https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Articles of Dissolution or Affidavit of Dissolution (2) Original Copy	Applicant / Client
3. Bureau of Internal Revenue (BIR) Tax Clearance (1) Original Copy And (1) Photo Copy	Bureau of Internal Revenue - Revenue District Office (RDO)
For Situational Requirement	
A. Endorsement from other Government Agencies	
A.1. Endorsement from Bangko Sentral ng Pilipinas (1) Original Copy And (1) Photo Copy	Bangko Sentral ng Pilipinas - Payment Supervision and Licensing Division
Remarks: *Money Changer and Remittance Services*	
A.2. Endorsement from Insurance Commission (1) Original Copy And (1) Photo Copy	Insurance Commission - Licensing Division
Remarks: *For Insurance Companies*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

1. Create an account with SEC Universal Registration Environment (eSECURE). **Location:** https://esecure.sec.gov.ph/ **Notes/Instruction:** 1.1 Access the eSECURE portal https://esecure.sec.gov.ph/ 1.2 Register an account. 1.3 Pay the registration fee 1.4. Proceed with Credentialing an account **Proceed to step 2 , if client has already an active eSECURE account*	1. System validates and creates client's account	**Standard Fees** Breakdown: Registration Fee: PHP 400 Total: PHP 400 **Formula Fees** Breakdown: Transaction Fee	1 hour/s	• Assistant Director; Information and Communications Technology Department (ICTD)
2. Fills up and submits amendment application at https://eamend.sec.gov.ph/ **Location:** **https://eamend.sec.gov.ph/**	2.1. Application is assigned to processor.	None	3 hour/s	• SEC Administrative Officer II; Iloilo Extension Office
	2.2. Processor evaluates application and supporting documents		2 working day/s, 7 hour/s	• Securities Counsel II; Iloilo Extension Office • Securities Counsel I; Iloilo Extension Office • Securities Investigator; Iloilo Extension Office
	2.3. Once approved, System sends an email notification of "For Payment" status to the email address of the applicant and issues Payment Assessment		1 hour/s	• Assistant Director; Information and Communications Technology

	Form (PAF) if the documents are complete and in order			Department (ICTD)
3. Pays the filing fee **Location:** https://espaysec.sec.gov.ph/payment-portal/home	3. Collects payment and Issues electronic official receipt (eOR)	**Standard Fees** Breakdown: Dissolution of Partnership: PHP 1000 Documentary Stamp Tax: PHP 30 Legal Research Fee: PHP 10 Handling Fee: PHP 20 --- Total: PHP 1060 **Formula Fees** Breakdown: Transaction Fee	1 hour/s	• Assistant Director; Information and Communications Technology Department (ICTD)
4. Proceeds to IEO Counter for the presentation of documentary requirements with proof of payment **Location:** SEC Iloilo Extension Office	4.1. Receives and verifies documentary requirements and proofs of payment	None	1 hour/s	• SEC Administrative Assistant I; Iloilo Extension Office • SEC Administrative Assistant II; Iloilo Extension Office
	4.2. Processor conducts final review of submitted documents		1 hour/s	• SEC Counsel I; Iloilo Extension Office • SEC Counsel II; Iloilo Extension Office • Securities Investigator; Iloilo Extension Office
	4.3. Prepares the Certificate of Affidavit of Withdrawal/Dissolution		30 minute/s	• SEC Administrative Assistant II; Iloilo Extension Office

	4.4. Signs the Certificate of Affidavit of Withdrawal/Dissolution		2 hour/s	• Director II; Iloilo Extension Office
5. Proceeds to EO Counter to claim the signed Certificate of Withdrawal /Dissolution **Location:** SEC Iloilo Extension Office	5. Releases signed Certificate of Affidavit of Withdrawal/Dissolution	None	1 hour/s	• SEC Administrative Assistant I; Iloilo Extension Office • SEC Administrative Assistant II; Iloilo Extension Office
Total Processing Time:		Working Days: 4 working day/s, 2 hour/s, 30 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 1460 See other fees below		

Formula / Schedule of Fees

- **Transaction Fee**

Paycools
PHP 25.00
Paymaya
• 1.50% MDR for Online Checkout Card Payments
• PHP10.00 for Pay by PayMaya & GCash
MYEG
Over-the-counter

Channels	Convenience Fee/MDR
7-Eleven	PHP 23.00(FLAT RATE)
ECPay	
BDO OTC	
BPI OTC	
Bayad Express	
SM Department Store	
SM Supermarket	
Savemore Markets	
Robinsons Department Store	
Rural.Net	
Cebuana Lhuillier	
Palawan Pawnshop	
BTI Payments (PayandGo)	
Posible	
Bayad Center	
Express Pay	
RD Pawnshop	
DA5	
USSC	

Online Banking	
Channels	Convenience Fee/MDR
BPI	PHP 20.00(FLAT RATE)
BDO	
Maybank	
RCBC	
Unionbank	
Mobile Payment	
Channels	Convenience Fee/MDR
Gcash / PayMaya	PHP 15.00(FLAT RATE)
WeChat Pay	2.00%
Alipay	2.00%
GrabPay / ShopeePay	Transaction below PHP 1,000: PHP 15.00 (FLAT RATE) PHP 1,000 and above: 2.00%
Credit Card	
Channels	Convenience Fee/MDR
VISA	2.00%
Mastercard	
JCB	

Office Legend

Office Groups and Divisions					
Eamend Group					
Information and Communications Technology Department (ICTD)	Iloilo Extension Office				

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

This service outlines the procedure for increasing the capital stock of a One Person Corporation (OPC) through cash payments via the SEC EAMEND (SEC- Electronic Application for Modification of Entity Data) regular processing system. It enables OPCs to raise additional capital by issuing new shares in exchange for cash, ensuring compliance with legal and regulatory requirements for such transactions.

Office or Division:	Iloilo Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All Registered One Person Corporation through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet (2) Original Copy	Applicant / Client
Remarks: *Download Form through this link:* *https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. OPC Resolution (2) Original Copy	Applicant / Client
Remarks: *Download Form through this link:* *https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm_RESOLUTION-opc.docx*	
3. Amended Articles of Incorporation (2) Original Copy	Applicant / Client
4. Certificate of Increase in Capital Stock (2) Original Copy	Applicant / Client
Remarks: *Download Form through this link:* *https://www.sec.gov.ph/wp-content/uploads/2022/03/2022SECForm_CERTIFICATE-OF-INCREASE-OF-AUTHORIZED-CAPITAL-STOCK-OF-OPC.docx*	
5. Treasurer's Affidavit (2) Original Copy	Applicant / Client
Remarks: *Download Form through this link:*	

https://www.sec.gov.ph/wp-content/uploads/2022/03/2022SECForm_TREASURERS-AFFIDAVIT.docx

6. Monitoring Clearance (2) Photo Copy	Applicant / Client

Remarks:

Request for Monitoring may be submitted through sec_iloilo@sec.gov.ph or sec.iloilo6@gmail.com

7. On-Site Verification (1) Original Copy And (1) Photo Copy	Applicant / Client

Remarks:

Special Audit Report

-For applications to increase the authorized capital stock of corporations where the subscription to the increase is paid in cash except (a) listed companies, (b) public companies defined in the Securities Regulations Code, (c) Companies that offer or sell securities to the public, (d) where the payment is more than Fifty Million Pesos (P50,000,000.00).

Subscription Contract

-In lieu of the Special Audit Report if the payment to the subscription to the increase is Fifty Million Pesos (P50,000,000.00) or less.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Create an account with SEC Universal Registration Environment (eSECURE). **Location:** https://esecure.sec.gov.ph/ **Notes/Instruction:** 1.1 Access the eSECURE portal https://esecure.sec.gov.ph/ 1.2 Register an account. 1.3 Pay the registration fee 1.4. Proceed with Credentialing an account	1. System validates and creates client's account	**Standard Fees** Breakdown: Registration Fee: PHP 400 Total: PHP 400 **Formula Fees** Breakdown: Transaction Fee	1 hour/s	• Assistant Director; Information and Communications Technology Department (ICTD)

**Proceed to step 2 , if client has already an active eSECURE account*				
2. If the corporate name is for amendment: Fills out Name Verification Forms (Verifies, reserves or company name with or without trade name/s) **Location:** SEC Iloilo Extension Office **Notes/Instruction:** ***If name is rejected, registrant may appeal for the proposed corporate name***	2. Verifies proposed name/s or trade name/s	**Formula Fees** Breakdown: Name Reservation Fee	1 hour/s	• SEC Administrative Officer II; Iloilo Extension Office
3. Fills up and submits amendment application at https://eamend.sec.gov.ph/ **Location:** https://eamend.sec.gov.ph/	3.1. Application is assigned to processor	None	3 hour/s	• SEC Administrative Officer II; Iloilo Extension Office
	3.2. Processor evaluates application and supporting documents		2 working day/s, 7 hour/s	• Securities Specialist III; Iloilo Extension Office
	3.3. Once approved, System sends an email notification of “For Payment” status to the email address of the applicant and issues Payment Assessment Form (PAF) if the documents are complete and in order		1 hour/s	• Assistant Director; Information and Communications Technology Department (ICTD)
4. Pays the filing fee **Location:** https://espaysec.sec.gov.ph/payment-portal/home	4. Collects payment and Issues electronic official receipt (eOR)	**Formula Fees** Breakdown: Amended Articles of IncorporationIncrease of Capital Stock	1 hour/s	• Assistant Director; Information and Communications Technology Department (ICTD)
5. Proceeds to IEO Counter for presentation	5.1. Receives and verifies documentary	None	1 hour/s	• SEC Administrativ

of documentary requirements with proof of payment **Location:** SEC Iloilo Extension Office	requirements and proofs of payment			e Assistant I; Iloilo Extension Office • SEC Administrative Assistant II; Iloilo Extension Office
	5.2. Processor conducts final review of submitted documents		1 hour/s	• Securities Specialist III; Iloilo Extension Office
	5.3. Prepares the Certificate of Amended Articles of Incorporation and Certificate of Increase of Capital Stock.		30 minute/s	• SEC Administrative Assistant II; Iloilo Extension Office
	5.4. Signs the Certificate of Amended Articles of Incorporation and Certificate of Increase of Capital Stock.		2 hour/s	• SEC Director II; Iloilo Extension Office
6. Proceeds to EO Counter to claim the signed Certificate of Amended Articles of Incorporation and Certificate of Increase of Capital Stock. **Location:** SEC Iloilo Extension Office	6. Releases signed Certificate of Amended Articles of Incorporation and Certificate of Increase of Capital Stock.	None	1 hour/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office
Total Processing Time:		Working Days: 4 working day/s, 3 hour/s, 30 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 400 See other fees below		

Formula / Schedule of Fees

- **Transaction Fee**

Paycools

PHP 25.00

Paymaya

• 1.50% MDR for Online Checkout Card Payments

• PHP10.00 for Pay by PayMaya & GCash

MYEG

Over-the-counter

Channels	Convenience Fee/MDR
7-Eleven	PHP 23.00(FLAT RATE)
ECPay	
BDO OTC	
BPI OTC	
Bayad Express	
SM Department Store	
SM Supermarket	
Savemore Markets	
Robinsons Department Store	
Rural.Net	
Cebuana Lhuillier	
Palawan Pawnshop	
BTI Payments (PayandGo)	
Posible	
Bayad Center	
Express Pay	
RD Pawnshop	
DA5	
USSC	
Online Banking	
Channels	Convenience Fee/MDR
BPI	PHP 20.00(FLAT RATE)
BDO	
Maybank	
RCBC	
Unionbank	
Mobile Payment	
Channels	Convenience Fee/MDR
Gcash / PayMaya	PHP 15.00(FLAT RATE)
WeChat Pay	2.00%
Alipay	2.00%
GrabPay / ShopeePay	Transaction below PHP 1,000: PHP 15.00 (FLAT RATE) PHP 1,000 and above: 2.00%
Credit Card	
Channels	Convenience Fee/MDR

VISA Mastercard JCB	2.00%

- **Name Reservation Fee**

Amendment of Name	P 100.00/ name
Addition of Trade Name	P 100.00/ trade name + P100.00 merging of new trade name

- **Amended Articles of Incorporation**

Amended Articles	₱1,000.00
Legal Research Fee	₱10.00
Documentary Stamp Tax	₱30.00
Handling Fee	₱20.00
Total	₱1,060.00

- **Increase of Capital Stock**

Corporations with par value	⅕ of 1% of the authorized capital stock but not less than P3000.00 or the subscription price of the subscribed capital stock whichever is higher
Corporations without par value	⅕ of 1% the increase in capital stock computed at P100.00 per share but not less than P3000.00 or the issue value of the subscribed capital stock whichever is higher
Legal Research Fee	1% of the filing fee, but not less than PHP 10
Documentary Stamp Tax	₱30.00
Handling Fee	₱20.00

Office Legend

Office Groups and Divisions					
Eamend Group					
Information and Communications Technology Department (ICTD)	Iloilo Extension Office				

24. Application for Monitoring Clearance for All Types of Corporations

An online platform for submitting company monitoring requests. It automatically tracks compliance with the submission of reportorial requirements of Domestic Corporations, ordinary stock and non-stock, except: foundations, publicly-listed corporations and corporations with secondary license; regular monitoring of Foreign Corporations (Branch Offices, Representative Offices, Regional Area Headquarters and Regional Operating Headquarters) except foundations.

Office or Division:	Iloilo Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	1. General transacting public and business entities for: a.) Registered and Delinquent corporations; b.) Corporations with Notice of Deficiencies and Hearing or Orders; and c.) Corporations with applications to be filed with the Corporate and Partnership Registration Division, Foreign Investment Registration Station Division, and Corporate Filing and Records Division. 2. Government agencies and instrumentalities like Ombudsman, NBI, AMLC, DTI, DSWD, PDIC, etc. 3. Courts like MTC, MeTC, RTC and Sandiganbayan. NOTE: Branch Offices that are required to post a Securities Deposit shall file the same through imessage@sec.gov.ph
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Accomplished monitoring request in Ewatch (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *Application for Monitoring Clearance through: ewatch.sec.gov.ph*	
For Situational Requirement	
A. For Regional Operating Headquarters (ROHQ) and Regional Area Headquarters (RHQ)	
A.1. Proof of Inward Remittance (1) Original Copy And (1) Electronic Copy	Applicant / Client
B. Additional requirements upon evaluation, if needed	
B.1. Secretary's Certificate (No-Intra Corporate Dispute/Clarification/explaining the double filing of General Information Sheet) (1) Original Copy And (1) Electronic Copy	Applicant / Client
B.2. Affidavit (Anti-Dummy Law/one and the same/auditor) (1) Original Copy And (1) Electronic Copy	Applicant / Client

B.3. OGA Acknowledgment (functional currency) (1) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Office of the General Accountant (OGA)
B.4. Form for Appointment of Officers for One Person Corporation (1) Electronic Copy	Applicant / Client
B.5. Surety Bond (1) Original Copy And (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Application for Monitoring Clearance eWatch link: https://ewatch.sec.gov.ph/login Ensure that the corporation has an eSecure account and has complied with the following: • MC 28 submission • Latest due reports (AFS/GIS) • Complete company profile **Location:** https://ewatch.sec.gov.ph/login	1. The system processes the application if the corporation meets the required criteria.	None	30 minute/s	• NONE; Iloilo Extension Office
2. System automatically updates the status of the corporation to “For Assign” **Location:** SEC Iloilo Extension Office **Notes/Instruction:** *If not compliant, the applicant shall comply with the submission of the latest due reportorial requirements and send* ***a new request through the eWatch system.***	2.1. Determines compliance with the latest due reports and their corresponding jurisdiction	None	30 minute/s	• SEC Administrative Officer II; Iloilo Extension Office
	2.2. If compliant and within the jurisdiction of SEC Iloilo Extension Office, the request is assigned to a Monitoring Specialist.		30 minute/s	• SEC Administrative Officer II; Iloilo Extension Office
	2.3. If not compliant with the latest due reports, the request is reverted to the applicant		30 minute/s	• SEC Administrative Officer II; Iloilo Extension Office
	2.4. If outside the jurisdiction of the SEC Iloilo Extension, the request is endorsed to the appropriate Extension Office (EO).		20 minute/s	• SEC Administrative Officer II; Iloilo Extension Office

3. Receives an update on the requested service. **Location:** SEC Iloilo Extension Office **Notes/Instruction:** The corporation shall comply with the findings within **seven (7)** calendar days. Failure to comply shall result in the request being automatically purged by the system and a new request must be filed.	3.1. Send the Monitoring Sheet within 10 working days.	**Formula Fees** Breakdown: Penalties/Fines	10 working day/s	• Securities Specialist II; Iloilo Extension Office • Securities Specialist I; Iloilo Extension Office
	3.2. If WITHOUT PENALTY, issues a Monitoring Sheet - No Penalty - END OF TRANSACTION.		1 working day/s	• Securities Specialist II; Iloilo Extension Office • Securities Specialist I; Iloilo Extension Office
	3.3. If WITH PENALTY, issue the Monitoring Sheet and Payment Assessment Form (PAF)		1 working day/s	• Securities Specialist II; Iloilo Extension Office • Securities Specialist I; Iloilo Extension Office
	3.4. If for compliance, issues a TENTATIVE Monitoring Sheet with remarks		1 working day/s	• Securities Specialist II; Iloilo Extension Office • Securities Specialist I; Iloilo Extension Office
4. Present PAF and pay the penalties to the nearest Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home **Location:** Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home	4.1. The system will automatically validate the payment from the applicant. If Landbank Payment, posting is within 1-2 working days If ESPAYSEC, the posting of payment is real-time	**Formula Fees** Breakdown: Penalties/Fines Custodian Fee	2 working day/s	• Securities and Exchange Commission; Iloilo Extension Office
	4.2. Once the system tags the request as Paid, the monitoring specialist will forward the proof of payment and the monitoring sheet for review and signature.		1 working day/s	• Securities Specialist II; Iloilo Extension Office • Securities Specialist I;

Notes/Instruction: Send the copy of validated deposit slip/Electronic Official Receipt to the email address of the Monitoring Specialist.				Iloilo Extension Office
	4.3. Review and sign the Monitoring Sheet.		1 working day/s	• SEC Director II; Iloilo Extension Office
	4.4. The signed Monitoring Sheet is uploaded in the Document Verification System to generate QR code.		2 working day/s	• Securities Specialist II; Iloilo Extension Office • Securities Specialist I; Iloilo Extension Office
5. Receive the Confirmation of Payment (COP)/Monitoring Sheet (MS) in PDF Format. - END OF TRANSACTION **Location:** https://ewatch.sec.gov.ph/login	5. Release the Confirmation of Payment/Monitoring Sheet.	None	20 minute/s	• Securities Specialist II; Iloilo Extension Office • Securities Specialist I; Iloilo Extension Office
Total Processing Time:		Working Days: 19 working day/s, 2 hour/s, 40 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Penalties/Fines**

  Guidelines on the Imposition of fines or penalties for non-compliance with reportorial requirements; Securities Regulation Code (SRC); Revised Corporation Code (RCC); Memorandum Circular No. 06, series of 2024; Memorandum Circular No. 8, series of 2009 (MC8-2009); Memorandum Circular No. 15, series of 2006; Memorandum Circular No. 17, series of 2019; Amended rules governing the distribution of excess profits of corporation; Memorandum Circular No. 8, Series of 1998 (MC8-1998); and Office Order No. 298, Series of 2010; Memorandum Circular No. 10 Series of 2026; Memorandum Circular No. 28, Series of 2020.

- **Custodian Fee**

  Memorandum Circular No. 17, series of 2019

25. Cancellation Certificate of Authority of Lending/Financing Branch Offices

This service outlines the procedure for canceling the Certificate of Authority of lending or financing branch offices. It allows financial institutions to formally terminate their branch operations, ensuring compliance with regulatory requirements and proper documentation for the cancellation process.

Office or Division:	Iloilo Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business)
Who may avail:	Registered Lending/Financing Companies through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet (2) Original Copy	Applicant / Client
Remarks: *Download Form through this link:* *https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Letter addressed to the Director signifying its intention to surrender the Certificate of Authority (2) Original Copy	Applicant / Client
3. Original Certificate of Authority (1) Original Copy And (1) Photo Copy	Applicant / Client
4. Monitoring Clearance (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *Request for Monitoring may be submitted through sec_iloilo@sec.gov.ph or sec.iloilo6@gmail.com*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. For pre-processing, proceeds to EO Counter for presentation of documentary requirements **Location:** SEC Iloilo Extension Office	1.1. Accepts documents for assignment to EO processors	None	1 hour/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo

Notes/Instruction: **If applicant receives checklist of deficiencies, immediately comply and send back to the assigned processor*				Extension Office
	1.2. Processor reviews and evaluates the submitted documentary requirements		5 hour/s	• Securities Specialist II; Iloilo Extension Office
	1.3. Receive and verify documentary requirements.		1 hour/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office
	1.4. Prepare the acknowledgement letter		30 minute/s	• SEC Administrative Assistant II; Iloilo Extension Office
	1.5. Processor conducts final review of submitted documents		30 minute/s	• Securities Specialist II; Iloilo Extension Office
	1.6. Review and Signs the Acknowledgement Letter and forwards to Releasing unit		2 hour/s	• SEC Director II; Iloilo Extension Office
2. Proceeds to EO Counter for presentation of the original Certificate of Authority and receive the signed Acknowledgement Letter. **Location:** SEC Iloilo Extension Office	2. Receives Original Certificate of Authority and Release signed Acknowledgement Letter	None	30 minute/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office
Total Processing Time:		Working Days: 1 working day/s, 2 hour/s, 30 minute/s		
Total Processing Fee:		Total Standard Fee: None		

26. Cancellation Certificate of Authority of Lending/Financing Branch Offices

This service outlines the online procedure adopted for the cancellation of the Certificate of Authority of Lending and Financing Companies.

Office or Division:	Iloilo Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Coversheet (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: *May secure a Checklist of requirements and sample formats from the Licensing Unit or through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf.*	
2. Letter addressed to the Director signifying its intention to surrender the Certificate of Authority. (1) Original Copy And (3) Photo Copy	Applicant / Client
3. Original Certificate of Authority (1) Original Copy And (3) Photo Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)

1. For preprocessing, proceed to EO Counter for presentation of documentary requirements **Location:** Receiving Unit, SEC Iloilo Extension Office 3F Festive Walk Mall Annex, Iloilo Business Park **Notes/Instruction:** Remarks: *If documents are incomplete and non-compliant, return to clients for compliance by issuing a checklist of deficiencies.	1.1. Receive, assign and forward to the ILOEO processor the scanned copy of documentary requirements.	None	15 minute/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office
	1.2. ILOEO Processor reviews and evaluates the submitted documentary requirements.		15 minute/s	• Securities Sppecialist II; Iloilo Extension Office
2. Receives update on the requested service through email. **Location:** sec_iloilo@sec.gov.ph **Notes/Instruction:** Remarks: If an applicant receives a checklist of deficiencies, immediately comply and send back to the assigned ILOEO processor.	2. Checks the Compliances on the deficiencies or lacking documentary requirements	None	30 minute/s	• Securities Specialist II; Iloilo Extension Office
3. Submits the hard copies at ILOEO Receiving Unit counter **Location:** Receiving Unit, SEC Iloilo Extension Office 3F Festive Walk Mall Annex, Iloilo Business Park	3.1. Receive and verify documentary requirements.	None	10 minute/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo Extension Office
	3.2. Processor conducts final review of submitted documents		10 minute/s	• Securities Specialist II; Iloilo

				Extension Office
	3.3. Prepares the acknowledgement letter.		15 minute/s	• SEC Confidential Assistant III; Iloilo Extension Office
	3.4. Review and sign the acknowledgement letter.		15 minute/s	• SEC Director II; Iloilo Extension Office
	3.5. Forward the acknowledgement letter to Releasing Unit		15 minute/s	• SEC Director II; Iloilo Extension Office
4. Receive Notice thru email that the Acknowledgement letter is already signed. **Location:** sec_iloilo@sec.gov.ph	4. Notify the Applicant thru email that the Acknowledgement letter is already signed.	None	10 minute/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo Extension Office
5. Proceed to ILOEO Releasing Unit for presentation of the original Certificate of Authority and receive the signed Acknowledgement Letter. **Location:** Releasing Unit, SEC Iloilo Extension Office 3F Festive Walk Mall Annex, Iloilo Business Park	5. Release signed Acknowledgement Letter.	None	15 minute/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo Extension Office
Total Processing Time:		Working Days: 2 hour/s, 30 minute/s		
Total Processing Fee:		Total Standard Fee: None		

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

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

Office or Division:	Iloilo Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	General transacting public and business entities for: a.) Registered corporations; b.) Suspended and Revoked Corporation for purposes of filing a Petition to Set Aside Order of Suspension or Revocation; and c.) Corporations with Notice of Deficiencies and Hearing or Orders.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Annex D for corporations or Annex E for partnerships may be found in the MC 28 series of 2020 uploaded in the SEC website - MUST BE NOTARIZED UPON SUBMISSION (1) Electronic Copy	Applicant / Client
Remarks: *ALL FORMS SHOULD BE NOTARIZED (Annex D or Annex E)*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit Email account address and cellular phone number for the compliance in Memorandum Circular No. 28 Series of 2020 through https://mc28.sec.gov.ph/ The Annex D Form can be downloaded in NEW SUBMISSION Requirement. **Location:** https://mc28.sec.gov.ph/ **Notes/Instruction:** 1.1. Click NEW SUBMISSION in MC28	1.1. Receive the application through MC28 Portal including its attachments.	None	2 hour/s	• SEC Administrative Assistant II; Iloilo Extension Office

Portal, enter the Correct SEC registration, and fill out the information in the prescribed format provided in MC28, S2020 (ANNEX D for corporations, or Annex E for partnerships - **ALL FORMS SHOULD BE NOTARIZED**) 1.2. Encode the company details reflected in the ANNEX D for corporations, or Annex E for partnerships. Then click the continue and verified contact details. After confirming the details, One-time password/OTP will be sent to the contact details provided in the form. A system will again display a verification page prompting the user to enter the received OTP to proceed. 1.3. Upload NOTARIZED ANNEX D for corporations; or NOTARIZED ANNEX E for partnerships and other attachments if any, then submit the application.	1.2. Browse over the SEC systems online, review and compare the information in the uploaded ANNEX D/E and encoded data in the portal.		3 hour/s	• SEC Administrative Assistant II; Iloilo Extension Office
	1.3. Check the authorized Person in Control and the signatories of its attachments.		3 hour/s	• SEC Administrative Assistant II; Iloilo Extension Office
2. Receive a display confirmation indicating that the submission was successful along with reference Number assigned to the transaction at the same time a confirmation email notifying them that the submission has been successfully received and is now under reviewed by the SEC. **Location:**	2.1. If the information in ANNEX D/E is valid, consistently encoded in the portal, and with complete documents, it will be tagged as approved.	None	2 working day/s	• SEC Administrative Assistant II; Iloilo Extension Office

SEC Iloilo Extension Office **Notes/Instruction:** 2.1. If the application is for compliance/rejected, the client must re-apply their application in MC28 Portal New Submission with the compliance from the said remarks.	2.2. If the application is for compliance, it will be tagged as rejected (the findings are stated as well as the possible solutions/remedies for compliance).		3 working day/s	• SEC Administrative Assistant II; Iloilo Extension Office
Total Processing Time:		Working Days: 6 working day/s		
Total Processing Fee:		Total Standard Fee: None		

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

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

Office or Division:	Iloilo Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	General transacting public and business entities for: a.) Registered corporations; b.) Suspended and Revoked Corporation for purposes of filing a) Petition to Set Aside Order of Suspension or Revocation; c.) Corporations with Notice of Deficiencies and Hearing or Orders; and d.) Corporations with applications to be filed with the SEC Iloilo Extension Office.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. All Annexes (Annex D or Annex E) may be found in the MC 28 series of 2020 uploaded in the SEC website (1) Original Copy	Applicant / Client

Remarks:

Download Form through this link:

https://www.sec.gov.ph/wp-content/uploads/2020/11/2020Form_MC28s2020-Annexes-D-to-G.doc

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit Email account address and cellular phone number for the compliance in Memorandum Circular No. 28 Series of 2020 through https://apps010.sec.gov.ph/ **Location:** https://apps010.sec.gov.ph/ **Notes/Instruction:** 1.1 Click NEW SUBMISSION in MC28	1.1. Receive the application through MC28 Portal including its attachments and pre-evaluate the required documents	None	1 working day/s	• Assistant Director; Information and Communications Technology Department (ICTD)

Portal, download and fill out the information in the prescribed format provided in MC28, S2020 (ANNEX D for corporations; or Annex E for partnerships) 1.2 Encode the company details reflected in ANNEX D for corporations; or Annex E for partnerships 1.3 Upload ANNEX D for corporations; or Annex E for partnerships and other attachments if any, then submit the application. ****If the application is for compliance/rejected, the client must re-apply their application in MC28 Portal New Submission with the compliance from the said remarks.*	1.2. Browse over the SEC systems online, review and compare the information in the uploaded ANNEX D/E and encoded data in the portal.		1 working day/s	• SEC Director II; Iloilo Extension Office
	1.3. Check the authorized Person in Control and the signatories of its attachments		4 hour/s	• SEC Director II; Iloilo Extension Office
	1.4. Approves the submission in the MC28 Portal		4 hour/s	• SEC Director II; Iloilo Extension Office
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: None		

29. Confirmation of Valuation for Domestic Stock Corporations Classified as Philippine National

This service details the adopted online procedure and documentary requirements on application for confirmation of valuation of consideration for additional issuance shares out of the unissued shares pursuant to Section 61 of the Revised Corporation Code, which may be in the form of, but not limited to the following:

- *Previously incurred indebtedness (eg. conversion of advances into equity / conversion of deposit for future subscriptions)*
- *Land, building / condominium units*
- *Untitled Lands*
- *Inventories / Furnitures / Personal Properties*
- *Heavy equipment and machinery*
- *Shares of stock*
- *Motor Vehicle*
- *Sea vessel / aircraft*
- *Intangibles*
- *Net assets*
- *Other assets*

Office or Division:	Iloilo Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Combined Notarized Secretary's Certificate a. Request of Application; b. board resolution approving the additional issuance of shares of stock ; c. List of stockholders with the nationalities, amount subscribed and paid up and the subscribers to the new shares; d. Certifying that all non-subscribing stockholders waived their respective pre-emptive rights or attesting on the resolution by the stockholders representing at least 2/3 of the outstanding capital stock approving the issuance of shares in exchange for property or previously incurred indebtedness; e. non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office

Remarks:

Download the Combined Secretary's Certificate for ***Confirmation of Valuation for Domestic Stock Corporations Classified as Philippine National*** *below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Confirmation-of-Valuation.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance from Monitoring Unit of Financial Analysis and Audit Department (FAAD) (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Iloilo Extension Office
Remarks: *Monitoring Unit of Financial Analysis and Audit Department (FAAD) through the link:* • ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
B. For Financing and Lending Companies:	
B.1. Financing and Lending Companies Department (FLCD) Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Financing and Lending Companies Department (FLCD)
Remarks: *Financing and Lending Companies Department (FLCD) through the link:* • ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
C. For Listed and Public Companies:	
C.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)
Remarks: *Corporate Governance and Finance Department (CGFD) through the link:* • ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
D. Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
D.1. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Market and

	Securities Regulation Department (MSRD)

Remarks:

Market and Securities Regulation Department (MSRD) through the link:

eWATCH: *https://ewatch.sec.gov.ph/login*

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

E. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:

E.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector

Remarks:

To request, please refer to BSP Citizen's Charter through this link:
https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

F. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:

F.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group

Remarks:

To request, please refer to IC Citizen's Charter through this link:

https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

G. Additional Requirement if the consideration for issuance of shares is in the form of Previously incurred indebtedness (e.g., conversion of advances into equity / conversion of deposit for future subscription)

G.1. Deed of Assignment of advances / liabilities (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office

Remarks:

Download the Deed of Assignment for ***Confirmation of Valuation_Advances*** *below:*

a. Sigle Assignor: https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Single-Assignor.docx

b. Multiple Assignor: https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Multiple-Assignor.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

G.a. If the advances/liabilities is not yet reflected in the Audited Financial Statements (AFS):	
G.a.1. A report to be rendered by an Independent CPA on the verification of the advances to be converted to equity (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H. Additional Requirement if the consideration for issuance of shares is in the form of Land, buildings / condominium units:	
H.1. Detailed schedule of property showing the registered owner, location, area, TCT/CCT no., tax declaration number and the basis of transfer value (market value, assessed value or zonal value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *Download the sample **Detailed Schedule for Land, Buldings/Condominium Units** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DS_Land-Buildings-Condo.xlsx* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.2. Copy of TCT/CCT electronically certified and issued by Register of Deeds and tax declaration sheet certified Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.3. Deed of Assignment: a. Deed of Assignment; b. Certifying that the improvements are existing and in good condition ; c. Undertaking that the corporation will submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *Download the Deed of Assignment for **Confirmation of Valuation_Land, Buildings / Condominium Units** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Land-Buildings-Condo.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	

H.a. If transfer value is based on appraised value:	
H.a.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.a.2. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_AV_Affidavit.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.b. If property is mortgaged:	
H.b.1. Mortgagee/creditor's certification on the outstanding loan balance and his/her written consent to the transfer of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.c. For assignment of buildings where assignor is not the owner of the land:	
H.c.1. Lease contract on the land and consent of the land owner to the transfer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I. Additional Requirement if the consideration for issuance of shares is in the form of Untitled Lands:	
I.1. Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least twenty (20) years and the possessor had introduced improvements thereon, if any (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.2. Duplicate original or certified true copies of the tax declaration sheets (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.3. Latest realty tax receipts (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.4. Affidavit by the transferor attesting the following: 1. Continuous and open possession of the property is located; 2.a. Existence (or non-existence) of easements over the untitled property; b. Kind/description of the easement and its location; and c. Whether the transferor is the dominant estate or the servient estate, by virtue of such easements 3. That the transferor/subscriber to answer for any liability that the corporation might incur by virtue of the acceptance of said property as paid-up capital) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *Download the **Transferor Affidavit for Untitled Land** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-the-Transferor_Untitled-Lands.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.5. Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.6. Duplicate original or certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument affecting the property recorded in the Register of Deeds for the province of city where the land is situated (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.7. Clearance or certification from the Department of Agrarian Reform (DAR) attesting to the following: (a) There is no other claimant to the untitled land; (b) it has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party; or (c) The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Department of Agrarian Reform (DAR) - Department of Agrarian Reform (DAR)

Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.8. Blue Print Survey of the Plan as approved by the Bureau of Lands (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.9. Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/ assessed value / zonal value or appraised value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *Download the sample **Detailed Schedule of Untitled Lands** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DS_Untitled-Lands.xlsx* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.10. Deed of Assignment reflecting: a. Assignment of Untitled Lands; b. Undertaking to submit certified true copy of the original certificate of title in the name of the transferee-corporation within one (1) year from the date of receipt of the approval of the application) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *Download the Deed of Assignment for **Confirmation of Valuation_Untitled Lands** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Untitled-Lands.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
I.a. If transfer value is based on zonal value	
I.a.1. Latest zonal valuation certified by BIR (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.b. If transfer value is based on appraised value	
I.b.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old)	Applicant / Client

(1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.b.2. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_AV_Affidavit.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J. Additional Requirement if the consideration for issuance of shares is in the form of Inventories / Furniture / Personal Properties:	
J.1. Detailed schedule of property showing the description and the basis of transfer value (market value or book value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *Download the sample **Detailed Schedule of Inventories / Furniture / Personal Properties** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DS_Inventories.xlsx* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.2. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *Download the Deed of Assignment for **Confirmation of Valuation_Inventories / Furniture / Personal Properties** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Inventories-Furniture-Personal-Properties.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
J.a. If transfer value is based on book value:	
J.a.1. Special Audit Report by an Independent CPA on the verification and valuation of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K. Additional Requirement if the consideration for issuance of shares is in the form of Heavy equipment and machinery:	
K.1. Detailed schedule of the property showing the description and the transfer value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *Download the sample **Detailed Schedule of Heavy Equipment and Machinery** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DS_Heavy-Equipment.xlsx* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K.2. Appraisal report by a licensed appraiser (not more than 6-month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K.3. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *Download the Deed of Assignment for **Confirmation of Valuation_Heavy Equipment and Machinery** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Heavy-Equipment-and-Machinery.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K.4. Certification from the transferor stating that the properties are existing and in good condition (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
K.a. In case the heavy equipment and machinery qualify as real property as defined under the New Civil Code.	
K.a.1. Copy of the latest required Tax Declaration Sheet certified by the Assessor's Office.	Applicant / Client

(1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K.a.2. Copy of the TCT / CCT of the land on which the heavy equipment and machinery are located certified by the Register of Deeds. (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K.b. If the assignor is not the owner of the land on which the heavy equipment and machinery are located as defined under the New Civil Code.	
K.b.1. Lease contract on the land and consent of the land owner to the transfer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K.c. If the transfer value is based on appraised value:	
K.c.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_AV_Affidavit.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L. Additional Requirement if the consideration for issuance of shares is in the form of Shares of Stock:	
L.1. Detailed schedule of the shares of stock showing the stockholder, stock certificate number, no. of shares and the basis of transfer value (market or book value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office

Remarks: *Download the sample **Detailed Schedule of Shares of Stock** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DS_Shares-of-Stock.xlsx* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.2. Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Information and Communications Technology Department (ICTD)
Remarks: *To be provided by the Company, in case the Company did not file* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.3. Deed of Assignment (a. Deed of Assignment ; b. Undertaking that the corporation will submit the required proof of transfer within the prescribed period). (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *Download the Deed of Assignment for **Confirmation of Valuation_Shares of Stock** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Shares-of-Stocks.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.4. Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the assignor (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.5. Photocopy of the stock certificate (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
L.a. If listed in the Stock Exchange:	

L.a.1. Latest market price quotation in the newspaper or certification from the stock exchange/broker as to latest market price of the shares of stock (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M. Additional Requirement if by way of Motor Vehicles	
M.1. Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *Download the sample **Detailed Schedule of Motor Vehicle** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DS_Motor-Vehicle.xlsx* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.2. Photocopy of certificate of registration and official receipt of annual registration fee (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
M.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.4. Deed of Assignment reflecting: a. Assignment of Motor Vehicles; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period; c. Certification from the transferor stating that the motor vehicles are existing and in good running condition. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *Download the Deed of Assignment for **Confirmation of Valuation_Motor Vehicles** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Motor-Vehicles.docx*	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.	
Sub Situational Requirement/s	
M.a. If the transfer value is based on appraised value:	
M.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_AV_Affidavit.docx* *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N. Additional Requirement if by way of Sea Vessel / Aircraft:	
N.1. Detailed schedule of vessel/aircraft showing registered Owner, registry number, technical description and appraised value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *Download the sample **Detailed Schedule of Sea Vessel / Aircraft** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DS_Sea-Vessel_Aircraft.xlsx* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.2. Certified true copy of the certificate of ownership (1) Certified True Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The certified true copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.4. Certificate of seaworthiness/airworthiness issued by appropriate government agency (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.5. Deed of Assignment reflecting: a. Assignment of Sea Vessel/Aircraft; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *Download the Deed of Assignment for* ***Confirmation of Valuation_Sea Vessel/Aircraft*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Sea-Vessels-aircrafts.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
N.a. If the transfer value is based on appraised value:	
N.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_AV_Affidavit.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O. Additional Requirement if the consideration for issuance of shares is in the form of Intangibles:	
O.1. Photocopy of System Purchase Agreement or any proof of ownership (for software) (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
O.2. Copy of Certificate of Registration of Intellectual Property Rights and mining permit for mining claims/rights (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
O.3. Appraisal report by an accredited appraisal company or by a licensed Filipino mining engineer for mining claims/rights (not more than 6 months old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.	
O.4. Deed of Assignment reflecting: a. Assignment of Intangibles; b.Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *Download the Deed of Assignment for* ***Confirmation of Valuation_Intangibles*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Intangibles.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
O.a. If the transfer value is based on appraised value:	
O.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_AV_Affidavit.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P. Additional Requirement if the consideration for issuance of shares is in the form of Net Assets:	
P.1. Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
P.2. Deed of Assignment of the assets and liabilities (a. Deed of Assignment; b. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period). (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *Download the Deed of Assignment for* ***Confirmation of Valuation_Net Assets*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Net-Assets.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P.3. List of creditors with the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P.4. Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *Download the sample **Detailed Schedule of Net Asset** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DS_Net-Assets.xlsx* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P.5. Photocopy of the certificate of registration of the motor vehicles (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
P.6. Copy of TCT/CCT electronically certified and issued by the Register of Deeds and tax declaration sheets certified by the Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P.7. Photocopy of stock certificates (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
P.8. DTI Certificate of Registration (for single proprietorship) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

Q. Other than the identified kind of payments:	
Q.1. Deed of Assignment reflecting: a. Assignment of the assets; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q.2. Proof of Ownership (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q.3. Basis of Valuation (i.e. Valuation Report or Appraisal Report) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
Q.a. If the transfer value is based on appraised value:	
Q.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_AV_Affidavit.docx* *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Proceeds to EO Counter for presentation of documentary requirements **Location:** Receiving Unit, SEC Iloilo Extension Office 3F Festive Walk Mall Annex, Iloilo Business Park **Notes/Instruction:**	1.1. Accepts documents for assignment to EO processors	**Formula Fees** Breakdown: Confirmation of ValuationLegal Research FeeDocumentary Stamp tax	4 hour/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office

• If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous				• SEC Confidential Assistant III; Iloilo Extension Office
	1.2. Processor reviews and evaluates the submitted documentary requirements.		17 working day/s	• Securities Specialist III; Iloilo Extension Office

records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given.				
	1.3. Sends the Payment Assessment Form (PAF) to the applicant. Then, informs the applicant to submit the original/hard copy upon payment.		1 hour/s	• Securities Specialist III; Iloilo Extension Office
2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip). **Location:** SEC Iloilo Extension Office 3F Festive Walk Mall Annex, Iloilo Business Park **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed (at least one set should all be original copies of the documents pre-processed, except*	2.1. Receives and verifies documentary requirements and proofs of payment	None	2 hour/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo Extension Office
	2.2. Processor conducts final review of submitted documents		4 hour/s	• Securities Specialist III; Iloilo Extension Office
	2.3. Prepares the Resolution		1 hour/s	• SEC Confidential Assistant III;

for audited financial statements)				Iloilo Extension Office
	2.4. Reviews the documents, signs, and approves the Resolution.		1 working day/s	• SEC Director II; Financial Analysis and Audit Department (FAAD)
	2.5. Schedules and sends email notification to the applicant on the date of release of the resolution.		2 hour/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo Extension Office
3. Present the Official Receipt and Appointment Letter. Then, fill out the logbook for released applications and claim the approved Resolution. **Location:** SEC Iloilo Extension Office 3F Festive Walk Mall Annex, Iloilo Business Park	3. Calls the name of the corporation, assists the client in filling out the logbook, and releases the approved Resolution.	None	2 hour/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Confirmation of Valuation**

  1/5 of 1% of the value of shares of stocks to be issued but not less than P3,000.00

- **Legal Research Fee**

equivalent to 1% of the computed filing fee Confirmation of valuation but not less than P10.00

- **Documentary Stamp tax**

  P30.00 per certificate

30. Decrease of Capital Stock

This service details the adopted procedure and documentary requirements on application for Decrease of Capital Stock If the decrease of capital stock is accompanied by application for equity restructuring, comply also with the requirements for Equity Restructuring.

Office or Division:	Iloilo Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All Registered Stock Corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet (2) Original Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *Download Form through this link:* *https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Certificate of Decrease of Capital Stock (2) Original Copy	Applicant / Client
Remarks: *To be provided by the client in accordance with Section 15 and 37 of the Revised Corporation Code*	
3. Directors' Certificate (2) Original Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *Download Form through this link:* *https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf*	
4. Amended Articles of Incorporation (2) Original Copy	Applicant / Client
Remarks: *To be provided by the client*	
5. List of stockholders showing the names, nationalities and stockholdings before and after the reclassification/declassification/conversion, as certified by the	Applicant / Client

corporate secretary (2) Original Copy	
Remarks: *To be provided by the client*	
6. Audited Financial Statements (AFS) as of the last fiscal year stamped received by BIR and SEC (if the advances are already reflected therein) (2) Original Copy	Applicant / Client
Remarks: *To be provided by the client*	
7. Long-form audit report of item no. 6, if with return of capital (2) Original Copy	Applicant / Client
Remarks: *To be provided by the client*	
8. List of creditors (if it involves return of capital) certified by the auditor or certified under oath by the company accountant and written consent of each creditor (2) Original Copy	Applicant / Client
Remarks: *To be provided by the client*	
9. List of stockholders showing the names, nationalities, and their subscribed and paid-up before and after the decrease certified under oath by the Corporate Secretary (2) Original Copy	Applicant / Client
Remarks: *To be provided by the client*	
10. Publisher’s affidavit of the publication of the decrease of capital (once in a newspaper of general circulation) (2) Original Copy	Applicant / Client
Remarks: *Publisher of a newspaper of general circulation*	
11. Secretary’s Certificate on non-existence of intra-corporate dispute (2) Original Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *Download Form through this link:*	

https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf	
12. Monitoring Clearance (2) Original Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *Request for Monitoring may be submitted through sec_iloilo@sec.gov.ph or sec.iloilo6@gmail.com*	
13. Clearance from other SEC departments (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Financing and Lending Companies Department (FinLend), Securities Registration Division, Markets and Securities Regulation Department (MSRD), PhiliFintech Innovation Office (PIO), Investigation and Prosecution Division, Enforcement and Investor Protection Department (EIPD)
Remarks: • *For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation* • *For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House* • *For Financial Technology (FinTech) related business activities* *o Operators of payment systems;* *o Payment Service Providers;* *o Electronic Money Issuers (EMI);* *o Non-bank EMIs;* *o Alternative Credit Scoring Companies;* *o Online Lending Companies;* *o Peer-to-peer Lending Companies;* *o AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers);* *o KYC/Security Companies (KYC Service Providers);* *o Digital Banks;* *o Digital Asset Exchanges;* *o Virtual Asset Service Providers;* *o Play-to-Earn Platforms;* *o E-Commerce Companies;* *o Crowdfunding Platforms;* *o RegTech Companies (RegTech Service Providers);*	

o SupTech Companies (SupTech Service Providers); and

o Digital Advisers/Robo-Advisers.

14. Endorsement from other government agencies ● Money Changer and Remittance Services ● Insurance (2) Original Copy	Applicant / Client

Remarks:

Payment Supervision and Licensing Division, Bangko Sentral ng Pilipinas Licensing Division, Insurance Commission

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the requirements to the Counter Officer **Location:** Securities and Exchange Commission - Iloilo Extension Office	1.1. Records the date of submission and forwards the application to the assigned processor	None	1 hour/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office
	1.2. Examines whether the documents submitted are complete in form and in substance. **If the application is for compliance, the processor prepares a checklist of deficiencies and returns it to the applicant.		15 working day/s	• Securities Counsel II; Iloilo Extension Office • Securities Counsel I; Iloilo Extension Office • Securities Specialist III; Iloilo Extension Office
	1.3. Processor endorses application for payment		1 hour/s	• Securities Counsel II; Iloilo Extension Office • Securities Counsel I; Iloilo Extension Office • Securities Specialist III; Iloilo

				Extension Office
	1.4. Assessor issues Payment Assessment Form (PAF) to the applicant		1 hour/s	• Securities Specialist II; Iloilo Extension Office • SEC Administrative Assistant II; Iloilo Extension Office
2. Pays the filing fees **Location:** https://espaysec.sec.gov.ph/payment-portal/paf-search	2. Collects payment and Issues electronic official receipt (eOR)	**Formula Fees** Breakdown: Decrease of Capital Stock	1 hour/s	• Assistant Director; Information and Communications Technology Department (ICTD)
3. Informs SEC Iloilo Extension Office of Payment through email at sec_iloilo@sec.gov.ph or call at (033) 337-9984. **Location:** Securities and Exchange Commission - Iloilo Extension Office / sec_iloilo@sec.gov.ph or call at (033) 337-9984.	3.1. Stamp received documentary requirements and proof of payment.	None	1 hour/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office
	3.2. Prepares the Certificate of Decrease of Capital Stock and Amendment of Articles of Incorporation		1 hour/s	• SEC Administrative Assistant II; Iloilo Extension Office
	3.3. Processor conducts final review of submitted documents		1 hour/s	• Securities Counsel II; Iloilo Extension Office • Securities Counsel I; Iloilo Extension Office • Securities Specialist III; Iloilo Extension Office

	3.4. Reviews and Signs the Certificate of Decrease of Capital Stock and Amendment of Articles of Incorporation and forwards approved application to Releasing Unit		2 hour/s	• SEC Director II; Iloilo Extension Office
4. Present the Official Receipt to the Counter and receives the duly approved Resolution **Location:** Securities and Exchange Commission - Iloilo Extension Office	4. Releases the duly approved Certificate of Decrease of Capital Stock and Amendment of Articles of Incorporation	None	1 hour/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office
Total Processing Time:		Working Days: 16 working day/s, 2 hour/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Decrease of Capital Stock**

1. Decrease of Capital Stock *

1.1 if return of capital – P5,000.00

1.2 All others – P3,000.00

2. Amended Articles of Incorporation – P1,000.00*

*plus Legal Research Fee (LRF) 1% of computed filing fee but not less than P10.00 and documentary stamp tax of P30

31. Decrease of Capital Stock for Domestic Stock Corporations Classified as Philippine National

This service details the adopted online procedure and documentary requirements on application for Decrease of Capital Stock pursuant to Section 37 of the Revised Corporation Code of the Philippines.

This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.

If the decrease of capital stock is accompanied by an application for equity restructuring, comply also with the requirements for Equity Restructuring.

For pre-processing of new applications, scanned copies of the required documents shall be submitted via e-mail through faad_application@sec.gov.ph or through the iMessage portal at imessage.sec.gov.ph

Office or Division:	Iloilo Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National , please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Unified Certification for Decrease of Capital Stock on: a. Certificate of Decrease of Capital Stock; b. Director's Certificate; c. List of stockholders of record as of date of meeting approving the decrease, indicating their nationalities and their respective subscribed and paid-up capital on the present authorized capital stock; e. Non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Iloilo Extension Office
Remarks: *Download the **Unified Certification for Decrease in Authorized Capital Stock** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Decrease-of-ACS.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
2. Amended Articles of Incorporation	Applicant / Client

(2) Photo Copy And (1) Electronic Copy	
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
3. Treasurer's Certification, attesting the following: a) A complete list of creditors as of last fiscal year; b) that all creditors have been duly informed of the decrease of capital stock; c) that no opposition from any creditor has been received; and d) that the decrease of capital stock is undertaken for a valid and legitimate purpose and is not intended to defraud creditors (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *To be prepared by the Company in compliance* ***with SEC Notice issued last August 28, 2025.*** *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
4. Publisher's affidavit of the publication of the decrease of capital (once in a newspaper of general circulation) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance from Monitoring Unit of Financial Analysis and Audit Department (FAAD) (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Financial Analysis and Audit Department (FAAD)
Remarks: *Monitoring Unit of Financial Analysis and Audit Department (FAAD) through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
B. For Financing and Lending Companies:	
B.1. Financing and Lending Companies Department (FLCD) Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Financing and Lending Companies Department (FLCD)
Remarks: *Financing and Lending Companies Department (FLCD) through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login*	

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

C. For Listed and Public Companies:	
C.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)

Remarks:

Corporate Governance and Finance Department (CGFD) through the link:

eWATCH: *https://ewatch.sec.gov.ph/login*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

D. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
D.1. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Market and Securities Regulation Department (MSRD)

Remarks:

Market and Securities Regulation Department (MSRD) through the link:

eWATCH: *https://ewatch.sec.gov.ph/login*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

E. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
E.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector

Remarks:

To request, please refer to BSP Citizen's Charter through this link:
https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

F. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
F.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group

Remarks:

To request, please refer to IC Citizen's Charter through this link:

https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

G. In case the treasury shares subject of retirement is not reflected in the latest required Audited Financial Statements	
G.1. Interim Financial Statements certified under oath by the President and Treasurer (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The photo copy will be submitted upon payment of the corresponding fees.

H. If with Amendment of Corporate Name / Trade Name / Business Name	
H.1. Name Verification Slip (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office

Remarks:

Please refer to the Citizen's Charter of Corporate Filing and Records Division (CFRD) of the Company Registration and Monitoring Department (CRMD)

Note: The photo copy will be submitted upon payment of the corresponding fees.

I. If other amendments filed simultaneous with the decrease would result in conversion of a Lending to a Financing company, or vice versa	
I.1. Certificate of Authority (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office

Remarks:

Please refer to the Citizens Charter of Licensing Unit (LU) under Company Registration and Monitoring Department (CRMD) for the documentary requirements and process.

Note: The photo copy will be submitted upon payment of the corresponding fees.

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit the electronic copy of complete requirements for new application. **Location:** • **iMessage:** imessage.sec.gov.ph **Notes/Instruction:**	1.1. Verifies completeness of the required documents, receives and records the application if complete, and sends a ticket confirming receipt and identifying the assigned ILOEO Specialist.	None	4 hour/s	• SEC Confidential Assistant III; Iloilo Extension Office

• Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the ILOEO Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via imessage. For submission of compliance documents, the client will directly send it to imessage. The assigned ILOEO Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.4. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and				
	1.2. Examines online-submitted documents for		17 working day/s	• Securities Specialist III;

Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The	completeness in form and substance.			Iloilo Extension Office
	1.3. Issues the Payment Assessment Form (PAF) to the applicant. Then, informs the applicant to submit the original/hard copy upon payment.		1 hour/s	• Securities Specialist III; Iloilo Extension Office

government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)				
2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip). **Location:** Receiving Unit, SEC Iloilo Extension Office 3F Festive Walk Mall Annex, Iloilo Business Park **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)*	2.1. Receives complete application requirements with proof of payment; verifies hard copies against online-submitted documents and, if found in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.	None	3 hour/s	• SEC Administrative Assistant I; Iloilo Extension Office • SEC Administrative Assistant II; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo Extension Office
	2.2. Processor conducts final review of submitted documents		4 hour/s	• Securities Specialist III; Iloilo Extension Office • SEC Administrative Officer II; Financial Analysis and Audit

				Department (FAAD)
	2.3. Reviews the documents, signs, and approves the Certificate.		1 working day/s	• SEC Director II; Iloilo Extension Office
	2.4. Schedules and sends email notification to the applicant on the date of release of the certificate.		2 hour/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo Extension Office
3. Present the Official Receipt and Appointment Letter.Then, fill out the logbook for released applications and claim the Certificate of Decrease in Capital Stock. **Location:** SEC Iloilo Extension Office 3F Festive Walk Mall Annex, Iloilo Business Park	3. Calls the name of the corporation, assists the client in filling out the logbook, and releases the Certificate of Decrease in Capital Stock	None	2 hour/s	• SEC Administrative Assistant I; Iloilo Extension Office • SEC Administrative Assistant II; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		

32. Dissolution (For amendment to shorten the corporate term under Section 136 of the RCC where the proposed expiration of the corporate term is less than one year, from approval of the application for amendment)

This service outlines the procedure for amending a corporation's term of existence under Section 136 of the Revised Corporation Code (RCC) to shorten its corporate term. This application applies when the proposed expiration of the corporate term is less than one year from the approval date of the amendment, allowing corporations to legally shorten their operational duration in accordance with regulatory guidelines.

Office or Division:	Iloilo Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All Registered Corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover sheet (2) Original Copy	Applicant / Client
Remarks: *Download Form through this link:* *https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Notarized Directors' or Trustee's Certificate signed by majority of the directors or trustees and the corporate secretary, attesting that: (1) the dissolution by shortening of corporate term was approved by majority of the board of directors/trustees and ratified by at least 2/3 vote of the stockholders representing the outstanding capital stock including the holders of non-voting shares/members of the corporation; (2) date and place of stockholders' or members' meeting (3) the tax identification number of the signatories which shall be placed below their names (2) Original Copy	Applicant / Client
Remarks: *Download Form through this link:* *Director's Certificate* *https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf* *Trustee's Certificate* *https://www.sec.gov.ph/wp-content/uploads/2019/11/Trustees_Certificate.pdf*	
3. Amended Articles of Incorporation	Applicant / Client

(2) Original Copy	
4. Audited Financial Statements as of the last fiscal year stamped received by SEC and BIR (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *EXCEPT* *A. Where the applicant has ceased operations for at least one (1) year, it shall submit:* *a) Audited Financial Statements as of the last fiscal year of operation; and* *b) Affidavit of non-operation certified under oath by the President and Treasurer* *B. Where the applicant has no operation since incorporation, it shall submit:* *a) Balance Sheet certified under oath by the Treasurer and President;* *b) Affidavit of non-operation certified under oath by the President and Treasurer;* *c) Certificate of non-registration issued by the BIR* *C. Where the applicant corporation (stock or nonstock) is with total assets or liabilities of less than Six Hundred Thousand Pesos (Php600,000.00), it shall submit its Balance Sheet as of last preceding fiscal year certified under oath by the President and Treasurer*	
5. Certification under oath by the President and Treasurer certifying that: i. the dissolution is not prejudicial to the interest of the creditors; and ii. there is no opposition from any creditor from the time of publication of the notice of dissolution up to the filing of the dissolution with the Commission (2) Original Copy	Applicant / Client
6. Bureau of Internal Revenue (BIR) Tax Clearance Certificate (1) Original Copy And (1) Photo Copy	Bureau of Internal Revenue - Revenue District Office (RDO)
7. Publisher's Affidavit of Publication of the notice of meeting (once) (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *Publisher of a newspaper of general circulation*	
8. Notarized Secretary's Certificate on no pending case of intra-corporate dispute (2) Original Copy	Applicant / Client
Remarks: *Download Form through this link:* *https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf*	
For Situational Requirement	
A. Clearance from other SEC Departments	
A.1. Clearance from Financing and Lending Companies Department (FinLend)	Securities and Exchange Commission - Financing and

(1) Original Copy And (1) Photo Copy	Lending Companies Department (FinLend)
Remarks: *For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation*	
A.2. Clearance from Markets and Securities Regulation Department (MSRD) (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Securities Registration Division, Markets and Securities Regulation Department (MSRD)
Remarks: *For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)*	
A.3. Clearance from Corporate Governance and Finance Department (CGFD) and/or Enforcement and Investor Protection Department (EIPD) (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO), Corporate Governance and Finance Department (CGFD) and/or Investigation and Prosecution Division, Enforcement and Investor Protection Department (EIPD)
Remarks: *For Financial Technology (FinTech) related business activities* *o Operators of payment systems;* *o Payment Service Providers;* *o Electronic Money Issuers (EMI);* *o Non-bank EMIs;* *o Alternative Credit Scoring Companies;* *o Online Lending Companies;* *o Peer-to-peer Lending Companies;* *o AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers);* *o KYC/Security Companies (KYC Service Providers);* *o Digital Banks;* *o Digital Asset Exchanges;* *o Virtual Asset Service Providers;* *o Play-to-Earn Platforms;* *o E-Commerce Companies;* *o Crowdfunding Platforms;* *o RegTech Companies (RegTech Service Providers);*	

o SupTech Companies (SupTech Service Providers); and

o Digital Advisers/Robo-Advisers.

B. Endorsement from Other Government Agencies

B.1. Endorsement from Bangko Sentral ng Pilipinas (1) Original Copy And (1) Photo Copy	Bangko Sentral ng Pilipinas - Payment Supervision and Licensing Division

Remarks:

For Money Changer and Remittance Services

B.2. Endorsement from Insurance Commission (1) Original Copy And (1) Photo Copy	Insurance Commission - Licensing Division

Remarks:

For Insurance Companies

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the requirements to the Counter Officer **Location:** SEC Iloilo Extension Office **Notes/Instruction:** If the application is for compliance, the processor prepares a checklist of deficiencies and returns it to the applicant.	1.1. Records the date of submission and forwards the application to the assigned processor	None	1 hour/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office
	1.2. Examines whether the documents submitted are complete in form and in substance.		15 working day/s	• Securities Counsel II; Iloilo Extension Office • Securities Counsel I; Iloilo Extension Office
	1.3. Processor endorses application for payment		1 hour/s	• Securities Counsel II; Iloilo Extension Office • Securities Counsel I; Iloilo Extension Office

	1.4. Assessor issues Payment Assessment Form (PAF) to the applicant		1 hour/s	• Securities Specialist II; Iloilo Extension Office • SEC Administrative Assistant II; Iloilo Extension Office
2. Pays the filing fees **Location:** https://espaysec.sec.gov.ph/payment-portal/home	2. Collects payment and Issues electronic official receipt (eOR)	**Formula Fees** Breakdown: Dissolution for Stock CorporationDissolution for Non-Stock	1 hour/s	• Assistant Director; Information and Communications Technology Department (ICTD)
3. Informs SEC Iloilo Extension Office of Payment through email at sec_iloilo@sec.gov.ph or call at (033) 337-9984. **Location:** SEC Iloilo Extension Office	3.1. Stamp received documentary requirements and proof of payment.	None	1 hour/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office
	3.2. Prepares the Certificate of Amended Articles of Incorporation (Dissolution)		1 hour/s	• SEC Administrative Assistant II; Iloilo Extension Office
	3.3. Processor conducts final review of submitted documents		1 hour/s	• Securities Counsel II; Iloilo Extension Office • Securities Counsel I; Iloilo Extension Office
	3.4. Reviews and Signs the Amended Articles of Incorporation (Dissolution) and forwards approved application to Releasing Unit		2 hour/s	• SEC Director II; Iloilo Extension Office

4. Present the Official Receipt to the Counter and receives the duly approved Amended Articles of Incorporation (Dissolution) **Location:** SEC Iloilo Extension Office	4. Releases the duly approved Amended Articles of Incorporation (Dissolution)	None	1 hour/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office
Total Processing Time:		Working Days: 16 working day/s, 2 hour/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Dissolution for Stock Corporation**

Dissolution	₱1,000.00
Legal Research Fee	₱10.00
DST	₱30.00
Handling Fee	₱20.00

- **Dissolution for Non-Stock**

Dissolution	₱500.00
Legal Research Fee	₱10.00
DST	₱30.00
Handling Fee	₱20.00

33. Increase of Capital Stock by way of Cash

This service outlines the procedure for increasing a corporation's capital stock through cash payments. It enables companies to raise additional capital by issuing new shares in exchange for cash, while ensuring compliance with all legal and regulatory requirements. This application is available for stock corporations, excluding one-person corporations.

Office or Division:	Iloilo Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All Registered Stock Corporation through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet (2) Original Copy	Applicant / Client
Remarks: *Download Form through this link:* *https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Certificate of Increase of Capital Stock (2) Original Copy	Applicant / Client
Remarks: *In accordance with Section 15 and 37 of the Revised Corporation Code*	
3. Amended Articles of Incorporation (2) Original Copy	Applicant / Client
4. Treasurer's Affidavit (2) Original Copy	Applicant / Client
Remarks: *In accordance with Section 37 of the Revised Corporation Code*	
5. Directors' Certificate (2) Original Copy	Applicant / Client
Remarks: *Download Form through this link:* *https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf*	

6. Monitoring Clearance (2) Photo Copy	Applicant / Client
Remarks: *Request for Monitoring may be submitted through sec_iloilo@sec.gov.ph or sec.iloilo6@gmail.com*	
7. On-Site Verification (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *Special Audit Report* *-For applications to increase the authorized capital stock of corporations where the subscription to the increase is paid in cash except (a) listed companies, (b) public companies defined in the Securities Regulations Code, (c) Companies that offer or sell securities to the public, (d) where the payment is more than Fifty Million Pesos (P50,000,000.00).* *Subscription Contract* *-In lieu of the Special Audit Report if the payment to the subscription to the increase is Fifty Million Pesos (P50,000,000.00) or less.*	
8. List of stockholders of record as of date of meeting approving the increase, indicating their nationalities and their respective subscribed and paid-up capital on the present authorized capital stock certified under oath by the corporate secretary (2) Original Copy	Applicant / Client
9. Secretary's Certificate on non-existence of intra-corporate dispute (2) Original Copy	Applicant / Client
Remarks: *Download Form through this link:* *https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf*	
10. Secretary's Certificate on waiver of pre-emptive rights of non-subscribing shareholders (2) Original Copy	Applicant / Client
Remarks: *Download Form through this link:* *https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_Waiver_Pre_emptive_Rights.pdf*	
For Situational Requirement	
A. For Rural Banks	

A.1. Notarized Certification on payment for subscriptions to be signed by majority of the rural bank's Board of Directors in accordance with the form required by BSP (1) Original Copy And (1) Photo Copy	Bangko Sentral ng Pilipinas - Payment Supervision and Licensing Division
A.2. List of stockholders of record showing their respective subscribed and paid-up amount before and after the increase and the list of subscribers to the increase with their respective subscription and payment as presented and approved by BSP annexed to the notarized certification (1) Original Copy And (1) Photo Copy	Bangko Sentral ng Pilipinas - Payment Supervision and Licensing Division
B. If the foreign equity is increased to more than 40%	
B.1. F-101 (2) Original Copy	Applicant / Client
Remarks: *Download Form through this link:* *https://www.sec.gov.ph/wp-content/uploads/2019/11/F-101.doc*	
C. Clearance from other SEC Departments	
C.1. Clearance from Financing and Lending Companies Department (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Financing and Lending Companies Department (FinLend)
Remarks: *For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation*	
C.2. Clearance from Markets and Securities Regulation Department (MSRD) (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Securities Registration Division, Markets and Securities Regulation Department (MSRD)
Remarks: *For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House*	
C.3. Clearance from Corporate Governance and Finance Department and/ or Enforcement and Investor Protection Department (EIPD) (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO),Corporate Governance and Finance Department and/or Investigation and Prosecution Division, Enforcement and Investor Protection Department (EIPD)
Remarks: *For Financial Technology (FinTech) related business activities* *o Operators of payment systems;* *o Payment Service Providers;*	

o Electronic Money Issuers (EMI);

o Non-bank EMIs;

o Alternative Credit Scoring Companies;

o Online Lending Companies;

o Peer-to-peer Lending Companies;

o AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers);

o KYC/Security Companies (KYC Service Providers);

o Digital Banks;

o Digital Asset Exchanges;

o Virtual Asset Service Providers;

o Play-to-Earn Platforms;

o E-Commerce Companies;

o Crowdfunding Platforms;

o RegTech Companies (RegTech Service Providers);

o SupTech Companies (SupTech Service Providers); and

o Digital Advisers/Robo-Advisers.

D. Endorsement from other Government Agencies	
D.1. Endorsement from Bangko Sentral ng Pilipinas (1) Original Copy And (1) Photo Copy	Bangko Sentral ng Pilipinas - Payment Supervision and Licensing Division
Remarks: *Money Changer and Remittance Services, Bank, Pawnshop and other Financial Intermediaries with Quasi Banking Functions*	
D.2. Endorsement from Insurance Commission (1) Original Copy And (1) Photo Copy	Insurance Commission - Licensing Division
Remarks: *For Insurance Companies*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the requirements to the Counter Officer **Location:**	1.1. Records the date of submission and forwards the application to the assigned EO processor	None	1 hour/s	• SEC Administrative Assistant II; Iloilo Extension Office

SEC Iloilo Extension Office **Notes/Instruction:** ****If the application is for compliance, the specialist prepares a checklist of deficiencies and informs and returns it to the applicant. Go to Step 1*				• SEC Administrative Assistant I; Iloilo Extension Office
	1.2. Examines whether the documents submitted are complete in form and in substance.		10 working day/s	• Securities Specialist III; Iloilo Extension Office • Securities Specialist II; Iloilo Extension Office
	1.3. Endorses application for payment		1 hour/s	• Securities Specialist III; Iloilo Extension Office • Securities Specialist II; Iloilo Extension Office
	1.4. Assessor issues Payment Assessment Form (PAF) to the applicant		1 hour/s	• Securities Specialist II; Iloilo Extension Office • SEC Administrative Assistant II; Iloilo Extension Office
2. Pays the filing fees **Location:** https://espaysec.sec.gov.ph/payment-portal/home	2. Collects payment and Issues electronic official receipt (eOR)	**Formula Fees** Breakdown: Amendment of Articles of IncorporationCertificate of Increase in CapitalCorporation with FIA Application	1 hour/s	• Assistant Director; Information and Communications Technology Department (ICTD)

3. Informs SEC Iloilo Extension Office of Payment through email at sec_iloilo@sec.gov.ph or call at (033) 337-9984. **Location:** SEC Iloilo Extension Office	3.1. Stamp received documentary requirements and proof of payment.	None	1 hour/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office
	3.2. Prepares the Certificate of Increase in Capital Stock and Amended Articles of Incorporation		1 hour/s	• SEC Administrative Assistant II; Iloilo Extension Office
	3.3. Processor conducts final review of submitted documents		2 hour/s	• Securities Specialist III; Iloilo Extension Office • Securities Specialist II; Iloilo Extension Office
	3.4. Reviews and Signs the Certificate of Increase in Capital Stock and Amended Articles of Incorporation and forwards approved application to Releasing Unit		2 hour/s	• SEC Director II; Iloilo Extension Office
4. Present the Official Receipt to the Counter and receives the duly approved Certificate of Increase in Capital Stock and Amended Articles of Incorporation and forwards approved application to Releasing Unit **Location:** SEC Iloilo Extension Office	4. Releases the duly approved Certificate of Increase in Capital Stock and Amended Articles of Incorporation	None	1 hour/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office
Total Processing Time:		Working Days: 11 working day/s, 3 hour/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Amendment of Articles of Incorporation**

Amended Articles of Incorporation	₱1,000.00
Legal Research Fee	₱10.00
Documentary Stamp Tax	₱30.00
Handling Fee	₱20.00

- **Certificate of Increase in Capital**

Corporations with par value	⅕ of 1% of the authorized capital stock but not less than P3000.00 or the subscription price of the subscribed capital stock whichever is higher
Corporations without par value	⅕ of 1% the increase in capital stock computed at P100.00 per share but not less than P3000.00 or the issue value of the subscribed capital stock whichever is higher
Legal Research Fee	1% of the filing fee, but not less than PHP 10
Documentary Stamp Tax	₱30.00
Handling Fee	₱20.00

- **Corporation with FIA Application**

FIA	₱3,000.00
Legal Research Fee	₱30.00
DST	₱30.00

34. Increase of Capital Stock by way of Cash through the eAMEND Portal for Domestic Stock Corporations Classified as Philippine National (Other than OPC)

This service details the adopted online procedure and documentary requirements for application for Increase of Capital Stock by way of Cash pursuant to Section 37 of the Revised Corporation Code of the Philippines.

This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.

For the pre-processing of new applications, applicants who choose to file through the eAmend Portal must submit scanned copies of the notarized documents via the eAmend Portal. Applicants are advised to adhere to the prescribed steps outlined in the eAmend Portal for the proper uploading and submission of the required documents.

Office or Division:	Iloilo Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Unified Certification for Certificate of Increase of Capital Stock on: a. Certificate of Increase of Capital Stock; b. Director's Certificate; c. List of stockholders of record as of date of meeting approving the increase, indicating their nationalities and their respective subscribed and paid-up capital on the present authorized capital stock; d. Non-existence of intra-corporate dispute; e. Waiver of pre-emptive rights of non-subscribing shareholders (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office

Remarks:

*Download the Unified Certification for **Increase of Capital Stock** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Unified-Certification-for-Increase-in-Authorized.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

2. Treasurer's Affidavit (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download Treasurer's Affidavit through this link:* *https://www.sec.gov.ph/wp-content/uploads/2025/06/2025Forms_Treasurers-Affidavit.doc* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
3. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance from Monitoring Unit of Financial Analysis and Audit Department (FAAD) (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Iloilo Extension Office
Remarks: *Monitoring Unit of Financial Analysis and Audit Department (FAAD) through the link:* • ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
B. For Financing and Lending Companies:	
B.1. Financing and Lending Companies Department (FLCD) Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Financing and Lending Companies Department (FLCD)
Remarks: *Financing and Lending Companies Department (FLCD) through the link:* • ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
C. For Listed and Public Companies:	
C.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)

Remarks: *Corporate Governance and Finance Department (CGFD) through the link:* • ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
D. Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
D.1. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
Remarks: *Market and Securities Regulation Department (MSRD) through the link:* • ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
E. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
E.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector
Remarks: *To request, please refer to BSP Citizen's Charter through this link:* *https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
F. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
F.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group
Remarks: *To request, please refer to IC Citizen's Charter through this link:* *https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G. Additional requirement if cash payment for subscription is not yet reflected in the Audited Financial Statements:	
Sub Situational Requirement/s	
G.a. Notarized Subscription Contract	

G.a.1. A subscription contract, executed under oath among subscriber/s, treasurer and president for the corporation, stating the number of additional shares subscribed to and paid for. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2026 – Subscription Contracts through this link: https://www.sec.gov.ph/mc-2026/sec-mc-no-06-series-of-2026/#gsc.tab=0* *Or May download to the sample below:* *https://www.sec.gov.ph/wp-content/uploads/2025/08/2025Forms_Subscription-Contract-for-Cash-Payment.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.b. If applicant corporation is/are: a) Listed companies; b) Public companies defined in the Securities Regulation Code; c) Companies that offer or sell securities to the public; d) Companies with secondary license; e) Others, pursuant to item no. 2 of SEC MC No. 6 of 2026	
G.b.1. Special Audit Report (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H. Additional requirement for Rural Banks:	
H.1. Notarized Certification on payment for subscriptions to be signed by majority of the rural bank's Board of Directors in accordance with the form required by BSP (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.2. List of stockholders of record showing their respective subscribed and paid-up amount before and after the increase and the list of subscribers to the increase with their respective subscription and payment as presented and approved by BSP annexed to the notarized certification (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

1. Submit the electronic copy of notarized requirements for new application to eAmend Portal. **Location:** **https://eamend.sec.gov.ph/** **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the ILOEO Processor shall revert the application informing the client of the deficiencies. For submission of compliance documents, the client must upload the documents through the eAmend Portal. The assigned ILOEO Processors will proceed to Agency Step 1.2.	1.1. Verifies completeness of the required documents. Assigns the application to the ILOEO Processor for legal and financial review	None	1 working day/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo Extension Office

• The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant		12 working day/s	• Securities Counsel II; Iloilo Extension Office • Securities Counsel I; Iloilo Extension Office • Securities Specialist III; Iloilo Extension Office
	1.3. Issues the Payment Assessment Form (PAF) to the applicant.		1 working day/s	• Securities Counsel II; Iloilo Extension Office • Securities Counsel I; Iloilo Extension Office

the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)				• Securities Specialist III; Iloilo Extension Office
2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip) **Location:** SEC Iloilo Extension Office at 3F C7-C8 Festive Walk Mall Annex Iloilo Business Park **Notes/Instruction:** *Hard copies of the application requirements must be the same as the*	2.1. Stamp received documentary requirements and proof of payment.	None	2 hour/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo Extension Office
	2.2. Prepares and generates the Certificate		4 hour/s	• SEC Administrativ

documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements).	of Increase in Capital Stock and Amended Articles of Incorporation			e Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo Extension Office
	2.3. Processor conducts final review of submitted documents		1 working day/s, 6 hour/s	• Securities Counsel II; Iloilo Extension Office • Securities Counsel I; Iloilo Extension Office • Securities Specialist III; Iloilo Extension Office
	2.4. Reviews the documents, signs, and approves the Certificate.		2 working day/s	• SEC Director III; Iloilo Extension Office
	2.5. Tags the application for appointment through eAmend Portal indicating the date of release of the certificate.		1 working day/s	• SEC Administrative Assistant II; Iloilo Extension Office
3. Present the Official Receipt and Appointment Letter. Then, fill out the logbook for released applications and claim the Certificates of Approval. **Location:** SEC ILOEO Releasing Unit at 3F C7-C8 Festive Walk Mall Annex Iloilo Business Park	3. Calls the name of the corporation, assists the client in filling out the logbook, and releases the Certificates of Approval.	None	4 hour/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant II; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo

				Extension Office
Total Processing Time:	Working Days: 20 working day/s			
Total Processing Fee:	Total Standard Fee: None			

35. Increase of Capital Stock through payment other than cash

This service outlines the procedure for increasing a corporation's capital stock through non-cash payments, such as property or other assets. It enables companies to raise capital by leveraging assets, ensuring compliance with legal and regulatory requirements for the valuation and documentation of such transactions.

Office or Division:	Iloilo Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All Registered Domestic Corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet (2) Original Copy	Applicant / Client
Remarks: *Download Form through this link:* *https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Certificate of Increase of Capital Stock (2) Original Copy	Applicant / Client
Remarks: *In accordance with Section 15 and 37 of the Revised Corporation Code*	
3. Treasurer's Affidavit (2) Original Copy	Applicant / Client
Remarks: *In accordance with Section 15 and 37 of the Revised Corporation Code*	
4. Director's Certificate (2) Original Copy	Applicant / Client
Remarks: *Download Form through this link:* *https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf*	
5. Amended Articles of Incorporation (2) Original Copy	Applicant / Client
6. List of stockholders of record as of date of meeting approving the increase, indicating their nationalities and their respective subscribed and paid-up capital on the present authorized capital stock certified	Applicant / Client

under oath by the corporate secretary (2) Original Copy	
7. Secretary's Certificate on non-existence of intra-corporate dispute (2) Original Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *Download Form through this link:* *https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf*	
8. Secretary's Certificate on waiver of pre-emptive rights of non-subscribing shareholders (2) Original Copy	Applicant / Client
Remarks: *Download Form through this link:* *https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_Waiver_Pre_emptive_Rights.pdf*	
9. Monitoring Clearance (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *Request for Monitoring may be submitted through sec_iloilo@sec.gov.ph or sec.iloilo6@gmail.com*	
For Situational Requirement	
A. Clearance from other SEC Departments	
A.1. Clearance from Financing and Lending Companies Department (FinLend) (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Financing and Lending Companies Department (FinLend)
Remarks: *For Investment Company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation*	
A.2. Clearance from Markets and Securities Regulation Department (MSRD) (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Securities Registration Division, Markets and Securities Regulation Department (MSRD)
Remarks: *For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)*	
A.3. Clearance from Enforcement and Investor Protection Department (EIPD) and / or Corporate Governance and Finance Department (CGFD) (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO), Corporate Governance and Finance

	Department (CGFD) and/ or Investigation and Prosecution Division, Enforcement and Investor Protection Department (EIPD)
Remarks: *For Financial Technology (FinTech) related business activities* *o Operators of payment systems;* *o Payment Service Providers;* *o Electronic Money Issuers (EMI);* *o Non-bank EMIs;* *o Alternative Credit Scoring Companies;* *o Online Lending Companies;* *o Peer-to-peer Lending Companies;* *o AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers);* *o KYC/Security Companies (KYC Service Providers);* *o Digital Banks;* *o Digital Asset Exchanges;* *o Virtual Asset Service Providers;* *o Play-to-Earn Platforms;* *o E-Commerce Companies;* *o Crowdfunding Platforms;* *o RegTech Companies (RegTech Service Providers);* *o SupTech Companies (SupTech Service Providers); and* *o Digital Advisers/Robo-Advisers*	
B. Endorsement from Other Government Agencies	
B.1. Endorsement from Bangko Sentral ng Pilipinas (1) Original Copy And (1) Photo Copy	Bangko Sentral ng Pilipinas - Payment Supervision and Licensing Division
Remarks: *For Money Changer and Remittance Services*	
B.2. Endorsement from Insurance Commission (1) Original Copy And (1) Photo Copy	Insurance Commission - Licensing Division
Remarks: *For Insurance related companies*	

C. Additional Requirement depending on Mode of Payment	
Sub Situational Requirement/s	
C.a. Conversion of Advances/ Liabilities to Equity	
C.a.1. Audited Financial Statements (AFS) (2) Photo Copy	Applicant / Client
Remarks: *Audited Financial Statements (AFS) as of the last fiscal year stamped received by BIR and SEC (if the advances are already reflected therein)*	
C.a.2. A report to be rendered by an Independent CPA on the verification of the advances to be converted to equity, if not reflected in item 1 (2) Original Copy	Applicant / Client
Remarks: *For guidance, refer to Memorandum Circular No. 6 series of 2008.* *Download Circular through this link:* *https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0*	
C.a.3. Deed of Assignment of advances / liabilities (2) Original Copy	Applicant / Client
C.b. Stock Dividends	
C.b.1. List of stockholders entitled to stock dividend with their respective outstanding shares and the allocation of stock dividend certified by the corporate secretary (2) Original Copy	Applicant / Client
C.b.2. Audited Financial Statements as of the last fiscal year received by BIR and SEC (2) Photo Copy	Applicant / Client
C.b.3. Secretary's Certificate that on the basis of the computation of the Finance Officer, the allocation of stock dividends as indicated in the Certificate of Increase is in proportion to the shareholdings of stockholders as of date of meeting approving the dividend declaration or as of record date and the treatment of resulting fractional shares, if any, are true and correct (2) Original Copy	Applicant / Client
C.b.4. Secretary's Certificate on the Board's resolution to reverse the appropriated retained earnings (2) Original Copy	Applicant / Client
C.b.5. Reconciliation of Retained Earnings (2) Original Copy	Applicant / Client
C.c. Land, Buildings / Condominium Units	
C.c.1. Detailed schedule of property showing the registered owner, location, area, TCT/CCT no., tax declaration number and the basis of transfer value (market value, assessed value or zonal value)	Applicant / Client

certified by the company accountant (2) Original Copy	
C.c.2. Copy of TCT/CCT electronically certified and issued by Register of Deeds and tax declaration sheet certified by the Assessor's Office (1) Certified True Copy And (1) Photo Copy	Applicant / Client
C.c.3. Latest zonal valuation certified by BIR, if transfer value is based on zonal value (1) Original Copy And (1) Photo Copy	Bureau of Internal Revenue - Revenue District Office (RDO)
C.c.4. Appraisal report by a licensed real estate appraiser, if transfer value is based on appraised value (not more than 6 month old) (1) Original Copy And (1) Photo Copy	Applicant / Client
C.c.5. If property is mortgaged, submit mortgagee/creditor's certification on the outstanding loan balance and his/her written consent to the transfer of property (1) Original Copy And (1) Photo Copy	Applicant / Client
C.c.6. For assignment of buildings where assignor is not the owner of the land, submit the lease contract on the land and consent of the land owner to the transfer (1) Original Copy And (1) Photo Copy	Applicant / Client
C.c.7. Certification from the transferor stating that the improvements are existing and in good condition (1) Original Copy And (1) Photo Copy	Applicant / Client
C.c.8. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (2) Original Copy	Applicant / Client
Remarks: *For guidance, please refer to Memorandum Circular No. 14 series of 2013.* *Download Circular through this link:* *https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/#gsc.tab=0*	
C.c.9. Deed of Assignment (2) Original Copy	Applicant / Client
C.d. Untitled Lands	
C.d.1. Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least thirty (30) years and the possessor had introduced improvements thereon, if any (1) Original Copy And (1) Photo Copy	Applicant / Client
C.d.2. Duplicate original or certified true copies of the tax declaration sheets (1) Original Copy And (1) Photo Copy Or (1) Certified True Copy And (1) Photo Copy	Applicant / Client

C.d.3. Latest realty tax receipts (2) Photo Copy	Applicant / Client
C.d.4. Affidavit by the transferor attesting continuous and open possession of the property is located (2) Original Copy	Applicant / Client
C.d.5. Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located (1) Original Copy And (1) Photo Copy	Applicant / Client
C.d.6. Duplicate original or certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument affecting the property recorded in the Register of Deeds for the province of city where the land is situated (1) Original Copy And (1) Photo Copy Or (1) Certified True Copy And (1) Photo Copy	Applicant / Client
C.d.7. Affidavit executed by the transferor attesting to the: a. Existence (or non-existence) of easements over the untitled property b. Kind/description of the easement and its location c. Whether the transferor is the dominant estate or the servient estate, by virtue of such easement (2) Original Copy	Applicant / Client
C.d.8. Under oath undertaking of the transferor/subscriber to answer for any liability that the corporation might incur by virtue of the acceptance of said property a paid-up capital (2) Original Copy	Applicant / Client
C.d.9. Clearance or certification from the Department of Agrarian Reform (DAR) attesting to the following: a. There is no other claimant to the untitled land b. it has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party or c. The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP) (1) Original Copy And (1) Photo Copy	Department of Agrarian Reform (DAR) - Regional Office
C.d.10. Blue Print Survey of the Plan as approved by the Bureau of Lands (1) Original Copy And (1) Photo Copy	Land Management Office - Bureau of Lands
C.d.11. Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/ assessed value/ zonal value or appraised value) (2) Original Copy	Applicant / Client
C.d.12. Latest zonal valuation certified by BIR, if transfer value is based on zonal value (1) Original Copy And (1) Photo Copy	Applicant / Client
C.d.13. Appraisal report rendered by licensed real estate appraiser, if transfer value is based on appraised value (not more than 6 month old) (1) Original Copy And (1) Photo Copy	Applicant / Client
C.d.14. Deed of Assignment (2) Original Copy	Applicant / Client
C.d.15. Affidavit of undertaking to submit certified true copy of the original certificate of title in the name of the transferee-corporation within one (1)year from the date of receipt of the approval of the	Applicant / Client

application (2) Original Copy	
C.e. Inventories/Furniture/Personal Properties	
C.e.1. Detailed schedule of property showing the description and the basis of transfer value (market value or book value) certified by the company accountant (2) Original Copy	Applicant / Client
C.e.2. Special Audit Report by an Independent CPA on the verification and valuation of property, if transfer value is based on book value (1) Original Copy And (1) Photo Copy	Applicant / Client
C.e.3. Deed of Assignment (2) Original Copy	Applicant / Client
C.f. Heavy equipment and machinery	
C.f.1. Detailed schedule of the property showing the description and the transfer value certified by the company accountant (2) Original Copy	Applicant / Client
C.f.2. Appraisal report by licensed appraiser (not more than 6 month old). If the property is imported, valuation report with description of the property) by the Bangko Sentral Ng Pilipinas (1) Original Copy And (1) Photo Copy	Applicant / Client
C.f.3. Deed of Assignment (2) Original Copy	Applicant / Client
C.f.4. Certification from the transferor stating that the properties are existing and in good condition (2) Original Copy	Applicant / Client
C.g. Shares of Stock	
C.g.1. Detailed schedule of the shares of stock showing the stockholder, stock certificate number, no. of shares and the basis of transfer value (market or book value) certified by the company accountant (2) Original Copy	Applicant / Client
C.g.2. Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC (1) Original Copy And (1) Photo Copy	Applicant / Client
C.g.3. Deed of Assignment (2) Original Copy	Applicant / Client
C.g.4. Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the assignor (2) Original Copy	Applicant / Client
C.g.5. Photocopy of the stock certificate (present original for verification) (2) Photo Copy	Applicant / Client
C.g.6. Latest market price quotation in the newspaper or certification from stock exchange/broker as to latest market price of the shares of stock (if listed in the stock exchange) (1) Original Copy And (1) Photo Copy	Applicant / Client

C.g.7. Affidavit of undertaking to submit the required proof of transfer within the prescribed period. (2) Original Copy	Applicant / Client
C.h. Motor Vehicles	
C.h.1. Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified by the company accountant (2) Original Copy	Applicant / Client
C.h.2. Photocopy of certificate of registration and official receipt of annual registration fee (present original for verification) (2) Photo Copy	Applicant / Client
C.h.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy	Applicant / Client
C.h.4. Deed of Assignment (2) Original Copy	Applicant / Client
C.h.5. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (2) Original Copy	Applicant / Client
C.h.6. Certification from the transferor stating that the motor vehicles are existing and in good running condition (2) Original Copy	Applicant / Client
C.i. Sea Vessel/ Aircraft	
C.i.1. Detailed schedule of vessel/aircraft showing registered Owner, registry number, technical description and appraised value certified by the company accountant (2) Original Copy	Applicant / Client
C.i.2. Certified true copy of the certificate of ownership (1) Certified True Copy And (1) Photo Copy	Applicant / Client
C.i.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy	Applicant / Client
C.i.4. Certificate of seaworthiness/airworthiness issued by appropriate government agency (1) Original Copy And (1) Photo Copy	Applicant / Client
C.i.5. Deed of Assignment (2) Original Copy	Applicant / Client
C.i.6. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (2) Original Copy	Applicant / Client
Remarks: *For guidance, please refer to Memorandum Circular No. 14 series of 2013.* *Download Cicular through this link:* *https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/#gsc.tab=0*	

C.j. Intangibles	
C.j.1. Photocopy of System Purchase Agreement or any proof of ownership (for software) (2) Photo Copy	Applicant / Client
C.j.2. Copy of Certificate of Registration of Intellectual Property Rights and mining permit for mining claims/rights (1) Original Copy And (1) Photo Copy	Applicant / Client
C.j.3. Appraisal report by an accredited appraisal company or by a licensed Filipino mining engineer for mining claims/rights (not more than 6 months old) (1) Original Copy And (1) Photo Copy	Applicant / Client
C.j.4. Deed of Assignment (2) Original Copy	Applicant / Client
C.j.5. Affidavit of undertaking by an officer of the company to submit proof of transfer of ownership within the prescribed period (2) Original Copy	Applicant / Client
C.k. Net Assets	
C.k.1. Audited financial statements (AFS) of the applicant corporation as of the last fiscal year received by BIR and SEC (1) Original Copy And (1) Photo Copy	Applicant / Client
C.k.2. Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year (1) Original Copy And (1) Photo Copy	Applicant / Client
C.k.3. Long-form audit report of item no. 2 (1) Original Copy And (1) Photo Copy	Applicant / Client
C.k.4. Deed of Assignment of the Assets and Liabilities (2) Original Copy	Applicant / Client
C.k.5. List of creditors with the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors (2) Original Copy	Applicant / Client
C.k.6. Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant (2) Original Copy	Applicant / Client
C.k.7. Photocopy of the certificate of registration of the motor vehicles (present original for verification) (2) Photo Copy	Applicant / Client
C.k.8. Copy of TCT/CCT electronically certified and issued by the Register of Deeds and tax declaration sheets certified by the Assessor’s Office (1) Original Copy And (1) Photo Copy	Applicant / Client
C.k.9. Photocopy of stock certificates (present original for verification) (2) Photo Copy	Applicant / Client
C.k.10. DTI Certificate of Registration (for single proprietorship) (2) Photo Copy	Applicant / Client

C.k.11. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (2) Original Copy	Applicant / Client

Remarks:

For guidance, please refer to Memorandum Circular No. 14 series of 2013.

Download Cicular through this link:

https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/#gsc.tab=0

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the requirements to the Counter Officer **Location:** SEC Iloilo Extension Office **Notes/Instruction:** *If the application is for compliance, the processor prepares a checklist of deficiencies and returns it to the applicant.	1.1. Records the date of submission and forwards the application to the assigned processor	None	1 hour/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office
	1.2. Examines whether the documents submitted are complete in form and in substance.		10 working day/s	• Securities Specialist III; Iloilo Extension Office • Securities Specialist II; Iloilo Extension Office
	1.3. Processor endorses application for payment		1 hour/s	• Securities Specialist III; Iloilo Extension Office • Securities Specialist II; Iloilo Extension Office
	1.4. Assessor issues Payment Assessment Form (PAF) to the applicant		1 hour/s	• Securities Specialist II; Iloilo Extension Office • SEC Administrative Assistant II; Iloilo

				Extension Office
2. Pays the filing fees **Location:** https://espaysec.sec.gov.ph/payment-portal/home	2. Collects payment and Issues electronic official receipt (eOR)	**Formula Fees** Breakdown: Amended ArticlesIncrease of Capital StockCorporations with FIA Application	1 hour/s	• Assistand Director; Information and Communications Technology Department (ICTD)
3. Informs SEC Iloilo Extension Office of Payment through email at sec_iloilo@sec.gov.ph or call at (033) 337-9984. **Location:** SEC Iloilo Extension Office	3.1. Stamp received documentary requirements and proof of payment.	None	1 hour/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office
	3.2. Prepares the Certificate of Increase in Capital Stock and Amended Articles of Incorporation		1 hour/s	• SEC Administrative Assistant II; Iloilo Extension Office
	3.3. Processor conducts final review of submitted documents		2 hour/s	• Securities Specialist III; Iloilo Extension Office • Securities Specialist II; Iloilo Extension Office
	3.4. Reviews and Signs the Certificate of Increase in Capital Stock and Amended Articles of Incorporation and forwards approved application to Releasing Unit		2 hour/s	• SEC Director II; Iloilo Extension Office
4. Present the Official Receipt to the Counter and receives the duly approved Certificate of Increase in Capital Stock and Amended Articles of Incorporation **Location:**	4. Releases the duly approved Certificate of Increase in Capital Stock and Amended Articles of Incorporation	None	1 hour/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I;

SEC Iloilo Extension Office				Iloilo Extension Office
Total Processing Time:		Working Days: 11 working day/s, 3 hour/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Amended Articles**

Amended Articles of Incorporation	₱1,000.00
Legal Research Fee	₱10.00
Documentary Stamp Tax	₱30.00
Handling Fee	₱20.00

- **Increase of Capital Stock**

Corporations with par value	⅕ of 1% of the authorized capital stock but not less than P3000.00 or the subscription price of the subscribed capital stock whichever is higher
Corporations without par value	⅕ of 1% the increase in capital stock computed at P100.00 per share but not less than P3000.00 or the issue value of the subscribed capital stock whichever is higher
Legal Research Fee	1% of the filing fee, but not less than PHP 10
Documentary Stamp Tax	₱30.00
Handling Fee	₱20.00

- **Corporations with FIA Application**

  Additional PHP 3,060, inclusive of LRF of PHP 30.00 and DST of PHP 30.00

36. Increase of Capital Stock through payment other than cash of One Person Corporation (OPC through the eAMEND Portal (Regular Amendment) for Domestic Stock Corporations Classified as Philippine National

This service details the adopted online procedure and documentary requirements for application for Increase of Capital Stock by and Non Cash pursuant to Section 37 of the Revised Corporation Code of the Philippines through eAmend Portal.

This service is exclusively for One Person Corporations classified as Philippine National. For corporations classified as Non-Philippine National , please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.

For the pre-processing of new applications, applicants who choose to file through the eAmend Portal must submit scanned copies of the notarized documents via the eAmend Portal. Applicants are advised to adhere to the prescribed steps outlined in the eAmend Portal for the proper uploading and submission of the required documents.

Office or Division:	Iloilo Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Unified Certification for Certificate of Increase of Capital Stock a. Certificate of Increase of Capital Stock; b. OPC Resolution; c. Schedule of Capital Structure as of date of OPC Resolution, indicating the nationality, no of shares and amount subscribed, and paid-up capital on the present authorized capital stock; and d. Non-existence of intra-corporate dispute. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office

Remarks: *Download the Unified Certification for **Increase of Capital Stock_OPC** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Unified-Certification-for-Increase-in-AC-OPC.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
2. Treasurer's Affidavit (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *Download Treasurer's Affidavit for OPC through this link:* *https://www.sec.gov.ph/wp-content/uploads/2022/03/2022SECForm_TREASURERS-AFFIDAVIT.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
3. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance from Monitoring Unit of Financial Analysis and Audit Department (FAAD) (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Iloilo Extension Office
Remarks: *Monitoring Unit of Financial Analysis and Audit Department (FAAD) through the link:* • ***eWATCH:** https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
B. For Financing and Lending Companies:	
B.1. Financing and Lending Companies Department (FLCD) Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Financing and Lending Companies Department (FLCD)
Remarks: *Financing and Lending Companies Department (FLCD) through the link:* • ***eWATCH:** https://ewatch.sec.gov.ph/login*	

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

C. For Listed and Public Companies:	
C.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)

Remarks:

Corporate Governance and Finance Department (CGFD) through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

D. Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
D.1. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Market and Securities Regulation Department (MSRD)

Remarks:

Market and Securities Regulation Department (MSRD) through the link:

eWATCH: *https://ewatch.sec.gov.ph/login*

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

E. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
E.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector

Remarks:

To request, please refer to BSP Citizen's Charter through this link:
https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

F. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
F.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group

Remarks:

To request, please refer to IC Citizen's Charter through this link:

https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

G. Additional Requirement if the consideration for issuance of shares is in the form of Previously incurred indebtedness (e.g., conversion of advances into equity / conversion of deposit for future subscription)	
G.1. Deed of Assignment of advances / liabilities (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office

Remarks:

*Download the Deed of Assignment for **Advances** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Single-Assignor.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s	
G.a. If the advances/liabilities is not yet reflected in the Audited Financial Statements (AFS):	
G.a.1. A report to be rendered by an Independent CPA on the verification of the advances to be converted to equity (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

H. Additional Requirements if the payment for issuance of shares is by way of Stock Dividend:	
H.1. Reconciliation of Retained Earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

For guidance, please refer to SEC Memorandum Circular No. 16 Series of 2023- Revised Guidelines on the Determination of Retained Earnings Available for Dividend Declaration through this link: https://www.sec.gov.ph/wp-content/uploads/2023/10/2023SEC-MC-No.-16,-s.-of-2023-Revised-Guidelines-on-the-Determination-of-Retained-Earnings%20-Available-for-Dividend-Declaration.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s	
H.a. In case the unappropriated retained earnings is not sufficient to warrant the dividend declaration:	
H.a.1. Secretary's Certificate on the Board's resolution to reverse the appropriated retained earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.	
I. Additional Requirement if the consideration for issuance of shares is in the form of Land, buildings / condominium units:	
I.1. Detailed schedule of property showing the registered owner, location, area, TCT/CCT no., tax declaration number and the basis of transfer value (market value, assessed value or zonal value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *Download the sample **Detailed Schedule for Land, Buldings/Condominium Units** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=405110855#gid=405110855* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.2. Copy of TCT/CCT electronically certified and issued by Register of Deeds and tax declaration sheet certified Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.3. Deed of Assignment (a. Deed of Assignment; b. Certifying that the improvements are existing and in good condition ; c. Undertaking that the corporation will submit the required proof of transfer within the prescribed period) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Land, Buildings / Condominium Units** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Land-Buildings-Condo.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
I.a. If transfer value is based on appraised value:	
I.a.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

I.a.2. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Electronic Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.b. If property is mortgaged:	
I.b.1. Mortgagee/creditor's certification on the outstanding loan balance and his/her written consent to the transfer of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.c. For assignment of buildings where assignor is not the owner of the land:	
I.c.1. Lease contract on the land and consent of the land owner to the transfer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J. Additional Requirement if the consideration for issuance of shares is in the form of Untitled Lands:	
J.1. Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least twenty (20) years and the possessor had introduced improvements thereon, if any (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.2. Duplicate original or certified true copies of the tax declaration sheets (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.3. Latest realty tax receipts (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.	
J.4. Affidavit by the transferor attesting the following: 1. Continuous and open possession of the property is located; 2.a. Existence (or non-existence) of easements over the untitled property; b. Kind/description of the easement and its location; and c. Whether the transferor is the dominant estate or the servient estate, by virtue of such easements 3. That the transferor/subscriber to answer for any liability that the corporation might incur by virtue of the acceptance of said property as paid-up capital) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *Download **Transferor Affidavit for Untitled Land** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-the-Transferor_Untitled-Lands.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.5. Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.6. Duplicate original or certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument affecting the property recorded in the Register of Deeds for the province of city where the land is situated (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.7. Clearance or certification from the Department of Agrarian Reform (DAR) attesting to the following: (a) There is no other claimant to the untitled land; (b) it has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party; or (c) The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Department of Agrarian Reform (DAR) - Department of Agrarian Reform (DAR)
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.8. Blue Print Survey of the Plan as approved by the Bureau of Lands (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

J.9. Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/ assessed value / zonal value or appraised value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *Download the sample **Detailed Schedule of Untitled Lands** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=508694029#gid=508694029* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.10. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.11. Affidavit of undertaking to submit certified true copy of the original certificate of title in the name of the transferee-corporation within one (1) year from the date of receipt of the approval of the application (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
J.a. If transfer value is based on zonal value	
J.a.1. Latest zonal valuation certified by BIR (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.b. If transfer value is based on appraised value	
J.b.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

J.b.2. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K. Additional Requirement if the consideration for issuance of shares is in the form of Inventories / Furniture / Personal Properties:	
K.1. Detailed schedule of property showing the description and the basis of transfer value (market value or book value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *Download the sample **Detailed Schedule of Inventories / Furniture / Personal Properties** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1666788899#gid=1666788899* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K.2. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Inventories / Furniture / Personal Properties** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Inventories-Furniture-Personal-Properties.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
K.a. If transfer value is based on book value:	
K.a.1. Special Audit Report by an Independent CPA on the verification and valuation of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L. Additional Requirement if the consideration for issuance of shares is in the form of Heavy equipment and machinery:	
L.1. Detailed schedule of the property showing the description and the transfer value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *Download the sample **Detailed Schedule of Heavy Equipment and Machinery** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1745725976#gid=1745725976* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.2. Appraisal report by a licensed appraiser (not more than 6-month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.3. Deed of Assignment reflecting: a. Assignment of Heavy Equipment and Machineries; b. Certification from the transferor stating that the properties are existing and in good condition) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Heavy Equipment and Machinery** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Heavy-Equipment-and-Machinery.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
L.a. In case the heavy equipment and machinery qualify as real property as defined under the New Civil Code.	
L.a.1. Copy of the latest required Tax Declaration Sheet certified by the Assessor's Office. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.	
L.a.2. Copy of the TCT / CCT of the land on which the heavy equipment and machinery are located certified by the Register of Deeds. (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.b. If the assignor is not the owner of the land on which the heavy equipment and machinery are located as defined under the New Civil Code.	
L.b.1. Lease contract on the land and consent of the land owner to the transfer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.c. If the transfer value is based on appraised value:	
L.c.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M. Additional Requirement if the consideration for issuance of shares is in the form of Shares of Stock:	
M.1. Detailed schedule of the shares of stock showing the stockholder, stock certificate number, no. of shares and the basis of transfer value (market or book value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *Download the sample **Detailed Schedule of Shares of Stock** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1402851319#gid=1402851319* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

M.2. Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Information and Communications Technology Department (ICTD)
Remarks: *To be provided by the Company, in case the Company did not file* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.3. Deed of Assignment (a. Deed of Assignment ; b. Undertaking that the corporation will submit the required proof of transfer within the prescribed period). (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *Download the Deed of Assignment for* ***Increase of Capital Stock_Shares of Stock*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Shares-of-Stocks.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.4. Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the assignor (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.5. Photocopy of the stock certificate (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
M.a. If listed in the Stock Exchange:	
M.a.1. Latest market price quotation in the newspaper or certification from the stock exchange/broker as to latest market price of the shares of stock (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N. Additional Requirement if by way of Motor Vehicles	

N.1. Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *Download the sample **Detailed Schedule of Motor Vehicle** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=318133614#gid=318133614* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.2. Photocopy of certificate of registration and official receipt of annual registration fee (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
N.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.4. Deed of Assignment reflecting: a. Assignment of Motor Vehicles; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period; c. Certification from the transferor stating that the motor vehicles are existing and in good running condition (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Motor Vehicle** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Motor-Vehicles.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
N.a. If the transfer value is based on appraised value:	

N.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O. Additional Requirement if by way of Sea Vessel / Aircraft:	
O.1. Detailed schedule of vessel/aircraft showing registered Owner, registry number, technical description and appraised value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *Download the sample **Detailed Schedule of Sea Vessel / Aircraft** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1212106110#gid=1212106110* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.2. Certified true copy of the certificate of ownership (1) Certified True Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The certified true copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.4. Certificate of seaworthiness/airworthiness issued by appropriate government agency (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.5. Deed of Assignment reflecting: a. Assignment of Sea Vessel/Aircraft; b. Undertaking by an officer of the corporation to	Securities and Exchange Commission - Iloilo Extension Office

submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Download the Deed of Assignment for* ***Increase of Capital Stock_Sea Vessel / Aircraft*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Sea-Vessels-aircrafts.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
O.a. If the transfer value is based on appraised value:	
O.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P. Additional Requirement if the consideration for issuance of shares is in the form of Intangibles:	
P.1. Photocopy of System Purchase Agreement or any proof of ownership (for software) (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
P.2. Copy of Certificate of Registration of Intellectual Property Rights and mining permit for mining claims/rights (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
P.3. Appraisal report by an accredited appraisal company or by a licensed Filipino mining engineer for mining claims/rights (not more than 6 months old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P.4. Deed of Assignment reflecting: a. Assignment of Intangibles; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office

Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Intangibles** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Intangibles.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q. Additional Requirement if the consideration for issuance of shares is in the form of Net Assets:	
Q.1. Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
Q.2. Deed of Assignment of the assets and liabilities (a. Deed of Assignment; b. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period). (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Net Assets** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Net-Assets.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q.3. List of creditors with the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q.4. Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *Download the sample **Detailed Schedule of Net Asset** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1662940848#gid=1662940848* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

Q.5. Photocopy of the certificate of registration of the motor vehicles (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
Q.6. Copy of TCT/CCT electronically certified and issued by the Register of Deeds and tax declaration sheets certified by the Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q.7. Photocopy of stock certificates (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
Q.8. DTI Certificate of Registration (for single proprietorship) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
Q.a. If the transfer value is based on appraised value:	
Q.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
R. Additional requirement if cash payment for subscription is not yet reflected in the Audited Financial Statements:	
Sub Situational Requirement/s	
R.a. Notarized Subscription Contract	

R.a.1. A subscription contract, executed under oath among subscriber/s, treasurer and president for the corporation, stating the number of additional shares subscribed to and paid for (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office

Remarks:

For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2026 – Subscription Contracts through this link: https://www.sec.gov.ph/mc-2026/sec-mc-no-06-series-of-2026/#gsc.tab=0

Or May download to the sample below:

https://www.sec.gov.ph/wp-content/uploads/2025/08/2025Forms_Subscription-Contract-for-Cash-Payment.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

R.b. If applicant corporation is/are: a) Listed companies; b) Public companies defined in the Securities Regulation Code; c) Companies that offer or sell securities to the public; d) Companies with secondary license; e) Others, pursuant to item no. 2 of SEC MC No. 6 of 2026

R.b.1. Special Audit Report (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of complete requirements for new application. **Location:** **https://eamend.sec.gov.ph/** **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a	1.1. Verifies completeness of the required documents. Assigns the application to the ILOEO Processor for legal and financial review	None	4 hour/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo

photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the FAAD Specialist shall revert the application informing the client of the deficiencies. For submission of compliance documents, the client must upload the documents through the eAmend Portal. The assigned ILOEO Processor will proceed to Agency Step 1.2.				Extension Office
• If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant.		12 working day/s	• Securities Counsel II; Iloilo Extension Office • Securities Counsel I; Iloilo Extension Office • Securities Specialist III; Iloilo Extension Office

applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go				
	1.3. Issues the Payment Assessment Form (PAF) to the applicant.		1 hour/s	• Securities Counsel II; Iloilo Extension Office • Securities Counsel I; Iloilo Extension Office • Securities Specialist III; Iloilo Extension Office

beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given.				
2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip). **Location:** SEC Iloilo Extension Office at 3F C7-C8 Festive Walk Mall Annex Iloilo Business Park **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)*	2.1. Stamp received documentary requirements and proof of payment.	None	2 hour/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo Extension Office
	2.2. Prepares and generates the Certificate of Increase in Capital Stock and Amended Articles of Incorporation		4 hour/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo Extension Office
	2.3. Processor conducts final review of submitted documents		1 working day/s	• Securities Counsel II; Iloilo

				Extension Office • Securities Counsel I; Iloilo Extension Office • Securities Specialist III; Iloilo Extension Office
	2.4. Reviews the documents, signs, and approves the Certificate.		2 working day/s	• SEC Director II; Iloilo Extension Office
	2.5. Tags the application for appointment through eAmend Portal indicating the date of release of the certificate.		2 hour/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo Extension Office
3. Present the Official Receipt and Appointment Letter. Then, fill out the logbook for released applications and claim the Certificates of Approval. **Location:** SEC Iloilo Extension Office at 3F C7-C8 Festive Walk Mall Annex Iloilo Business Park	3. Calls the name of the corporation, assists the client in filling out the logbook, and releases the Certificates of Approval.	None	2 hour/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo Extension Office
Total Processing Time:		Working Days: 16 working day/s, 7 hour/s		
Total Processing Fee:		Total Standard Fee: None		

37. Licensing of Foreign Corporations through the ESPARC (Electronic Simplified Processing of Application for Registration of Company)

This service outlines the procedure for licensing foreign corporations through the ESPARC (Electronic Simplified Processing of Application for Registration of Company). It enables foreign entities to efficiently apply for registration and obtain the necessary licenses to operate in the country, streamlining the process through an electronic platform for quicker processing and compliance.

Office or Division:	Iloilo Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (2) Original Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *System-generated*	
2. Signed & notarized Application Form o F-103 for stock branch office; o F-104 for stock representative office; o F-108 for non-stock branch/representative office, including foundations (2) Original Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: ◦ *F-103 for stock branch office;* ◦ *F-104 for stock representative office;* ◦ *F-108 for non-stock branch/representative office, including foundations* *System-generated*	
3. Authenticated/Apostilled copy of the Board Resolution o Authorizing the establishment of Branch/Representative Office in the Philippines o Designating the Resident Agent to whom summons and other legal processes may be served in behalf of the foreign corporation; and o Stipulating that in the absence of such Agent or upon cessation of its business in the Philippines, any summons or legal processes may be served to SEC as if the same is made upon the corporation at its home office (2) Original Copy	Applicant / Client
Remarks: *Parent Company*	

4. Authenticated/Apostilled copy of the Articles of Incorporation/Partnership/Association with an English translation thereof if in foreign language other than English (2) Original Copy	Applicant / Client
Remarks: *Parent Company/Philippine Embassy/Consulate*	
5. Authenticated/Apostilled Financial Statements (FS) (2) Original Copy	Applicant / Client

Remarks:

- *For those whose home country REQUIRES Audited FS (AFS), the applicant shall submit financial statements compliant with the following:*
- *For the immediately preceding year at the time of filing of application, audited by an independent Certified Public Accountant of the home country Authenticated before the Philippine Consulate/Embassy*
- *If the date of the AFS exceeds the one-year requirement, the applicant shall submit*
- *Authenticated AFS that are available as of date of filing of the application; AND*
- *Authenticated Unaudited FS (AUFS) as of date not exceeding one (1) year immediately prior to the filing of the application signed by an officer of the foreign corporation*
- *For those whose home country does NOT REQUIRE AFS, the applicant shall submit financial statements:*
- *Authenticated Unaudited FS as of the date not exceeding one (1) year immediately prior to the filing of the application; and*
- *Authenticated/Apostilled Certification signed under oath by an officer of a responsible regulatory institution or by the applicant's legal counsel that the applicant is not required to prepare and submit AFS, with citation of the law for verification purposes*

Compliance with Financial Ratios:

A. Stock Branch Office

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

B. Stock Representative Office/Non-Stock Branch Office/Non-Stock Representative Office

Ratio	***Formula***	***Benchmark Value***
Solvency	*Total Asset/ Total Liabilities*	*1:1*

For Situational Requirement

A. Additional Requirements

A.1. Affidavit of Undertaking to change corporate name, if not stated in the Application Form (2) Original Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *Download Form through this link:* *https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx*	
A.2. Resident's Agent Acceptance of Appointment If Resident Agent is not the signatory in the Application Form (2) Original Copy	Applicant / Client
Remarks: *Resident Agent*	
A.3. Clearance from other SEC departments (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Financing and Lending Companies Department (FinLend) Securities Registration Division, Markets and Securities Regulation Department (MSRD) PhiliFintech Innovation Office (PIO) Investigation and Prosecution Division, Enforcement and Investor Protection Department (EIPD)
Remarks: • *For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation* • *For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House* • *For Financial Technology (FinTech) related business activities* *o Operators of payment systems;* *o Payment Service Providers;* *o Electronic Money Issuers (EMI);* *o Non-bank EMIs;* *o Alternative Credit Scoring Companies;* *o Online Lending Companies;* *o Peer-to-peer Lending Companies;* *o AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers);* *o KYC/Security Companies (KYC Service Providers);* *o Digital Banks;* *o Digital Asset Exchanges;* *o Virtual Asset Service Providers;* *o Play-to-Earn Platforms;*	

o E-Commerce Companies; *o Crowdfunding Platforms;* *o RegTech Companies (RegTech Service Providers);* *o SupTech Companies (SupTech Service Providers); and* *o Digital Advisers/Robo-Advisers*	
A.4. Endorsement from other government agencies ● Money Changer and Remittance Services, Bank, Pawnshop and other Financial Intermediaries with Quasi Banking Functions ● Insurance (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *Payment Supervision and Licensing Division, Bangko Sentral ng Pilipinas Licensing Division, Insurance Commission*	
B. For Stock Branch/Representative Office	
B.1. 1. Notarized proof of Inward Remittance such as bank certificate of inward remittance or credit advances (2) Original Copy	Applicant / Client
Remarks: *Banks*	
C. For Non-Stock Branch/Representative Office Foundation	
C.1. Notarized Certificate of Bank Deposit of the amount of not less than P1,000,000.00 (2) Original Copy	Applicant / Client
Remarks: *Banks*	
C.2. Statement of Willingness to allow the Commission to conduct an audit (2) Original Copy	Applicant / Client
Remarks: *Banks*	
D. For Regional/Area Headquarters (RHQ)/ Regional Operating Headquarters (ROHQ)	
D.1. Cover Sheet for Registration (2) Original Copy	Applicant / Client
Remarks: *System-generated*	
D.2. Signed & Notarized Application Form (2) Original Copy	Applicant / Client

Remarks: *System-generated*	
D.3. Certification from the Philippine Consulate/Embassy or the Philippine Commercial Office or from the equivalent office of the Philippine DTI in the applicant's home country that said foreign firm is an entity engaged in international trade with affiliates, subsidiaries, or branchoffices in the Asia Pacific Region and other foreign markets; In case the Certification is issued by the equivalent office of the DTI, the same shall be authenticated by the Philippine Consulate/Embassy (2) Original Copy	Applicant / Client
Remarks: *Philippine Consulate/Embassy or the Philippine Commercial Office or from the equivalent office of the Philippine DTI*	
D.4. Authenticated Certification from principal officer of the foreign entity to the effect that the said foreign entity has been authorized by its board of directors or governing body to establish its RHQ/ROHQ (2) Original Copy	Applicant / Client
Remarks: *Principal Officer*	
E. Additional Requirements	
E.1. Affidavit of Undertaking to change corporate name, if not stated in the Application Form (2) Original Copy	Securities and Exchange Commission - Securities and Exchange Commission
Remarks: *Download Form through this link:* *https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx*	
E.2. Endorsement (2) Original Copy	Applicant / Client
Remarks: *Board of Investment*	
E.3. Clearance from other SEC departments (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO) Investigation and Prosecution Division, Enforcement and Investor Protection Department (EIPD)
Remarks: • *For Financial Technology (FinTech) related business activities* *o Operators of payment systems;*	

o Payment Service Providers;

o Electronic Money Issuers (EMI);

o Non-bank EMIs;

o Alternative Credit Scoring Companies;

o Online Lending Companies;

o Peer-to-peer Lending Companies;

o AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers);

o KYC/Security Companies (KYC Service Providers);

o Digital Banks;

o Digital Asset Exchanges;

o Virtual Asset Service Providers;

o Play-to-Earn Platforms;

o E-Commerce Companies;

o Crowdfunding Platforms;

o RegTech Companies (RegTech Service Providers);

o SupTech Companies (SupTech Service Providers); and

o Digital Advisers/Robo-Advisers.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Proceeds to application form at https://esparc.sec.gov.ph/application **Location:** https://esparc.sec.gov.ph/application **Notes/Instruction:** 1.1 Reserves proposed company name including trade or business names, if applicable *Note: If proposed name is disapproved, avails of online appeal by uploading appeal letter and/or supporting documents*	1.1. Verifies proposed company name and endorses application to processor	None	1 hour/s	• SEC Administrative Assistant II; Iloilo Extension Office
	1.2. Note: If for compliance, clients open the existing application using the application reference number provided and complies the deficiencies and/or completes the requirements		5 working day/s	• Securities Counsel II; Iloilo Extension Office • Securities Counsel I; Iloilo Extension Office • Securities Specialist III; Iloilo Extension Office

1.2 Receives OTP (One Time Passcode) through Email 1.3 Encodes Company details/information including MC28 and beneficial ownership details 1.4 Submits online application and uploads name appeal document/s and other pre-defined additional requirements 1.5 Receives application Reference Number				
	1.3. Processor pre-approves application		1 hour/s	• Securities Counsel II; Iloilo Extension Office • Securities Counsel I; Iloilo Extension Office • Securities Counsel II; Iloilo Extension Office
2. Uploads duly signed and notarized/authenticated registration documents **Location:** **https://esparc.sec.gov.ph/application** **Notes/Instruction:** *Note: Client receives notification through the email of the authorized representative indicated in the application*	2.1. Assigned Processor evaluates uploaded documents for approval	None	5 working day/s	• Securities Counsel II; Iloilo Extension Office • Securities Counsel I; Iloilo Extension Office • Securities Specialist III; Iloilo Extension Office
	2.2. Generates Payment Assessment Form (PAF) and Approves application		1 hour/s	• Securities Counsel II; Iloilo Extension Office • Securities Counsel I; Iloilo Extension Office
3. Pays the registration fees specified in the Payment Assessment Form (PAF) **Location:** https://espaysec.sec.gov.ph/payment-portal/paf-search	3.1. If paid online, Collects Payment and Issues Electronic Official Receipt (eOR)	**Formula Fees** Breakdown: a) Application of Stock Foreign Corporation / Non-Stock Foreign Corporation	1 hour/s	• Assistant Director; Information and Communications Technology Department (ICTD)
	3.2. If paid through Landbank, the processor verifies payment and system issues Electronic		30 minute/s	• Securities Counsel II; Iloilo

	Official Receipt (eOR) to client's email.			Extension Office • Securities Counsel I; Iloilo Extension Office • Securities Specialist III; Iloilo Extension Office
4. Proceeds to the EO Counter and submits two (2) sets of originally signed and notarized/authenticated registration documents, copy of the proof of payment of the assessed registration fees **Location:** Securities and Exchange Commission - Iloilo Extension Office	4.1. Checks the submitted proof of payment and documentary requirements, and assigns the ESPARC application to Post Audit Reviewers	None	1 hour/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office
	4.2. Processor conducts post-audit review of submitted documents and endorses application for receiving and printing of certificate. Note: If incomplete and/or non-compliant, send notice of compliance through email.		2 hour/s	• Securities Counsel II; Iloilo Extension Office • Securities Counsel I; Iloilo Extension Office • Securities Specialist III; Iloilo Extension Office
	4.3. Receives documents and Prints Certificate of Incorporation		1 hour/s, 30 minute/s	• SEC Administrative Assistant II; Iloilo Extension Office
	4.4. Reviews, signs and forwards the approved certificate to the Releasing Section.		2 hour/s	• SEC Director II; Iloilo Extension Office
5. Proceeds to the EO Releasing Section and presents proof of payment to claim the Certificate of Incorporation **Location:**	5. Releases Certificate to the applicant	None	1 hour/s, 30 minute/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrativ

Securities and Exchange Commission - Iloilo Extension Office				e Assistant I; Iloilo Extension Office
Total Processing Time:	Working Days: 11 working day/s, 4 hour/s, 30 minute/s			
Total Processing Fee:	Total Standard Fee: None See other fees below			

Formula / Schedule of Fees

- **a) Application of Stock Foreign Corporation / Non-Stock Foreign Corporation**

  a) Application of Stock Foreign Corporation

  1. Branch Office - 1% of the actual inward remittance of the corporation converted into Philippine currency but not less than P3,000

  2. Representative Office: 1/10 of 1% of the actual inward remittance of the corporation converted into Philippine currency but not less than PHP 2,000

  b) Application of Non-Stock Foreign Corporation

  1. Branch Office - PHP 3,000

  2. Representative Office- PHP 3,000

  c) By-Laws: PHP 1,020.00, inclusive of LRF;

  d) Name reservation: PHP 100.00 for each corporate name and trade name, if applicable;

  e) Registration of Stock and Transfer Book: PHP 150.00

  f) Documentary Stamp – PHP 30.00

  g) Application under the Foreign Investments Act (FIA) – PHP 3,000.00

38. Petition for Correction of Entries in the Articles of Incorporation and/or By-laws and subsequent amendments thereof of Domestic Corporations

This process details the procedure for correction of entries in the Articles of Incorporation and/or By-laws and subsequent amendments thereof of Domestic Stock and Nonstock corporations.

Office or Division:	Iloilo Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	SEC registered corporations
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Verified Petition for Correction of Entries (2) Original Copy	Applicant / Client
2. Certificate of Non Forum Shopping (2) Original Copy	Applicant / Client
3. Certificate of Incorporation, Articles of Incorporation and By-Laws (2) Photo Copy	SEC - secexpress.ph
4. Secretary's Certificate regarding approval of the filing of the petition and the authorized signatory (2) Original Copy	Applicant / Client
5. Monitoring Clearance (2) Photo Copy	Securities and Exchange Commission - Iloilo Extension Office
6. Corrected Articles of Incorporation/By-laws/Amended Articles of Incorporation/Amended By-laws (2) Original Copy	Applicant / Client
Remarks: *Applicable uncorrected document may be used as a guide.*	
7. Other evidence (Affidavits, IDs, etc. depending on the nature of the corrections) (1) Original Copy And (1) Photo Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)

1. Submits requirements through imessage **Location:** https://imessage.sec.gov.ph/	1.1. Records the application for pre-processing, examines if documents are complete in form, and forwards the application for assignment	None	30 minute/s	• Securities Counsel I; Iloilo Extension Office • Securities Counsel II ; Iloilo Extension Office
	1.2. Assigns the application to a processor		30 minute/s	• SEC Confidential Assistant III; Iloilo Extension Office
	1.3. Examines whether the documents submitted are complete in form and in substance, prepares a draft Order and Notce and submits for review		14 working day/s	• Securities Counsel I; Iloilo Extension Office • Securities Counsel II; Iloilo Extension Office
	1.4. Reviews the draft Order and Notice and the documents submitted		4 working day/s	• Securities Counsel I; Iloilo Extension Office • Securities Counsel II; Iloilo Extension Office
	1.5. Approves draft Order and Notice		1 working day/s, 4 hour/s	• SEC Director II ; Iloilo Extension Office
	1.6. Prepares and emails the Payment Assessment Form to client		1 hour/s	• Securities Counsel I; Iloilo Extension Office • Securities Counsel II ; Iloilo Extension Office
2. Pays the filing fees through ESPAYSEC/Landbank and emails proof of payment	2.1. Receives and acknowledges payment	**Standard Fees** Breakdown: Filing Fee: PHP 3000 Legal	15 minute/s	• Securities Counsel I; Iloilo Extension Office

Location: Email of processor		Research Fee: PHP 30 Documentary Stamp Tax per notarized document: PHP 30 Total: PHP 3060		• Securities Counsel II ; Iloilo Extension Office
	2.2. Assigns SEC CEBEO Case number and records it to the logbook for Petition for Correction of Entries		15 minute/s	• SEC Administrative Assistant I; Iloilo Extension Office • SEC Administrative Assistant II; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo Extension Office
	2.3. Finalizes Order and Notice and forwards Order and Notice for review and signature		30 minute/s	• Securities Counsel I; Iloilo Extension Office • Securities Counsel II ; Iloilo Extension Office
	2.4. Signs Order and Notice		30 minute/s	• SEC Director II ; Iloilo Extension Office
	2.5. Emails the client that the Order and Notice with all annexes can be picked up		15 minute/s	• Securities Counsel I; Iloilo Extension Office • Securities Counsel II ; Iloilo Extension Office
	2.6. Releases the duly approved Order and Notice with all annexes		15 minute/s	• SEC Administrative Assistant I; Iloilo Extension Office • SEC Administrative Assistant II; Iloilo

				Extension Office • SEC Confidential Assistant III; Iloilo Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 3060		

39. Petition for Correction of Entries of Company Registration Documents

This service provides the procedure for filing a petition to correct any errors or discrepancies in a company's registration documents. It helps businesses ensure that their official records are accurate and up-to-date, in compliance with regulatory requirements.

Office or Division:	Iloilo Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All Registered Corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover sheet (2) Original Copy	Applicant / Client
Remarks: *Download Form through this link:* *https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Verified Petition for Correction (2) Original Copy	Applicant / Client
Remarks: *a. A Verified Petition for Correction must pertain to a single corporation only. The consolidation in one (1) petition involving two (2) or more corporations is not allowed;* *b. The Verified Petition must be signed and verified by the corporation's duly authorized representative designated in the Secretary's Certificate;* *c. The Verified Petition must state:* *i. The date, name of the corporation, SEC registration number, and name of the duly authorized representative;* *ii. The date, time, and place of the meeting;* *iii. That the proposed correction/s was/were approved by the majority of the members of the Board of Directors/Trustees in the presence of a valid quorum;* *iv. Errors specified (Cite articles/provisions affected);* *v. Corrections specified;* *vi. That the typographical error/s was/were made due to inadvertence; and* *vii. The petitioner has no intention to violate any laws and SEC Rules and Regulations;*	
3. Verification/Certification Against Forum Shopping signed by the corporation's duly authorized representative designated in the Secretary Certificate (Sec. 3-4, Rule 3, Part III 2016 SEC Rules of Procedure); (2) Original Copy	Applicant / Client
4. Notarized Secretary's Certificate (2) Original Copy	Applicant / Client
Remarks:	

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

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

5. Monitoring Clearance (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *Request for Monitoring may be submitted through sec_iloilo@sec.gov.ph or sec.iloilo6@gmail.com*	
6. Verified Petition, affidavit/s, document/s, and other evidence supporting the Petition (2) Original Copy	Applicant / Client
7. Copy of the Approved Articles of Incorporation and/or By-Laws to be corrected; and (2) Original Copy	Applicant / Client
8. Copy of the Corrected Articles of Incorporation and/or By-laws and/or Corrected Amended Articles of Incorporation and/or Amended By-laws. (2) Original Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the requirements to the Counter Officer **Location:** SEC Iloilo Extension Office **Notes/Instruction:** If the application is for compliance, the processor prepares a checklist of deficiencies and returns it to the applicant.	1.1. Records the date of submission and forwards the application to the assigned processor	None	1 hour/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office
	1.2. Examines whether the documents submitted are complete in form and in substance.		10 working day/s	• Securities Counsel II; Iloilo Extension Office • Securities Counsel I; Iloilo Extension Office

	1.3. Processor endorses application for payment		1 hour/s	• Securities Counsel II; Iloilo Extension Office • Securities Counsel I; Iloilo Extension Office
	1.4. Assessor issues Payment Assessment Form (PAF) to the applicant		1 hour/s	• Securities Specialist II; Iloilo Extension Office • SEC Administrative Assistant II; Iloilo Extension Office
2. Pays the filing fees **Location:** https://espaysec.sec.gov.ph/payment-portal/home	2. Collects payment and Issues electronic official receipt (eOR)	**Formula Fees** Breakdown: Petition Fee	1 hour/s	• Assistant Director; Information and Communications Technology Department (ICTD)
3. Informs SEC Iloilo Extension Office of Payment through email at sec_iloilo@sec.gov.ph or call at (033) 337-9984. **Location:** SEC Iloilo Extension Office	3.1. Stamp received documentary requirements and proof of payment.	None	1 hour/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office
	3.2. Prepares the Order granting the Petition for Correction		1 hour/s	• SEC Administrative Assistant II; Iloilo Extension Office
	3.3. Processor conducts final review of submitted documents		2 hour/s	• Securities Counsel II; Iloilo Extension Office • Securities Counsel I; Iloilo

				Extension Office
	3.4. Reviews and Signs the Order granting the Petition for Correction and forwards approved application to the Releasing Unit		2 hour/s	• SEC Director II; Iloilo Extension Office
4. Present the Official Receipt to the Counter and receives the duly approved Order granting the Petition for Correction **Location:** SEC Iloilo Extension Office	4. Releases the duly approved Order granting the Petition for Correction	None	1 hour/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office
Total Processing Time:		Working Days: 11 working day/s, 3 hour/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Petition Fee**

Petition Fee	₱3,000.00
Legal Research Fee	₱30.00
DST	₱30.00
Handling Fee	₱20.00

40. Petition for Revival of Corporate Existence

This service outlines the procedure for filing a petition for the revival of a corporation's existence. It assists companies in reinstating their legal status and operational capacity after expiration, ensuring compliance with all necessary requirements for revival.

Office or Division:	Iloilo Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All Registered Corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Verified Petition for Revival of Corporate Existence (2) Original Copy	Applicant / Client

Remarks:

a. A Verified Petition for Revival must pertain to a single corporation only. The consolidation in one (1) petition involving two (2) or more corporations is not allowed;
b. The Verified Petition must be signed and verified by the corporation's duly authorized representative designated in the Director's Certificate;
c. The verified Petition must state:
i. The date, name of the corporation, SEC registration number, and name of the duly authorized representative;
ii. That the meeting was held in the principal office address of the corporation;
iii. That the revival of the Petitioner's corporate term was approved by a vote of at least majority of the members of the Board of Directors/Trustees, and ratified by the stockholders owning or controlling at least the majority of the outstanding capital stock, or by at least majority of the members in the case of a nonstock corporation, in the presence of a valid quorum;
iv. If there has been a change in the composition of the stockholders or members since the expiration of Petitioner's corporate term, a reconciliation of the changes in the composition of the stockholders or members from the date of expiration of its corporate term up to the date of stockholders' or members' approval of the resolution to file the Petition for Revival of Corporate Existence, or the date of approval by the board of directors or trustees in the case of a nonstock corporation, of the filing of said Petition, whichever is later, which shall provide for, and refer to, the supporting evidence (e.g. Deed of Sale, Deed of Assignment, Death Certificate of a stockholder/member, and Extrajudicial Settlement of the Estate of a stockholder/member) of the changes in the composition of the stockholders or members;
v. That the undersigned are the duly elected directors or trustees, and officers of Petitioner;
vi. That, as of the date of filing of the Petition for Revival, no action or proceeding has been filed or is pending before any court or tribunal involving an intra-corporate
dispute or claim by any person or group against the directors, officers, or stockholders of the Corporation;
vii. That the revival of Petitioner's corporate term shall not cause damage, loss, or injury to any third person or any government agency;
viii. If Petitioner's corporate name has already been validly reused, and is currently being used, by another existing corporation duly registered with the Commission, that Petitioner shall change its corporate name within thirty (30) days from the issuance of its Certificate of Revival of Corporate Existence (Petitioner must also state in its Petition its proposed new corporate name, which must be duly reserved with the Commission); and
ix. If Petitioner is an expired corporation which already availed of re-registration, in accordance with

Memorandum Circular No. 13, Series of 2019 (Amended Guidelines and Procedures on the Use of Corporate and Partnership Names), or other memorandum circulars issued by the Commission pertaining to re-registration, that:
1. The re-registered corporation has given its consent to the Petitioner to use its corporate name, and has undertaken to undergo voluntary dissolution immediately after the issuance of the Petitioner's Certificate of Revival; or
2. The re-registered corporation has given its consent to the Petitioner to use its corporate name, and has undertaken to change its corporate name immediately after the issuance of the Petitioner's Certificate of Revival;
x. Petitioner has not undergone a liquidation proceeding prior to the filing of the Petition

2. Verification/Certification Against Forum Shopping signed by the corporation's duly authorized representative designated in the Secretary Certificate (Sec. 3-4, Rule 3, Part III 2016 SEC Rules of Procedure); (2) Original Copy	Applicant / Client
3. Notarized Secretary's Certificate and Director's Certificate stating therein the following a. Name of the Corporation, SEC Registration number, and name of the duly authorized representative; b. Meeting held at principal office; c. Date and time of the Meeting; d. Revival of corporate existence is approved by at least majority of Directors/Trustees, and ratified by the stockholders representing at least majority of the outstanding capital stock or at least majority of the members, in the case of a nonstock corporation, in the presence of a valid quorum; e. Date of incorporation, date of expiration of corporate term, and date of board resolution approving the revival of the corporate term, and the filing of the Petition for Revival of Corporate Existence with the SEC (2) Original Copy	Applicant / Client
4. Monitoring Clearance (1) Original Copy And (1) Photo Copy	Applicant / Client

Remarks:

Request for Monitoring may be submitted through sec_iloilo@sec.gov.ph or sec.iloilo6@gmail.com

5. Documentary Requirements (2) Original Copy	Applicant / Client

Remarks:

a. Photocopy of Petitioner's Certificate of Incorporation and Articles of Incorporation;
b. Photocopy of Petitioner's Certificate/s of Filing of Amended Articles of Incorporation, with the respective Amended Articles of Incorporation, if Petitioner's Articles of Incorporation were amended:
c. Revived Articles of Incorporation, consisting of Petitioner's latest Amended Articles of Incorporation and the proposed changes in the corporate term to be effected by the revival, which shall be underlined;
d. Petitioner's duly accomplished General Information Sheet (GIS) as of the date of expiration of its corporate term, or an equivalent document, such as, but not limited to, Secretary's Certificate indicating the list of stockholders and officers with the corresponding stockholdings;
e. Notarized list of stockholders or members as of the date of approval of the revival, stating their names, their nationalities, and number of shares subscribed, amount subscribed and paid, or the respective members' contributions for nonstock corporations, certified by the Corporate Secretary;
f. If there has been a change in the composition of the stockholders or members since the expiration of Petitioner's corporate term, the GIS of the Petitioner as of the date of stockholders' or members' approval of the resolution to file the Petition for Revival of its corporate existence, or the date of the board of directors' or trustees' approval of the filing of the said Petition, whichever is later;
g. Photocopy of the supporting evidence (e.g. Deed of Sale with the Certificate Authorizing Registration, Deed of Assignment, Death Certificate of a stockholder/member, and Extrajudicial Settlement of the

Estate of a stockholder/member) referred to in the Reconciliation of the changes in the composition of the stockholders or members;
h. Photocopy of Petitioner's Audited Financial Statements as of the date of expiration of its corporate term, and for the year immediately preceding, as audited by an independent Certified Public Account;
i. Photocopy of Petitioner's Audited Financial Statements as of the date not exceeding one hundred twenty (120) days prior to the date of filing of the Petition for Revival, and for the year immediately preceding, as audited by an independent Certified Public Account;
j. Photocopy of the Official Receipt/s for the payment of the Petition and Filing fees
k. A favorable recommendation of the appropriate government agency in the case of banks, banking and quasi-banking institutions, preneed, insurance and trust companies, NSSLAs, pawnshops, corporations engaged in money service business, and other financial intermediaries;
l. If Petitioner's corporate name has already been validly reused, and is currently being used, by another existing corporation duly registered with the Commission, Proof of Reservation of Petitioner's Proposed New Corporate Name; and
m. If Petitioner is an expired corporation which already availed of re-registration, in accordance with Memorandum Circular No. 13, Series of 2019 (Amended Guidelines and Procedures on the Use of Corporate and Partnership Names), or other memorandum circulars issued by the Commission pertaining to re-registration, Certification, under oath, issued by the Corporate Secretary of the re-registered corporation stating that:
i. The re-registered corporation has given its consent to the Petitioner to use its corporate name, and has undertaken to undergo voluntary dissolution immediately after the issuance of the Petitioner's Certificate of Revival; or
ii. The re-registered corporation has given its consent to the Petitioner to use its corporate name, and has undertaken to change its corporate name immediately after the issuance of the Petitioner's Certificate of Revival.
n. Directors'/Trustees' Certificate attesting that Petitioner has not undergone a liquidation proceeding prior to the filing of the Petition for Revival of Corporate Existence

*Note: ***Pertinent provisions for the Revival of Expired Corporation are provided under SEC Memorandum Circular No. 23, Series of 2019:*

(https://www.sec.gov.ph/rcc-mc/mc-no-23-s-2019-guidelines-on-the-revival-of-expired-corporations-pursuant-to-section-11-of-the-revised-corporation-code-of-the-philippines)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the requirements to the Counter Officer **Location:** SEC Iloilo Extension Office **Notes/Instruction:** If the application is for compliance, the processor prepares a checklist of deficiencies and returns it to the applicant.	1.1. Records the date of submission and forwards the application to the assigned processor	None	1 hour/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office
	1.2. Examines whether the documents submitted are complete in form and in substance.		10 working day/s	• Securities Counsel II; Iloilo Extension Office • Securities Counsel I;

				Iloilo Extension Office
	1.3. Endorses application for payment		1 hour/s	• Securities Counsel II; Iloilo Extension Office • Securities Counsel I; Iloilo Extension Office
	1.4. Assessor issues Payment Assessment Form (PAF) to the applicant		1 hour/s	• Securities Specialist II; Iloilo Extension Office • SEC Administrative Assistant II; Iloilo Extension Office
2. Pays the filing fees **Location:** https://espaysec.sec.gov.ph/payment-portal/home	2. Collects payment and Issues electronic official receipt (eOR)	**Formula Fees** Breakdown: Petition Fee	1 hour/s	• Assistant Director; Information and Communications Technology Department (ICTD)
3. Informs SEC Iloilo Extension Office of Payment through email at sec_iloilo@sec.gov.ph or call at (033) 337-9984. **Location:** SEC Iloilo Extension Office	3.1. Docketing of the Verified Petition, upon receipt of documents.	None	1 hour/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office
	3.2. Processor conducts final review of submitted documents and Prepares the Order granting the Petition for Revival for Corporate Existence		3 hour/s	• Securities Counsel II; Iloilo Extension Office • Securities Counsel I; Iloilo Extension Office

	3.3. Reviews and Signs the Amended Articles of Incorporation (Dissolution) and forwards approved application to Releasing Unit		2 hour/s	• Supervising Commissioner; Office of the Commissioner
4. Present the Official Receipt to the Counter and receives the duly approved Petition for Revival for Corporate Existence **Location:** SEC Iloilo Extension Office	4. Releases the duly approved Order granting the Petition for Revival for Corporate Existence	None	1 hour/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office
Total Processing Time:		Working Days: 11 working day/s, 3 hour/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Petition Fee**

Petition Fee	₱3,000.00
Legal Research Fee	₱30.00
DST	₱30.00
Handling Fee	₱20.00

41. Petition to Lift Order of Revocation/Suspension

This process details the procedure for petitions to lift the order of revocation/suspension by complying with the prescribed requirements, penalties, and necessary justifications as determined by the Securities and Exchange Commission (SEC).

Office or Division:	Iloilo Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All corporations whose certificates of registration were revoked or suspended by the Commission for failure to comply with the reportorial requirements and whose corporate term has not yet expired.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Verified Petition for lifting the Order of Revocation/Suspension (2) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *a. The Verified Petition must be signed and verified by the corporation's duly authorized representative designated in the Director's/Trustees Certificate;* *b. The Verified Petition must state:* *i. The date, name of the corporation, SEC registration number, principal office address, name and position of the duly authorized representative;* *ii. The grounds for reconsideration;* *iii. That the filing of Petition was approved b y at least majority of the Directors'/Trustees' and b y majority of the outstanding capital stock/members;* *iv. The date of the Directors'/Trustees' Certificate;* *v. The certification pursuant to SEC Memorandum Circular No. 3 Series of 2014:* *"The company through its authorized representative hereby certifies that the latest financial statements that are submitted with this Petition are accurate, compliant with applicable financial reporting framework and are supported by sufficient and valid source documents and schedules. This sworn certification extends t o all the beginning balances of the accounts from previous years during which the company failed t o submit audited financial statements. In relation t o this, attached in the Petition is as worn certification from the company's extended auditor."* *c. In case of foreign corporations, the Verified Petition must be signed b y the Resident Agent*	
2. Verification/Certification Against Forum Shopping signed by the corporation's duly authorized representative designated in the Directors'/Trustees' Certificate (Sec. 3-4, Rule 3, Part III 2016 SEC Rules of Procedure). In case of foreign corporation, this certification must be signed by the Resident Agent (2) Original Copy And (1) Photo Copy	Applicant / Client
3. Directors' or Trustees' Certificate stating therein the following: (2) Original Copy And (1) Photo Copy	Applicant / Client
Remarks:	

a. The date, place, and classification of meeting, whether regular/special;
b. The date of SEC Order of Revocation/Suspension;
c. That the Petition was approved by at least majority of the Directors'/Trustees' and by majority of the outstanding capital stock/members;
d. The name of the authorized person to sign and execute the Petition and to file the same with the Commission.

Note: Not applicable to foreign corporations

4. Sworn Certification by the External Auditor pursuant to SEC Memorandum Circular No. 3 series of 2014, which shall state the following: (2) Original Copy And (1) Photo Copy	Applicant / Client

Remarks:

"I, _____, the external auditor of _____hereby certify that the beginning balances of the company's financial statements as of _____are based on valid and sufficient source documents and schedules of the company, and I have conducted adequate audit procedures to attest to the correctness and accuracy of the said balances."

*Note: ***In case the corporation's Financial Statements is unaudited, the President and Treasurer will issue the above certification*

5. Secretary's Certificate stating therein the following: (2) Original Copy And (1) Photo Copy	Applicant / Client

Remarks:

a. That there is no no-intra corporate dispute filed or is pending before any Court, including third party whether administrative or criminal cases;
b. That the corporation's latest due Audited/Financial Statements (AFS/FS) and Income Tax Returns, were received by the Commission and Bureau of Interna
Revenue, respectively. In case the corporation's FS is unaudited, this certification may be dispensed.
c. In case of foreign corporations, the above certification must be signed by the Resident Agent.

6. Proofs of ongoing operation, any of the following but not limited to: (1) Certified True Copy And (2) Photo Copy	Applicant / Client

Remarks:

a. Audited Financial Statements;
b. Income Tax Returns;
c. Contracts;
d. Receipts showing payment of Real Estate Tax;
e. Certification/Recognitions/Annual Convention; or Any Similar/related documents

7. Latest due Mayor's/Business Permit; (1) Certified True Copy And (2) Photo Copy	Applicant / Client
8. Certificate of Registration issued by Bureau of Internal Revenue (1) Certified True Copy And (2) Photo Copy	Applicant / Client
9. Copy of Certificate of Incorporation and latest Certificate of Filing of Amended Articles or By-Laws (if any) together with latest Articles of Incorporation and By-Laws. In case of foreign corporations,copy of	Applicant / Client

SEC License and Application (3) Photo Copy	
10. Latest due General Information Sheet and Amended GIS, if any (3) Photo Copy	Applicant / Client
11. Latest due Audited Financial Statements and Amended Financial Statements, if any. Provided, that if the total assets or total liabilities of the corporation are less than six hundred thousand pesos (P600,000.00) the financial statements shall be certified under oath by the corporation's treasurer and president (3) Photo Copy	Applicant / Client
12. . Proof of Registration of Stock and Transfer Book/ Membership Book (3) Photo Copy	Applicant / Client
Remarks: *Note: Not applicable to foreign corporations*	
13. Proof of Compliance with SEC Memorandum Circular No. 28 Series of 2020 (3) Photo Copy	Applicant / Client
For Situational Requirement	
A. Additional Requirements for Foreign Corporation	
A.1. Copy of latest Certificate of Securities Deposit, if any (1) Original Copy And (2) Original Copy	Applicant / Client
A.2. If with Foreign Direct Cost,Special Audit Purpose Income Statement/Special Audited Financial Statement (1) Original Copy And (2) Original Copy	Applicant / Client
A.3. Modified Formula Computation for Branch Offices of Foreign Airline Companies (1) Original Copy And (2) Photo Copy	Applicant / Client
A.4. Cover Sheet, Notarized Covering Letter Requesting for the Acceptance of Securities Deposit, Confirmation of Sale (in case of Treasury Bill) / Original copy of Government Bonds/Stock Certificates, Summary of Transaction (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *For Branch Office*	
A.5. Proof of Inward Remittance (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *For Regional Operating Headquarters (ROHQ) and Regional Area Headquarters (RHQ)*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

1. Submits the requirements to the Counter Officer **Location:** Securities and Exchange Commission - Iloilo Extension Office **Notes/Instruction:** ***If the application is for compliance, the specialist prepares a checklist of deficiencies and informs and returns it to the applicant. Go to Step 1	1.1. Records the date of submission and forwards the application to the assigned EO processor	None	1 hour/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office
	1.2. Examines whether the documents submitted are complete in form and in substance.		10 working day/s	• Securities Counsel II; Iloilo Extension Office • Securities Counsel I; Iloilo Extension Office
	1.3. Endorses application for payment		1 hour/s	• Securities Counsel II; Iloilo Extension Office • Securities Counsel I; Iloilo Extension Office
	1.4. Assessor issues Payment Assessment Form (PAF) to the applicant		1 hour/s	• Securities Specialist II; Iloilo Extension Office • SEC Administrative Assistant II; Iloilo Extension Office
2. Pays the filing fees **Location:** https://espaysec.sec.gov.ph/payment-portal/paf-search	2. Collects payment and Issues electronic official receipt (eOR)	**Standard Fees** Breakdown: Petition Fee: PHP 3000 *Documentary Stamp Taxes -: PHP 30 Legal Research Fee1% of the Filing Fee: PHP 30	1 hour/s	• Assistant Director; Information and Communications Technology Department (ICTD)

		Handling Fee: PHP 20 Total: PHP 3080		
3. Informs SEC Iloilo Extension Office of Payment through email at sec_iloilo@sec.gov.ph or call at (033) 337-9984. **Location:** Through email at sec_iloilo@sec.gov.phor call at (033) 337-9984.	3.1. Docketing of the Verified Petition, upon receipt of documents.	None	1 hour/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office
	3.2. Processor conducts final review of submitted documents and Prepares the Order granting the Petition to Lift Order of Revocation/ Suspension		3 hour/s	• Securities Counsel II; Iloilo Extension Office • Securities Counsel I; Iloilo Extension Office • Securities Counsel I; Iloilo Extension Office
	3.3. Reviews and Signs the Order granting the Petition to Lift Order of Revocation/ Suspension and forwards the approved application to Releasing Unit		2 hour/s	• Supervision Commissioner; Office of the Commissioner
4. Present the Official Receipt to the Counter and receives the duly approved Petition to Lift Order of Revocation/ Suspension **Location:** Securities and Exchange Commission - Iloilo Extension Office	4. Releases the duly approved Order granting the Petition to Lift Order of Revocation/ Suspension	None	1 hour/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office
Total Processing Time:		Working Days: 11 working day/s, 3 hour/s		
Total Processing Fee:		Total Standard Fee: PHP 3080		

42. Petition to Lift Order of Revocation/Suspension

This process details the procedure for petitions to set aside orders of revocation or suspension of stock and nonstock corporations and licensed foreign corporations. Note that this remedy is applicable only to companies revoked or suspended due to noncompliance with reportorial requirements.

Office or Division:	Iloilo Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	SEC-registered companies whose status is either revoked or suspended.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Verified Petition for Correction of Entries (2) Original Copy	Applicant / Client
2. Directors'/Trustees' Certificate (2) Original Copy	Applicant / Client
3. Latest Due Audited Financial Statements (1) Photo Copy	SEC - EFAST
4. Latest Due General Information Sheet (1) Photo Copy	SEC - EFAST
5. Proof of registration of the stock and transfer book or membership book (2) Photo Copy	Applicant / Client
6. Secretary's Certificate of No Intra-Corporate Controversy (2) Original Copy	Applicant / Client
Remarks: *Please see sample format at:* *https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf*	
7. Sworn Certification by External Auditor (2) Original Copy	Applicant / Client
8. Proof of operation for each year, starting from the date of revocation or date of incorporation (for a suspension order) up to the time of the filing of the petition, any of the following but not limited to: Audited Financial Statements; Income Tax Returns; Mayor's or Business Permits; Contracts; Receipts showing payment of Real Estate Tax; Certifications/Recognitions/Annual Conventions; or Any similar/related documents (2) Photo Copy	Applicant / Client
9. Latest Mayor's/Business Permit (2) Photo Copy	LGU - Business Permit and Licensing Office where the

	principal office address of the client is located
10. Certification Issued by the Corporate Secretary that the latest due Financial Statement and Income Tax Return was received by the SEC and BIR respectively (2) Original Copy	Applicant / Client
11. Certificate of Incorporation, latest Certificate of Filing of Amended Articles or By-Laws (if any) together with the latest Articles of Incorporation and By-Laws (2) Photo Copy	SEC - secexpress.ph
12. BIR Certificate of Registration (2) Photo Copy	BIR - RDO where the principal office address of the client is located
13. Monitoring Clearance (2) Photo Copy	SEC - Extension Office that has jurisdiction over the principal office address of the company

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits requirements in imessage **Location:** https://imessage.sec.gov.ph/	1.1. Records the application for pre-processing, examines if documents are complete in form, and forwards the application for assignment	None	30 minute/s	• Securities Counsel I; Iloilo Extension Office • Securities Counsel II ; Iloilo Extension Office
	1.2. Assigns the application to a processor		30 minute/s	• SEC Confidential Assistant III; Iloilo Extension Office
	1.3. Examines whether the documents submitted are complete in form and in substance, prepares a draft Order and Notice and submits to the EO Director/OIC for review		11 working day/s	• Securities Counsel I ; Iloilo Extension Office • Securities Counsel II; Iloilo Extension Office
	1.4. Reviews the draft Order and Notice and the documents submitted		4 working day/s	• Securities Counsel I; Iloilo Extension Office • Securities Counsel II ; Iloilo

				Extension Office
	1.5. Approves draft Order and Notice		1 working day/s	• SEC Director II ; Iloilo Extension Office
	1.6. Prepares and emails the Payment Assessment Form to client		1 hour/s	• Securities Counsel I; Iloilo Extension Office • Securities Counsel II ; Iloilo Extension Office
2. Pays the filing fees through ESPAYSEC/Landbank and emails proof of payment **Location:** Email of processor	2.1. Receives and acknowledges payment, and prepares Memo to be sent to Head Office	**Standard Fees** Breakdown: Filing Fee: PHP 3000 Legal Research Fee: PHP 30 Documentary Stamp Tax per notarized document: PHP 30 Total: PHP 3060	1 hour/s, 30 minute/s	• Securities Counsel I ; Iloilo Extension Office • Securities Counsel II ; Iloilo Extension Office
	2.2. Reviews and signs the Memo		1 hour/s, 30 minute/s	• SEC Director II ; Iloilo Extension Office
	2.3. Emails the Memo and the documents for the Petition to Lift Order of Suspension or Revocation to Office of the Commissioner, including the draft Order		2 hour/s	• SEC Confidential Assistant III; Iloilo Extension Office
	2.4. Signs draft Order and emails signed Order to Iloilo Extension Office		3 working day/s	• Office of the Commissioner - Supervising Commissioner of Extension Offices; Any of requesting office / division
	2.5. Emails the signed Order to client		1 hour/s	• Securities Counsel I ; Iloilo Extension Office • Securities Counsel II ;

				Iloilo Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 3060		

43. Post-Audit of eAMEND Applications approved under Simple Processing

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

Office or Division:	Iloilo Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All applications submitted and approved under Simple Processing in the eAMEND Portal.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *With downloadable system-generated forms in the eAmend Portal*	
2. Amendment Form (2) Original Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: • *With downloadable system-generated forms in the eAmend Portal.* • *Original copies should be signed (wet signature) and notarized* • *notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed names*	
3. Monitoring Clearance (2) Original Copy	Securities and Exchange Commission - Iloilo Extension Office

Remarks:

- ***(not applicable for corporation sole)***
- *If there is no valid and available Monitoring Clearance, submit an Affidavit of Undertaking for Monitoring from the eAMEND System.*
- *If you have previously used an Affidavit of Undertaking for your amendment application, kindly submit a valid Monitoring Clearance issued by the SEC Iloilo Extension Office for your current application.*
- *Original copies should be signed (wet signature) and notarized*

4. And other additional documentary requirements uploaded in the eAmend portal (2) Original Copy	Applicant / Client
5. Amended Articles of Incorporation/By-Laws (2) Original Copy	Applicant / Client

Remarks:

- ***two (2) copies shall be submitted together with all the documentary requirements uploaded in the eAMEND portal***

(Please submit the Amended Articles of Incorporation/By-laws incorporating the proposed provisions. The amendments must be clearly underlined and annotated with the phrase "(As amended on [date of meeting])" immediately following the amended provision. Kindly ensure that no established facts are removed or modified in the process.)

For Situational Requirement

A. For Clearance from other SEC departments

Sub Situational Requirement/s

A.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
A.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
A.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
A.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
A.c. For Financial Technology (FinTech) related business activities	
A.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)

Remarks:

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

A.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)

Remarks:

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

B. Endorsement from other government agencies	
Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement	Insurance Commission - Insurance

(2) Original Copy And (1) Electronic Copy	Commission
C. For applications with Amendment of By-laws	
Sub Situational Requirement/s	
C.a. Air Transport	
C.a.1. Civil Aeronautics Board Endorsement (2) Original Copy And (1) Electronic Copy	Civil Aeronautics Board - Civil Aeronautics Board
C.b. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions	
C.b.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.c. Educational Institution: (stock & non-stock)	
C.c.1. Department of Education Endorsement for Elementary (2) Original Copy And (1) Electronic Copy	Department of Education - Department of Education
C.c.2. Commission on Higher Education Endorsement for College, Tertiary Course (2) Original Copy And (1) Electronic Copy	College, Tertiary Course - College, Tertiary Course
C.c.3. Technical Education Skills and Development Authority Endorsement for Technical Vocational Course (2) Original Copy And (1) Electronic Copy	Technical Education Skills and Development Authority - Technical Education Skills and Development Authority
C.d. Electric Power Plant/Trading of Petroleum Products	
C.d.1. Department of Energy Endorsement (2) Original Copy And (1) Electronic Copy	Department of Energy - Department of Energy
C.e. Hospital, Dental, Medical Clinics	
C.e.1. Department of Health Endorsement (2) Original Copy And (1) Electronic Copy	Department of Health - Department of Health
C.f. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.f.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C.g. Money Changer and Remittance Services	
C.g.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.h. Non-Chartered Government Owned and Controlled Corporation	
C.h.1. Government Commission for Government-owned and Controlled Corporation Endorsement (2) Original Copy And (1) Electronic Copy	Government Commission for Government-owned and Controlled Corporation - Government Commission for Government-owned and Controlled Corporation
C.i. Professional Association	
C.i.1. Professional Regulation Commission Endorsement (2) Original Copy And (1) Electronic Copy	Professional Regulation Commission - Professional Regulation Commission
C.j. Radio, TV, Telephone, Internet Service Providers, Value-Added Service Provider	

C.j.1. National Telecommunications Commission Endorsement (2) Original Copy And (1) Electronic Copy	National Telecommunications Commission - National Telecommunications Commission
C.k. Recruitment for Overseas Employment	
C.k.1. Philippine Overseas Employment Administration Endorsement (2) Original Copy And (1) Electronic Copy	Philippine Overseas Employment Administration - Philippine Overseas Employment Administration
C.l. Security Agency/ Anti-Crime Task Force	
C.l.1. Philippine National Police Endorsement (2) Original Copy And (1) Electronic Copy	Philippine National Police - Philippine National Police
C.m. Tobacco Related Business	
C.m.1. National Tobacco Administration Endorsement (2) Original Copy And (1) Electronic Copy	National Tobacco Administration - National Tobacco Administration
C.n. Volunteer Fire Brigade	
C.n.1. Bureau of Fire Protection Endorsement (2) Original Copy And (1) Electronic Copy	Bureau of Fire Protection - Bureau of Fire Protection
C.o. Vessel/Ship Operation, Ship Management. Shipbuilding, Ship Repair, Shipping Agency, Ship Husbanding, Ship Chandling and other Maritime related activities	
C.o.1. Maritime Industry Authority Endorsement (2) Original Copy And (1) Electronic Copy	Maritime Industry Authority - Maritime Industry Authority
C.p. Water Service Providers and Waterworks	
C.p.1. Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems Endorsement (2) Original Copy And (1) Electronic Copy	Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems - Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems
D. For Amendment of Corporate Name	
D.1. Name Verification Slip for Amendment of Corporate Name with Proof of Payment of Reservation Fee (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *Iloilo Extension Office or request from sec_iloilo@sec.gov.ph*	
E. Affidavit of a director, trustees or officer undertaking to change corporate name, if not stated in the Articles of Incorporation	
E.1. Affidavit of a director, trustees or officer undertaking to change corporate name, if not stated in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the documentary	1.1. Stamp receives the submitted documentary	None	5 minute/s	• SEC Administrativ

requirements with proof of payment to the EO Receiving Unit through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** ILOEO Receiving Unit	requirements			e Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo Extension Office
	1.2. Prints Certificate of Amendment (Certificate)		15 minute/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo Extension Office
	1.3. Assigns to post-audit processor		10 minute/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo Extension Office
	1.4. Post-evaluates the assigned application		6 working day/s, 7 hour/s	• SEC Securities Counsel II; Iloilo Extension Office

				• SEC Securities Counsel I; Iloilo Extension Office • SEC Securities Specialist III; Iloilo Extension Office • SEC Investigator; Iloilo Extension Office
	1.5. Tags the application as complete in the eAmend portal		10 minute/s	• SEC Securities Counsel II; Iloilo Extension Office • SEC Securities Counsel I; Iloilo Extension Office • SEC Securities Specialist III; Iloilo Extension Office • SEC Securities Investigator; Iloilo Extension Office
	1.6. Tags the application for appointment through the eAmend Portal indicating the date of release of the Certificate.		5 minute/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo

				Extension Office
2. Proceeds to EO Receiving Unit to claim the signed Certificate of Amended Articles of Incorporation and/or By-laws **Location:** ILOEO Receiving Unit	2. Releases signed Certificate of Amended Articles of Incorporation and/or By-laws	None	15 minute/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo Extension Office
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		

44. Post-Evaluation of Regular eSPARC Applications

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

Office or Division:	Iloilo Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All Natural and Juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (2) Original Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *System-generated*	
2. Articles of Incorporation (2) Original Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *System-generated* *Original copy should be signed (wet signature) and notarized/authenticated*	
3. By-Laws (2) Original Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: • *Original copy should be signed (wet signature)* • *For One Person Corporations, no by-laws required.*	
4. And other additional documentary requirements based on the mode of payment of the subscription of shares. (2) Original Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the documentary requirements with proof of payment to the ILOEO	1.1. Stamp receives the submitted documentary requirements.	None	5 minute/s	• SEC Administrative Assistant II; Iloilo

Receiving Unit through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** Receiving Unit, SEC Iloilo Extension Office 3F Festive Walk Mall Annex, Iloilo Business Park				Extension Office • SEC Administrative Assistant I; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo Extension Office
	1.2. Prints Certificate of Incorporation (Certificate)		15 minute/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo Extension Office
	1.3. Assigns to post-audit processor		5 minute/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo Extension Office
	1.4. Post-evaluates the assigned application		6 working day/s, 7 hour/s	• Securities Counsel III ; Iloilo Extension Office • Securities Counsel I ; Iloilo

				Extension Office • Securities Specialist III; Iloilo Extension Office • Securities Specialist II ; Iloilo Extension Office • SEC Investigator; Iloilo Extension Office
	1.5. Tags the application as complete in the Company Registration Encoding System		10 minute/s	• Securities Counsel II ; Iloilo Extension Office • Securities Counsel I ; Iloilo Extension Office • Securities Specialist III; Iloilo Extension Office • Securities Specialist II; Iloilo Extension Office • SEC Investigator; Iloilo Extension Office
	1.6. Emails the applicant a Notice of Schedule of Appointment on the release of the Original Certificate.		15 minute/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo

				Extension Office
2. Proceeds to ILOEO Releasing Unit for the presentment of the proof of payment issued by the eSPAYSEC and claim Certificate of Incorporation **Location:** SEC Iloilo Extension Office 3F Festive Walk Mall Annex, Iloilo Business Park	2. Releases original copy of the Certificate	None	10 minute/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo Extension Office
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		

45. Primary Registration and Secondary License for Lending and Financing Company through the ESPARC (Electronic Simplified Processing of Application for Registration of Company)

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

The following are the various company type to choose form:

o Lending Corporation

o Financing Corporation

Office or Division:	Iloilo Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All natural and juridical persons through their Authorized Representative
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Cover Sheet for Registration (2) Original Copy	Applicant / Client
Remarks: *System-generated*	
2. Articles of Incorporation (AI) reflecting the: (2) Original Copy	Applicant / Client
Remarks: • *corporate name;* • *business activity;* • *principal office address;* • *names, nationality, residences and Tax Identification Numbers (TIN) of Filipino or foreign incorporators, directors, stockholders including corporate* • *subscribers, the foreign incorporators, directors and* • *stockholders may also state their passport numbers;* • *capital structure (for-stock corporation);* • *name of treasurer and TIN;* • *Undertaking to change company name;* • *Printed names and Signatures of incorporators;* • *Notarization/Authentication*	

System-Generated	
3. By-Laws, for stock and non-stock corporation (except for Corporation Sole) (2) Original Copy	Applicant / Client
Remarks: *System-generated*	
4. Treasurer Affidavit (2) Original Copy	Applicant / Client
Remarks: *System-generated*	
5. Certificate of Authentication (2) Original Copy	Applicant / Client
Remarks: *System-generated*	
6. Application Form (2) Original Copy	Applicant / Client
Remarks: *System-generated*	
7. Information Sheet (2) Original Copy	Applicant / Client
Remarks: *System-generated*	
8. Additional Requirements for FOREIGN Directors and Officers (2) Original Copy	Applicant / Client
Remarks: • *Photocopy of Alien Certificate of Registration Card/Immigrant Certificate of Residence Card** • *Photocopy of Passport Showing Valid Visa or Stay in the Philippines** • *Clearance from the Bureau of Immigration*	
9. Sworn Certification required under SEC Memorandum Circular No. 29, Series of 2020 (2) Original Copy	Applicant / Client

Remarks: • *Shall include an undertaking that the applicant shall submit hard and soft copies of its Money Laundering and Terrorist Financing Prevention Program (MTPP) to the AMLD-EIPD within ten (10) days from receipt of its Certificate of Registration and/or secondary license from the Commission* • *Stamped received by the Anti-Money Laundering Division of the Enforcement and Investor Protection Department (AMLD-EIPD) or with attached email confirmation sent by the AMLD-EIPD stating that the Sworn Certification was duly received.*	
10. Notarized Bank Certificate of Deposit (2) Original Copy	Applicant / Client
Remarks: *Banks*	
For Situational Requirement	
A. For Financing Companies	
A.1. Personal Information Sheet -Using the prescribed format and notarized (2) Original Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *Download Form through this link:* *https://www.sec.gov.ph/wp-content/uploads/2020/01/Personal-Information-Sheet.doc*	
A.2. Clearance from Bangko Sentral ng Pilipinas -If applicant is a subsidiary or affiliate of a bank and/or non-bank financial institution with quasi-banking license (2) Original Copy	Applicant / Client
Remarks: *Payment Supervision and Licensing Division, Bangko Sentral ng Pilipinas*	
A.3. Manual on Corporate Governance (2) Original Copy	Applicant / Client
Remarks: *a. If foreign corporation in voting stock is more than 40% or* *b. If total assets is Php50M or more; or* *c. If commercial paper issuer,either exempted or registered*	
A.4. Board Resolution on the Adoption of Manual on Corporate Governance certified by the Corporate Secretary (2) Original Copy	Applicant / Client
Remarks: *To be provided by the client*	

A.5. Format of Disclosure Statement on Loan/Credit Transactions (2) Original Copy	Applicant / Client
Remarks: *To be provided by the client*	
B. Additional Requirements, if applicable	
B.1. Foreign Investments Act (FIA) Application Form (F-100) ,if more than 40% foreign equity for stock corporation (2) Original Copy	Applicant / Client
Remarks: *System-generated*	
B.2. Joint Affidavit of Undertaking to Change Name, in case not incorporated in the Articles of Incorporation) (2) Original Copy	Securities and Exchange Commission - Securities and Exchange Commission
Remarks: *Download Form through this link:* *https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx*	
B.3. Affidavit of Relinquishment, in case the treasurer is a foreigner and the business activity of the registrant is a partly-nationalized activity (2) Original Copy	Applicant / Client
Remarks: *To be provided by the client*	
B.4. Authenticated/Apostilled Articles of Incorporation and By-Laws and supporting documents, if the same were executed in a foreign jurisdiction (2) Original Copy	Applicant / Client
Remarks: *Parent Company of the Foreign Corporation and Philippine Embassy/Consulate*	
B.5. Clearance from other SEC departments (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO) Investigation and Prosecution Division, Enforcement and Investor Protection Department (EIPD)
Remarks: ***For Financial Technology (FinTech) related business activities*** • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;*	

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

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Proceeds to application form at https://esparc.sec.gov.ph/application **Location:** https://esparc.sec.gov.ph/application **Notes/Instruction:** 1.1 Reserves proposed company name including trade or business names, if applicable *Note: If proposed name is disapproved, avails of online appeal by uploading appeal letter and/or supporting documents* 1.2 Receives OTP (One Time Passcode) through Email 1.3 Encodes Company details/information including MC28 and beneficial ownership details 1.4 Submits online application and uploads name appeal document/s and other pre-defined additional requirements	1.1. Verifies proposed company name and endorses application to processor	None	1 hour/s	• SEC Administrative Officer II; Iloilo Extension Office
	1.2. Processor evaluates application and supporting documents Note: If for compliance, clients open the existing application using the application reference number provided and complies the deficiencies and/or completes the requirements		5 working day/s	• Securities Specialist II; Iloilo Extension Office
	1.3. Processor pre-approves application		1 hour/s	• Securities Specialist II; Iloilo Extension Office

1.5 Receives application Reference Number				
2. Uploads duly signed and notarized/authenticated registration documents **Location:** **https://esparc.sec.gov.ph/application** **Notes/Instruction:** *Note: Client receives notification through the email of the authorized representative indicated in the application*	2.1. Assigned Processor evaluates uploaded documents for approval	None	5 working day/s	• Securities Specialist II; Iloilo Extension Office
	2.2. Generates Payment Assessment Form (PAF) and Approves application		1 hour/s	• Securities Specialist II; Iloilo Extension Office
3. Pays the registration fees specified in the Payment Assessment Form (PAF) **Location:** https://espaysec.sec.gov.ph/payment-portal/paf-search	3.1. If paid online, Collects Payment and Issues Electronic Official Receipt (eOR)	**Formula Fees** Breakdown: Registration of Corporation	1 hour/s	• Assistant Director; Information and Communications Technology Department (ICTD)
	3.2. If paid through Landbank, the processor verifies payment and system issues Electronic Official Receipt (eOR) to client's email.		30 minute/s	• Securities Specialist II; Iloilo Extension Office
4. Proceeds to the EO Counter and submits two (2) sets of originally signed and notarized/authenticated registration documents, copy of the proof of payment of the assessed registration fees **Location:** Securities and Exchange Commission - Iloilo Extension Office	4.1. Checks the submitted proof of payment and documentary requirements, and assigns the ESPARC application to Post Audit Reviewers	None	1 hour/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office
	4.2. Processor conducts post-audit review of submitted documents and endorses application for receiving and printing of certificate. Note: If incomplete and/or non-compliant, send notice of compliance through email.		2 hour/s	• Securities Counsel II; Iloilo Extension Office • Securities Counsel I; Iloilo Extension Office

				• Securities Specialist III; Iloilo Extension Office
	4.3. Receives documents and Prints Certificate of Incorporation		1 hour/s, 30 minute/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office
	4.4. Reviews, signs and forwards the approved certificate to the Releasing Section.		2 hour/s	• SEC Director II; Iloilo Extension Office
5. Proceeds to the EO Releasing Section and presents proof of payment to claim the Certificate of Incorporation **Location:** Securities and Exchange Commission - Iloilo Extension Office	5. Releases Certificate of Incorporation to the applicant	None	1 hour/s, 30 minute/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office
Total Processing Time:		Working Days: 11 working day/s, 4 hour/s, 30 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Registration of Corporation**

Articles of Incorporation	⅕ of 1% of the authorized capital stock but not less than P2,000 or the subscription price of the subscribed capital stock whichever is higher
By-Laws	PHP 1,020.00, inclusive of LRF
Name reservation	PHP 100.00 for each corporate name and trade name, if applicable
Registration of Stock and Transfer Book	PHP 150.00
Documentary Stamp	PHP 30.00
Application under the Foreign Investments Act (FIA)	PHP 3,000.00

46. Primary Registration and Secondary License for Lending and Financing Company through the ESPARC (Electronic Simplified Processing of Application for Registration of Company)

The Electronic Simplified Processing of Application for Registration of Company (SEC – ESPARC) is a facility to cater application for registration of Lending and Financing Corporations of Domestic corporations with 2 or more incorporators who may either be natural person, partnership, association or corporations, singly or jointly with others but not more than fifteen (15) in number. The system allows the registrant or his duly appointed representative to submit the proposed company name and input the details of the Articles of Incorporation.

The following are the various company type to choose from:

- *Lending Corporation*
- *Financing Corporation*

Office or Division:	Iloilo Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Coversheet (3) Original Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *System generated*	
2. Articles of Incorporation (1) Original Copy And (2) Photo Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *Articles of Incorporation reflecting the:* • *Corporate name;* • *Business activity;* • *Principal office address;* • *Name, nationality, residences and Tax Identification Number (TIN) of Filipino or foreign incorporators, directors, stockholders including corporate subscribers, the foreign incorporators, directors and stockholders may also state their passport numbers* • *Capital structure;* • *Name of Treasurer and TIN;* • *Undertaking to change company name;* • *Printed names and Signature of incorporators;* • *Notarization/Authentication*	

*** System generated*

3. By-laws (1) Original Copy And (2) Photo Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *System generated*	
4. Notarized Bank Certificate of Deposit (1) Original Copy And (2) Photo Copy	Applicant / Client
5. Joint Affidavit of Undertaking to Change Name, in case not incorporated in the Articles of Incorporation) (1) Original Copy And (2) Photo Copy	Applicant / Client
6. Affidavit of Relinquishment, in case the treasurer is a foreigner and the business activity of the registrant is a partly-nationalized activity (1) Original Copy And (2) Photo Copy	Applicant / Client
7. Authenticated/Apostilled Articles of Incorporation and By-Laws and supporting documents, if the same were executed in a foreign jurisdiction (1) Original Copy And (2) Photo Copy	Applicant / Client
8. For Clearance from other SEC departments, if applicable (1) Original Copy And (2) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO); Enforcement and Investor Protection Department (EIPD)
Remarks: *For Financial Technology (FinTech) related business activities* • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
9. Application Form (1) Original Copy And (2) Photo Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks:	

System generated	
10. Information Sheet (1) Original Copy And (2) Photo Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *System generated*	
11. Valid NBI Clearance of ALL Incorporators and Stockholders (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: • *With right thumb print and signature* • *Reflecting the residential*	
12. Additional Requirements for FOREIGN Directors and Officers (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *a. Photocopy of Alien Certificate of Registration Card/Immigrant Certificate of Residence Card** *b.Photocopy of Passport Showing Valid Visa or Stay in the Philippines** *c. Clearance from the Bureau of Immigration*	
13. Sworn Certification required under SEC Memorandum Circular No. 29, Series of 2020 (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: • *Shall include an undertaking that the applicant shall submit hard and soft copies of its MTPP to the AMLD-EIPD within ten (10) days from receipt of its Certificate of Registration and/or secondary license from the Commission* • *Stamped received by the Anti-Money Laundering Division of the Enforcement and Investor Protection Department (AMLD-EIPD)* **https://www.sec.gov.ph/mc-2020/mc-no-29-s-2020/*	
For Situational Requirement	
A. For Financing Corporations	
A.1. Personal Information Sheet of Directors & Officers (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Licensing Unit
Remarks: *System generated*	
A.2. Additional Requirements for FOREIGN Directors and Officers (1) Original Copy And (2) Photo Copy	Applicant / Client

Remarks: • *Photocopy of Alien Certificate of Registration Card/Immigrant Certificate of Residence Card** • *Photocopy of Passport Showing Valid Visa or Stay in the Philippines** • *Clearance from the Bureau of Immigration*				
A.3. Clearance from Bangko Sentral ng Pilipinas (1) Original Copy And (2) Photo Copy			Applicant / Client	
Remarks: *If applicant is a subsidiary or affiliate of a bank and/or non-bank financial institution with quasi-banking license*				
A.4. Manual on Corporate Governance (1) Original Copy And (2) Photo Copy			Applicant / Client	
Remarks: *-If foreign participation in voting stock is more than 40%; or* *-If total assets is PhP50M or more; or* *-If commercial paper issue, either exempt or registered*				
A.5. Format of Disclosure Statement on Loan/Credit Transactions (1) Original Copy And (2) Photo Copy			Applicant / Client	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph **Location:** Through https://esparc.sec.gov.ph	1.1. Approves or disapproves proposed company name and/or trade name/s in accordance with SEC Memorandum Circular No. 13, Series of 2019 and assigns the application to the ILOEO Processors.	None	2 working day/s	• SEC Administrative Officer II; Iloilo Extension Office
	1.2. Processes and evaluates application for Registration		4 working day/s, 15 minute/s	• Securities Specialist II; Iloilo Extension Office
	1.3. Issues Payment Assessment Form(PAF) to the applicant through eSPARC		10 minute/s	• Securities Specialist II; Iloilo Extension Office
2. Pays the assessed license fee attached in the email notification. **Location:**	2. Issues payment confirmation containing Electronic Official Receipt via email.	**Possible Fees** Breakdown: By-Laws: PHP 1000 Documentary	10 minute/s	• Securities and Exchange Commission; Financial

https://espaysec.sec.gov.ph/payment-portal/home		Stamp Tax: PHP 30 Name Verification: PHP 100 Registration of Stock and Transfer Book: PHP 150 **Formula Fees** Breakdown: Registration of CorporationLicense fees for Lending and Financing Cos		Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the ILOEO Receiving Unit through the company's representatives or through courier of their choice (e.g. JRS, LBC, J&T etc.) **Location:** Receiving Unit, SEC Iloilo Extension Office 3F Festive Walk Mall Annex, Iloilo Business Park	3.1. Checks the submitted proof of payment and documentary requirements, and assigns the ESPARC application for Post Audit Review.	None	15 minute/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo Extension Office
	3.2. Processor conducts final review and forwards application for generation of certificate of incorporation.		15 minute/s	• Securities Specialist II; Iloilo Extension Office
	3.3. Receives documents and Prints Certificate of Incorporation		15 minute/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo

				Extension Office
	3.4. Reviews, signs and forwards the approved certificate to the Releasing Section.		2 hour/s	• SEC Director II; Iloilo Extension Office
4. Proceeds to the EO Releasing Section and presents proof of payment to claim the Certificate of Incorporation **Location:** Releasing Unit, SEC Iloilo Extension Office 3F Festive Walk Mall Annex, Iloilo Business Park	4. Release signed Certificate of Registration of Lending/Financing Companies.	None	15 minute/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo Extension Office
Total Processing Time:		Working Days: 6 working day/s, 3 hour/s, 35 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Possible Fees

- **By-Laws** : 1000
- **Documentary Stamp Tax** : 30
- **Name Verification** : 100
- **Registration of Stock and Transfer Book** : 150

Formula / Schedule of Fees

- **Registration of Corporation**

  1/5 of 1% of the Authorized Capital Stock

- **License fees for Lending and Financing Cos**

  1/10 of1% of the Paid-Up Capital

47. Processing of Formal Complaints Filed Against Financing and Lending Companies

This service outlines the procedure for a citizen to file a formal complaint against covered companies.

Office or Division:	Iloilo Extension Office
Classification:	Highly Technical
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	General Public
Operating Hours:	8:00 AM - 5:00 PM
Statute:	SEC MC No. 08, series of 2026 : RULES OF PROCEDURE OF THE SECURITIES AND EXCHANGE COMMISSION

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Registration with SEC-eSECURE (1) Electronic Copy	Applicant / Client
Remarks: *https://esecure.sec.gov.ph*	
2. Complaint form (1) Electronic Copy	Applicant / Client
Remarks: *Downloadable or can be provided by an SEC officer upon submission of the complaint through the SEC iMessage Portal at https://imessage.sec.gov.ph/*	
3. Supporting evidence/documents depending on the nature of the complaints; (1) Electronic Copy	Applicant / Client
Remarks: *1. Disclosure statement* *2. Amortization schedule* *3. Receipts/proof of payment* *4. Promissory notes* *5. Screenshot of the complaint company Uniform Resource Locator(URL)* *6. Copy of the harassment messages allegedly done by the Company (email or text messages)* *7. And other relevant documents in connection with your loan transaction that will help us evaluate your complaint.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

1. The Complainant must first create an account through the SEC eSECURE website (https://esecure.sec.gov.ph/), then file a complaint via SEC iMessage (https://imessage.sec.gov.ph/open.php), where a ticket number will be issued for reference and tracking, and, upon receiving a response from the SEC through the portal, download the complaint form together with the details of the required documentary requirements and supporting evidence. **Location:** SEC eSECURE website (https://esecure.sec.gov.ph/) SEC iMessage (https://imessage.sec.gov.ph/)	1. The SEC officer will acknowledge the complaint, and a copy of the complaint form will be provided to the complainant.	None	30 minute/s	• SEC Confidential Assistant III; Iloilo Extension Office
2. The Complainant must submit the accomplished complaint form, along with the required documentary documents/evidences, via https://imessage.sec.gov.ph/ **Location:** SEC Imessage Portal	2.1. Evaluates complaints with supporting documents and determines the jurisdiction under which Office will handle the complaint.	None	3 working day/s	• SEC Confidential Assistant III; Iloilo Extension Office
	2.2. Referral to the Company complained for resolution/amicable settlement, if possible.		30 working day/s	• Securities Specialist II; Iloilo Extension Office
	2.3. Evaluation and referral for drafting of the Formal Charge against the concerned company.		10 working day/s	• Securities Specialist II; Iloilo Extension Office
	2.4. Review and further evaluation of the Formal Charge and attachments.		3 working day/s	• Securities Counsel I; Iloilo Extension Office

	2.5. Final review and signing of the Director.		2 working day/s	• SEC Director II; Iloilo Extension Office
	2.6. The Formal Charge shall be sent to the concerned company through its official email address using ILOEO official email (sec_iloilo@sec.gov.ph), with a copy furnished to the Complainant.		10 minute/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo Extension Office
General Remarks Thirty (30) days is for the referred company for their processing.				
Total Processing Time:	Working Days: 48 working day/s, 40 minute/s			
Total Processing Fee:	Total Standard Fee: None			

48. Reclassification / Declassification / Conversion of Shares / Change in par value

This service provides the procedure for the reclassification, declassification, or conversion of shares, as well as changes in the par value of shares. It facilitates the necessary steps for companies to modify their share structure in compliance with relevant regulations.

Office or Division:	Iloilo Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Corporations duly registered at Securities and Exchange Commission
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet (2) Original Copy	Securities and Exchange Commission - Securities and Exchange Commission
Remarks: *Download Form through this link:* *https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Directors' Certificate (2) Original Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *Download Form through this link:* *https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf*	
3. Amended Articles of Incorporation (2) Original Copy	Applicant / Client
Remarks: *To be provided by the client*	
4. List of Stockholders showing the names, nationalities and stockholders before and after the reclassification/declassification/conversion/change in par value as certified by the corporate secretary (2) Original Copy	Applicant / Client
Remarks: *To be provided by the client*	

5. Audited Financial Statements (AFS) as of the last fiscal year stamped received by BIR and SEC (if the advances are already reflected therein) (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *To be provided by the client*	
6. Secretary's Certificate re: treatment on resulting fractional shares (2) Original Copy	Applicant / Client
Remarks: *To be provided by the client*	
7. Secretary's Certificate on non-existence of intra-corporate dispute (2) Original Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *Download Form through this link:* *https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf*	
8. Clearance from other SEC departments (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Financing and Lending Companies Department (FinLend) Securities Registration Division, Markets and Securities Regulation Department (MSRD) PhiliFintech Innovation Office (PIO) Investigation and Prosecution Division, Enforcement and Investor Protection Department (EIPD)
Remarks: • *For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation* • *For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House* • *For Financial Technology (FinTech) related business activities* *o Operators of payment systems;* *o Payment Service Providers;* *o Electronic Money Issuers (EMI);* *o Non-bank EMIs;* *o Alternative Credit Scoring Companies;* *o Online Lending Companies;* *o Peer-to-peer Lending Companies;* *o AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers);*	

o KYC/Security Companies (KYC Service Providers); *o Digital Banks;* *o Digital Asset Exchanges;* *o Virtual Asset Service Providers;* *o Play-to-Earn Platforms;* *o E-Commerce Companies;* *o Crowdfunding Platforms;* *o RegTech Companies (RegTech Service Providers);* *o SupTech Companies (SupTech Service Providers); and* *o Digital Advisers/Robo-Advisers*

9. Endorsement from other government agencies ● Money Changer and Remittance Services, Bank, Pawnshop and other Financial Intermediaries with Quasi Banking Functions ● Insurance (2) Original Copy	Applicant / Client
Remarks: *Payment Supervision and Licensing Division, Bangko Sentral ng Pilipinas Licensing Division, Insurance Commission*	
10. Monitoring Clearance (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *Request for Monitoring may be submitted through sec_iloilo@sec.gov.ph or sec.iloilo6@gmail.com*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

1. Submits the requirements to the Counter Officer **Location:** Securities and Exchange Commission - Iloilo Extension Office **Notes/Instruction:** ****If the application is for compliance, the specialist prepares a checklist of deficiencies and informs and returns it to the applicant. Go to Step 1*	1.1. Records the date of submission and forwards the application to the assigned EO processor	None	1 hour/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office
	1.2. Examines whether the documents submitted are complete in form and in substance.		10 working day/s	• Securities Counsel II; Iloilo Extension Office • Securities Counsel I; Iloilo Extension Office
	1.3. Endorses application for payment		1 hour/s	• Securities Counsel II; Iloilo Extension Office
	1.4. Assessor issues Payment Assessment Form (PAF) to the applicant		1 hour/s	• Securities Specialist II; Iloilo Extension Office • SEC Administrative Assistant II; Iloilo Extension Office
2. Pays the filing fees **Location:** https://espaysec.sec.gov.ph/payment-portal/paf-search	2. Collects payment and Issues electronic official receipt (eOR)	**Standard Fees** Breakdown: Amended Articles of Incorporation: PHP 2050 Legal Research Fee (LRF): PHP 20 Miscellaneous Fee: PHP 20 Documentary Stamp Tax: PHP 30 Total: PHP 2120	1 hour/s	• Assistant Director; Information and Communications Technology Department (ICTD)

3. Informs SEC Iloilo Extension Office of Payment through email at sec_iloilo@sec.gov.ph or call at (033) 337-9984 **Location:** Securities and Exchange Commission - Iloilo Extension Office / sec_iloilo@sec.gov.ph or call at (033) 337-9984	3.1. Stamp received documentary requirements and proof of payment	None	1 hour/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office
	3.2. Prepares the Certificate		1 hour/s	• SEC Administrative Assistant II; Iloilo Extension Office
	3.3. Processor conducts final review of submitted documents		2 hour/s	• Securities Counsel II; Iloilo Extension Office • Securities Counsel I; Iloilo Extension Office
	3.4. Reviews and Signs the Certificate and forwards the approved application to Releasing Unit		2 hour/s	• SEC Director II; Iloilo Extension Office
4. Present the Official Receipt to the Counter and receives the duly approved Certificate **Location:** Securities and Exchange Commission - Iloilo Extension Office	4. Releases the duly approved Certificate	None	1 hour/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office
Total Processing Time:		Working Days: 11 working day/s, 3 hour/s		
Total Processing Fee:		Total Standard Fee: PHP 2120		

49. Reclassification / Declassification / Conversion of Shares / Change in par value for Domestic Stock Corporations Classified as Philippine National

This service details the adopted online procedure and documentary requirements on application for Reclassification, Declassification, Conversion of Shares, or Change in par value pursuant to Section 6 and 15 of the Revised Corporation Code of the Philippines.

This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National , please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.

Office or Division:	Iloilo Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National , please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Directors' certificate (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Iloilo Extension Office
Remarks: *Download Director's Certificate through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
2. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
3. Combined Notarized Secretary's Certificate (a. List of stockholders showing the names, nationalities and stockholdings before and after the reclassification/declassification/conversion/change in par value ; b.Treatment on resulting fractional shares; c. Non-existence of intra-corporate dispute) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks:	

*Download the **Combined Notarized Secretary's for Reclassification / Conversion of Shares** Certificate below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Reclassification.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Iloilo Extension Office
Remarks: ***eWATCH:** https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
B. For Financing and Lending Companies:	
B.1. Financing and Lending Companies Department (FLCD) Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Financing and Lending Companies Department (FLCD)
Remarks: *Financing and Lending Companies Department (FLCD) through the link:* ***eWATCH:** https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
C. For Listed and Public Companies:	
C.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)
Remarks: *Corporate Governance and Finance Department (CGFD) through the link:* ***eWATCH:** https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
D. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
D.1. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Market and Securities Regulation Department (MSRD)

Remarks: *Market and Securities Regulation Department (MSRD) through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
E. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
E.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector
Remarks: *To request, please refer to BSP Citizen's Charter through this link:* *https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
F. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
F.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group
Remarks: *To request, please refer to IC Citizen's Charter through this link:* *https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of complete requirements for new application. **Location:** • **iMessage:** imessage.sec.gov.ph **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a	1.1. Receives the required documents, checks if everything is complete, and records the application. Then, assigns the application to the ILOEO Specialist.	None	4 hour/s	• SEC Confidential Assistant III; Iloilo Extension Office

photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the ILOEO Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via email or imessage. For submission of compliance documents, the client will directly send it to imessage. The assigned ILOEO Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.4. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application				
	1.2. Reviews online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report.		17 working day/s	• Securities Specialist III; Iloilo Extension Office

considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20)				
	1.3. Issues the Payment Assessment Form (PAF) to the applicant. Then, informs the applicant to submit the original/hard copy upon payment.		1 hour/s	• Securities Specialist III; Iloilo Extension Office

working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)				
2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip). **Location:** Receiving Unit, SEC Iloilo Extension Office 3F Festive Walk Mall Annex, Iloilo Business Park **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)*	2.1. Receives complete application requirements with proof of payment; verifies hard copies against online-submitted documents and, if found in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.	None	2 hour/s	• SEC Administrative Assistant I; Iloilo Extension Office • SEC Administrative Assistant II; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo Extension Office
	2.2. Processor conducts final review of the submitted documents		4 hour/s	• Securities Specialist III; Iloilo Extension Office
	2.3. Reviews the documents, signs, and approves the Certificate.		1 working day/s	• SEC Director II; Iloilo Extension Office
	2.4. Schedules and sends email notification to the applicant on the date of release of the certificate.		3 hour/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office

				• SEC Confidential Assistant III; Iloilo Extension Office
3. Present the Official Receipt and Appointment Letter.Then, fill out the logbook for released applications and claim the Certificates of Approval. **Location:** SEC Iloilo Extension Office 3F Festive Walk Mall Annex, Iloilo Business Park	3. Calls the name of the corporation, assists the client in filling out the logbook, and releases the Certificates of Approval.	None	2 hour/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		

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

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

The following are the various company type to choose form:

- *General Partnership*
- *Professional Partnership*
- *Limited Partnership*

Type of partnership based on foreign equity participation:

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

Office or Division:	Iloilo Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *System-generated*	
2. Articles of Partnership (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *System-generated* *Original copy should be signed (wet signature) and notarized*	
For Situational Requirement	
A. Endorsement/Clearance from other government agencies	
Sub Situational Requirement/s	
A.a. Money Changer and Remittance Services	
A.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas

A.a.2. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
B. For Clearance from other SEC departments	
Sub Situational Requirement/s	
B.a. For Financial Technology (FinTech) related business activities	
B.a.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Alternative Credit Scoring Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
B.a.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)
Remarks: • *Alternative Credit Scoring Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
C. Additional requirement, if applicable;	
Sub Situational Requirement/s	
C.a. If the Partner is a Juridical Entity	
C.a.1. Authenticated/Apostilled Board Resolution approving the Corporation to be a partner and appointing their authorized representative (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Board Resolution of the Juridical Entity allowing it to invest in the said Corporation*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ **Location:** https://esparc.sec.gov.ph/	1.1. Approves proposed company name and/or trade name/s in accordance with SEC Memorandum Circular No. 13, Series of 2019	None	2 hour/s	• SEC Administrative Officer II; Iloilo Extension Office
	1.2. Pre-processes all corporate information submitted		2 working day/s, 7 hour/s, 45 minute/s	• SEC Securities Counsel II; Iloilo Extension Office • SEC Securities Counsel I ; Iloilo Extension Office • SEC Securities Specialist III; Iloilo Extension Office • SEC Securities Specialist II; Iloilo Extension Office • SEC Investigator; Iloilo Extension Office
	1.3. ILOEO Processor prepares and issues the Payment Assessment Form (PAF)		5 minute/s	• SEC Securities Counsel II; Iloilo Extension Office • SEC Securities Counsel I; Iloilo Extension Office • SEC Securities Specialist III ; Iloilo Extension Office

				• SEC Accounting Specialist II; Iloilo Extension Office • SEC Investigator; Iloilo Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** Aespaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Formula Fees** Breakdown: Articles of PartnershipName ReservationLegal Research FeeDocumentary Stamp Tax	5 minute/s	• Accounting Division; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the ILOEO Receiving Unit through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** ILOEO Receiving Unit	3.1. Officially receives and stamps the hard copies of the registration application and forwards to EO Processor for final review.	None	5 minute/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo Extension Office
	3.2. Processor conducts final review and forwards application for generation of certificate of recording.		5 minute/s	• SEC Securities Counsel II; Iloilo Extension Office • SEC Securities Counsel I; Iloilo Extension Office • SEC Securities Specialist III; Iloilo Extension Office • SEC Securities

				Specialist II; Iloilo Extension Office • SEC Securities Investigator; Iloilo Extension Office
	3.3. Generates the Certificate and forwards the same with the submitted proof of payment and documentary requirements to the authorized signatory		10 minute/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo Extension Office
	3.4. Reviews the application and signs the Certificate;		3 working day/s, 5 hour/s, 25 minute/s	• SEC Director II; Iloilo Extension Office
	3.5. Sends appointment through email indicating the date of release of the Certificate		10 minute/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo Extension Office
4. Proceeds to ILOEO Receiving Unit for presentment of the original proof of payment and receives the signed Certificate **Location:**	4. Enters company name in the Masterlist and releases the Certificate together with registration application then stamps release the official receipt	None	10 minute/s	• SEC Administrative Assistant II; Iloilo Extension Office

ILOEO Receiving Unit				• SEC Administrative Assistant I; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo Extension Office
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Articles of Partnership**

  ⅕ of 1% of the Partnership's Capital but not less than PHP 2,000

- **Name Reservation**

  PHP 100 per Corporate Name

  *Additional Php 100 per trade name/s

- **Legal Research Fee**

  1% of the computed Filing Fees

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

51. Registration of Corporations through One-day Submission and E-registration of Companies (OneSEC) with ZERO Processing for DOMESTIC STOCK CORPORATIONS

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

a. *The company classification is All Filipino, .01 to 40%, and more than 40% to 100% foreign equity participation;*
b. *The proposed corporate name may comply to the following: (a) has a name descriptor according to its industry classification; (b) does not contain any Trade Name/s ; and (c) not subject to any Letter of Appeal for reconsideration; and (d) in explicit form (any set or group of letters does not contain any acronym or meaning);*
c. *The primary purpose or main activity is predetermined and is not subject to any modification/correction;*
d. *The corporate term of existence may be determined by the applicant.*
e. *The incorporator/s, members of the Board of Directors and subscribers are Natural Person/s, of legal age;*
f. *The applicant corporation is not located in any of the economic zones, if located within an economic zone, then proceed to eSPARC ZERO Regular processing;*
g. *The share type classification contains the following : (a) Common Shares; (b) with Par Value and (c) Amount of par value is not less than P1.00 and in non-decimal currency;*
h. *The Mode of Payment for the subscription of shares is CASH;*
i. *Once the application is completed, the registration fees are paid immediately through the SEC eSPAYSEC;*
j. *The applicant corporation is not required to secure clearance/endorsement from any Department of SEC and/or other government agency/ies, if clearance/endorsement is needed please proceed to eSPARC ZERO Regular processing;*
k. *None of the incorporators, stockholders/members, directors/trustees, beneficial owners, and officers of the applicant corporation have been convicted of or have pending criminal or administrative case of felony or misdemeanor involving investment or investment-related business, fraud, false statements or omissions, wrongful taking of property, bribery, forgery, counterfeiting or extortion, or other felonies;*
l. *None of the incorporators, stockholders/members, directors/trustees, beneficial owners, and officers of the applicant corporation are included in pertinent sanctions list circularized by the Bangko Sentral ng Pilipinas (BSP), the Anti-Money Laundering Council (AMLC), the Anti-Terrorism Council (ATC), and other domestic and/or international entities or organizations, such as the Office of Foreign Assets Control (OFAC) of the U.S. Department of Treasury and the United Nations Sanctions List;*

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

Activities of Employment Agency Activities

1. *Activities of Employment Agency Activities*
2. *Activities of a Holding Company*
3. *Advertising*
4. *Agriculture*
5. *Air transportation*
6. *Arrastre and Stevedoring services*
7. *Business process outsourcing*
8. *Cargo consolidator*
9. *Cargo Sales Agent or Breakbulk Sales Agent*
10. *Cockpit*
11. *Combined Facilities Support Activities (Cleaning Activities)*
12. *Computer Programming*
13. *Construction*
14. *Courier services*

15. *Creative Arts and Entertainment of Activities*
16. *Customs Brokerage*
17. *Deep Sea Commercial Fishing*
18. *Domestic Airfreight Forwarder*
19. *Domestic Agricultural Aerial Spraying Services*
20. *Domestic Agricultural Aerial Spraying Services using Remotely Piloted Aircraft (RPA)*
21. *Domestic Non-Scheduled Air Transportation Services*
22. *Domestic Scheduled Air Transportation Services*
23. *Drugstore*
24. *Electric generation*
25. *Film production*
26. *Fishery*
27. *Funeral and Related Services*
28. *Gambling and Betting Activities*
29. *Gas station*
30. *General Sales Agent for Cargo*
31. *General Sales Agent for Passenger*
32. *Hotel*
33. *Hospital*
34. *International Airfreight Forwarder*
35. *International Non-Scheduled Air Transportation Services*
36. *International Non-Scheduled All-Cargo Air Transportation Services*
37. *International Scheduled Air Transportation Services*
38. *IT – TNVs*
39. *IT/Software applications*
40. *Landscape care and maintenance service activities*
41. *Land transportation*
42. *Laundry Services*
43. *Logistic*
44. *Management Consultancy*
45. *Mining*
46. *Non-Vessel Operating Common Carrier*
47. *Organization of Convention and Trade Shows*
48. *Other Residential Care Activities*
49. *Personal Services for Wellness except Sports Activities*
50. *Photographic Activities*
51. *Printing and Publishing*
52. *Property Management*
53. *Radio Broadcasting*
54. *Real Estate*
55. *Recruitment*
56. *Renting and Leasing Machinery*
57. *Renting and Leasing Motor Vehicles*
58. *Renting and Leasing of Personal and Household Goods*
59. *Repairs of Computers and Communications Equipment*
60. *Repair of Household Appliances and Home and Garden*
61. *Residential care activities for mental retardation, mental health and substance abuse*
62. *Residential care activities for the elderly and disabled*
63. *Residential Nursing Care Facilities*
64. *Restaurant*
65. *Retail trading of goods*
66. *Retail via mail/telephone order houses via the internet*
67. *Schools*
68. *Sea transportation*
69. *Security agency*
70. *Security Facility Sales and Installation Activities*
71. *Shipping Agency*
72. *Sound Recording*
73. *Sports Activities*
74. *Technical testing/analysis*

75. *Telecommunications*
76. *Television Programming and Broadcasting Activities*
77. *Travel agency*
78. *Veterinary Activities*
79. *Waste Collection/Disposal/Management*
80. *Wholesale and retail trading of goods*
81. *Wholesale trading of goods*
82. *Parking Spaces*
83. *Materials Recycling Facility (MRF) / Junkshop*
84. *Automotive Repair*
85. *Glass, Aluminum, and Other Metal Installations*
86. *Woodworking and Carpentry Business*
87. *Tailoring and Dressmaking Business*
88. *Hauling and Trucking Business*
89. *Storage and Warehousing Facilities Rental*
90. *Motor Vehicle Rental Business*
91. *Manufacturing and Assembly of Electronics and Semiconductor Business*
92. *Manufacturing/Assembly of Automotive Parts Business*
93. *Garment and Textile Business*
94. *Manufacturing of Medical Devices and Parts*
95. *Operation of Fishpond*
96. *Memorial Parks*
97. *Games and Amusement Activities*
98. *Bakeshop*
99. *Beauty Salon*
100. *Cold Storage*

Office or Division:	Iloilo Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business)
Who may avail:	All Natural and Juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Cover Sheet for Registration (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *System-generated*	
2. Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *System-generated*	
3. By-Laws (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office

Remarks:

- *System-generated*
- ***Not applicable for One Persion Corporation (OPC)***

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ and encodes the data required. **Location:** https://esparc.sec.gov.ph/	1. ESPARC System issues the payment assessment form	None	2 working day/s, 6 hour/s	• eSPARC system; Iloilo Extension Office
2. Pays the assessed registration fee through eSPAYSEC and receives the Digital copy of the Certificate of Incorporation in the email provided in the system **Location:** https://espaysec.sec.gov.ph/	2. The system issues the electronic receipt of the payment of filing fees.	**Standard Fees** Breakdown: Articles of Incorporation: PHP 2000 By-Laws: PHP 1000 Documentary Stamp Tax: PHP 60 Legal Research Fee: PHP 20 Total: PHP 3080 **Possible Fees** Breakdown: Stock and Transfer Book: PHP 150 Membership Book: PHP 75 **Formula Fees** Breakdown: Filing FeeName Verification Fee	1 hour/s	• eSPARC System; Iloilo Extension Office

3. Generates the Digital Certificate **Location:** https://esparc.sec.gov.ph/	3. The system issues the Digital Certificate of Incorporation	None	1 hour/s	• eSPARC System; Iloilo Extension Office
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 3080 See other fees below		

Possible Fees

- **Stock and Transfer Book** : 150
- **Membership Book** : 75

Formula / Schedule of Fees

- **Filing Fee**

  Stock corporation with par value - ⅕ of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher

  Stock corporation without par value - ⅕ of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher

  Non- Stock corporation – PHP 1,000

- **Name Verification Fee**

  Php100.00 per Corporate Name

  *additional fee of Php100.00 for each trade name/s.

52. Registration of Corporations through OneSEC (One day Submission and E-registration of Companies) (FOR STOCK CORPORATIONS ONLY)

One day Submission and E-registration of Companies (OneSEC) is a part of eSPARC, handling registrations for domestic stock corporations, including one-person corporations and those with 2 to 15 people involved. It's easy to use – most of the information is pre-filled, so registrants only need to enter a little data. The process is fully automated, from verifying the company name to issuing the Digital Certificate of Incorporation. OneSEC aims for one-day approval, simple procedures for data security, efficient information management, and a seamless, automated process. For more details, download the user guide for step-by-step instructions.

Covered Company Types: Domestic Stock Corporations (All Filipino)

- *One Person Corporation*
- *Corporations with 2 to 15 Incorporators*

Office or Division:	Iloilo Extension Office
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (2) Original Copy	Securities and Exchange Commission - Information and Communications Technology Department
Remarks: *System-generated*	
2. Articles of Incorporation (2) Original Copy	Securities and Exchange Commission - Information and Communications Technology Department
Remarks: *System-generated*	
3. Certificate of Authentication (2) Original Copy	Securities and Exchange Commission - Information and Communications Technology Department
Remarks: *System-generated*	
4. By-Laws (2) Original Copy	Securities and Exchange Commission - Information and

	Communications Technology Department

Remarks:

System-generated

Note: For One Person Corporations, no by-laws required.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Proceeds to application form at https://esparc.sec.gov.ph/application-one-sec/overview **Location:** https://esparc.sec.gov.ph/application-one-sec/overview **Notes/Instruction:** **1.1 Verifies, reserves the proposed company name** **1.2 Receives the One Time Passcode through email** **1.3 Encodes and submits Company details/ information**	1.1. System Verifies proposed company name	**Formula Fees** Breakdown: REGULAR STOCK CORPORATION NONE PERSON CORPORATION	1 hour/s	• Assistant Director; Information and Communications Technology Department (ICTD)
	1.2. System Validates information and acknowledges submission of documents		4 hour/s	• Assistant Director; Information and Communications Technology Department (ICTD)
	1.3. System issues the Payment Assessment Form (PAF)		1 hour/s	• Assistant Director; Information and Communications Technology Department (ICTD)
2. Pays the assessed registration fee online and receives the Digital copy of the Certificate of Incorporation in the email provided in the system through eSPAYSEC **Location:** **https://esparc.sec.gov.ph/application-one-sec/overview**	2. System validates payment and Issues Digital Certificate of Incorporation	None	2 hour/s	• Assistant Director; Information and Communications Technology Department (ICTD)
Total Processing Time:		Working Days: 1 working day/s		
Total Processing Fee:		Total Standard Fee: None		

	See other fees below

Formula / Schedule of Fees

- **REGULAR STOCK CORPORATION**

Articles of Incorporation	1/5 of 1% of the authorized capital stock but not less than P 2,000 or the subscription price of the subscribed capital stock whichever is higher
By-laws	P 1,000
LRF	1% of the filing fee
Name Reservation	P 100.00 per name
Stock and Transfer Book Registration	P 150.00
Documentary Stamp Tax	P 30.00

- **ONE PERSON CORPORATION**

Articles of Incorporation	1/5 of 1% of the authorized capital stock but not less than P 2,000 or the subscription price of the subscribed capital stock whichever is higher
LRF	1% of the filing fee
Name Reservation	P 100.00 per name
Stock and Transfer Book Registration	P 150.00
Documentary Stamp Tax	P 30.00

53. Registration of Corporations through the Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular with ZERO Processing

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

The following are the various company type to choose form:

1. *Stock Corporation*

As to composition:

1. *One Person Corporation*
2. *Corporation with 2 to 15 incorporators*

As to ownership:

1. *All Filipino*
2. *With Foreign equity participation*

As to Company type:

1. *Domestic Corporations*

1. *Non-stock Corporation*

As to Company sub-types:

1. *Corporation Sole*
2. *Non-stock/Non-profit*
3. *Foundation*
4. *Federation*
5. *Microfinance*
6. *Religious Aggregate*
7. *Condominium Corporation*

As to ownership:

1. *All Filipino*
2. *With foreign equity participation*

Office or Division:	Iloilo Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives

Operating Hours:	8:00 AM - 5:00 PM
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Cover Sheet for Registration (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *System-generated*	
2. Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *System-generated* • *Original copy should be signed (wet signature) and notarized* • *corporate name;* • *business activity;* • *principal office address;* • *names, nationality, residences and Tax Identification Numbers (TIN) of natural Filipino incorporators/officer (for corporations composed of 2-15 incorporators) or single incorporator, nominee and alternate nominee (for One Person Corporation).* • *capital structure;* • *name of treasurer and TIN;* • *Undertaking to change company name;* • *Printed names and with original signatures of the single stockholder, nominee and alternate nominee of all incorporators for corporations with 2-15 incorporators or single stockholder, nominee and alternate nominee for One Person Corporation;* • *Notarization or Authentication*	
3. By-Laws (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: • *System-generated* • *Original copy should be signed (wet signature)* • *Needs to be submitted for corporations with 2 -15 incorporators only. For One Person Corporations, no by-laws required.*	
For Situational Requirement	
A. For Initial Processing of Ordinary Corporations	
A.1. Joint Affidavit of Undertaking to Change Name, in case not incorporated in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)*	

- *Original copy should be signed (wet signature) and notarized*

Sub Situational Requirement/s	
A.a. If Articles of Incorporation and By-Laws are executed in a foreign jurisdiction	
A.a.1. Authenticated/Apostilled Articles of Incorporation and By-Laws and supporting documents (1) Original Copy And (1) Electronic Copy	Applicant / Client
A.b. If Incorporator/s is/are a Juridical Entity	
A.b.1. Board Resolution/Directors'/Trustees' Certificate or Secretary's Certificate (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Authenticated/Apostilled (if executed in a foreign jurisdiction)*	
B. Endorsement/Clearance from other government agencies	
Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For Clearance from other SEC departments	
Sub Situational Requirement/s	
C.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
C.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
C.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
C.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD
C.c. For Financial Technology (FinTech) related business activities	
C.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Operators of payment systems;*	

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

C.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)

Remarks:

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

D. For Foundation	
D.1. Notarized certificate of bank deposit of the contribution (2) Original Copy And (1) Electronic Copy	Applicant / Client

Remarks:

which shall not be less than P1,000,000.00

D.2. Statement of Willingness to allow the Commission to conduct an audit (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office

Remarks:

System-generated

E. For Federation	
E.1. of Member-Associations certified by the Corporate Secretary and attested by the President (2) Original Copy And (1) Electronic Copy	Applicant / Client
F. For Confederation	
F.1. List of Member-Federations certified by the Corporate Secretary and attested by the President (2) Original Copy And (1) Electronic Copy	Applicant / Client
G. For Condominium Corporation/Association	
G.1. Notarized Copy of the Master Deed with primary entry of the Register of Deeds (2) Original Copy And (1) Electronic Copy	Applicant / Client
G.2. Certification that there is no existing similar condominium association within the condominium project (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office

Remarks:

System-generated

Applicant Condominium Corporation/Association to be executed by the Corporate Secretary

H. For Non-Stock Religious Aggregate	
H.1. Affidavit of Affirmation/Verification by the chief priest, rabbi, minister, or presiding elder, (not required if already part of the Articles of Incorporation) (2) Original Copy And (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ **Location:** https://esparc.sec.gov.ph/	1.1. Approves proposed company name and/or trade name/s in accordance with SEC Memorandum Circular No. 13, Series of 2019	None	2 working day/s	• SEC Administrative Officer II; Iloilo Extension Office
	1.2. Pre-processes all corporate information submitted		4 working day/s, 7 hour/s, 45 minute/s	• SEC Securities Counsel II; Iloilo Extension Office • SEC Securities Counsel I; Iloilo Extension Office

				• SEC Securities Specialist III; Iloilo Extension Office • SEC Securities Specialist II; Iloilo Extension Office • SEC Investigator; Iloilo Extension Office
	1.3. EO Processor prepares and issues the Payment Assessment Form (PAF)		5 minute/s	• SEC Securities Counsel II ; Iloilo Extension Office • SEC Securities Counsel I; Iloilo Extension Office • SEC Securities Specialist III ; Iloilo Extension Office • SEC Securities Specialist II; Iloilo Extension Office • SEC Investigator; Iloilo Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: By-Laws: PHP 1000 --- Total: PHP 1000 **Formula Fees** Breakdown: Filing	5 minute/s	• Accounting Division; Financial Management Department (FMD)

		FeeRegistration of Stock and Transfer Book/Membership BookName ReservationLegal Research FeeDocumentary Stamp Tax		
3. Generates and prints the Digital Certificate **Location:** eSPARC	3. The eSPARC system issues the Digital Certificate	None	5 minute/s	• eSPARC System; Iloilo Extension Office
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1000 See other fees below		

Formula / Schedule of Fees

- **Filing Fee**

  Stock corporation with par value - ⅕ of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher

  Stock corporation without par value - ⅕ of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher

  Non- Stock corporation – PHP 1,000

- **Registration of Stock and Transfer Book/Membership Book**

  Stock and Transfer Book – PHP 150

  Membership Book – PHP 75

- **Name Reservation**

  PHP 100 per Corporate Name

  *Additional Php100 per trade name/s

- **Legal Research Fee**

  1% of the computed Filing Fees for Amended Articles of Incorporation and/or By-Laws

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

54. Registration of Corporations through the Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular ZERO where payment for subscription is other than Cash

This service details the procedure for registration of Stock Corporation where payment for subscription is other than Cash through Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular Zero.

Office or Division:	Iloilo Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *System-generated*	
2. Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *System Generated*	
3. By-Laws (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *System-generated*	
For Situational Requirement	
A. Additional requirements based on kind of payment for subscription	
Sub Situational Requirement/s	
A.a. If subscription payment is through Land and/ Building/Condominium Unit	

A.a.1. Detailed schedule of the property showing the registered owner, location, area, TCT/CCT No., tax declaration number and the basis of transfer value (appraised/market value/assessed value/zonal value) certified by the treasurer (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.a.2. Copy of TCT/CCT and tax declaration sheet certified by Register of Deeds and Assessor's Office, respectively (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.a.3. Latest zonal value certified by BIR, if transfer value is based on zonal value (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.a.4. Appraisal report by authorized appraiser, if transfer value is based on appraised value (not more than 6 months old) (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.a.5. Deed of Assignment (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.a.6. If property is mortgaged, submit mortgage/creditor's certification on the outstanding loan balance and written consent to the transfer of property (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.a.7. For assignment of building where assignor is not owner of the land, submit lease contract on land and consent of landowner to the transfer (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.a.8. Affidavit of Undertaking by an incorporator of the corporation to submit the proof of transfer to the corporation within the prescribed period (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.b. If subscription payment is through Untitled Lands	
A.b.1. Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least thirty (30) years and the possessor had introduced improvements thereon, if any (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.b.2. Duplicate original or certified true copies of the tax declaration sheets (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.b.3. Latest realty tax receipts (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.4. Affidavit by the transferor attesting continuous and open possession of the property and that the property is not tenanted (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.5. Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.6. Duplicate original or certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument	Applicant / Client

affecting the property recorded in the Register of Deeds for the province or city where the land is situated (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	
A.b.7. Affidavit executed by the transferor (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *attesting to the:* *1. Existence (or non-existence) of easements over the untitled property* *2. Kind/description of the easement and its location* *3. Whether the transferor is the dominant estate or the servient estate, by virtue of such easements*	
A.b.8. Under oath undertaking of the transferor/subscribed to answer for any liability that the corporation might incur by virtue if the acceptance of said property paid-up capital (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.9. Clearance or certification from the Department of Agrarian Reform (DAR) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Department of Agrarian Reform - Documentation and Coordination Division
Remarks: *attesting the following:* *1. There is no other claimant to the untitled land* *2. It has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party or* *3. The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP)*	
A.b.10. Blue Print Survey of the Plan as approved by the Bureau of Lands (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.11. Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/assessed value/zonal value or appraised value) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.12. Latest zonal valuation certified by BIR, if transfer value is based on zonal value (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.13. Appraisal report by authorized appraiser, if transfer value is based on appraised value (not more than 6 month old) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.14. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.15. Affidavit of undertaking to submit certified true copy of the original certificate of title in the name of transferee-corporation within one (1) year from the date of receipt of the approval of the application (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.c. If subscription payment is through Inventories/Furniture/Personal Properties	

A.c.1. Detailed schedule of the property showing the description and transfer value certified by the treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.c.2. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.d. If subscription payment is through Heavy Equipment and Machinery	
A.d.1. Detailed schedule of the properties showing the description and the transfer value certified by the treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.d.2. Appraisal report by authorized appraiser (not more than 6 months old). If the property is imported, a valuation report with description of the property by the Bangko Ng Pilipinas (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.d.3. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.e. If subscription payment is through Shares of Stock	
A.e.1. Detailed schedule of the shares of stock showing the name of stockholder, stock certificate number, number of shares and the basis of transfer value whether market or book value certified by the treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.e.2. Audited financial statements of the investee company as of the last fiscal year stamped received by BIR and SEC (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.e.3. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.e.4. Certification by the Corporate Secretary of the investee company that the shares of stock are outstanding in the name of assignor (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.e.5. Photocopy of the stock certificate (present original for verification) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.e.6. Latest market quotation in newspaper or certification from stock exchange/broker as to latest market price of the shares of stock (if listed in the Stock Exchange) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.e.7. Affidavit of Undertaking by an incorporator of the corporation to submit the required proof of transfer within the prescribed period (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.f. If subscription payment is through Motor Vehicle	
A.f.1. Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified by the treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.f.2. Photocopy of the Certificate of Registration and latest Official Receipt of Registration (present the original for verification)	Applicant / Client

(1) Electronic Copy And (2) Photo Copy	
A.f.3. Appraisal report by authorized appraiser (not more than six month old) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.f.4. Deed of assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.f.5. Affidavit of undertaking by an incorporator of the corporation to submit the required proof of transfer within the prescribed period (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.g. If subscription payment is through Sea Vessel/Aircraft	
A.g.1. Detailed schedule of the vessel/aircraft showing registered owner, registry number, technical description, and appraised value certified by the treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.g.2. Certified true copy of the certificate of ownership (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.g.3. Appraisal report by authorized appraiser (not more than 6 month old) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.g.4. Certificate of seaworthiness/airworthiness issued by appropriate government agency (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.g.5. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.g.6. Affidavit of Undertaking by an incorporator of the corporation to submit the required proof of transfer within the prescribed period (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.h. If subscription payment is Intangible	
A.h.1. Photocopy of the System Purchase Agreement or any documents as proof of ownership (for a software) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.h.2. Copy of Certificate of Registration of Intellectual Property Rights, mining permit for mining claims or rights (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.h.3. Appraisal report by an accredited appraisal company or licensed Filipino mining engineer for mining rights/claims (not more than 6 month old) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.h.4. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.i. If subscription payment is through Net Assets by way of conversion of single proprietorship/partnership into corporation	
A.i.1. Audited Financial Statements (AFS) of single proprietorship partnership/division of a corporation for spin-off as of last fiscal year (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

A.i.2. Long-form audit report of item no. 1 (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.i.3. Deed of Assignment of the assets and liabilities to the corporation (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.i.4. ist of creditors showing the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.i.5. Detailed schedule of properties with certificates of registration/title and their respective book values certified by the company accountant (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.i.6. Photocopy of the certificate of registration of the motor vehicles (present original for verification) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.i.7. Copy of TCT/CCT and tax declaration sheets certified by the Register of Deeds and Assessor's Office, respectively (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.i.8. Photocopy of stock certificate (present original for verification) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.i.9. DTI Certificate of Registration (for single proprietorship) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Department of Trade and Industry - DTI Regional and Provincial Offices
A.i.10. Affidavit of Undertaking by an incorporator of the corporation to submit the required proof of transfer within the prescribed period (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.j. If subscription payment is Lands	
A.j.1. Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/assessed value/zonal value or appraised value) (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.j.2. Latest zonal valuation certified by BIR, if transfer value is based on zonal value (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.j.3. Appraisal report by authorized appraiser, if transfer value is based on appraised value (not more than 6 month old) (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.j.4. Deed of Assignment (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.j.5. Affidavit of undertaking to submit certified true copy of the original certificate of title in the name of transferee-corporation within one (1) year from the date of receipt of the approval of the application (2) Original Copy And (1) Electronic Copy	Applicant / Client
B. For One Person Corporation	

B.1. Letter of Acceptance of the Nominee and Alternate Nominee (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Sub Situational Requirement/s	
B.a. If single stockholder is a trustee, administrator, executor, guardian, conservator, custodian, or other person exercising fiduciary duties	
B.a.1. Proof of Authority (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
C. Endorsement from other government agencies	
Sub Situational Requirement/s	
C.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
C.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
D. For Clearance from other SEC departments	
Sub Situational Requirement/s	
D.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
D.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
D.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
D.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
D.c. For Financial Technology (FinTech) related business activities	
D.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)

Remarks:

- *Operators of payment systems;*
- *Payment Service Providers;*
- *Electronic Money Issuers (EMI);*
- *Non-bank EMIs;*
- *Alternative Credit Scoring Companies;*
- *Online Lending Companies;*
- *Peer-to-peer Lending Companies;*
- *AI/Big Data Companies;*
- *InsurTech Companies (InsurTech Service Providers);*
- *KYC/Security Companies (KYC Service Providers);*
- *Digital Banks;*

- *Digital Asset Exchanges;*
- *Virtual Asset Service Providers;*
- *Play-to-Earn Platforms;*
- *E-Commerce Companies;*
- *Crowdfunding Platforms;*
- *RegTech Companies (RegTech Service Providers);*
- *SupTech Companies (SupTech Service Providers); and*
- *Digital Advisers/Robo-Advisers.*

D.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)

Remarks:

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

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph **Location:** https://esparc.sec.gov.ph/ **Notes/Instruction:** *If payment for subscription is other than cash, additional documentary requirements should be submitted.*	1.1. Approves proposed company name and/or trade name/s in accordance with SEC Memorandum Circular No. 13, Series of 2019	None	2 working day/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD)
	1.2. Processes and evaluates the registration application.		17 working day/s, 7 hour/s, 45 minute/s	• Securities Specialist III; Iloilo Extension Office
	1.3. Issues Payment Assessment Form (PAF) to the applicant		5 minute/s	• Securities Specialist III; Iloilo Extension Office
2. Pays the filing fee through through eSPAYSEC **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: By-Laws: PHP 1000 --- Total: PHP 1000 **Formula Fees** Breakdown: Registration of CorporationRegistration of Stock and Transfer Book/Membership BookName ReservationLegal Research FeeDocumentary Stamp Tax	5 minute/s	• Securities and Exchange Commission; Financial Management Department (FMD)
3. Generates and prints the Digital Certificate **Location:** eSPARC **Notes/Instruction:** Remarks: To secure the original copy of the Certificate, clients shall submit two (2) sets of originally signed documentary requirements with original proof of payment	3. The eSPARC system issues the Digital Certificate	None	5 minute/s	• Securities and Exchange Commission; Iloilo Extension Office

within sixty (60) calendar days from the date of issuance of the Digital Certificate				

Total Processing Time:	Working Days: 20 working day/s
Total Processing Fee:	Total Standard Fee: PHP 1000 See other fees below

Formula / Schedule of Fees

- **Registration of Corporation**

  Stock corporation with par value - ⅕ of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher

  Stock corporation without par value - ⅕ of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher

  Non- Stock corporation – PHP 1,000

- **Registration of Stock and Transfer Book/Membership Book**

  Stock and Transfer Book – PHP 150

  Membership Book – PHP 75

- **Name Reservation**

  PHP 100 per Corporate Name

  *Additional Php 100 per trade name

- **Legal Research Fee**

  1% of the computed Filing Fees for Amended Articles of Incorporation and/or By-Laws

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

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

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

Office or Division:	Iloilo Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (2) Original Copy	Applicant / Client
Remarks: *System-generated*	
2. Articles of Incorporation (2) Original Copy	Applicant / Client
Remarks: *System-generated* *Should reflect the following:* *o corporate name; o business activity;* *o principal office address;* *o names, nationality, residences and Tax Identification Numbers (TIN) of Filipino or foreign incorporators, directors, stockholders including corporate subscribers, the foreign incorporators, directors and stockholders may also state their passport numbers;* *o capital structure (for-stock corporation);* *o name of treasurer and TIN;* *o Undertaking to change company name;* *o Printed names and Signatures of incorporators;* *o Notarization/Authentication*	
3. By-Laws, for stock and non-stock corporation (except for Corporation Sole) (2) Original Copy	Applicant / Client
Remarks:	

System-generated	
4. Certificate of Authentication (2) Original Copy	Securities and Exchange Commission - Information and Communications Technology Department
Remarks: *System-generated*	
For Situational Requirement	
A. Clearance from other SEC Departments	
A.1. Clearance from Financing and Lending Companies Department (FinLend) (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Financing and Lending Companies Department (FinLend)
Remarks: *For Investment Company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation*	
A.2. Clearance from Markets and Securities Regulation Department (MSRD) (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Securities Registration Division, Markets and Securities Regulation Department (MSRD)
Remarks: *For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)*	
A.3. Clearance from Enforcement and Investor Protection Department (EIPD) and / or Corporate Governance and Finance Department (CGFD) (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO), Corporate Governance and Finance Department (CGFD) and/ or Investigation and Prosecution Division, Enforcement and Investor Protection Department (EIPD)
Remarks: *For Financial Technology (FinTech) related business activities* *o Operators of payment systems;* *o Payment Service Providers;* *o Electronic Money Issuers (EMI);* *o Non-bank EMIs;* *o Alternative Credit Scoring Companies;* *o Online Lending Companies;*	

o Peer-to-peer Lending Companies; *o AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers);* *o KYC/Security Companies (KYC Service Providers);* *o Digital Banks;* *o Digital Asset Exchanges;* *o Virtual Asset Service Providers;* *o Play-to-Earn Platforms;* *o E-Commerce Companies;* *o Crowdfunding Platforms;* *o RegTech Companies (RegTech Service Providers);* *o SupTech Companies (SupTech Service Providers); and* *o Digital Advisers/Robo-Advisers*	
B. Endorsement from Other Government Agencies	
B.1. Endorsement from Bangko Sentral ng Pilipinas (1) Original Copy And (1) Photo Copy	Bangko Sentral ng Pilipinas - Payment Supervision and Licensing Division
Remarks: *For Money Changer and Remittance Services*	
B.2. Endorsement from Insurance Commission (1) Original Copy And (1) Photo Copy	Insurance Commission - Licensing Division
Remarks: *For Insurance related companies*	
C. Additional Requirement depending on Mode of Payment	
Sub Situational Requirement/s	
C.a. Conversion of Advances/ Liabilities to Equity	
C.a.1. Audited Financial Statements (AFS) (2) Photo Copy	Applicant / Client
Remarks: *Audited Financial Statements (AFS) as of the last fiscal year stamped received by BIR and SEC (if the advances are already reflected therein)*	
C.a.2. A report to be rendered by an Independent CPA on the verification of the advances to be converted to equity, if not reflected in item 1 (2) Original Copy	Applicant / Client
Remarks:	

For guidance, refer to Memorandum Circular No. 6 series of 2008.

Download Circular through this link:

https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0

C.a.3. Deed of Assignment of advances / liabilities (2) Original Copy	Applicant / Client
C.b. Stock Dividends	
C.b.1. List of stockholders entitled to stock dividend with their respective outstanding shares and the allocation of stock dividend certified by the corporate secretary (2) Original Copy	Applicant / Client
C.b.2. Audited Financial Statements as of the last fiscal year received by BIR and SEC (2) Photo Copy	Applicant / Client
C.b.3. Secretary's Certificate that on the basis of the computation of the Finance Officer, the allocation of stock dividends as indicated in the Certificate of Increase is in proportion to the shareholdings of stockholders as of date of meeting approving the dividend declaration or as of record date and the treatment of resulting fractional shares, if any, are true and correct (2) Original Copy	Applicant / Client
C.b.4. Secretary's Certificate on the Board's resolution to reverse the appropriated retained earnings (2) Original Copy	Applicant / Client
C.b.5. Reconciliation of Retained Earnings (2) Original Copy	Applicant / Client
C.c. Land, Buildings / Condominium Units	
C.c.1. Detailed schedule of property showing the registered owner, location, area, TCT/CCT no., tax declaration number and the basis of transfer value (market value, assessed value or zonal value) certified by the company accountant (2) Original Copy	Applicant / Client
C.c.2. Copy of TCT/CCT electronically certified and issued by Register of Deeds and tax declaration sheet certified by the Assessor's Office (1) Certified True Copy And (1) Photo Copy	Applicant / Client
C.c.3. Latest zonal valuation certified by BIR, if transfer value is based on zonal value (1) Original Copy And (1) Photo Copy	Bureau of Internal Revenue - Revenue District Office (RDO)
C.c.4. Appraisal report by a licensed real estate appraiser, if transfer value is based on appraised value (not more than 6 month old) (1) Original Copy And (1) Photo Copy	Applicant / Client
C.c.5. If property is mortgaged, submit mortgagee/creditor's certification on the outstanding loan balance and his/her written consent to the transfer of property (1) Original Copy And (1) Photo Copy	Applicant / Client

C.c.6. For assignment of buildings where assignor is not the owner of the land, submit the lease contract on the land and consent of the land owner to the transfer (1) Original Copy And (1) Photo Copy	Applicant / Client
C.c.7. Certification from the transferor stating that the improvements are existing and in good condition (1) Original Copy And (1) Photo Copy	Applicant / Client
C.c.8. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (2) Original Copy	Applicant / Client
Remarks: *For guidance, please refer to Memorandum Circular No. 14 series of 2013.* *Download Circular through this link:* *https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/#gsc.tab=0*	
C.c.9. Deed of Assignment (2) Original Copy	Applicant / Client
C.d. Untitled Lands	
C.d.1. Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least thirty (30) years and the possessor had introduced improvements thereon, if any (1) Original Copy And (1) Photo Copy	Applicant / Client
C.d.2. Duplicate original or certified true copies of the tax declaration sheets (1) Original Copy And (1) Photo Copy Or (1) Certified True Copy And (1) Photo Copy	Applicant / Client
C.d.3. Latest realty tax receipts (2) Photo Copy	Applicant / Client
C.d.4. Affidavit by the transferor attesting continuous and open possession of the property is located (2) Original Copy	Applicant / Client
C.d.5. Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located (1) Original Copy And (1) Photo Copy	Applicant / Client
C.d.6. Duplicate original or certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument affecting the property recorded in the Register of Deeds for the province of city where the land is situated (1) Original Copy And (1) Photo Copy Or (1) Certified True Copy And (1) Photo Copy	Applicant / Client
C.d.7. Affidavit executed by the transferor attesting to the: a. Existence (or non-existence) of easements over the untitled property b. Kind/description of the easement and its location c. Whether the transferor is the dominant estate or the servient	Applicant / Client

estate, by virtue of such easement (2) Original Copy	
C.d.8. Under oath undertaking of the transferor/subscriber to answer for any liability that the corporation might incur by virtue of the acceptance of said property a paid-up capital (2) Original Copy	Applicant / Client
C.d.9. Clearance or certification from the Department of Agrarian Reform (DAR) attesting to the following: a. There is no other claimant to the untitled land b. it has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party or c. The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP) (1) Original Copy And (1) Photo Copy	Department of Agrarian Reform (DAR) - Regional Office
C.d.10. Blue Print Survey of the Plan as approved by the Bureau of Lands (1) Original Copy And (1) Photo Copy	Land Management Office - Bureau of Lands
C.d.11. Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/ assessed value/ zonal value or appraised value) (2) Original Copy	Applicant / Client
C.d.12. Latest zonal valuation certified by BIR, if transfer value is based on zonal value (1) Original Copy And (1) Photo Copy	Applicant / Client
C.d.13. Appraisal report rendered by licensed real estate appraiser, if transfer value is based on appraised value (not more than 6 month old) (1) Original Copy And (1) Photo Copy	Applicant / Client
C.d.14. Deed of Assignment (2) Original Copy	Applicant / Client
C.d.15. Affidavit of undertaking to submit certified true copy of the original certificate of title in the name of the transferee-corporation within one (1)year from the date of receipt of the approval of the application (2) Original Copy	Applicant / Client
C.e. Inventories/Furniture/Personal Properties	
C.e.1. Detailed schedule of property showing the description and the basis of transfer value (market value or book value) certified by the company accountant (2) Original Copy	Applicant / Client
C.e.2. Special Audit Report by an Independent CPA on the verification and valuation of property, if transfer value is based on book value (1) Original Copy And (1) Photo Copy	Applicant / Client
C.e.3. Deed of Assignment (2) Original Copy	Applicant / Client
C.f. Heavy equipment and machinery	
C.f.1. Detailed schedule of the property showing the description and the transfer value certified by the company accountant (2) Original Copy	Applicant / Client

C.f.2. Appraisal report by licensed appraiser (not more than 6 month old). If the property is imported, valuation report with description of the property) by the Bangko Sentral Ng Pilipinas (1) Original Copy And (1) Photo Copy	Applicant / Client
C.f.3. Deed of Assignment (2) Original Copy	Applicant / Client
C.f.4. Certification from the transferor stating that the properties are existing and in good condition (2) Original Copy	Applicant / Client
C.g. Shares of Stock	
C.g.1. Detailed schedule of the shares of stock showing the stockholder, stock certificate number, no. of shares and the basis of transfer value (market or book value) certified by the company accountant (2) Original Copy	Applicant / Client
C.g.2. Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC (1) Original Copy And (1) Photo Copy	Applicant / Client
C.g.3. Deed of Assignment (2) Original Copy	Applicant / Client
C.g.4. Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the assignor (2) Original Copy	Applicant / Client
C.g.5. Photocopy of the stock certificate (present original for verification) (2) Photo Copy	Applicant / Client
C.g.6. Latest market price quotation in the newspaper or certification from stock exchange/broker as to latest market price of the shares of stock (if listed in the stock exchange) (1) Original Copy And (1) Photo Copy	Applicant / Client
C.g.7. Affidavit of undertaking to submit the required proof of transfer within the prescribed period. (2) Original Copy	Applicant / Client
C.h. Motor Vehicles	
C.h.1. Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified by the company accountant (2) Original Copy	Applicant / Client
C.h.2. Photocopy of certificate of registration and official receipt of annual registration fee (present original for verification) (2) Photo Copy	Applicant / Client
C.h.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy	Applicant / Client
C.h.4. Deed of Assignment (2) Original Copy	Applicant / Client

C.h.5. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (2) Original Copy	Applicant / Client
C.h.6. Certification from the transferor stating that the motor vehicles are existing and in good running condition (2) Original Copy	Applicant / Client
C.i. Sea Vessel/ Aircraft	
C.i.1. Detailed schedule of vessel/aircraft showing registered Owner, registry number, technical description and appraised value certified by the company accountant (2) Original Copy	Applicant / Client
C.i.2. Certified true copy of the certificate of ownership (1) Certified True Copy And (1) Photo Copy	Applicant / Client
C.i.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy	Applicant / Client
C.i.4. Certificate of seaworthiness/airworthiness issued by appropriate government agency (1) Original Copy And (1) Photo Copy	Applicant / Client
C.i.5. Deed of Assignment (2) Original Copy	Applicant / Client
C.i.6. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (2) Original Copy	Applicant / Client
Remarks: *For guidance, please refer to Memorandum Circular No. 14 series of 2013.* *Download Cicular through this link:* *https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/#gsc.tab=0*	
C.j. Intangibles	
C.j.1. Photocopy of System Purchase Agreement or any proof of ownership (for software) (2) Photo Copy	Applicant / Client
C.j.2. Copy of Certificate of Registration of Intellectual Property Rights and mining permit for mining claims/rights (1) Original Copy And (1) Photo Copy	Applicant / Client
C.j.3. Appraisal report by an accredited appraisal company or by a licensed Filipino mining engineer for mining claims/rights (not more than 6 months old) (1) Original Copy And (1) Photo Copy	Applicant / Client
C.j.4. Deed of Assignment (2) Original Copy	Applicant / Client
C.j.5. Affidavit of undertaking by an officer of the company to submit proof of transfer of ownership within the prescribed period (2) Original Copy	Applicant / Client

C.k. Net Assets	
C.k.1. Audited financial statements (AFS) of the applicant corporation as of the last fiscal year received by BIR and SEC (1) Original Copy And (1) Photo Copy	Applicant / Client
C.k.2. Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year (1) Original Copy And (1) Photo Copy	Applicant / Client
C.k.3. Long-form audit report of item no. 2 (1) Original Copy And (1) Photo Copy	Applicant / Client
C.k.4. Deed of Assignment of the Assets and Liabilities (2) Original Copy	Applicant / Client
C.k.5. List of creditors with the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors (2) Original Copy	Applicant / Client
C.k.6. Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant (2) Original Copy	Applicant / Client
C.k.7. Photocopy of the certificate of registration of the motor vehicles (present original for verification) (2) Photo Copy	Applicant / Client
C.k.8. Copy of TCT/CCT electronically certified and issued by the Register of Deeds and tax declaration sheets certified by the Assessor's Office (1) Original Copy And (1) Photo Copy	Applicant / Client
C.k.9. Photocopy of stock certificates (present original for verification) (2) Photo Copy	Applicant / Client
C.k.10. DTI Certificate of Registration (for single proprietorship) (2) Photo Copy	Applicant / Client
C.k.11. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (2) Original Copy	Applicant / Client
Remarks: *For guidance, please refer to Memorandum Circular No. 14 series of 2013.* *Download Cicular through this link:* *https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/#gsc.tab=0*	
D. Additional Requirements, if Applicable	
D.1. Foreign Investments Act (FIA) Application Form (F-100), if more than 40% foreign equity for stock corporation (2) Original Copy	Securities and Exchange Commission - Information and Communications Technology Department
Remarks:	

System-generated	
D.2. Joint Affidavit of Undertaking to Change Name, in case not incorporated in the Articles of Incorporation) (2) Original Copy	Applicant / Client
Remarks: *Download Form through this link:* *https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.do cx*	
D.3. Affidavit of Relinquishment, in case the treasurer is a foreigner and the business activity of the registrant is a partly-nationalized activity (2) Original Copy	Applicant / Client
D.4. Authenticated/Apostilled Articles of Incorporation and By-Laws and supporting documents, if the same were executed in a foreign jurisdiction (2) Original Copy	Applicant / Client
Remarks: *To be provided by the Parent Company of the Foreign Corporation and Philippine Embassy/Consulate.*	
D.5. Authenticated/Apostilled (if executed in a foreign jurisdiction) Board Resolution/Directors'/Trustees' Certificate or Secretary's Certificate (if incorporator/s is/are juridical entity/ies) Incorporator (Juridical Entity)/ Philippine Embassy/Consulate (2) Original Copy	Applicant / Client
Remarks: *Incorporator (Juridical Entity)/ Philippine Embassy/Consulate*	
D.6. Certification of Inward Remittance of Foreign Exchange showing compliance of the foreign retailer with the minimum paid-up capital requirement of Twenty-Five Million Pesos (P25,000,000.00) or other proof, such as Bank Certification, certifying that such capital investment is deposited and maintained in a bank in the Philippines; (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *Authorized Agent Bank / Bangko Sentral ng Pilipinas*	
D.7. For foreign retailers, apostilled/authenticated Certification that the Home State of the Foreign Retailer provides reciprocity to Filipinos (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *Proper official of the Home State of the Foreign Retailer or the Local Embassy/Consulate of the Home State of the Foreign Retailer*	
E. If Incorporator is a Juridical Entity	

E.1. Board Resolution of the Juridical Entity allowing it to invest on the said Corporation (2) Original Copy	Applicant / Client
Remarks: *For SEC Registered Domestic Corporation*	
E.2. Proof of existence/registration of foreign corporate subscriber/s (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *For Foreign Corporation abroad*	
F. For Non-Stock Religious Aggregate	
F.1. Affidavit of Affirmation/Verification by the chief priest, rabbi, minister, or presiding elder, (not required if already part of the Articles of Incorporation) (2) Original Copy	Securities and Exchange Commission - Information and Commications Technology Department
Remarks: *System-generated*	
G. For Foundation	
G.1. Notarized certificate of bank deposit of the contribution, which shall not be less than P1,000,000.00 (1) Original Copy And (1) Photo Copy	Applicant / Client
G.2. Statement of Willingness to allow the Commission to conduct an audit (2) Original Copy	Securities and Exchange Commission - Information and Communications Technology Department
Remarks: *System-generated*	
H. For Federation	
H.1. List of Member-Associations certified by the Corporate Secretary and attested by the President (2) Original Copy	Applicant / Client
Remarks: *Template is provided in eSPARC.*	
I. For Confederation	
I.1. List of Member-Federations certified by the Corporate Secretary and attested by the President (2) Original Copy	Applicant / Client
Remarks:	

Template provided in eSPARC	
J. For Condominium Corporation/Association	
J.1. Notarized Copy of the Master Deed with primary entry of the Register of Deeds (2) Original Copy	Applicant / Client
Remarks: *From Condominium Developer and Register of Deeds*	
J.2. Certification that there is no existing similar condominium association within the condominium project (2) Original Copy	Applicant / Client
Remarks: *System-generated*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Proceeds to application form at https://esparc.sec.gov.ph/application **Location:** https://esparc.sec.gov.ph/application **Notes/Instruction:** Client's Side 1.1 Reserves proposed company name including trade or business names, if applicable Note: If proposed name is disapproved, avails of online appeal by uploading appeal letter and/or supporting documents 1.2 Receives OTP (One Time Passcode) through Email 1.3 Encodes Company details/information including MC28 and beneficial ownership details	1.1. Verifies proposed company name and endorses application to processor	None	1 working day/s	• SEC Administrative Officer II; Iloilo Extension Office
	1.2. Processor evaluates application and supporting documents Note: If for compliance, clients open the existing application using the application reference number provided and complies the deficiencies and/or completes the requirements		2 working day/s	• Securities Counsel II; Iloilo Extension Office • Securities Counsel I; Iloilo Extension Office • Securities Specialist III; Iloilo Extension Office • Securities Specialist II; Iloilo Extension Office • Securities Investigator; Iloilo Extension Office
	1.3. Processor pre-approves application.		1 hour/s	• Securities Counsel II; Iloilo

1.4 Submits online application and uploads name appeal document/s and other pre-defined additional requirements 1.5 Receives application Reference Number				Extension Office • Securities Counsel I; Iloilo Extension Office • Securities Specialist III; Iloilo Extension Office • Securities Specialist II; Iloilo Extension Office • Securities Investigator; Iloilo Extension Office
2. Uploads duly signed and notarized/authenticated registration documents **Location:** https://espaysec.sec.gov.ph/payment-portal/home **Notes/Instruction:** *Note: Client receives notification through the email of the authorized representative indicated in the application*	2.1. Assigned Processor evaluates uploaded documents for approval	**Formula Fees** Breakdown: Confirmation of ValuationLegal Research FeeDocumentary Stamp TaxCorporations with FIA Application	1 working day/s	• Securities Counsel II; Iloilo Extension Office • Securities Counsel I; Iloilo Extension Office • Securities Specialist III; Iloilo Extension Office • Securities Specialist II; Iloilo Extension Office • Securites Investigator; Iloilo Extension Office
	2.2. Generates Payment Assessment Form (PAF) and Approves application		1 hour/s	• Securities Counsel II; Iloilo Extension Office • Securities Counsel I; Iloilo Extension Office • Securities Specialist III;

				Iloilo Extension Office • Securities Specialist II; Iloilo Extension Office • Securities Investigator; Iloilo Extension Office
3. Pays the registration fees specified in the Payment Assessment Form (PAF) and Prints Digital Certificate of Incorporation **Location:** https://espaysec.sec.gov.ph/payment-portal/home	3.1. If paid online, Collects Payment and Issues Electronic Official Receipt (eOR)	**Formula Fees** Breakdown: Regular Stock CorporationNon-Stock CorporationOne Person Corporation	1 hour/s	• Assistant Director; Information and Communications Technology Department (ICTD)
	3.2. If paid through Landbank, the processor verifies payment and system issues Electronic Official Receipt (eOR) to client's email.		30 minute/s	• Securities Counsel II; Iloilo Extension Office • Securities Counsel I; Iloilo Extension Office • Securities Specialist III; Iloilo Extension Office • Securities Specialist II; Iloilo Extension Office • Securities Investigator; Iloilo Extension Office
Total Processing Time:		Working Days: 4 working day/s, 3 hour/s, 30 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Confirmation of Valuation**

  1/5 of 1% of the value of shares of stocks to be issued but not less than P3,000.00

- **Legal Research Fee**

  1% of the computed filing fee Confirmation of valuation but not less than P10.00

- **Documentary Stamp Tax**

  P30.00

- **Corporations with FIA Application**

  Additional P3,060, inclusive of LRF of P30.00 and DST of P30.00

- **Regular Stock Corporation**

Articles of Incorporation	1/5 of 1% of the authorized capital stock but not less than P 2,000 or the subscription price of the subscribed capital stock whichever is higher
By-laws	P 1,000
LRF	1% of the filing fee
Name Reservation	P 100.00 per name
Stock and Transfer Book Registration	P 150.00
Documentary Stamp Tax	P 30.00

- **Non-Stock Corporation**

Articles of Incorporation	P 1,000
By-laws	P 1,000
LRF	P 20.00
Name Reservation	P 100.00 per name
Membership Book Registration	P 75.00
Documentary Stamp Tax	P 30.00

- **One Person Corporation**

Articles of Incorporation	1/5 of 1% of the authorized capital stock but not less than P 2,000 or the subscription price of the subscribed capital stock whichever is higher
LRF	1% of the filing fee
Name Reservation	P 100.00 per name
Stock and Transfer Book Registration	P 150.00
Documentary Stamp Tax	P 30.00

56. Registration of Non-Stock Corporations through the Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular Only (with Digital Certificate and Post-Audit Evaluation)

This service details the procedure for registration of the following non-stock corporation through Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular Only;

As to Company sub-types:

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

As to ownership:

a. All Filipino
b. With foreign equity participation

Office or Division:	Iloilo Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *System-generated*	
2. Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *System-generated* • *Original copy should be signed (wet signature) and notarized* • *corporate name;*	

- *business activity;*
- *principal office address;*
- *names, nationality, residences and Tax Identification Numbers (TIN) of natural Filipino incorporators/officer (for corporations composed of 2-15 incorporators) or single incorporator, nominee and alternate nominee (for One Person Corporation).*
- *capital structure;*
- *name of treasurer and TIN;*
- *Undertaking to change company name;*
- *Printed names and with original signatures of the single stockholder, nominee and alternate nominee of all incorporators for corporations with 2-15 incorporators or single stockholder, nominee and alternate nominee for One Person Corporation;*
- *Notarization or Authentication*

3. By-Laws (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office

Remarks:

- *System-generated*
- *Original copy should be signed (wet signature)*
- *Needs to be submitted for corporations with 2 -15 incorporators only. For One Person Corporations, no by-laws required.*

For Situational Requirement

A. Additional Requirement, if applicable;

A.1. Joint Affidavit of Undertaking to Change Name, in case not incorporated in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office

Remarks:

SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)

- *Original copy should be signed (wet signature) and notarized*

Sub Situational Requirement/s

A.a. If Articles of Incorporation and By-Laws are executed in a foreign jurisdiction

A.a.1. Authenticated/Apostilled Articles of Incorporation and By-Laws and supporting documents (1) Original Copy And (1) Electronic Copy	Applicant / Client

A.b. If Incorporator/s is/are a Juridical Entity

A.b.1. Board Resolution/Directors'/Trustees' Certificate or Secretary's Certificate (2) Original Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Authenticated/Apostilled (if executed in a foreign jurisdiction)

A.c. For non-stock religious aggregate

A.c.1. Affidavit of Affirmation/Verification by the chief priest, rabbi, minister, or presiding elder, (not required if already part of the	Applicant / Client

Articles of Incorporation) (2) Original Copy And (1) Electronic Copy	
A.d. For foundation	
A.d.1. Notarized certificate of bank deposit of the contribution, which shall not be less than P1,000,000.00 Statement of Willingness to allow the Commission to conduct an audit (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.e. For federation	
A.e.1. List of Member-Associations certified by the Corporate Secretary and attested by the President (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.f. For confederation	
A.f.1. List of Member-Federations certified by the Corporate Secretary and attested by the President (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.g. For condominium corporation/association	
A.g.1. Notarized Copy of the Master Deed with primary entry of the Register of Deeds (2) Original Copy And (1) Electronic Copy	Condominium Developer and Register of Deeds - Condominium Developer and Register of Deeds
A.g.2. Certification that there is no existing similar condominium association within the condominium project (2) Original Copy And (1) Electronic Copy	Applicant Condominium Corporation/Association to be executed by the Corporate Secretary - Applicant Condominium Corporation/Association to be executed by the Corporate Secretary
B. Endorsement/Clearance from other government agencies	
Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For Clearance from other SEC departments	
Sub Situational Requirement/s	
C.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
C.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
C.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	

C.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
C.c. For Financial Technology (FinTech) related business activities	
C.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
C.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ **Location:** https://esparc.sec.gov.ph/	1.1. Approves proposed company name and/or trade name/s in accordance with SEC Memorandum Circular No. 13, Series of 2019	None	2 working day/s	• SEC Administrative Officer II; Iloilo Extension Office
	1.2. Pre-processes all corporate information submitted		4 working day/s, 7 hour/s, 45 minute/s	• SEC Securities Counsel II; Iloilo Extension Office • SEC Securities Counsel I; Iloilo Extension Office • SEC Securities Specialist III; Iloilo Extension Office • SEC Accounting Specialist II; Iloilo Extension Office • SEC Investigator; Iloilo Extension Office
	1.3. EO Processor prepares and issues the Payment Assessment Form (PAF)		5 minute/s	• SEC Securities Counsel II ; Iloilo Extension Office • SEC Securities Counsel I; Iloilo Extension Office • SEC Securities Specialist III ; Iloilo Extension Office

				• SEC Securities Specialist II; Iloilo Extension Office • SEC Investigator; Iloilo Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: By-Laws: PHP 1000 --- Total: PHP 1000 **Formula Fees** Breakdown: Registration of CorporationRegistration of Stock and Transfer Book/Membership BookName ReservationLegal Research FeeDocumentary Stamp Tax	5 minute/s	• Accounting Division; Financial Management Department (FMD)
3. Generates and prints the Digital Certificate **Location:** eSPARC **Notes/Instruction:** To secure the original copy of the Certificate, clients shall submit four (4) sets of originally signed documentary requirements with original proof of payment within sixty (60) calendar days from the date of issuance of the Digital Certificate	3. The eSPARC system issues the Digital Certificate	None	5 minute/s	• eSPARC System; Iloilo Extension Office
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee:		

	PHP 1000 See other fees below

Formula / Schedule of Fees

- **Registration of Corporation**

  Stock corporation with par value - ⅕ of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher

  Stock corporation without par value - ⅕ of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher

  Non- Stock corporation – PHP 1,000

- **Registration of Stock and Transfer Book/Membership Book**

  Stock and Transfer Book – PHP 150

  Membership Book – PHP 75

- **Name Reservation**

  PHP 100 per Corporate Name

  *Additional Pgp100 per trade name

- **Legal Research Fee**

  1% of the computed Filing Fees for Amended Articles of Incorporation and/or By-Laws

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

57. Registration of Partnerships through the ESPARC (Electronic Simplified Processing of Application for Registration of Company)

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

The following are the various company type to choose form:

- *Partnership*

o General Partnership

o Professional Partnership

o Limited Partnership

Office or Division:	Iloilo Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (2) Original Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *System-generated*	
2. Signed & Notarized Articles of Partnership with Tax Identification Numbers (TIN) of Filipino partners including domestic partnership (to be written in the Articles of partnership and applicable document/s) and/or Tax Identification Numbers (TIN) or passport numbers of foreign partners (to be written in the Articles of Partnership and applicable document/s) (2) Original Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *System-generated*	
For Situational Requirement	

A. Additional Requirements (if applicable)	
A.1. Proof of existence of foreign company (if a partner in the partnership agreement is signed in the home country) (2) Original Copy	Applicant / Client
Remarks: *Foreign company*	
A.2. Board Resolution of the Foreign Company authorizing it to be a partner in a Contract of Partnership (Authenticated/Apostilled Document) and designating the authorized signatures (2) Original Copy	Applicant / Client
Remarks: *Foreign company*	
A.3. Signed & notarized F-105 (Foreign Investments Act Application Form), if there are one (1) or more foreign partners, (2) Original Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *System-generated*	
A.4. Authenticated/Apostilled Articles of Partnership and/or F-105, if documents were signed in a foreign jurisdiction (2) Original Copy	Applicant / Client
Remarks: *Philippine Embassy/Consulate*	
A.5. Endorsement from other government agencies o Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services o Insurance/ Health Maintenance Organization (2) Original Copy	Applicant / Client
Remarks: *Payment Supervision and Licensing Division, Bangko Sentral ng Pilipinas Licensing Division, Insurance Commission*	
A.6. Clearance from other SEC departments (2) Original Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD), PhiFintech Innovation Office (PIO)
Remarks: • *For Financial Technology (FinTech) related business activities o Operators of payment systems;* *o Payment Service Providers;* *o Electronic Money Issuers (EMI);*	

o Non-bank EMIs;

o Alternative Credit Scoring Companies;

o Peer-to-peer Lending Companies;

o AI/Big Data Companies;

o InsurTech Companies (InsurTech Service Providers);

o KYC/Security Companies (KYC Service Providers);

o Digital Asset Exchanges;

o Virtual Asset Service Providers;

o Play-to-Earn Platforms;

o E-Commerce Companies;

o Crowdfunding Platforms;

o RegTech Companies (RegTech Service Providers);

o SupTech Companies (SupTech Service Providers); and

o Digital Advisers/Robo-Advisers

A.7. Certification of Inward Remittance of Foreign Exchange showing compliance of the foreign retailer with the minimum paid-up capital requirement of Twenty-Five Million Pesos (P25,000,000.00) or other proof, such as Bank Certification, certifying that such capital investment is deposited and maintained in a bank in the Philippines (2) Original Copy	Applicant / Client
Remarks: *Authorized Agent Bank / Bangko Sentral ng Pilipinas*	
A.8. For foreign retailers, apostilled/authenticated Certification that the Home State of the Foreign Retailer provides reciprocity to Filipinos (2) Original Copy	Applicant / Client
Remarks: *Proper official of the Home State of the Foreign Retailer or the Local Embassy/Consulate of the Home State of the Foreign Retailer*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Proceeds to application form at https://esparc.sec.gov.ph/application **Location:**	1.1. Verifies proposed company name and endorses application to processor	None	1 working day/s	• SEC Administrative Officer II; Iloilo Extension Office

https://esparc.sec.gov.ph/application **Notes/Instruction:** 1.1 Reserves proposed company name including trade or business names, if applicable *Note: If proposed name is disapproved, avails of online appeal by uploading appeal letter and/or supporting documents* 1.2 Receives OTP (One Time Passcode) through Email 1.3 Encodes Company details/information including MC28 and beneficial ownership details 1.4 Submits online application and uploads name appeal document/s and other pre-defined additional requirements 1.5 Receives application Reference Numbe	1.2. Processor evaluates application and supporting documents. Note: If for compliance, clients open the existing application using the application reference number provided and complies the deficiencies and/or completes the requirements		2 working day/s	• Securities Counsel II; Iloilo Extension Office • Securities Counsel I; Iloilo Extension Office • Securities Investigator; Iloilo Extension Office • Securities Specialist III; Iloilo Extension Office
	1.3. Processor pre-approves application		1 hour/s	• Securities Counsel II; Iloilo Extension Office • Securities Counsel I; Iloilo Extension Office • Securities Investigator; Iloilo Extension Office • Securities Specialist III; Iloilo Extension Office
2. Uploads duly signed and notarized/authenticated registration documents **Location:** **https://esparc.sec.gov.ph/application** **Notes/Instruction:** *Note: Client receives notification through the email of the authorized representative indicated in the application*	2.1. Assigned Processor evaluates uploaded documents for approval	None	1 working day/s	• Securities Counsel II; Iloilo Extension Office • Securities Counsel I; Iloilo Extension Office • Securities Investigator; Iloilo Extension Office • Securities Specialist III; Iloilo

				Extension Office
	2.2. Generates Payment Assessment Form (PAF) and Approves application		1 hour/s	• Securities Counsel II; Iloilo Extension Office • Securities Counsel I; Iloilo Extension Office • Securities Investigator; Iloilo Extension Office • Securities Specialist III; Iloilo Extension Office
3. Pays the registration fees specified in the Payment Assessment Form (PAF) and Prints Digital Certificate of Incorporation **Location:** https://espaysec.sec.gov.ph/payment-portal/paf-search **Notes/Instruction:** ****Note: To secure the original copy of the Certificate, clients shall submit two (2) sets of originally signed documentary requirements with original proof of payment within sixty (60) calendar days from the date of issuance of the Digital Certificate*	3.1. If paid online, Collects Payment and Issues Electronic Official Receipt (eOR)	**Formula Fees** Breakdown: a) Articles of Partnership: 1/5 of 1% of the Partnership's capital but not less than PHP 2,000.00 plus 1% Legal Research Fee (LRF) of not less than PHP 20.00. and Miscellaneous Fee:PHP20.00 b) Name reservation: PHP 100.00 for each partnership name and trade name, if applicable; c) Documentary Stamp – PHP 30.00 d) Application under the Foreign Investments Act (FIA) – PHP 3,000.00	1 hour/s	• Assistant Director; Information and Communications Technology Department (ICTD)
	3.2. If paid through Landbank, the processor verifies payment and system issues Electronic Official Receipt (eOR) to client's email.		30 minute/s	• Securities Counsel II; Iloilo Extension Office • Securities Counsel I; Iloilo Extension Office • Securities Investigator; Iloilo Extension Office • Securities Specialist III; Iloilo Extension Office
Total Processing Time:		Working Days: 4 working day/s, 3 hour/s, 30 minute/s		

Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

- **a) Articles of Partnership: 1/5 of 1% of the Partnership's capital but not less than PHP 2,000.00 plus 1% Legal Research Fee (LRF) of not less than PHP 20.00. and Miscellaneous Fee:PHP20.00 b) Name reservation: PHP 100.00 for each partnership name and trade name, if applicable; c) Documentary Stamp – PHP 30.00 d) Application under the Foreign Investments Act (FIA) – PHP 3,000.00**

  a) Articles of Partnership: 1/5 of 1% of the Partnership's capital but not less than PHP 2,000.00 plus

  1% Legal Research Fee (LRF) of not less than PHP 20.00. and Miscellaneous Fee:PHP20.00

  b) Name reservation: PHP 100.00 for each

  partnership name and trade name, if applicable;

  c) Documentary Stamp – PHP 30.00

  d) Application under the Foreign Investments Act (FIA) – PHP 3,000.00

58. Releasing of Original Certificate of Incorporation

This procedure outlines the steps for clients seeking to obtain their original Certificate of Incorporation, specifically for those who have opted for regular processing and regular with Zero through SEC - eLECTRONIC SIMPLIFIED PROCESSING OF APPLICATION FOR REGISTRATION OF COMPANYSEC - ESPARC.

Office or Division:	Iloilo Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business)
Who may avail:	All Registered Domestic Corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet (2) Original Copy	Applicant / Client
Remarks: *System-generated*	
2. Articles of Incorporation (2) Original Copy	Applicant / Client
Remarks: *System-generated*	
3. Certificate of Authentication (2) Original Copy	Applicant / Client
Remarks: *System-generated*	
4. By-laws (2) Original Copy	Applicant / Client
Remarks: *System-generated*	
5. Payment Assessment Form (2) Original Copy	Applicant / Client
Remarks: *System-generated*	
6. Electronic Official Receipt	Applicant / Client

(2) Original Copy				
Remarks: *System-generated*				
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Proceeds to the EO Counter and submits two (2) sets of originally signed and notarized/authenticated registration documents. **Location:** Receiving Division, Securities and Exchange Commission – Iloilo Extension Office **Notes/Instruction:** Note: If incomplete and/or non-compliant, send notice of compliance through email	1.1. Receives hard copies of Registration Documents and prints Certificate of Incorporation	None	1 hour/s	• SEC Administrative Assistant II; Iloilo Extension Office
	1.2. Assigns the ESPARC application to Post Audit Reviewers		1 hour/s	• SEC Administrative Assistant I; Iloilo Extension Office • SEC Administrative Assistant II; Iloilo Extension Office
	1.3. Processor conducts post-audit review of submitted documents		2 hour/s	• SEC Administrative Officer II; Iloilo Extension Office • Securities Counsel II; Iloilo Extension Office • Securities Counsel I; Iloilo Extension Office • Securities Specialist III; Iloilo Extension Office • Securities Specialist II; Iloilo Extension Office • Securities Investigator; Iloilo

				Extension Office
	1.4. Reviews, signs and forwards the approved certificate to the Releasing Section		2 hour/s	• SEC Director II; Iloilo Extension Office
2. Proceeds to the EO Releasing Section and presents proof of payment to claim the Certificate of Incorporation **Location:** Releasing Division, Securities and Exchange Commission – Iloilo Extension Office	2. Releases Certificate to the applicant	None	1 hour/s	• SEC Administrative Assistant I,; Iloilo Extension Office • SEC Administrative Assistant II,; Iloilo Extension Office • SEC Administrative Officer II; Iloilo Extension Office
Total Processing Time:		Working Days: 7 hour/s		
Total Processing Fee:		Total Standard Fee: None		

59. Request for Affirmative Certification - For General Public

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

Office or Division:	Iloilo Extension Office
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	General Public
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Freedom of Information Form (FOI) (1) Electronic Copy	Applicant / Client
Remarks: *(https://forms.gle/BuXBg3x4tBYrvMnT7)*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Client fills up SEC FOI Form and waits for the processing of request **Location:** SEC Iloilo Extension Office, 3F C7- C8 Festive Walk Mall Anex, Iloilo Business Park	1.1. Checks completeness of the information needed and determines request feasibility	None	5 minute/s	• SEC Administrative Officer II; Iloilo Extension Office
	1.2. Generates and issues Payment Assessment Form to client		5 minute/s	• SEC Confidential Assistant III; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home or	2. Issues payment confirmation containing the electronic Official Receipt via email	**Standard Fees** Breakdown: Certification Fee: PHP 500 Documentary Stamp Tax: PHP 30	1 minute/s	• Financial Management Department; Financial Management Department (FMD)

SEC accredited Land Bank branches		Total: PHP 530		
3. Submits proof of payment. **Location:** SEC Iloilo Extension Office, 3F C-7 to C-8 Festive Walk Mall Annex, Iloilo Business Park	3.1. Checks the completeness and legitimacy of payment details.	None	5 minute/s	• SEC Administrative Officer II; Iloilo Extension Office
	3.2. Validates the inquiry, the availability of information in online facilities and other records		2 hour/s	• SEC Administrative Officer II ; Iloilo Extension Office
	3.3. Drafts the Certification		1 hour/s	• SEC Administrative Officer II ; Iloilo Extension Office
	3.4. Reviews and signs the Certification		1 working day/s	• SEC Director II; Iloilo Extension Office
	3.5. Seals the Certification		4 minute/s	• SEC Administrative Officer II ; Iloilo Extension Office
	3.6. Sends email for the releasing schedule/notice		10 minute/s	• SEC Administrative Assistant II ; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo Extension Office
4. Presents the proof of payment and printed releasing appointment for the release of the requested Certification **Location:** SEC Iloilo Extension Office, 3F C7-C8 Festive Walk Mall Annex, Iloilo Business Park	4.1. Receives the printed Confirmation of Payment and Appointment Letter	None	3 minute/s	• SEC Administrative Officer II; Iloilo Extension Office
	4.2. Releases the Certification		5 minute/s	• SEC Administrativ

Notes/Instruction: Presents the proof of payment and printed releasing appointment for the release of the requested Certification				e Officer II; Iloilo Extension Office
General Remarks The 3-days processing time is for one client/request being served at one time. The time is extended when there are more clients/requests.				

Total Processing Time:	Working Days: 1 working day/s, 3 hour/s, 38 minute/s
Total Processing Fee:	Total Standard Fee: PHP 530

60. Request for Certificate of No Derogatory Information

This service details the procedure on Issuance of Certificates of No Derogatory Information.

Office or Division:	Iloilo Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business)
Who may avail:	All Registered Partnerships, Domestic Corporations, and Licensed Foreign Corporations
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Freedom of Information Form (FOI) (1) Original Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *May also request through sec_iloilo@sec.gov.ph or sec.iloilo6@gmail.com*	
2. Monitoring Clearance (1) Original Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *1. Primary Licenses* *2. With Secondary License* *3. Foundation and Lending/Financing*	
For Situational Requirement	
A. Situational Requirement:	
A.1. For Partnership, attach the Articles of Partnership or latest Amended Articles of Partnership, if any (1) Original Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *Request for Monitoring may be submitted through sec_iloilo@sec.gov.ph or sec.iloilo6@gmail.com*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Client fills up SEC FOI Form and waits for the processing of request **Location:**	1.1. Receives application	**Standard Fees** Breakdown: Certification Fee: PHP 500	1 hour/s	• SEC Administrative Assistant II; Iloilo

Securities and Exchange Commission - Iloilo Extension Office **Notes/Instruction:** Note: If the client is not cleared, the client is required to pay assessed fees.		Documentary Stamp Tax: PHP 30 Total: PHP 530		Extension Office • SEC Administrative Assistant I; Iloilo Extension Office
	1.2. Endorses Corporate records for monitoring		1 hour/s	• SEC Administrative Officer II; Iloilo Extension Office
	1.3. Processor monitors compliance of corporation		1 hour/s	• Securities Specialist I; Iloilo Extension Office • Securities Specialist I; Iloilo Extension Office
	1.4. Generates and issues Payment Assessment Form to client		30 minute/s	• Securities Specialist II; Iloilo Extension Office • SEC Administrative Assistant II; Iloilo Extension Office
2. Pays the filling fee at at Espaysec https://espaysec.sec.gov.ph/payment-portal/home **Location:** https://espaysec.sec.gov.ph/payment-portal/home	2.1. Prints the Certificate of No Derogatory Information.	None	30 minute/s	• SEC Administrative Officer II,; Iloilo Extension Office
	2.2. Reviews the application and signs the Certificate of No Derogatory Information.		1 hour/s	• SEC Director,; Iloilo Extension Office
	2.3. Seals the Certificate of No Derogatory Information with the SEC logo		30 minute/s	• SEC Administrative Officer II; Iloilo Extension Office
3. Receives the certification **Location:**	3. Releases the Certificate of No	None	30 minute/s	• SEC Administrative Officer II;

Securities and Exchange Commission - Iloilo Extension Office	Derogatory Information (CNDI) to the applicant.			Iloilo Extension Office
Total Processing Time:		Working Days: 6 hour/s		
Total Processing Fee:		Total Standard Fee: PHP 530		

61. Request for Certificate of No Derogatory Information

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

Office or Division:	Iloilo Extension Office
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	All SEC Registered Entities
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Duly accomplished SEC Form 2015-001 (1) Electronic Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *https://www.sec.gov.ph/wp-content/uploads/2024/03/2024Forms_Revised-Certificate-of-No-Derogatory-Information.pdf*	
For Situational Requirement	
A. For Corporations with Primary Licenses	
A.1. Monitoring Clearance (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *https://forms.gle/N3MMQx61C5cApzhm8*	
B. For Corporations with Secondary Licenses	
B.1. Monitoring Clearance (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department
Remarks: *msrdsubmission@sec.gov.ph*	
C. For Foundation	
C.1. Monitoring Clearance (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department

Remarks: *cgfd@sec.gov.ph*				
D. For Financing/Lending				
D.1. Monitoring Clearance (1) Electronic Copy			Securities and Exchange Commission - Financing and Lending Companies Department	
Remarks: *finlend_queries@sec.gov.ph*				
E. For Partnership				
E.1. Articles of Incorporation or latest Amended Articles of Partnership, if any (1) Electronic Copy			Securities and Exchange Commission - Iloilo Extension Office	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Sends email request with attached requirements **Location:** sec_iloilo@sec.gov.ph	1.1. Checks completeness of the requirements and verifies status of corporation through the Certification Issuance System-Unified Reference Database (CIS-URDB)	None	15 minute/s	• SEC Administrative Officer II; Iloilo Extension Office
	1.2. Issues a Payment Assessment Form (PAF) through email, if with complete requirements and status in CIS-URDB is cleared		15 minute/s	• SEC Administrative Officer II; Iloilo Extension Office
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the electronic Official Receipt via email	**Standard Fees** Breakdown: Certification Fee: PHP 500 Documentary Stamp Tax: PHP 30 Total: PHP 530	6 hour/s	• Accounting Division; Financial Management Department (FMD)
3. Submits proof of payment through email. **Location:** sec_iloilo@sec.gov.ph	3.1. Acknowledge receipt of proof of payment with instruction to wait for the releasing appointment that will be issued through email	None	10 minute/s	• SEC Administrative Assistant II; Iloilo Extension Office

				• SEC Confidential Assistant III; Iloilo Extension Office
	3.2. Prints the submitted SEC Form 2015-001, monitoring clearance and proof of payment		25 minute/s	• SEC Administrative Officer II; Iloilo Extension Office
	3.3. Prints the Certificate of No Derogatory Information through the CIS-URDB		25 minute/s	• SEC Administrative Officer II; Iloilo Extension Office
	3.4. Reviews the application and signs the Certificate of No Derogatory Information		2 working day/s	• SEC Director II; Iloilo Extension Office
	3.5. Sends email for releasing appointment		20 minute/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo Extension Office
4. Presents the proof of payment and claim stubs for the release of the requested Certificate **Location:** Releasing Unit, SEC Iloilo Extension Office	4.1. Seals the Certificate of No Derogatory Information with the SEC logo	None	5 minute/s	• SEC Administrative Officer II; Iloilo Extension Office
	4.2. Releases the Certificate of No Derogatory Information (CNDI) to the applicant		5 minute/s	• SEC Administrative Officer II; Iloilo Extension Office
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 530		

62. Request for Certified True Copy/ Plain Copy of Documents by Walk-In Clients

This service details the procedure on how to request Plain/Certified True Copies of Documents of documents on file with the Commission.

Office or Division:	Iloilo Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Target SEC Clients/Stakeholders/Customers/Government Agencies
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Freedom of Information Form (FOI) (1) Original Copy	Securities and Exchange Commission - Iloilo Extension Office
Remarks: *May also request through sec_iloilo@sec.gov.ph or sec.iloilo6@gmail.com*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits request and Freedom of Information (FOI) Form. **Location:** Securities and Exchange Commission - Iloilo Extension Office	1.1. Receives the Freedom of Information (FOI) Form.	None	1 hour/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office
	1.2. Verifies requested documents		30 minute/s	• SEC Administrative Officer II; Iloilo Extension Office • SEC Administrative Assistant II; Iloilo Extension Office

	1.3. Issues Payment Assessment Form (PAF)		30 minute/s	• Securities Specialist II,; Iloilo Extension Office • SEC Administrative Assistant II; Iloilo Extension Office
2. Pays the assessed fees **Location:** https://espaysec.sec.gov.ph/payment-portal/paf-search	2.1. Collects payment and Issues electronic official receipt (eOR)	**Formula Fees** Breakdown: Certified True Copy (CTC) FeePlain Copy Fee	1 hour/s	• Assistant Director; Information and Communications Technology Department (ICTD)
	2.2. Prepares requested documents.		2 hour/s	• SEC Administrative Officer II; Iloilo Extension Office
3. Receives the document **Location:** Securities and Exchange Commission - Iloilo Extension Office	3. Releases the requested documents.	None	30 minute/s	• SEC Administrative Officer II; Iloilo Extension Office
Total Processing Time:		Working Days: 5 hour/s, 30 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Certified True Copy (CTC) Fee**

  AI/BL/AAI/ABL/ NBL/GIS/CICS

  PHP2,000.00 per set plus P30.00 for DST.

  OTHER DOCS

  PHP100.00 per page plus P30.00 for DST.

- **Plain Copy Fee**

  AI/BL/AAI/ABL/ NBL/GIS/CICS

  PHP1,500.00 per set

OTHER DOCS

PHP50.00 per page

63. Request for Clearance for Foundations/Accredited Microfinance NGOs

This service details the procedure on how an SEC-registered foundation or a microfinance NGO accredited under R.A. No. 10693 (MF-NGO) may request for monitoring clearance.

Office or Division:	Iloilo Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Foundations and Accredited Microfinance NGOs
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Certificate of Incorporation (1) Original Copy Or (1) Photo Copy	Applicant / Client
2. Latest approved Articles of Incorporation (AI) (1) Original Copy Or (1) Photo Copy	Applicant / Client
3. Latest approved By-Laws (BL) (1) Original Copy Or (1) Photo Copy	Applicant / Client
4. General Information Sheet for the last two (2) years (1) Original Copy Or (1) Photo Copy	Applicant / Client
5. Audited Financial Statements for the last two (2) years (1) Original Copy Or (1) Photo Copy	Applicant / Client
6. Photocopy of the registration page of the Membership Book duly registered with the Commission (1) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the complete documentary requirements and accomplish request slip via eWATCH: https://ewatch.sec.gov.ph/login **Location:** Online	1. Evaluates documents and check compliance/ submission of the corporation. Prepares the Monitoring Sheet	None	5 working day/s	• Securities Specialist II; Iloilo Extension Office • Securities Specialist I; Iloilo Extension Office

***For Without penalties** 2.A.Receives the Monitoring Clearance **Location:** ewatch	2.A.1. Generates the CIS-URDB Clearance	None	2 hour/s	• Securities Specialist II; Iloilo Extension Office • Securities Specialist I; Iloilo Extension Office
	2.A.2. Issues the Monitoring Clearance.		6 hour/s	• Securities Specialist II; Iloilo Extension Office • Securities Specialist I; Iloilo Extension Office
***For With penalties** 2.B.Receives the Monitoring Sheet Assessment and Payment Assessment Form **Location:** Online	2.B.1. Generates the CIS-URDB Clearance	**Formula Fees** Breakdown: with penalties	1 hour/s	• Securities Specialist II; Iloilo Extension Office • Securities Specialist I; Iloilo Extension Office
	2.B.2. Issues the Monitoring Sheet Assessment and Payment Assessment Form		2 hour/s	• Securities Specialist II; Iloilo Extension Office • Securities Specialist I; Iloilo Extension Office
3. Pays the assessed fee **Location:** https://espaysec.sec.gov.ph/payment-portal/home	3.1. Generate Monitoring Clearance	**Formula Fees** Breakdown: Depending on Assessed Fees	2 hour/s	• Securities Specialist II; Iloilo Extension Office • Securities Specialist I; Iloilo Extension Office
	3.2. Review and Sign Monitoring Clearance		4 hour/s	• SEC Director II; Iloilo Extension Office

4. Receives Signed Monitoring Clearance **Location:** eWATCH	4. Issue signed Monitoring Clearance	None	2 hour/s	• Securities Specialist II; Iloilo Extension Office • Securities Specialist I; Iloilo Extension Office

Total Processing Time:	
***For Without penalties**	Working Days: 7 working day/s
***For With penalties**	Working Days: 6 working day/s, 3 hour/s
Total Processing Fee:	
***For Without penalties**	Total Standard Fee: None See other fees below
***For With penalties**	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

- **Depending on Assessed Fees**

  Memorandum Circular No. 6, series of 2024

  https://tinyurl.com/26ssbr4p;

  Memorandum Circular No. 8, series of 2009

  https://tinyurl.com/ytwna52w;

  and

  Memorandum Circular No. 28, Series of 2020

  https://tinyurl.com/45x597jh

- **with penalties**

  Memorandum Circular No. 6, series of 2024

  https://tinyurl.com/26ssbr4p;

  Memorandum Circular No. 8, series of 2009

  https://tinyurl.com/ytwna52w;

  and

  Memorandum Circular No. 28, Series of 2020

  https://tinyurl.com/45x597jh

64. Request for Name Verification for Amendment

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

Office or Division:	Iloilo Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All SEC Registered Entities
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Accomplished Request for Name Verification Form (1) Electronic Copy	Applicant / Client

Remarks:

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

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Emails the accomplished Name Verification Form or the following information at sec_iloilo@sec.gov.ph: - proposed name/s - name to be amended - SEC Number - meaning of acronym (if applicable) - name reservation term (number of days) - name of requesting party **Location:** sec_iloilo@sec.gov.ph **Notes/Instruction:** Walk-In request is also available	1.1. Acknowledge receipt of email request	None	10 minute/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo Extension Office
	1.2. Approves or denies proposed name/s or trade name/s through email		6 working day/s, 7 hour/s, 30 minute/s	• SEC Administrative Officer II ; Iloilo Extension Office

2. If name is rejected, registrant may appeal for the proposed corporate name **Location:** email address	2. Approves or denies appeal for the proposed name/s or trade name/s	None	20 minute/s	• SEC Administrative Officer II; Iloilo Extension Office • SEC Director II; Iloilo Extension Office
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		

65. Request for Name Verification for Amendment

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

Office or Division:	Iloilo Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business)
Who may avail:	General Public
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Accomplished Form for Request for Name Verification (1) Original Copy	Securities and Exchange Commission - Records, Iloilo Extension Office

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submits the accomplished Name Verification Form at SEC Iloilo Receiving Unit or at sec_iloilo@sec.gov.ph **Location:** Securities and Exchange Commission - Iloilo Extension Office or through email at sec_iloilo@sec.gov.ph **Notes/Instruction:** P100.00 per proposed corporate/trade name/s + P100.00 on merging of corporate and trade name/s	1. Approves or denies proposed name/s or trade name/s	**Standard Fees** Breakdown: Name Reservation: PHP 100 Trade Name: PHP 100 Total: PHP 200	1 hour/s	• SEC Administrative Officer II; Iloilo Extension Office
Total Processing Time:		Working Days: 1 hour/s		
Total Processing Fee:		Total Standard Fee: PHP 200		

66. Request for Negative Certification - For General Public

This service details the procedure on request for Negative Certifications.

Office or Division:	Iloilo Extension Office
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	General Public
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Duly accomplished Freedom of Information Form (FOI) (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Client fills up SEC FOI Form and waits for the processing of request **Location:** SEC Iloilo Extension Office 3F Festive Walk Mall Annex, Iloilo Business Park or through sec_iloilo@sec.gov.ph	1.1. Checks completeness of the information needed and determines request feasibility	None	5 minute/s	• SEC Administrative Officer II; Iloilo Extension Office
	1.2. Issues a Payment Assessment Form (PAF) through email, if with complete information and if the request is feasible		5 minute/s	• SEC Administrative Officer II; Iloilo Extension Office
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home or SEC accredited Land Bank branches	2. Issues payment confirmation containing the electronic Official Receipt via email	**Standard Fees** Breakdown: Certification Fee: PHP 500 Documentary Stamp Ta: PHP 30 Total: PHP 530	1 minute/s	• Financial Management Department; Financial Management Department (FMD)
3. Submits proof of payment to ILOEO Receiving Unit or through email. **Location:**	3.1. Checks the completeness and legitimacy of payment details.	None	5 minute/s	• SEC Administrative Assistant II; Iloilo Extension Office

SEC Iloilo Extension Office 3F Festive Walk Mall Annex, Iloilo Business Park or sec_iloilo@sec.gov.ph				• SEC Administrative Assistant I; Iloilo Extension Office
	3.2. Validates the inquiry, the availability of information in online facilities and other records.		35 minute/s	• SEC Administrative Officer II; Iloilo Extension Office
	3.3. Routes request to other facilities / database for further verification of the existence of the entity being requested		1 working day/s, 5 hour/s	• SEC Administrative Officer II; Iloilo Extension Office
	3.4. Drafts the Certification		1 hour/s	• SEC Administrative Officer II; Iloilo Extension Office
	3.5. Reviews and sign the Certification		1 working day/s	• SEC Director II; Iloilo Extension Office
	3.6. Scan the signed certification		5 minute/s	• SEC Administrative Officer II; Iloilo Extension Office
	3.7. Upload the scanned Certification in the Document Verification System to generate QR Code		5 minute/s	• SEC Administrative Officer II; Iloilo Extension Office
	3.8. Prints the Certification with generated QR Code		5 minute/s	• SEC Administrative Officer II; Iloilo Extension Office
	3.9. Seals the Certification		34 minute/s	• SEC Administrative Officer II; Iloilo Extension Office
	3.10. Sends email for the releasing		10 minute/s	• SEC Administrativ

	schedule/notice			e Officer II; Iloilo Extension Office • SEC Administrative Assistant II; Iloilo Extension Office • SEC Confidential Assistant III; Iloilo Extension Office
4. Goes to ILOEO Releasing Unit and presents the proof of payment and printed releasing appointment for the release of the requested certification **Location:** SEC Iloilo Extension Office 3F Festive Walk Mall Annex, Iloilo Business Park **Notes/Instruction:** Presents the proof of payment and printed releasing appointment	4.1. Receives the printed Confirmation of Payment and Appointment Letter	None	5 minute/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office
	4.2. Releases the Certification		5 minute/s	• SEC Administrative Officer II; Iloilo Extension Office
General Remarks The 3-days processing time is for one client/request being served at one time. The time is extended when there are more clients/requests.				
Total Processing Time:	Working Days: 3 working day/s			
Total Processing Fee:	Total Standard Fee: PHP 530			

67. Request for Payment Assessment Form (for Payment of Penalties)

This service details the procedure on how an SEC-registered foundation may request a Payment Assessment Form (PAF) for payment of penalties assessed other than those from eWATCH

Office or Division:	Iloilo Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business)
Who may avail:	Foundations and Accredited Microfinance NGOs
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Letter request (1) Electronic Copy	Applicant / Client
2. Assessment Letter (AL) and/or Copy of the Monitoring Sheet (MS) (1) Original Copy Or (1) Photo Copy	Applicant / Client

Remarks:

- *to be submitted with the letter request*

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Opens a ticket via iMessage (https://imessage.sec.gov.ph/) and submits the complete documentary requirements **Location:** Online	1.1. Evaluates/Assesses the request and documents submitted by Client.	None	30 minute/s	• SEC Confidential Assistant III; Iloilo Extension Office
	1.2. Generates and issues PAF. Directs Client to pay via the eSPAYSEC.		10 minute/s	• SEC Confidential Assistant III; Iloilo Extension Office
	1.3. Client to be advised to submit a copy of the electronic official receipt.		10 minute/s	• SEC Confidential Assistant III; Iloilo Extension Office
2. Receives the PAF and pays the filing fees via eSPAYSEC or LBP On-Call Facility **Location:**	2. Receives payment; an electronic official receipt is generated or a validated LBP deposit slip is issued to the client	**Formula Fees** Breakdown: Penalties	10 minute/s	• Securities and Exchange Commission ; Financial

Online or any Landbank branch nationwide **Notes/Instruction:** Processing time is subject to the prescribed processing of the Cashier Treasury Division, FMD				Management Department (FMD)
3. Submits the original machine validated PAF and a copy of the electronic official receipt to Specialist **Location:** Online	3. Receives original PAF and photocopy of the official receipt	None	10 minute/s	• SEC Confidential Assistant III; Iloilo Extension Office
Total Processing Time:		Working Days: 1 hour/s, 10 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Penalties**

  Memorandum Circular No. 6, series of 2024

  https://tinyurl.com/26ssbr4p;

  Memorandum Circular No. 8, series of 2009

  https://tinyurl.com/ytwna52w;

  Office Order No. 298, Series of 2010;

  and

  Memorandum Circular No. 28, Series of 2020

  https://tinyurl.com/45x597jh

68. Request for Payment Assessment Form for Payment of Annual Fees

This service details the procedure on how a citizen can request a Payment Assessment Form for payment of Annual Fees

Office or Division:	Iloilo Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business)
Who may avail:	Financing Companies and Lending Companies
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Registration with SEC-eSECURE (1) Electronic Copy	Applicant / Client
Remarks: *https://esecure.sec.gov.ph*	
2. Any one (1) of the valid Government-Issued Identification Card. • PhilSys ID (National ID): Philippine Statistics Authority (PSA) • Passport: Department of Foreign Affairs (DFA) • Driver's License: Land Transportation Office (LTO) • SSS Card: Social Security System (SSS) • UMID Card: Social Security System (SSS) • PRC ID: Professional Regulation Commission (PRC) • Postal ID: Philippine Postal Corporation (PhilPost) • Voter's ID: Commission on Elections (COMELEC) Other Government IDs • Senior Citizen ID: Local Government Unit (LGU) where the senior citizen resides • PWD ID: National Council on Disability Affairs (NCDA) • OWWA E-Card: Overseas Workers Welfare Administration (OWWA) • PhilHealth ID: Philippine Health Insurance Corporation (PhilHealth)	
3. Electronic Copy of the following Documentary Requirements: (1) Electronic Copy	Applicant / Client
Remarks: *1. Certificate of Authority* *2. List of Branches with Addresses (if applicable)*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

				(Designation; Office)
1. The client must create an account by registering on the SEC eSECURE website (https://esecure.sec.gov.ph/) and then file the Request for Payment of Annual Fees through the SEC iMessage portal (https://imessage.sec.gov.ph/). A ticket number will be issued, which will serve as a reference for follow-ups and status updates. **Location:** SEC eSECURE website: https://esecure.sec.gov.ph/ SEC iMessage portal: https://imessage.sec.gov.ph/	1.1. The SEC officer will acknowledge the request and evaluates/assesses the request and documents submitted by the Client	None	1 hour/s	• SEC Confidential Assistant III; Iloilo Extension Office
	1.2. Generates and issues Payment Assessment Form (PAF). Directs Client to pay at the Landbank or eSPAYSEC.		30 minute/s	• SEC Confidential Assistant III; Iloilo Extension Office
	1.3. Advise the client to submit the original Payment Assessment Form (PAF) with machine validation, along with a photocopy of the Electronic Official Receipt (eOR), their coversheet and letter to pay their annual fee via the SEC iMessage portal under a new ticket on Submission, Acceptance of Secondary Reports, and Issuance of Acknowledgement of Email.		30 minute/s	• SEC Confidential Assistant III; Iloilo Extension Office
2. Received the Payment Assessment Form (PAF) and pays the filing fees to Landbank or via eSPAYSEC. **Location:** SEC website > Online Services > eSPAYSEC. *https://espaysec.sec.gov.ph/* **Notes/Instruction:** *Subject to the prescribed processing of Landbank and eSPAYSEC If paid via SEC Payment Portal, an (eOR is generated which will serve as the official copy of the Client).	2. Receives payment and issues Electronic Official Receipt (eOR).	None	15 minute/s	• Securities and Exhange Commission; Financial Management Department (FMD)

3. Submits the Electronic Official Receipt (eOR) and other attachments to https://imessage.sec.gov.ph. **Location:** https://imessage.sec.gov.ph	3. Received proof payment	None	10 minute/s	• Securities and Exhange Commission; Electronic Records Management Division (ERMD)
Total Processing Time:		Working Days: 2 hour/s, 25 minute/s		
Total Processing Fee:		Total Standard Fee: None		

69. Request for Plain/Authenticated Copies of Documents for Government Agencies

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

Office or Division:	Iloilo Extension Office
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	Inter-agency or inter-government agency
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Signed Letter Request (1) Original Copy And (1) Photo Copy	Requesting Government Agency - Requesting Government Agency
2. SEC FOI MANUAL (Revised November 2018) (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Records, Iloilo Extension Office

Remarks:

May also request through sec_iloilo@sec.gov.ph or sec.iloilo6@gmail.com

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the accomplished Request Form at SEC Iloilo Receiving Unit or at sec_iloilo@sec.gov.ph **Location:** Securities and Exchange Commission - Iloilo Extension Office or throughsec_iloilo@sec.gov.ph	1.1. Receives the request or Acknowledges the email request and endorses the request to person in-charge	None	1 hour/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office
	1.2. Verifies requested documents		1 hour/s	• SEC Administrative Officer II; Iloilo Extension Office
	1.3. Issues Payment Assessment Form (PAF)		30 minute/s	• Securities Specialist II; Iloilo

				Extension Office • SEC Administrative Assistant II; Iloilo Extension Office
2. Pays the assessed fees, if applicable **Location:** https://espaysec.sec.gov.ph/payment-portal/paf-search	2.1. Collects payment and Issues electronic official receipt (eOR)	**Standard Fees** Breakdown: Documentary Stamp Tax (DST): PHP 30 Total: PHP 30	30 minute/s	• Assistant Director; Information and Communications Technology Department (ICTD)
	2.2. Prepares requested documents.		30 minute/s	• SEC Administrative Officer II; Iloilo Extension Office
3. Receives the requested document **Location:** Securities and Exchange Commission - Iloilo Extension Office	3. Issues the request document.	None	30 minute/s	• SEC Administrative Officer II; Iloilo Extension Office
Total Processing Time:		Working Days: 4 hour/s		
Total Processing Fee:		Total Standard Fee: PHP 30		

70. Request for Reduction of Fines

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

Office or Division:	Iloilo Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	For request for reduction of fines, general transacting public and business entities for: 1.) Non-stock corporations pursuing noble purposes, such as: I. Religious Corporations; II. Those engaged in educational, charitable, religious, literary, scientific, cultural and cicic services, and; III. Those engaged in assisting, uplifting or promoting the welfare and interest of the physically handicapped, orphans, farmers and underprivileged.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Letter request for the reduction of fines (1) Electronic Copy	Applicant / Client
2. Copy of Monitoring Sheet with final assessment (1) Electronic Copy	Securities and Exchange Commission - Iloilo Extension Office

Remarks:

The client may be asked to produce the electronic copy of the Monitoring Sheet with final assessment if the said document is not encoded in the online database.

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Send a letter requesting for reduction of fines together with attachments to imessage.sec.gov.ph **Location:** imessage.sec.gov.ph	1.1. Assign the letter request.	None	10 minute/s	• SEC Confidential Assistant; Iloilo Extension Office
	1.2. Review the request if it will qualify for reduction of fines.		1 hour/s	• Securities Specialist II; Iloilo Extension Office

				• Securities Specialist I; Iloilo Extension Office
	1.3. Prepare Memorandum to the Commission En Banc. Note: For corporations with Petition to Lift Order of Revocation/ Suspension and requesting for payment in installment, the Memorandum shall be through the Supervising Commissioner of the Department.		20 minute/s	• Securities Specialist II; Iloilo Extension Office • Securities Specialist I; Iloilo Extension Office
	1.4. Inform the client that the request has been endorsed to Commission En Banc. Note: If there are corrections, return the Memorandum to the Monitoring Specialist for revision; if no corrections, forward the Memorandum to the Director, for review.		10 minute/s	• Securities Specialist II; Iloilo Extension Office • Securities Specialist I; Iloilo Extension Office
	1.5. Review the Memorandum. Note: If there are corrections, return the Memorandum to the Monitoring Specialist for revision; if no corrections, forward the Memorandum to the Director, for review.		30 minute/s	• SEC Director II; Iloilo Extension Office
	1.6. Present the request to the Commission En Banc through the Supervising Commissioner as the case may be, for approval. Note: The processing time varies on the schedule of the presentation to Commission En Banc.		10 working day/s	• SEC Director II; Iloilo Extension Office
	1.7. Approves the request for reduction of fines.		20 minute/s	• Commission En Banc; Office of the SEC Chairperson • Supervising Commission er; Office of

				the Commission ers
	1.8. Secure a copy of the En Banc Resolution from the Commission Secretary.		1 working day/s	• Securities Specialist II; Iloilo Extension Office • Securities Specialist I; Iloilo Extension Office • Administrative Officer; Office of the Commission Secretary (OCS)
	1.9. Prepare the draft letter informing the applicant about the decision of the Commission En Banc and/or Supervising Commissioner. Note: The Confirmation of Payment (COP) shall be issued upon full payment of the total reduced amount.		30 minute/s	• Securities Specialist II; Iloilo Extension Office • Securities Specialist I; Iloilo Extension Office
	1.10. Review and forward the draft letter to the Director.		20 minute/s	• Securities Specialist II; Iloilo Extension Office • Securities Specialist I; Iloilo Extension Office
	1.11. Approve and sign the Draft Letter.		10 minute/s	• SEC Director II; Iloilo Extension Office
	1.12. Send the letter directly to the sender's email address.		10 minute/s	• Securities Specialist II; Iloilo Extension Office • Securities Specialist I; Iloilo Extension Office

2. 2. Request for the Payment Assessment Form (PAF). 2.1. Pay the first and/or subsequent installments. Note: Assigned monitor will check monthly compliance of the particular corporation on their staggered payments. **Location:** SEC Iloilo Extension Office	2.1. Receive the Official Receipt from the applicant.	**Formula Fees** Breakdown: Penalties/Fines	10 minute/s	• Securities Specialist II; Iloilo Extension Office • Securities Specialist I; Iloilo Extension Office
	2.2. Forward the PAF and/or Monitoring Sheet to the ILOEO Director/Officer-in-Charge, for review and for signature.		10 minute/s	• Securities Specialist II; Iloilo Extension Office • Securities Specialist I; Iloilo Extension Office
	2.3. Review and sign the COP/MS upon full payment of the total amount reduced. Note: For corporations with Petition to Lift the Order of Revocation/Suspension, the COP and the Order granting the Petition shall be withheld until full payment of the total reduced fines.		20 minute/s	• SEC Director II; Iloilo Extension Office
3. Receives the Confirmation of Payment of Fines. **Location:** SEC Iloilo Extension Office	3. Release the Confirmation of Payment to the sender's email address.	None	10 minute/s	• Securities Specialist II; Iloilo Extension Office • Securities Specialist I; Iloilo Extension Office
Total Processing Time:		Working Days: 11 working day/s, 4 hour/s, 30 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Penalties/Fines**

  Guidelines on the Imposition of fines or penalties for non-compliance with reportorial requirements; Memorandum Circular No. 06, series of 2024

SEC Resolution No. 756, s. 2013 and

SEC Resolution No. 757, s. 2013

71. Request for Regular Monitoring of Domestic Corporations (Lending and Financing Companies)

This service outlines the procedure for the regular monitoring of Lending and Financing Companies

Office or Division:	Iloilo Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Financing Companies and Lending Companies
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Certificate of Incorporation (1) Photo Copy	Applicant / Client
2. Certificate of Authority (CA), for Lending Companies and Financing Companies (1) Photo Copy	Applicant / Client
3. Latest approved Articles of Incorporation (AI) (1) Photo Copy	Applicant / Client
4. Latest approved By-Laws (BL) (1) Photo Copy	Applicant / Client
5. General Information Sheet for the last two (2) years (1) Photo Copy	Applicant / Client
6. Audited Financial Statements for the last two (2) years (1) Photo Copy	Applicant / Client
7. Photocopy of the registration page of the Stock and Transfer Book duly registered with the Commission (1) Photo Copy	Applicant / Client
8. Special Form of Financial Statements for the last two (2) years (1) Photo Copy	Applicant / Client
9. Interim Financial Statements for the last two (2) years (1) Photo Copy	Applicant / Client
10. Annual Information Statements for the last two (2) years (if there are issuance of exempt commercial papers including loans/advances of Directors, Officers, Stockholders and related-interest (DOSRI)) (1) Photo Copy	Applicant / Client
11. AMLA Compliance Form (1) Photo Copy	Applicant / Client
12. Sworn Certification stating the company's compliance with the provisions of Section 4 of SEC Memorandum No. 18, Series of 2019 or proof of submission thereof (Refer to SEC MC no. 2, s. of 2021 for due dates) (1) Photo Copy	Applicant / Client

13. Affidavit of Compliance (SEC Form 1-Existing Online Lending Platforms and/or SEC Form 2-Prospective Online Lending Platforms), containing a report of all the company's Online Lending Platforms or proof of submission thereof, if applicable (1) Photo Copy	Applicant / Client
14. Business Plan in compliance SEC Memorandum No. 3, Series of 2022 or proof of submission thereof (1) Photo Copy	Applicant / Client
15. Impact Evaluation Report in compliance SEC Memorandum No. 3, Series of 2022 or proof of submission thereof (1) Photo Copy	Applicant / Client
16. Submission of List of Third-Party Service Providers (TPSPs) (1) Photo Copy	Applicant / Client
17. Registration to the Credit Information Corporation, if applicable (1) Photo Copy	Applicant / Client
18. Complaints Handling Details and Mechanisms (1) Photo Copy	Applicant / Client
For Situational Requirement	
A. Additional Requirements for Financing Companies	
A.1. Revised Manual on Corporate Governance (1) Photo Copy	Applicant / Client
Remarks: *(if with total assets of P50 Million or more; and/or have more than 40% foreign participation in their voting stock; and/or have issued exempt or registered commercial papers)*	
A.2. Compliance Officer's Certificate on the extent of compliance with the Manual on Corporate Governance for the last two (2) years. (1) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the complete documentary requirements and accomplish monitoring request at sec_iloilo@sec.gov.ph **Location:** SEC Iloilo Extension Office	1.1. Receives the request for monitoring and forwards the same to the Records Section	None	1 hour/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office
	1.2. Retrieves the corporate file including the latest reports.		3 hour/s	• SEC Administrative Officer II; Iloilo

				Extension Office
	1.3. Assigns monitoring documents to processor.		30 minute/s	• SEC Administrative Assistant I; Iloilo Extension Office
	1.4. Determines compliance, deficiencies and violations, and prepares the Monitoring Sheet		5 working day/s	• Securities Specialist II; Iloilo Extension Office
2. Receives the Monitoring Sheet and Pays the assessed fees and penalties, if applicable **Location:** SEC Iloilo Extension Office **Notes/Instruction:** If there are no deficiencies, the processor will prepare the monitoring clearance. If with deficiencies, a Payment Assessment Form is issued to errant corporation with instruction to pay assessed penalties at Espaysec or LBP On-Coll Facility	2.1. Presents the monitoring sheet to the client.	**Formula Fees** Breakdown: Possible Fees	1 hour/s	• Securities Specialist II; Iloilo Extension Office
	2.2. Receives proof of payment and endorses approval of monitoring clearance		30 minute/s	• Securities Specialist II; Iloilo Extension Office
	2.3. Review and signs Monitoring Clearance and forwards to Releasing Unit		30 minute/s	• SEC Director II; Iloilo Extension Office
3. Receives the Monitoring Clearance **Location:** SEC Iloilo Extension Office	3. Issues the duly signed monitoring clearance	None	1 hour/s	• Securities Specialist II; Iloilo Extension Office
Total Processing Time:		Working Days: 5 working day/s, 7 hour/s, 30 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Possible Fees**

Guidelines on the Imposition of fines or penalties for noncompliance with reportorial requirements; Memorandum Circular No. 8, series of 2009 (MC8-2009); Amended rules governing the distribution of excess profits of corporation; Memorandum Circular No. 8, Series of 1998 (MC8-1998); Office Order No. 298, Series of 2010 and other Memorandum Circulars relevant to Lending and Financing Companies

72. Request for Regular Monitoring of Domestic Corporations (Ordinary Stock and Non-Stock) through electronic mail

This service outlines the procedure for the regular monitoring of domestic corporations, including both ordinary stock and non-stock entities.

Office or Division:	Iloilo Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	General transacting public and business entities for: a.) Registered corporations; b.) Suspended and Revoked Corporation for purposes of filing a Petition to Set Aside Order of Suspension or Revocation; c.) Corporations with Notice of Deficiencies and Hearing or Orders; and d.) Corporations with applications to be filed with the Corporate and Partnership Registration Division, Financial Audit and Analysis Division and Corporate Filing and Records Division. 2. Government agencies and instrumentalities like Ombudsman, NBI, AMLC, DTI, DSWD, PDIC, etc. 3. Courts like MTC, MeTC, RTC and Sandiganbayan.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Latest due Financial Statements (1) Photo Copy	Applicant / Client
2. Amended Financial Statements, if any (1) Photo Copy	Applicant / Client
3. Latest due General Information Sheet (1) Photo Copy	Applicant / Client
4. Latest due General Information Sheet (1) Photo Copy	Applicant / Client
5. Certificate of Incorporation (1) Photo Copy	Applicant / Client
6. Articles of Incorporation (AI) (1) Photo Copy	Applicant / Client
7. Latest approved Amended AI, if any (1) Photo Copy	Applicant / Client
8. By-Laws (1) Photo Copy	Applicant / Client
9. Latest approved Amended By-Laws, if any (1) Photo Copy	Applicant / Client
10. Registration of Stock and Transfer Book/Membership Book (1) Photo Copy	Applicant / Client
11. Registration of Stock and Transfer Book/Membership Book (1) Original Copy	Applicant / Client

12. Secretary's Certificate (Clarification) (1) Original Copy	Applicant / Client
13. Secretary's Certificate explaining the double filing of General Information Sheet (1) Original Copy	Applicant / Client
14. Affidavit (Anti-Dummy Law/one and the same/auditor) (1) Original Copy	Applicant / Client
15. OGA Acknowledgment (functional currency) (1) Original Copy	Applicant / Client
16. Compliance with Memorandum Circular No. 28 series of 2020 (1) Original Copy	Applicant / Client
17. Form for Appointment of Officers for One Person Corporation (1) Photo Copy	Applicant / Client
18. Surety Bond (1) Original Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits completely filled-out "Request for Monitoring" and the required documents **Location:** Securities and Exchange Commission - Iloilo Extension Office	1.1. Receives the request for monitoring and forwards the same to the Records Section	None	30 minute/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office
	1.2. Retrieves the corporate file including the latest reports		2 hour/s	• SEC Administrative Officer II; Iloilo Extension Office
	1.3. Assigns monitoring documents to processor		1 hour/s	• SEC Administrative Assistant I; Iloilo Extension Office • SEC Administrative Assistant II; Iloilo Extension Office
	1.4. Determines compliance, deficiencies and violations, and		7 hour/s	• Securities Specialist I; Iloilo

	prepares the Monitoring Sheet			Extension Office • Securities Specialist II; Iloilo Extension Office
2. Receives the Monitoring Sheet **Location:** Securities and Exchange Commission - Iloilo Extension Office **Notes/Instruction:** *Note: If there are no deficiencies, the processor will prepare the monitoring clearance.* *If with deficiencies, a Payment Assessment Form is issued to errant corporation with instruction to pay assessed penalties at Espaysec or LBP On-Coll Facility* *If applicable, clarification and further compliance* *may be required by the processors prior to the release of the MSh (with the approval of IEO Director, a clarificatory conference with the parties may be called)*	2. Presents the findings to the applicant	**Formula Fees** Breakdown: Guidelines on the Imposition of fines or penalties for noncompliance with reportorial requirements; Memorandum Circular No. 8, series of 2009 (MC8-2009); Amended rules governing the distribution of excess profits of corporation; Memorandum Circular No. 8, Series of 1998 (MC8-1998); and Office Order No. 298, Series of 2010	30 minute/s	• Securities Specialist I; Iloilo Extension Office • Securities Specialist II; Iloilo Extension Office
3. Pays the assessed fines and penalties and other documents requested by the processor, if applicable **Location:** https://espaysec.sec.gov.ph/payment-portal/paf-search	3.1. Issues Electronic Official Receipt (eOR)	**Formula Fees** Breakdown: Depending on the assessed penalties	10 minute/s	• Assistant Director; Information and Communications Technology Department (ICTD)
	3.2. Receives proof of payment together the other documents and indicates date of the release of the MS/COP		10 minute/s	• Securities Specialist I; Iloilo Extension Office • Securities Specialist II;

				Iloilo Extension Office
	3.3. Review and Signs the Monitoring Clearance and forwards it to the Releasing Unit		20 minute/s	• SEC Director II; Iloilo Extension Office
4. Receives the Monitoring Clearance **Location:** Securities and Exchange Commission - Iloilo Extension Office	4. Releases the monitoring clearance	None	30 minute/s	• Securities Specialist I; Iloilo Extension Office • Securities Specialist II; Iloilo Extension Office • SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office
Total Processing Time:		Working Days: 1 working day/s, 4 hour/s, 10 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Guidelines on the Imposition of fines or penalties for noncompliance with reportorial requirements; Memorandum Circular No. 8, series of 2009 (MC8-2009); Amended rules governing the distribution of excess profits of corporation; Memorandum Circular No. 8, Series of 1998 (MC8-1998); and Office Order No. 298, Series of 2010**

  Guidelines on the Imposition of fines or penalties for noncompliance with reportorial requirements; Memorandum Circular No. 8, series of 2009 (MC8-2009); Amended rules governing the distribution of excess profits of corporation; Memorandum Circular No. 8, Series of 1998 (MC8-1998); and Office Order No. 298, Series of 2010

- **Depending on the assessed penalties**

  Depending on the assessed penalties

73. Request for Voluntary Dissolution, Where No Creditors are Affected under Section 134 of the Revised Corporation Code

This service details the adopted online procedure on application if dissolution of a corporation does not prejudice the rights of any creditor having claims against it. This is available for domestic corporations, whether stock or non-stock.

Office or Division:	Iloilo Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All Registered Domestic Corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. 1. Verified Request for Voluntary Dissolution (2) Original Copy And (1) Photo Copy	Applicant / Client

Remarks:

a. A Verified Request for Voluntary Dissolution must pertain to a single corporation only. The consolidation in one (1) petition involving two (2) or more corporations is not allowed;
b. The Verified Petition must be signed and verified by the corporation's duly authorized representative designated in the Secretary's Certificate (2 original copies);
c. The Verified Petition must state:
i. The corporate name, SEC registration number, principal office of the corporation and email address of the corporation as required pursuant to SEC Memorandum Circular No. 28, Series of 2020;
ii. The complete name, position in the corporate structure of the corporation, and mailing address of the authorized representative of the corporation;
iii. The reason for dissolution;
iv. Form, Manner, and Time the notice was given:
1. At least twenty (20) days prior to meeting;
2. To each shareholder or member of record by any means authorized under its by-laws, regardless of whether they are entitled to vote at the meeting, pursuant to Section 50 of the Revised Corporation Code;
3. Stating the time, place, and object of the meeting;
4. Published once prior to date of meeting in a newspaper where the principal office is located, or if no newspaper is published in such place, in a
newspaper of general circulation in the Philippines; and
5. Purpose is to vote on the dissolution, accompanied by the following:
a. Agenda of the meeting;
b. Proxy form; and
c. Requirements and procedures to be followed for attendance, participation, and voting by remote communication or in absentia, if applicable;
v. Names of the stockholders and directors, or members and trustees, who approved the dissolution, provided:
1. That majority of the directors or trustees, and the stockholders owning or controlling at least a majority of the outstanding capital stock including the holders of non-voting shares or majority of the members voted for the dissolution;
vi. The above-mentioned stockholders and directors, or members and trustees are the duly elected directors or trustees, and the stockholders or members of record as of the date of the meeting;
vii. No pending intra-corporate dispute;

viii. The date, place, and time of the meeting in which the vote was made; and
ix. Details of publication, such as:
1. Name of the newspaper;
2. Complete name of the publisher;
3. Principal office of the publisher;
4. Area of circulation of the newspaper;
5. Date when the notice was published;

2. Verification and Certification Against Forum Shopping signed by the Petitioner's duly Authorized Representative; (2) Original Copy And (1) Photo Copy	Applicant / Client
3. 3. Documentary Requirements: (2) Original Copy And (1) Photo Copy	Applicant / Client

Remarks:

a. Notarized copy of the Board Resolution or Directors'/Trustees' Certificate authorizing the dissolution and designating an authorized representative
to file the verified request for dissolution, signed by majority of the board and countersigned by the corporate secretary;
b. Publisher's affidavit of publication of the notice of meeting;
c. Latest due General Information Sheet;
d. Audited Financial Statements (AFS) of the last fiscal year,
except:
i. Where the applicant has ceased operations of at least one (1) year, submit:
1. AFS as of the last year of operation; and
2. Affidavit of Non-Operation certified under oath by the President and treasurer;
ii. Where the applicant has no operation since incorporation, submit:
1. Balance Sheet certified under oath by the Treasurer and President;
2. Affidavit of Non-Operation certified under oath by the President and treasurer;
3. Certificate of Non-Registration issued by the BIR;

iii. Where the applicant corporation is (stock/nonstock) is with total assets or liabilities of less than Six Hundred Thousand Pesos (Php600,000.00), it shall submit its Balance Sheet as of the last preceding fiscal year certified under oath by the President and Treasurer;
e. Affidavit executed under oath by President and Treasurerthat:
i. The dissolution is not prejudicial to the interest of the creditors; and
ii. There is no opposition from any creditors from the time of publication of notice of dissolution up to the filing of the dissolution;
f. BIR Tax Clearance;
g. Notarized Secretary's Certificate of no-pending case involving intra-corporate dispute; and
h. Clearance/favorable recommendation from other departments or from appropriate regulatory agency, when necessary;

**For a One Person Corporation (OPC), in lieu of the submission of the notarized copy of the Board Resolution or Directors'/Trustees' Certificate, a SOLE DIRECTOR CERTIFICATE shall be required to be published and submitted. **Pertinent provisions for the Voluntary Dissolution, Where No Creditors are Affected are provided under SEC Memorandum Circular No. 5, Series of 2022:*
(https://www.sec.gov.ph/mc-2022/mc-no-5-s-of-2022/)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the requirements to the Counter Officer **Location:**	1.1. Records the date of submission and forwards the application to the assigned EO processor	None	1 hour/s	• SEC Administrative Assistant II,; Iloilo

Securities and Exchange Commission - Iloilo Extension Office **Notes/Instruction:** ***If the application is for compliance, the specialist prepares a checklist of deficiencies and informs and returns it to the applicant. Go to Step 1*				Extension Office
	1.2. Examines whether the documents submitted are complete in form and in substance.		10 working day/s	• Securities Counsel II; Iloilo Extension Office • Securities Counsel II; Iloilo Extension Office
	1.3. Endorses application for payment		1 hour/s	• Securities Counsel II; Iloilo Extension Office • Securities Counsel ; Iloilo Extension Office
	1.4. Assessor issues Payment Assessment Form (PAF) to the applicant		1 hour/s	• Securities Specialist II; Iloilo Extension Office • SEC Administrative Assistant II; Iloilo Extension Office
2. Pays the filing fees **Location:** https://espaysec.sec.gov.ph/payment-portal/paf-search	2. Collects payment and Issues electronic official receipt (eOR)	**Standard Fees** Breakdown: Petition Fee: PHP 3000 Documentary Stamp Tax (DST): PHP 30 Legal Research Fee1% of the Filing Fee: PHP 30 Handling Fee: PHP 20 Total: PHP 3080	1 hour/s	• Assistant Director; Information and Communications Technology Department (ICTD)
3. Informs SEC Iloilo Extension Office of Payment through email at sec_iloilo@sec.gov.ph or call at (033) 337-9984.	3.1. Stamp received documentary requirements and proof of payment.	None	1 hour/s	• SEC Administrative Assistant II; Iloilo Extension Office

Location: Through email at sec_iloilo@sec.gov.ph or call at (033) 337-9984.				• SEC Administrative Assistant I; Iloilo Extension Office
	3.2. Prepares the Certificate		1 hour/s	• SEC Administrative Assistant II; Iloilo Extension Office
	3.3. Processor conducts final review of submitted documents		2 hour/s	• Securities Counsel II; Iloilo Extension Office • Securities Counsel I; Iloilo Extension Office
	3.4. Reviews and Signs the Certificate and forwards the approved application to Releasing Unit		2 hour/s	• Director II; Iloilo Extension Office
4. Present the Official Receipt to the Counter and receives the duly approved Certificate **Location:** Securities and Exchange Commission - Iloilo Extension Office	4. Releases the duly approved Certificate	None	1 hour/s	• SEC Administrative Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office
Total Processing Time:		Working Days: 11 working day/s, 3 hour/s		
Total Processing Fee:		Total Standard Fee: PHP 3080		

74. Violation of Right for Inspection and/ or Reproduction of Corporate Books and Records

This outlines the procedure on how to file a complaint for the violation of your right to inspect and/or reproduce corporate books and records.

Office or Division:	Iloilo Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	General transacting public and business entities for registered stock and non-stock corporations.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Verified Complaint (2) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *a. Must pertain to a single corporation only. The consolidation in one (1) petition involving two (2) or more corporations is not allowed;* *b. The Verified Complaint must be signed and verified;* *c. Allegations of the unjust refusal to allow to inspect and/or reproduce the Corporate Books and Records* *d. The Verified Complaint is not filed to harass, cause unnecessary delay, or needlessly increase the cost of regulation and/or litigation.* *e. The Verified Complaint is done in good faith.*	
2. Verification and Certification Against Forum Shopping signed by the complainant and/ or his/her duly authorized representative; and (2) Original Copy And (1) Photo Copy	Applicant / Client
3. Affidavit/s and Documents necessary to support the claims relied upon (2) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: ***See Section 73 of the Revised Corporation Code and SEC Memorandum Circular No. 25, Series of 2020***	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the requirements to the Counter Officer **Location:**	1.1. Records the date of submission and forwards the application to the assigned EO processor	None	1 hour/s	• SEC Administrative Assistant II,; Iloilo Extension Office

Securities and Exchange Commission - Iloilo Extension Office **Notes/Instruction:** *Note: In case of an order directing the submission of additional requirements and other directives deemed necessary for the timely processing of the verified petition, the running of the period provided herein, shall be tolled pending compliance of the petitioner.* *For documents that have annex/es, a separate scanned file for each annex (PDF Format) must be filed using the prescribed file name. (Ex. Petition for Correction – Annex "A"; Petition for Correction – Annex "B"; and so forth)*				• SEC Administrative Assistant I,; Iloilo Extension Office
	1.2. Examines whether the documents submitted are complete in form and in substance.		10 working day/s	• Securities Counsel II; Iloilo Extension Office • Securities Counsel I,; Iloilo Extension Office
	1.3. Endorses application for payment. ***If the application is for compliance, the specialist prepares a checklist of deficiencies and informs and returns it to the applicant. Go to Step 1		1 hour/s	• Securities Counsel II,; Iloilo Extension Office • Securities Counsel II,; Iloilo Extension Office
	1.4. Assessor issues Payment Assessment Form (PAF) to the applicant		1 hour/s	• Securities Specialist ; Iloilo Extension Office • SEC Administrative Assistant II; Iloilo Extension Office
2. Pays the filing fees **Location:** https://espaysec.sec.gov.ph/payment-portal/paf-search	2. Collects payment and Issues electronic official receipt (eOR)	**Standard Fees** Breakdown: Petition Fee: PHP 3000 Documentary Stamp Tax (DST): PHP 30 Legal Research Fee1% of the Filing Fee: PHP 30 Handling Fee: PHP 20 Total: PHP 3080	1 hour/s	• Assistant Director; Information and Communications Technology Department (ICTD)
3. Informs SEC Iloilo Extension Office of	3.1. Stamp received documentary	None	1 hour/s	• SEC Administrativ

Payment through email at sec_iloilo@sec.gov.ph or call at (033) 337-9984. **Location:** Through email at sec_iloilo@sec.gov.ph or call at (033) 337-9984.	requirements and proof of payment.			e Assistant II; Iloilo Extension Office • SEC Administrative Assistant I; Iloilo Extension Office
	3.2. Drafting and Servicing of Summons directed to the respondent/s.		3 working day/s	• Securities Counsel II; Iloilo Extension Office • Securities Counsel I; Iloilo Extension Office
	3.3. Copy furnish petitioner/complainant.		2 hour/s	• SEC Administrative Assistant I; Iloilo Extension Office
4. Present the Official Receipt to the Counter and receives the duly approved Certificate **Location:** Securities and Exchange Commission - Iloilo Extension Office	4. Releases the duly approved Certificate	None	1 hour/s	• SEC Administrative Assistant II, ; Iloilo Extension Office • SEC Administrative Assistant I,; Iloilo Extension Office
Total Processing Time:		Working Days: 14 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 3080		

Bacolod Extension Office

External Services

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

The Annex G Form with Sworn Certificate of No Intra Corporate Dispute can be downloaded in Amendment Requirement.

FORMS MUST BE NOTARIZED UPON SUBMISSION

Office or Division:	Bacolod Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	General transacting public and business entities for: a.) Registered corporations; b.) Suspended and Revoked Corporation for purposes of filing a Petition to Set Aside Order of Suspension or Revocation; and c.) Corporations with Notice of Deficiencies and Hearing or Orders.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. NOTARIZED Annex G (1) Electronic Copy	Applicant / Client
Remarks: *Annex G may be found in the MC 28 series of 2020 uploaded in https://mc28.sec.gov.ph/*	
2. NOTARIZED SECRETARY CERTIFICATE OF NO INTRA-CORPORATE DISPUTE (1) Electronic Copy	Applicant / Client
Remarks: *Template available in MC 28 Portal : https://mc28.sec.gov.ph/*	

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Use and submit notice to change email address and/or mobile number (ANNEX G) application in Memorandum Circular No. 28, Series of 2020 through https://mc28.sec.gov.ph/ . Annex G form should be notarized. Use and submit notice to change email address and/or mobile number (ANNEX	1.1. Receive the amendment application through MC28 Portal including its attachments.	None	3 hour/s	• SEC Administrative Assistant I; Bacolod Extension Office • SEC Administrative Assistant II; Bacolod Extension Office

G) application in Memorandum Circular No. 28, Series of 2020 through https://mc28.sec.gov.ph/ **Location:** https://mc28.sec.gov.ph/ **Notes/Instruction:** 1.1. Go to **AMENDMENT** in MC28 Portal, the SEC registration number will appear and be available for amendment if the application of ANNEX D for corporations or Annex E for partnerships was approved. 1.2. A one-time password/OTP will be sent to the contact details previously submitted by the client. The user must validate the OTP to proceed with the amendment process. 1.3. Encode the new company details reflected in ANNEX G. Then click the continue and verified contact details. After confirming the details, One-time password/OTP will be sent to the contact details provided in the form. 1.4. Upload ANNEX G with Sworn Certificate of No Intra Corporate Dispute, then submit the application.				
	1.2. Browse over the SEC systems online, review and compare the information in the uploaded ANNEX G and encoded data in the portal.		5 hour/s	• SEC Administrative Assistant I; Bacolod Extension Office • SEC Administrative Assistant II; Bacolod Extension Office
	1.3. Check the signatories of the required attachments i.e. ANNEX G and Sworn Certificate of No Intra Corporate Dispute.		3 hour/s	• SEC Administrative Assistant I; Bacolod Extension Office • SEC Administrative Assistant II; Bacolod Extension Office
2. Receive a display confirmation indicating that the submission was successful along with reference Number assigned to the transaction at the same	2.1. If the old information from Annex D/E is consistent with the information in Annex G, consistently encoded in the portal, and with complete documents, it	None	1 working day/s	• SEC Administrative Assistant I; Bacolod Extension Office

time a confirmation email notifying them that the submission has been successfully received and is now under reviewed by the SEC. Receive an email notification in their official email address encoded in MC28 Portal, regarding status and remarks. **Location:** Unit 10 & 11 Redkey Building corner Hernaez & Jocson Streets, Taculing, Bacolod City **Notes/Instruction:** 2.1. If the application is for compliance/rejected, client must re-apply their application in MC28 Portal Amendment with the compliance from the said remarks. 2.2 If the party no longer has access to the old information, they may select the " I don't have any access" option. This will prompt them to submit a Notarized Explanation Letter in the form of a Director's Certificate (Must be signed by the majority of the board/trustees). After seven (7) working days, if no comment has been received and the explanation is clearly stated, the request will be tagged as approved. The system will then send a link to proceed with the submission of Annex G.	will be tagged as approved.			• SEC Administrative Assistant II; Bacolod Extension Office
	2.2. If the application is for compliance, it will be tagged as rejected (the findings are stated as well as the possible solutions/remedies for compliance).		1 working day/s	• SEC Administrative Assistant I; Bacolod Extension Office • SEC Administrative Assistant II; Bacolod Extension Office
	2.3. After seven (7) working days, if no comment has been received and the explanation is clearly stated, the request will be tagged as approved. The system will then send a link to proceed with the submission of Annex G.		8 working day/s	• SEC Administrative Assistant I; Bacolod Extension Office • SEC Administrative Assistant II; Bacolod Extension Office

Total Processing Time:	Working Days: 11 working day/s, 3 hour/s
Total Processing Fee:	Total Standard Fee: None

2. Amendment to shorten the corporate term (Voluntary Dissolution under Section 136 of the RCC) where the proposed expiration of the corporate term [must contemplate a future date] is less than one year, from approval of the application for amendment under Regular Processing

This service details the procedure and the documentary requirements for amendment of Stock and Non-Stock Corporations to shorten the corporate term where the proposed expiration is less than one year, from the approval of the application under Regular Processing.

Office or Division:	Bacolod Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered stock domestic corporations with foreign equity participation of not more than forty percent (40%) and non-stock corporations, except lending corporations and financing companies, through their Authorized Representatives.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Amended Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client
3. Directors` or Trustees` Certificate (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *Original copy should be signed (wet signature) and notarized* • *notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors and stockholders, (iii) the date and place of the stockholders' meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed name.* *Secure sample format through the SEC Website:* • *Director's Certificate:- https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf* • *Trustees' Certificate- https://www.sec.gov.ph/wp-content/uploads/2019/11/Trustees_Certificate.pdf*	
Sub Requirement	

3.A. For One Person Corporation	
3.A.1. Notarized Resolution of the Single Stockholder (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *signed by the single stockholder and Corporate Secretary* • *https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm_RESOLUTION-opc.docx*	
4. Audited Financial Statements as of the last fiscal year stamped received by SEC and BIR (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *EXCEPT:* 1. *Where the applicant has ceased operations for at least one (1) year, it shall submit: a) Audited Financial Statements as of the last fiscal year of operation; and b) Affidavit of non-operation certified under oath by the President and Treasurer* 2. *Where the applicant has no operation since incorporation, it shall submit: a) Balance Sheet certified under oath by the Treasurer and President; b) Affidavit of non-operation certified under oath by the President and Treasurer; To be provided by the Company 67 c) Certificate of non-registration issued by the BIR* 3. *Where the applicant corporation (stock or nonstock) is with total assets or liabilities of less than Six Hundred Thousand Pesos (Php600,000.00), it shall submit its Balance Sheet as of last preceding fiscal year certified under oath by the President and Treasurer*	
5. Certification under oath by the President and Treasurer (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *certifying that:* 1. *the dissolution is not prejudicial to the interest of the creditors; and* 2. *there is no opposition from any creditor from the time of publication of the notice of dissolution up to the filing of the dissolution with the Commission*	
6. Bureau of Internal Revenue (BIR) Tax Clearance Certificate (2) Original Copy And (1) Electronic Copy	Bureau of Internal Revenue - BIR
7. Publisher’s Affidavit of Publication of the notice of meeting (once) (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Publisher of a newspaper of general circulation*	
8. Notarized Secretary's Certificate of no pending case of intra-corporate dispute (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Bacolod Extension Office
Remarks: *Download Secretary’s Certificate sample form through this link: https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx*	

9. Clearance/Favorable recommendation from other Departments of the Commission or from the appropriate (2) Original Copy And (1) Electronic Copy	Applicant / Client
For Situational Requirement	
A. For Clearance from other SEC departments	
Sub Situational Requirement/s	
A.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
A.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
A.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
A.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
A.c. For Financial Technology (FinTech) related business activities	
A.c.1. PhiliFintech Innovation Office (PIO) and Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO) and Enforcement and Investor Protection Department (EIPD)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
B. Endorsement from other government agencies	
Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	

B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy			Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas	
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization				
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy			Insurance Commission - Insurance Commission	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, and submit the application in the eAMEND portal (Regular Processing) **Location:** https://eamend.sec.gov.ph/login	1.1. Verifies completeness of the submitted amendment requirements and assigns the application to designated Processors	None	1 hour/s	• SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II; Bacolod Extension Office • SEC Administrative Officer II; Bacolod Extension Office
	1.2. Processes and evaluates the legal aspects of the dissolution application.		4 working day/s, 6 hour/s, 50 minute/s	• SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II; Bacolod Extension Office • SEC Administrative Officer II; Bacolod Extension Office
	1.3. Processes and evaluates the financial aspects of the dissolution application.		5 working day/s	• SEC Securities Specialist II; Bacolod Extension Office • SEC Securities Specialist I; Bacolod

				Extension Office
	1.4. Issues Payment Assessment Form (PAF) to the applicant.		5 minute/s	• SEC Securities Specialist II; Bacolod Extension Office • SEC Securities Specialist I; Bacolod Extension Office
2. Pays the filing fee through SEC-accredited Landbank branches or through eSPAYSEC **Location:** https://espaysec.sec.gov.ph/	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: AMENDED ARTICLES OF INCORPORATION: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 Total: PHP 1040	5 minute/s	• Financial Management Department; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the SEC Bacolod Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** Unit 10 & 11 Redkey Building corner Hernaez & Jocson Streets, Taculing, Bacolod City	3.1. Receives and verifies documentary requirements and proof of payment	None	5 minute/s	• SEC Administrative Assistant II; Bacolod Extension Office
	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minute/s	• SEC Administrative Assistant II; Bacolod Extension Office
	3.3. Prepares and generates the Certificate of Amended Articles of Incorporation		10 minute/s	• SEC Administrative Assistant II; Bacolod Extension Office
	3.4. Reviews the application and signs the Certificate of Amended Articles of Incorporation		9 working day/s, 7 hour/s	• SEC Director II; Bacolod Extension Office
	3.5. Forwards the signed Certificate of Amended		10 minute/s	• SEC Administrativ

	Articles of Incorporation to the Releasing Unit.			e Assistant II; Bacolod Extension Office
	3.6. Tags the application through the eAmend Portal to issue the Notice for Schedule of Appointment on the release of the Certificate of Amendment of Articles of Incorporation and/or By-Laws		5 minute/s	• SEC Administrative Assistant II; Bacolod Extension Office • SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II; Bacolod Extension Office
4. Proceeds to SEC Bacolod Extension Office for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Amended Articles of Incorporation **Location:** Unit 10 & 11 Redkey Building corner Hernaez & Jocson Streets, Taculing, Bacolod City	4. Releases signed Certificate of Amended Articles of Incorporation	None	15 minute/s	• SEC Administrative Assistant II; Bacolod Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1040		

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

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

1. *Articles of Incorporation*

- *Prefatory Clause;*
- *Corporate Name/Business Name;*
- *Primary Purpose;*
- *Secondary Purpose;*
- *Change in the Principal Office Address;*
- *Terms of Existence;*
- *Increase or Decrease in the Number of the Board of Directors/Trustees;*
- *Features of Shares, except if simultaneously filed with an application for increase of capital stock, or reclassification/declassification of shares;*
- *Provision for the Undertaking to Change Name;*
- *Fiscal Year for One Person Corporations (OPCs);*

1. *By-Laws*

- *Adoption of Corporate Name in the By-Laws;*
- *Provision for Transfer of Stock and Rights of Stockholders or Interest (e.g. Right of First Refusal, Pre-Emptive Rights);*
- *Amendment of a Corporation Sole (change of corporate name, change of address, change of primary purpose)*
- *Provision for Tax Exemption for Non-Stock;*
- *Date of Annual Meeting of the stockholders/members;*
- *Fiscal Year;*
- *Audit of Books and Dividends;*
- *Seal;*
- *Subscription, Issuance and Transfer of Shares;*
- *Suspension, Expulsion and Termination of Membership;*
- *The Form for Proxies of Stockholders/Members and the Manner of Voting Them;*
- *The Manner of Election or Appointment, Qualification, Functions, and the Term of Office of All Officers other than Directors/Trustees;*
- *The Place and Manner of Calling and Conducting Regular Meetings of the Stockholders/Members;*
- *The Powers, Qualifications, Duties, Term, and Compensation of Directors/Trustees;*
- *The Required Quorum in Meetings of Stockholders/Members;*
- *The Time, Place, and Manner of Calling and Conducting Regular or Special Meetings of the Directors/Trustees;*
- *The Time, Place, and Manner of Calling and Conducting Special Meetings of the Stockholders/Members; and*
- *Amendments of Amended By-Laws concerning two (2) to four (4) provisions thereof.*

*Please note that the processing of the following corporations shall be with the **SEC Headquarters**:*

1. *Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies;*
2. *Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House*
3. *Financial Technology (FinTech) related business activities*

Office or Division:	Bacolod Extension Office
Classification:	Complex

Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All registered stock domestic corporations with foreign equity participation of not more than forty percent (40%) and non-stock corporations, except lending corporations and financing companies, through their Authorized Representatives.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Bacolod Extension Office
Remarks: *With downloadable system-generated forms in the eAmend Portal*	
2. Amendment Form (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *With downloadable system-generated forms in the eAmend Portal* • *notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed names* • ***For corporation sole**: Original copies should be signed (wet signature) and notarized*	
3. Amended Articles of Incorporation/By-Laws (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • ***two (2) copies shall be submitted together with all the documentary requirements uploaded in the eAMEND portal** (Please submit the Amended Articles of Incorporation/By-laws incorporating the proposed provisions. The amendments must be clearly underlined and annotated with the phrase "(As amended on [date of meeting])" immediately following the amended provision. Kindly ensure that no established facts are removed or modified in the process.)*	
4. Monitoring Clearance (1) Original Copy	Securities and Exchange Commission - Bacolod Extension Office
Remarks: *Application for Monitoring Clearance through: ewatch.sec.gov.ph* • *If there is no valid and available Monitoring Clearance, submit an Affidavit of Undertaking for Monitoring from the eAMEND System.*	

- *If you have previously used an Affidavit of Undertaking for your amendment application, kindly submit a valid Monitoring Clearance issued by the SEC Bacolod Extension Office for your current application.*

5. Affidavit of Undertaking for Post-Evaluation (2) Original Copy And (1) Electronic Copy	Applicant / Client

Remarks:

With downloadable system-generated forms in the eAmend Portal

For Situational Requirement	
A. For Clearance from other SEC departments	
Sub Situational Requirement/s	
A.a. For Financing and Lending companies, and Foundation	
A.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
B. Endorsement from other government agencies	
Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For applications with Amendment of By-laws	
Sub Situational Requirement/s	
C.a. Air Transport	
C.a.1. Civil Aeronautics Board Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.b. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions	
C.b.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.c. Educational Institution: (stock & non-stock)	
C.c.1. Department of Education Endorsement for Elementary (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.c.2. Commission on Higher Education Endorsement for College, Tertiary Course (2) Original Copy And (1) Electronic Copy	Applicant / Client

C.c.3. Technical Education Skills and Development Authority Endorsement for Technical Vocational Course (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.d. Electric Power Plant/Trading of Petroleum Products	
C.d.1. Department of Education Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.e. Hospital, Dental, Medical Clinics	
C.e.1. Department of Health Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.f. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.f.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.g. Money Changer and Remittance Services	
C.g.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.h. Non-Chartered Government Owned and Controlled Corporation	
C.h.1. Government Commission for Government-owned and Controlled Corporation Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.i. Professional Association	
C.i.1. Professional Regulation Commission Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.j. Radio, TV, Telephone, Internet Service Providers, Value-Added Service Provider	
C.j.1. National Telecommunications Commission Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.k. Recruitment for Overseas Employment	
C.k.1. Philippine Overseas Employment Administration Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.l. Security Agency/ Anti-Crime Task Force	
C.l.1. Philippine National Police Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.m. Tobacco Related Business	
C.m.1. National Tobacco Administration Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.n. Volunteer Fire Brigade	
C.n.1. Bureau of Fire Protection (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.o. Vessel/Ship Operation, Ship Management. Shipbuilding, Ship Repair, Shipping Agency, Ship Husbanding, Ship Chandling and other Maritime related activities	
C.o.1. Maritime Industry Authority (2) Original Copy And (1) Electronic Copy	Applicant / Client

C.p. Water Service Providers and Waterworks	
C.p.1. Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
D. For Amendment of Corporate Name	
Sub Situational Requirement/s	
D.a. For Amendment of Corporate Name	
D.a.1. Name Verification Slip for Amendment of Corporate Name with Proof of Payment of Reservation Fee (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *request from secbacolod@sec.gov.ph*	
D.a.2. Affidavit of a director, trustees or officer undertaking to change corporate name, if not stated in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, pays the filing fee through through eSPAYSEC and submit the application in the eAMEND portal (Regular Processing) **Location:** **https://eamend.sec.gov.ph/login**	1.1. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: Amended Articles of Incorporation: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 Total: PHP 1040 **Possible Fees** Breakdown: Amendment of By-Laws: PHP 1000 **Formula Fees** Breakdown:	5 minute/s	• eAMEND System; Any of requesting office / division
	1.2. Verifies completeness and correctness of the submitted amendment requirements and assigns the application to the designated Processors if the documents are complete.		1 hour/s	• SEC Administrative Officer II; Bacolod Extension Office • SEC Information Officer II; Bacolod Extension Office • SEC Administrative Assistant II;
	1.3. Processes and evaluates application for amendment.		6 working day/s, 6 hour/s, 45 minute/s	• SEC Securities Specialist I; Bacolod Extension Office

		Name Reservation Slip		• SEC Securities Specialist II; Bacolod Extension Office • SEC Administrative Officer II; Bacolod Extension Office • SEC Administrative Assistant II; Bacolod Extension Office • SEC Administrative Assistant I; Bacolod Extension Office • SEC Computer Operator; Bacolod Extension Office • SEC Information Officer II; Bacolod Extension Office
	1.4. Tags the application Complete and issue the Digital Certificate of Amendment of Articles of Incorporation and/or By-Laws		5 minute/s	• SEC Securities Specialist II; Bacolod Extension Office • SEC Securities Specialist I; Bacolod Extension Office • SEC Administrative Officer II; Bacolod Extension Office • SEC Administrative Assistant II; Bacolod Extension Office

				• SEC Administrative Assistant I; Bacolod Extension Office • SEC Information Officer II; Bacolod Extension Office • SEC Computer Operator; Bacolod Extension Office
2. Generates the Digital Certificate **Location:** https://eamend.sec.gov.ph/login **Notes/Instruction:** To secure the original copy of the Certificate, the applicant has to submit two (2) sets of originally signed documentary requirements with original proof of payment within a period fifteen (15) days from the date of issuance of the Digital Certificate	2. None	None	5 minute/s	• None; Any of requesting office / division
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1040 See other fees below		

Possible Fees

- **Amendment of By-Laws** : 1000

Formula / Schedule of Fees

- **Name Reservation Slip**

  Php 100 per Corporate Name

  *Additional Php 100 per trade name

4. Application for Amendment of By-Laws concerning five or more provisions and filing of New By-Laws of Domestic Corporations (eAMEND Regular Processing)

This service details the procedure in applying for amendments of the By-laws concerning five or more provisions and filing of New By-Laws through the eAMEND portal under Regular Processing.

1. *New By-Laws*
2. *Amendment of By-Laws concerning five or more provisions*

*Please note that for the following corporation, the service processing shall be with the **SEC Headquarters**:*

1. *Investment company, Issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies*
2. *Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)*
3. *Financial Technology (FinTech) related business activities*

Office or Division:	Bacolod Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered stock domestic corporations with foreign equity participation of not more than forty percent (40%) and non-stock corporations, except lending corporations and financing companies, through their Authorized Representatives.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Bacolod Extension Office
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Amended By-Laws/ New By-Laws (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *Please use the most recent Articles of Incorporation and By-Laws, which have been duly approved by the Commission. Simply modify the sections that are being amended. Underline the amended provision and add "(as amended on [date of meeting])" after it.*	
3. Notarized Secretary's Certificate of no pending case of intra-corporate dispute (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Bacolod Extension Office
Remarks:	

- *Original copy should be signed (wet signature) and notarized*
- *Download Secretary's Certificate sample form through this link: https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx*

4. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Bacolod Extension Office

Remarks:

- *If there is no valid and available Monitoring Clearance, submit an Affidavit of Undertaking for Monitoring from the eAMEND System.*
- *If you have previously used an Affidavit of Undertaking for your amendment application, kindly submit a valid Monitoring Clearance issued by the Compliance Monitoring Division (CMD) for your current application.*

Application for Monitoring Clearance through: ewatch.sec.gov.ph

5. Directors` or Trustees` Certificate (2) Original Copy And (1) Electronic Copy	SECURITIES AND EXCHANGE COMMISSION - Bacolod Extension Office

Remarks:

- *Original copy should be signed (wet signature) and notarized*
- *notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed names*

Download Director's Certificate and/or Trustees' Certificate sample form through this link:

Director's Certificate:- https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf

Trustees' Certificate- https://www.sec.gov.ph/wp-content/uploads/2019/11/Trustees_Certificate.pdf

6. Clearance/Favorable recommendation from other Departments of the Commission or from the appropriate Government Agency if applicable (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Other Departments
For Situational Requirement	
A. For Clearance from other SEC departments	
Sub Situational Requirement/s	
A.a. For Financing and Lending companies, and Foundation	
A.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
B. Endorsement from other government agencies	

Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For applications with Amendment of By-laws	
Sub Situational Requirement/s	
C.a. Air Transport	
C.a.1. Civil Aeronautics Board Endorsement (2) Original Copy And (1) Electronic Copy	Civil Aeronautics Board - Civil Aeronautics Board
C.b. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions	
C.b.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.c. Educational Institution: (stock & non-stock)	
C.c.1. Department of Education Endorsement for Elementary (2) Original Copy And (1) Electronic Copy	Department of Education - Department of Education
C.c.2. Commission on Higher Education Endorsement for College, Tertiary Course (2) Original Copy And (1) Electronic Copy	Commission on Higher Education - Commission on Higher Education
C.c.3. Technical Education Skills and Development Authority Endorsement for Technical Vocational Course (2) Original Copy And (1) Electronic Copy	Technical Education Skills and Development Authority - Technical Education Skills and Development Authority
C.d. Electric Power Plant/Trading of Petroleum Products	
C.d.1. Department of Energy Endorsement (2) Original Copy And (1) Electronic Copy	Department of Energy - Department of Energy
C.e. Hospital, Dental, Medical Clinics	
C.e.1. Department of Health Endorsement (2) Original Copy And (1) Electronic Copy	Department of Health - Department of Health
C.f. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.f.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C.g. Money Changer and Remittance Services	
C.g.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.h. Non-Chartered Government Owned and Controlled Corporation	
C.h.1. Government Commission for Government-owned and Controlled Corporation Endorsement (2) Original Copy And (1) Electronic Copy	Government Commission for Government-owned and Controlled Corporation - Government

	Commission for Government-owned and Controlled Corporation
C.i. Professional Association	
C.i.1. Professional Regulation Commission Endorsement (2) Original Copy And (1) Electronic Copy	Professional Regulation Commission - Professional Regulation Commission
C.j. Radio, TV, Telephone, Internet Service Providers, Value-Added Service Provider	
C.j.1. National Telecommunications Commission Endorsement (2) Original Copy And (1) Electronic Copy	National Telecommunications Commission - National Telecommunications Commission
C.k. Recruitment for Overseas Employment	
C.k.1. Philippine Overseas Employment Administration (2) Original Copy And (1) Electronic Copy	Philippine Overseas Employment Administration - Philippine Overseas Employment Administration
C.l. Security Agency/ Anti-Crime Task Force	
C.l.1. Philippine National Police Endorsement (2) Original Copy And (1) Electronic Copy	Philippine National Police - Philippine National Police
C.m. Tobacco Related Business	
C.m.1. National Tobacco Administration Endorsement (2) Original Copy And (1) Electronic Copy	National Tobacco Administration - National Tobacco Administration
C.n. Volunteer Fire Brigade	
C.n.1. Bureau of Fire Protection Endorsement (2) Original Copy And (1) Electronic Copy	Bureau of Fire Protection - Bureau of Fire Protection
C.o. Vessel/Ship Operation, Ship Management. Shipbuilding, Ship Repair, Shipping Agency, Ship Husbanding, Ship Chandling and other Maritime related activities	
C.o.1. Maritime Industry Authority Endorsement (2) Original Copy And (1) Electronic Copy	Maritime Industry Authority - Maritime Industry Authority
C.p. Water Service Providers and Waterworks	
C.p.1. Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems Endorsement (2) Original Copy And (1) Electronic Copy	Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems - Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, and submit the application in the eAMEND portal (Regular Processing)	1.1. Verifies completeness of the submitted amendment requirements and assigns the application to designated Processors.	None	1 hour/s	• SEC Securities Specialist I; Bacolod Extension Office • SEC Administrativ

Location: https://eamend.sec.gov.ph/login				e Officer II; Bacolod Extension Office • SEC Securities Specialist II; Bacolod Extension Office • Information Officer II; Bacolod Extension Office
	1.2. Processes and evaluates application for amendment		9 working day/s, 6 hour/s, 50 minute/s	• SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II; Bacolod Extension Office • SEC Administrative Officer II; Bacolod Extension Office • Information Officer II; Bacolod Extension Office
	1.3. Issues Payment Assessment Form (PAF) to the applicant.		5 minute/s	• SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II; Bacolod Extension Office • SEC Administrative Officer II; Bacolod Extension Office • Information Officer II; Bacolod

				Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** https://espaysec.sec.gov.ph/	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Possible Fees** Breakdown: Amended By-Laws: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 **Formula Fees** Breakdown: Name Reservation Slip	5 minute/s	• Accounting Division; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the SEC Bacolod Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** Unit 10 & 11 Redkey Building corner Hernaez & Jocson Streets, Taculing, Bacolod City	3.1. Receives and verifies documentary requirements and proof of payment	None	5 minute/s	• SEC Administrative Assistant II; Bacolod Extension Office
	3.2. Retrieves and prints the source documents in the system and forwards the application to the designated personnel		15 minute/s	• SEC Administrative Assistant II; Bacolod Extension Office
	3.3. Prepares and generates the Certificate of Amendment of By-Laws/New By-Laws		10 minute/s	• SEC Administrative Assistant II; Bacolod Extension Office
	3.4. Reviews the application and signs the Certificate of Amendment of By-Laws/New By-Laws		9 working day/s, 7 hour/s	• SEC Director II; Bacolod Extension Office
	3.5. Forwards the signed Certificate of Amendment of By-Laws/New By-Laws to the Releasing Unit.		10 minute/s	• SEC Administrative Assistant II; Bacolod Extension Office
	3.6. Tags the application through the eAmend Portal to issue the Notice for Schedule of Appointment on the release of the Certificate		5 minute/s	• SEC Administrative Assistant II; Bacolod Extension Office

	of Amendment of By-Laws/New By-Laws			• SEC Administrative Officer II; Bacolod Extension Office • SEC Information Officer II; Bacolod Extension Office • SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II; Bacolod Extension Office
4. Proceeds to SEC Bacolod Extension Office for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Amended By-laws/New By-Laws **Location:** Unit 10 & 11 Redkey Building corner Hernaez & Jocson Streets, Taculing, Bacolod City	4. Releases signed Certificate of Amended By-laws/New By-Laws	None	15 minute/s	• SEC Administrative Assistant II; Bacolod Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Possible Fees

- **Amended By-Laws** : 1000
- **Legal Research Fee** : 10
- **Documentary Stamp Tax** : 30

Formula / Schedule of Fees

- **Name Reservation Slip**

  Php 100 per corporate name

*additional Php 100 per trade name

5. Application for amendment of corporate term where the proposed expiration is one (1) year or more than one (1) year under Section 136 of the RCC (under eAMEND Regular Processing)

This service details the procedure in applying for amendment of corporate term where the proposed expiration is one (1) year or more than one (1) year under Section 136 of the RCC.

*Please note that the processing of the following corporations shall be with the **SEC Headquarters**:*

1. *Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies;*
2. *Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House; and*
3. *Financial Technology (FinTech) related business activities*

Office or Division:	Bacolod Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered stock domestic corporations with foreign equity participation of not more than forty percent (40%) and non-stock corporations, except lending corporations and financing companies, through their Authorized Representatives.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Bacolod Extension Office
Remarks: • *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Amended Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client
3. Directors` or Trustees` Certificate (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download Director's Certificate and/or Trustees' Certificate sample form through this link:* • *Director's Certificate:- https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf* • *Trustees' Certificate- https://www.sec.gov.ph/wp-content/uploads/2019/11/Trustees_Certificate.pdf* *Original copy should be signed (wet signature) and notarized* *notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders`*	

or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed names	
4. Notarized Secretary's Certificate of no intra-corporate dispute (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download Secretary's Certificate sample form through this link: https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx*	
5. Monitoring Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Bacolod Extension Office
Remarks: *Application for Monitoring Clearance through: ewatch.sec.gov.ph*	
For Situational Requirement	
A. For Clearance from other SEC departments	
Sub Situational Requirement/s	
A.a. For Financing and Lending companies, and Foundation	
A.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
B. Endorsement from other government agencies	
Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For applications with Amendment of By-laws	
Sub Situational Requirement/s	
C.a. Air Transport	
C.a.1. Civil Aeronautics Board Endorsement (2) Original Copy And (1) Electronic Copy	Civil Aeronautics Board - Civil Aeronautics Board
C.b. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions	
C.b.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.c. Educational Institution: (stock & non-stock)	

C.c.1. Department of Education Endorsement for Elementary (2) Original Copy And (1) Electronic Copy	Department of Education - Department of Education
C.c.2. Commission on Higher Education Endorsement for College, Tertiary Course (2) Original Copy And (1) Electronic Copy	Commission on Higher Education - Commission on Higher Education
C.c.3. Technical Education Skills and Development Authority Endorsement for Technical Vocational Course (2) Original Copy And (1) Electronic Copy	Technical Education Skills and Development Authority - Technical Education Skills and Development Authority
C.d. Electric Power Plant/Trading of Petroleum Products	
C.d.1. Department of Energy Endorsement (2) Original Copy And (1) Electronic Copy	Department of Energy - Department of Energy
C.e. Hospital, Dental, Medical Clinics	
C.e.1. Department of Health Endorsement (2) Original Copy And (1) Electronic Copy	Department of Health - Department of Health
C.f. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.f.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C.g. Money Changer and Remittance Services	
C.g.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.h. Non-Chartered Government Owned and Controlled Corporation	
C.h.1. Government Commission for Government-owned and Controlled Corporation Endorsement (2) Original Copy And (1) Electronic Copy	Government Commission for Government-owned and Controlled Corporation - Government Commission for Government-owned and Controlled Corporation
C.i. Professional Association	
C.i.1. Professional Regulation Commission Endorsement (2) Original Copy And (1) Electronic Copy	Professional Regulation Commission - Professional Regulation Commission
C.j. Radio, TV, Telephone, Internet Service Providers, Value-Added Service Provider	
C.j.1. National Telecommunications Commission Endorsement (2) Original Copy And (1) Electronic Copy	National Telecommunications Commission - National Telecommunications Commission
C.k. Recruitment for Overseas Employment	
C.k.1. Philippine Overseas Employment Administration Endorsement (2) Original Copy And (1) Electronic Copy	Philippine Overseas Employment Administration - Philippine Overseas Employment Administration
C.l. Security Agency/ Anti-Crime Task Force	
C.l.1. Philippine National Police Endorsement (2) Original Copy And (1) Electronic Copy	Philippine National Police - Philippine National Police
C.m. Tobacco Related Business	

C.m.1. National Tobacco Administration Endorsement (2) Original Copy And (1) Electronic Copy	National Tobacco Administration - National Tobacco Administration
C.n. Volunteer Fire Brigade	
C.n.1. Bureau of Fire Protection Endorsement (2) Original Copy And (1) Electronic Copy	Bureau of Fire Protection - Bureau of Fire Protection
C.o. Vessel/Ship Operation, Ship Management. Shipbuilding, Ship Repair, Shipping Agency, Ship Husbanding, Ship Chandling and other Maritime related activities	
C.o.1. Maritime Industry Authority Endorsement (2) Original Copy And (1) Electronic Copy	Maritime Industry Authority - Maritime Industry Authority
C.p. Water Service Providers and Waterworks	
C.p.1. Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems Endorsement (2) Original Copy And (1) Electronic Copy	Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems - Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, and submit the application in the eAMEND portal (Regular Processing) **Location:** https://eamend.sec.gov.ph/login	1.1. Verifies completeness and correctness of the submitted amendment requirements and assigns the application to the CPRD Processors if the documents are complete.	None	1 hour/s	• SEC Administrative Assistant II; Bacolod Extension Office • SEC Information Officer II; Bacolod Extension Office
	1.2. Processes and evaluates application for amendment.		2 working day/s, 7 hour/s, 50 minute/s	• SEC Securities Specialist II; Bacolod Extension Office • SEC Securities Specialist I; Bacolod Extension Office • SEC Administrative Officer II; Bacolod Extension Office • SEC Information Officer II; Bacolod

				Extension Office
	1.3. Issues Payment Assessment Form (PAF) to the applicant through the eAmend Portal.		5 minute/s	• SEC Securities Specialist II; Bacolod Extension Office • SEC Securities Specialist I; Bacolod Extension Office • SEC Administrative Officer II; Bacolod Extension Office • SEC Information Officer II; Bacolod Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** https://espaysec.sec.gov.ph/	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: Amended Articles of Incorporation: PHP 1000 Documentary Stamp Tax: PHP 30 Legal Research Fee: PHP 10 --- Total: PHP 1040 **Possible Fees** Breakdown: Amended By-Laws: PHP 1000 **Formula Fees** Breakdown: Name Reservation Slip	5 minute/s	• Accounting Division; Financial Management Department (FMD)
3. Submits the documentary	3.1. Receives and verifies documentary	None	5 minute/s	• SEC Administrativ

requirements with proof of payment to the SEC Bacolod Extension Office, through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** Unit 10 & 11 Redkey Building corner Hernaez & Jocson Streets, Taculing, Bacolod City	requirements and proof of payment			e Assistant II; Bacolod Extension Office
	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minute/s	• SEC Administrative Assistant II; Bacolod Extension Office
	3.3. Prepares and generates the Certificate of Amended Articles of Incorporation and/or By-Laws		5 minute/s	• SEC Administrative Assistant II; Bacolod Extension Office
	3.4. Reviews the application and signs the Certificate of Amended Articles of Incorporation and/or By-Laws		3 working day/s, 6 hour/s, 10 minute/s	• SEC Director II; Bacolod Extension Office
	3.5. Forwards the signed Certificate of Amended Articles of Incorporation and/or By-Laws to the Releasing Unit		15 minute/s	• SEC Administrative Assistant II; Bacolod Extension Office
	3.6. Tags the application through the eAmend Portal to issue the Notice for Schedule of Appointment on the release of the Certificate of Amendment of Articles of Incorporation and/or By-Laws		5 minute/s	• SEC Administrative Assistant II; Bacolod Extension Office • SEC Information Officer II; Bacolod Extension Office • SEC Administrative Officer II; • SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II; Bacolod Extension Office
4. Proceeds to SEC Bacolod Extension Office	4. Releases signed Certificate of Amended	None	5 minute/s	• SEC Administrativ

for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Amended Articles of Incorporation and/or By-laws **Location:** Unit 10 & 11 Redkey Building corner Hernaez & Jocson Streets, Taculing, Bacolod City	Articles of Incorporation and/or By-laws			e Assistant II; Bacolod Extension Office

Total Processing Time:	Working Days: 7 working day/s
Total Processing Fee:	Total Standard Fee: PHP 1040 See other fees below

Possible Fees

- **Amended By-Laws** : 1000

Formula / Schedule of Fees

- **Name Reservation Slip**

  Php 100 per Corporate Name

  *Additional Php100 per trade name

6. Application for Amendment of Lending/Financing Branch Offices

This service outlines the online procedure adopted for amending branch offices of Lending and Financing Companies. Preprocessing is conducted by submitting scanned copies of the required documents for branch office amendments via email at secbacolod@sec.gov.ph.

Office or Division:	Bacolod Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Coversheet (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: *May secure a Checklist of requirements and sample formats from the SEC Bacolod Extension or through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf.*	
2. Letter request signed by any authorized representative stating the amended provision in the Certificate of Authority. (1) Original Copy And (3) Photo Copy	Applicant / Client
3. Original Certificate of Authority (1) Original Copy And (3) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. For pre-processing, send a scanned copy of documentary requirements to secbacolod@sec.gov.ph and wait for the result on the requested service. **Location:** Unit 10 & 11 Redkey Building corner Hernaez & Jocson Streets, Taculing, Bacolod City **Notes/Instruction:** Remarks: *If documents are incomplete and non-compliant, return to	1.1. Receive, assign and forward to the processor the scanned copy of documentary requirements.	None	3 hour/s	• SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II; Bacolod Extension Office
	1.2. Processor reviews and evaluates the submitted documentary requirements.		1 working day/s	• SEC Securities Specialist I; Bacolod Extension Office

clients for compliance by issuing a checklist of deficiencies.				• SEC Securities Specialist II; Bacolod Extension Office
2. Receives update on the requested service through email. **Location:** secbacolod@sec.gov.ph / Unit 10 & 11 Redkey Building corner Hernaez & Jocson Streets, Taculing, Bacolod City **Notes/Instruction:** Remarks: If an applicant receives a checklist of deficiencies, immediately comply and send back to the assigned processor.	2. Checks the Compliances on the deficiencies or lacking documentary requirements	None	4 hour/s	• SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II; Bacolod Extension Office
3. Pay the filing fee at selected Landbank branches (over the counter), or SEC Online Payment Portal. **Location:** https://espaysec.sec.gov.ph/ **Notes/Instruction:** SEC Online Payment Portal through this link https://espaysec.sec.gov.ph/ For over the counter payment at Landbank: **FUND ACCOUNT**: SEC RCC Current Account **ACCOUNT NO.:** 3752-2220-44	3. Receive and acknowledge payment	None	1 hour/s	• SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II; Bacolod Extension Office
4. Submits the hard copies at SEC Bacolod Extension Office.	4.1. Receive and verify documentary	None	1 hour/s	• SEC Administrative Assistant II;

Location: Unit 10 & 11 Redkey Building corner Hernaez & Jocson Streets, Taculing, Bacolod City	requirements and proof of payment.			Bacolod Extension Office
	4.2. Forward the documents for the preparation of certificate		1 hour/s	• SEC Administrative Assistant II; Bacolod Extension Office
	4.3. Prepare the certificate for Branch Office of Lending/Financing Companies		1 hour/s	• SEC Administrative Assistant II; Bacolod Extension Office
	4.4. Review the certificate.		1 hour/s	• SEC Director II; Bacolod Extension Office
	4.5. Sign the certificate.		1 hour/s	• SEC Director II; Bacolod Extension Office
	4.6. Forward the Certificate to Licensing Unit for releasing		1 hour/s	• SEC Administrative Assistant II; Bacolod Extension Office
5. Receive Notice thru email that the Certificate is already signed. **Location:** secbacolod@sec.gov.ph	5. Notify the Applicant thru email that the certificate is already signed.	None	1 hour/s	• SEC Administrative Assistant II; Bacolod Extension Office • SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II; Bacolod Extension Office
6. Proceed to SEC Bacolod Extension Office for presentment of the original proof of payment and receive the signed Certificate of Lending/Financing Companies	6. Release signed Certificate of Branch Office of Lending/Financing Companies	None	1 hour/s	• SEC Securities Specialist I; Bacolod Extension Office • SEC Securities

Location: Unit 10 & 11 Redkey Building corner Hernaez & Jocson Streets, Taculing, Bacolod City				Specialist II; Bacolod Extension Office • SEC Administrative Assistant II; Bacolod Extension Office
General Remarks The three (3)-day processing period shall apply to each Certificate of Authority for a Branch Office of a Lending or Financing Company.				
Total Processing Time:	Working Days: 3 working day/s			
Total Processing Fee:	Total Standard Fee: None			

7. Application for Amendment of Partnerships under eAMEND Regular Processing

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

a. Amendments of the Articles of Partnership
b. Dissolution of Partnership
c. Technical Dissolution
d. Change in Capital Contribution
e. Deed of Assignment
f. Withdrawal of Partners
g. Admission of Partners in the Partnership

*Please note that for the processing of the following corporations shall be at the **SEC Headquarters**:*

1. Financial Technology (FinTech) related business activities

Office or Division:	Bacolod Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered Partnerships through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Bacolod Extension Office
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Amended Articles of Partnership (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Please use the most recent Articles of Partnership, which have been duly approved by the Commission. Simply modify the sections that are being amended duly signed and notarized.*	
For Situational Requirement	
A. For Withdrawal of Partner	
A.1. Affidavit of Withdrawal (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.2. Deed of Assignment of partnership interest and/or documents showing withdrawal, resignation, retirement and death of a partner, if the provision to be Amended is the change of partners (2) Original Copy And (1) Electronic Copy	Applicant / Client

B. For Dissolution of Partnership	
B.1. Affidavit of Dissolution or Articles of Dissolution (2) Original Copy And (1) Electronic Copy	Applicant / Client
B.2. BIR Tax Clearance (2) Original Copy And (1) Electronic Copy	Bureau of Internal Revenue - Bureau of Internal Revenue
C. Endorsement from other government agencies	
Sub Situational Requirement/s	
C.a. Money Changer and Remittance Services	
C.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - BSP
C.b. Insurance	
C.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - IC
D. For Amendment of Partnership Name	
D.1. Name Verification Slip for Amendment of Partnership Name with Proof of Payment of Reservation Fee (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Bacolod Extension Office
Remarks: *Request from secbacolod@sec.gov.ph*	
D.2. Undertaking of the Partner to change partnership name, if not stated in the Articles of Partnership (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download Undertaking to Change Name through https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Encodes data required by the eAmend system, uploads and submits the complete and correct duly signed and notarized electronic copy of the requirements to eAmend Portal **Location:** https://eamend.sec.gov.ph/login	1.1. Verifies completeness of the submitted amendment requirements and assigns the application to the designated Processors.	None	1 hour/s	• SEC Administrative Assistant II ; Bacolod Extension Office • SEC Administrative Officer II; Bacolod Extension Office • SEC Securities Specialist I; Bacolod

				Extension Office • SEC Securities Specialist II; Bacolod Extension Office
	1.2. Processes and evaluates application for amendment.		2 working day/s, 6 hour/s, 50 minute/s	• SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II; Bacolod Extension Office • SEC Administrative Officer II; Bacolod Extension Office • SEC Administrative Assistant II; Bacolod Extension Office
	1.3. Issues Payment Assessment Form (PAF) to the applicant if compliant		5 minute/s	• SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II; Bacolod Extension Office • SEC Administrative Officer II; Bacolod Extension Office • SEC Administrative Assistant II; Bacolod Extension Office
2. Pays the filing fee through SEC-accredited	2. Issues payment confirmation containing	**Standard Fees**	5 minute/s	• Accounting Division;

landbank branches or through eSPAYSEC **Location:** espaysec.sec.gov.ph/payment-portal/home	the Electronic Official Receipt via email	Breakdown: Amended Articles of Partnership: PHP 2000 Legal Research Fee: PHP 20 Documentary Stamp Tax: PHP 30 Total: PHP 2050 **Possible Fees** Breakdown: Withdrawal of Partner Fee: PHP 1000 Deed of Assignment Fee: PHP 2000 **Formula Fees** Breakdown: Increase of Capital ContributionName Verification		Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the SEC Bacolod Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** Unit 10 & 11 Redkey Building corner Hernaez & Jocson Streets, Taculing, Bacolod City	3.1. Receives and verifies documentary requirements and proof of payment	None	5 minute/s	• SEC Administrative Assistant II; Bacolod Extension Office • SEC Administrative Officer II; Bacolod Extension Office
	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minute/s	• SEC Administrative Assistant II; Bacolod Extension Office • SEC Administrative Officer II; Bacolod Extension Office

	3.3. Prepares and generates the Certificate of Amended Articles of Partnership		5 minute/s	• SEC Administrative Assistant II; Bacolod Extension Office • SEC Administrative Officer II; Bacolod Extension Office
	3.4. Reviews the application and signs the Certificate of Amended Articles of Partnership		3 working day/s, 7 hour/s, 10 minute/s	• SEC Director II; Bacolod Extension Office
	3.5. Encodes signed Certificate of Amended Articles of Partnership		15 minute/s	• SEC Administrative Assistant II; Bacolod Extension Office • SEC Administrative Officer II; Bacolod Extension Office
	3.6. Tags the application for appointment through the eAmend Portal indicating the date of release of the Certificate		5 minute/s	• SEC Administrative Assistant II; Bacolod Extension Office • SEC Administrative Officer II; Bacolod Extension Office • SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II; Bacolod Extension Office
4. Proceeds to SEC Bacolod Extension Office for presentment of the original proof of payment or arranges the delivery	4. Releases signed Certificate of Amended Articles of Partnership	None	5 minute/s	• SEC Administrative Assistant II; Bacolod

of the Certificate through preferred courier and receives the signed Certificate of Amended Articles of Partnership **Location:** Unit 10 & 11 Redkey Building corner Hernaez & Jocson Streets, Taculing, Bacolod City				Extension Office
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 2050 See other fees below		

Possible Fees

- **Withdrawal of Partner Fee** : 1000
- **Deed of Assignment Fee** : 2000

Formula / Schedule of Fees

- **Increase of Capital Contribution**

  ⅕ of 1% of the increase in capital but not less than P2,000.00

- **Name Verification**

  Php100 per Corporate Name

  *additional Php 100 per trade name

8. Application for Branch Offices of Lending/Financing Companies

This service outlines the online procedure for establishing branch offices of Lending and Financing Companies. Preprocessing is conducted by submitting scanned copies of the required branch office documents via email at secbacolod@sec.gov.ph.

Office or Division:	Bacolod Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Registered domestic corporations through their Authorized Representatives.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Coversheet (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: *May secure a Checklist of requirements and sample formats from the SEC Bacolod Extension Office or through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf.*	
2. Personal Information Sheet of Officers of the Branch Office (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: • *Using the prescribed format & notarized* *May secure a Checklist of requirements and sample formats from the SEC Bacolod Extension Office or through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf.*	
3. Information Sheet (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: *May secure Checklist of requirements and sample formats from the SEC Bacolod Extension Office or through the Commission's website at https://www.sec.gov.ph/forms-and-fees/second-license/.*	
4. Valid NBI Clearance of ALL Officers of the Branch (1) Original Copy And (3) Photo Copy	Applicant / Client

Remarks:

- *With right thumbprint and signature*
- *Reflecting the residential address as stated in the Information Sheet*

National Bureau of Investigation (NBI)

5. Monitoring Clearance (1) Original Copy And (3) Photo Copy	Applicant / Client

Remarks:

Monitoring request must be made through eWATCH: https://ewatch.sec.gov.ph/login

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. For pre-processing, send a scanned copy of documentary requirements to secbacolod@sec.gov.ph and wait for the result on the requested service. **Location:** Unit 10 & 11 Redkey Building corner Hernaez & Jocson Streets, Taculing, Bacolod City **Notes/Instruction:** Remarks: *If documents are incomplete and non-compliant, return to clients for compliance by issuing a checklist of deficiencies.	1.1. Receive, assign and forward to the processor the scanned copy of documentary requirements.	None	3 hour/s	• SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II; Bacolod Extension Office
	1.2. Processor reviews and evaluates the submitted documentary requirements.		1 working day/s	• SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II; Bacolod Extension Office
2. Receives update on the requested service through email. **Location:** secbacolod@sec.gov.ph / Unit 10 & 11 Redkey Building corner Hernaez & Jocson Streets, Taculing, Bacolod City **Notes/Instruction:** **Remarks:** If an applicant receives a checklist of	2. Checks the Compliances on the deficiencies or lacking documentary requirements	None	3 hour/s	• SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II; Bacolod Extension Office

deficiencies, immediately comply and send back to the assigned processor.				
3. Pay the filing fee at selected Landbank branches (over the counter), or SEC Online Payment Portal. **Location:** Landbank / https://espaysec.sec.gov.ph/ **Notes/Instruction:** SEC Online Payment Portal through this link https://espaysec.sec.gov.ph/ For over the counter payment at Landbank: **FUND ACCOUNT:** SEC RCC Current Account **ACCOUNT NO.:** 3752-2220-44	3. Receive and acknowledge payment	**Possible Fees** Breakdown: Documentary Stamp Tax: PHP 30 **Formula Fees** Breakdown: License fees for Lending and Financing CosLegal Research Fee	1 hour/s	• SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II; Bacolod Extension Office
4. Submits the hard copies at the SEC Bacolod Extension Office. **Location:** Unit 10 & 11 Redkey Building corner Hernaez & Jocson Streets, Taculing, Bacolod City	4.1. Receive and verify documentary requirements and proof of payment.	None	1 hour/s	• SEC Administrative Assistant II; Bacolod Extension Office
	4.2. Forward the documents for the preparation of certificate		1 hour/s	• SEC Administrative Assistant II; Bacolod Extension Office
	4.3. Prepare the certificate for Branch Office of Lending/Financing Companies		2 hour/s	• SEC Administrative Assistant II; Bacolod Extension Office
	4.4. Review the certificate		1 hour/s	• SEC Director II; Bacolod

				Extension Office
	4.5. Sign the certificate.		30 minute/s	• SEC Director II; Bacolod Extension Office
	4.6. Forward the Certificate to Licensing Unit for releasing		30 minute/s	• SEC Administrative Assistant II; Bacolod Extension Office
5. Receive Notice thru email that the Certificate is already signed. **Location:** secbacolod@sec.gov.ph / Unit 10 & 11 Redkey Building corner Hernaez & Jocson Streets, Taculing, Bacolod City	5. Notify the Applicant thru email that the certificate is already signed.	None	1 hour/s	• SEC Administrative Assistant II; Bacolod Extension Office • SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II; Bacolod Extension Office
6. Proceed to SEC Bacolod Extension Office for presentment of the original proof of payment and receive the signed Certificate of Lending/Financing Companies **Location:** Unit 10 & 11 Redkey Building corner Hernaez & Jocson Streets, Taculing, Bacolod City	6. Release signed Certificate of Branch Office of Lending/Financing Companies	None	2 hour/s	• SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II; Bacolod Extension Office • SEC Administrative Assistant II; Bacolod Extension Office
General Remarks The three (3)-day processing period shall apply to each Certificate of Authority for a Branch Office of a Lending or Financing Company.				
Total Processing Time:	Working Days: 3 working day/s			
Total Processing Fee:	Total Standard Fee: None			

	See other fees below

Possible Fees

- **Documentary Stamp Tax** : 30

Formula / Schedule of Fees

- **License fees for Lending and Financing Cos**

  1/10 of 1% of the assigned capital of the Branch

- **Legal Research Fee**

  1% of the Filing Fee but not less than P 10.00

9. Application for Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC) under eAMEND Regular Processing

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

*Please note that the processing of the following corporations shall be with the **SEC Headquarters**:*

1. *Investment company, Issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies*
2. *Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House*
3. *Financial Technology (FinTech) related business activities*

Office or Division:	Bacolod Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Bacolod Extension Office
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Notice of Conversion of a One Person Corporation to Ordinary Stock Corporation in the form prescribed by the Commission (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Bacolod Extension Office
Remarks: • *Sample form downloadable through this link: https://www.sec.gov.ph/mc-2020/mc-no-27-s-2020/* • *Original copy should be signed (wet signature) and notarized* • *Signed by the holder of shares of the outstanding shares of the capital stock;* • *Signed by the Corporation's Corporate Secretary* • *Filed with the Commission within sixty (60) days from such transfer of shares in accordance to Sections 8 to 10 of SEC MC No. 27, series of 2020*	
3. Original or Certified True Copy of the documents effecting the transfer/s of full title/ownership of shares (1) Original Copy Or (1) Photo Copy And (1) Electronic Copy	Applicant / Client
4. Certificate Authorizing Registration/Tax Clearance (2) Original Copy And (1) Electronic Copy	Bureau of Internal Revenue - BIR
5. Articles of Incorporation and By-laws of an OSC filed in accordance with the requirements provided under Section 14 of the RCC, which	Securities and Exchange Commission - Bacolod Extension

shall comply with and/or contain the following details; (2) Original Copy And (1) Electronic Copy	Office

Remarks:

- *Section 14 of the Revised Corporation Code of the Philippines (RCC)*
- *Duly prepared, signed and acknowledged or authenticated by the stockholders who voted for their adoption, and by the corporation's treasurer;*
- *Must clearly state that signatories voluntarily agreed to convert OPC to OSC in the following manner:*

  "KNOW ALL MEN BY THESE PRESENTS:

  - *The undersigned stockholder/s, of legal age, voluntarily agreed to convert a one person corporation (OPC) to Ordinary Stock Corporation (OSC) under the laws of the Republic of the Philippines and certify the following.*
  - *Provision/article indicating the name/s and address of the original incorporator of the OPC*
  - *Provisions/articles reflecting the number of directors, their names and addresses, as well as their subscription and payment details, and;*
  - *Other details particular to an OSC shall likewise be indicated in accordance with the provisions of the RCC and guidelines that the Commission has issued and/or may hereafter issue*
  - *The following shall likewise be added as a new Article in the Articles of Incorporation of the Ordinary Stock Corporation (OSC)*

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

6. Copy of the latest Articles of Incorporation of the OPC shall be attached to the Articles of Incorporation of the Ordinary Stock Corporation (OSC) (2) Original Copy And (1) Electronic Copy	Applicant / Client
7. Monitoring Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Bacolod Extension Office

Remarks:

Application for Monitoring Clearance through: ewatch.sec.gov.ph

- *If there is no valid and available Monitoring Clearance, submit an Affidavit of Undertaking for Monitoring from the eAMEND System.*
- *If you have previously used an Affidavit of Undertaking for your amendment application, kindly submit a valid Monitoring Clearance issued by the SEC Bacolod Extension Office for your current application.*

For Situational Requirement

A. For amendment of the Corporate name

A.1. Name Verification Slip (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Bacolod Extension Office

Remarks: *request from secbacolod@sec.gov.ph*	
A.2. Undertaking to Change Corporate Name duly executed under oath by the director of the OSC, if not yet included in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Bacolod Extension Office
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)*	
B. For Clearance from other SEC departments	
Sub Situational Requirement/s	
B.a. For Financing and Lending companies, and Foundation	
B.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
C. Endorsement clearance from appropriate Government agencies	
Sub Situational Requirement/s	
C.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
C.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
D. Undertaking to Assume All Liabilities of the OPC, duly executed under oath by all stockholders of the OSC, if not yet included in the Articles of Incorporation	
D.1. Undertaking to Assume All Liabilities of the OPC, duly executed under oath by all stockholders of the OSC (2) Original Copy And (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, pays the filing fee through through eSPAYSEC and submit the application in the eAMEND portal (Regular Processing)	1.1. Verifies completeness of the submitted amendment requirements and assigns the application to the designated Processors.	None	1 hour/s	• SEC Administrative Assistant II; Bacolod Extension Office • SEC Information Officer II; Bacolod

Location: https://eamend.sec.gov.ph/login				Extension Office • SEC Administrative Officer II; Bacolod Extension Office
	1.2. Processes and evaluates application for amendment.		9 working day/s, 6 hour/s, 50 minute/s	• SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II; Bacolod Extension Office • SEC Administrative Officer II; Bacolod Extension Office
	1.3. Issues Payment Assessment Form (PAF) to the applicant if compliant.		5 minute/s	• SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II; Bacolod Extension Office • SEC Administrative Officer II; Bacolod Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: Amendment of Articles of Incorporation: PHP 1000 Amendment of By-laws: PHP 1000 Legal Research Fee: PHP 20 Documentary	5 minute/s	• Accounting Officer; Financial Management Department (FMD)

		Stamp Tax: PHP 60 Total: PHP 2080 **Formula Fees** Breakdown: Name Verification Fee		
3. Submits the documentary requirements with proof of payment to the SEC Bacolod Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** Unit 10 & 11 Redkey Building corner Hernaez & Jocson Streets, Taculing, Bacolod City	3.1. Receives and verifies documentary requirements and proof of payment	None	5 minute/s	• SEC Administrative Assistant II; Bacolod Extension Office
	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minute/s	• SEC Administrative Assistant II; Bacolod Extension Office
	3.3. Prepares and generates the Certificate of Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC)		10 minute/s	• SEC Administrative Assistant II; Bacolod Extension Office
	3.4. Reviews the application and signs the Certificate of Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC)		9 working day/s, 7 hour/s	• SEC Director II; Bacolod Extension Office
	3.5. Encodes signed Certificate of Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC)		10 minute/s	• SEC Administrative Assistant II; Bacolod Extension Office • SEC Administrative Officer II; Bacolod Extension Office
	3.6. 3.6 Tags the application for appointment through the eAmend Portal indicating the date of release of the Certificate		5 minute/s	• SEC Administrative Assistant II; Bacolod Extension Office

				• SEC Administrative Officer II; Bacolod Extension Office • SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II; Bacolod Extension Office
4. Proceeds to SEC Bacolod Extension Office for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC) **Location:** Unit 10 & 11 Redkey Building corner Hernaez & Jocson Streets, Taculing, Bacolod City	4. Releases signed Certificate of Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC)	None	15 minute/s	• SEC Administrative Assistant II; Bacolod Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 2080 See other fees below		

Formula / Schedule of Fees

- **Name Verification Fee**

  PHP 100 per proposed company name

  *additional Php100 per trade name/s

10. Application for Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC) under eAMEND Regular Processing

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

*Please note that the processing of the following corporations shall be with the **SEC Headquarters**:*

1. *Investment company, Issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies*
2. *Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House*
3. *Financial Technology (FinTech) related business activities*

Office or Division:	Bacolod Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Bacolod Extension Office
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Notice of Conversion of an Ordinary Stock Corporation to a One Person Corporation in the form prescribed by the Commission (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Bacolod Extension Office
Remarks: • *Sample form downloadable through this link: https://www.sec.gov.ph/mc-2020/mc-no-27-s-2020/* • *Original copy should be signed (wet signature) and notarized* • *Signed by the single stockholder who has acquired all the outstanding shares of the capital stock of an ordinary corporation* • *Signed by the Corporation's Corporate Secretary*	
3. Original or Certified True Copy of the documents effecting the transfer/s of full title/ownership of shares (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *Deeds of Assignment or any legal document transferring the shares to the single stockholder and if applicable;* • *Certified True Copy of Proof of Authority to act on behalf of the Board*	

4. Certificate Authorizing Registration/Tax Clearance (2) Original Copy And (1) Electronic Copy	Bureau of Internal Revenue - BIR
5. Articles of Incorporation of an OPC (with sample form at the SEC Website) (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Bacolod Extension Office

Remarks:

- *Request sample form through this link:*

  MC No. 07 s.2019 - Guidelines on the Establishment of a One Person Corporation (OPC) - Securities and Exchange Commission

- *Must be duly prepared, signed and acknowledged or authenticated by the single stockholder and by the corporation's Treasurer;*
- *Provision/article indicating the name/s and address/es of the original incorporator/s of the OSC*
- *Provision/articles on the number of directors, their payment details were modified to reflect the name, address, subscription and payment details of the single stockholder in the form prescribed by the Commission*
- *Other details particular to an OPC indicated in MC No. 07, Series of 2019.*
- *Must contain the following as a new Article in the Articles of Incorporation of the One Person Corporation:*

  "Upon issuance by the Securities and Exchange Commission of the Certificate of Filing of Amended Articles of Incorporation, reflecting its conversion into a One Person Corporation, the attached Articles of Incorporation of the Ordinary Stock Corporation shall be deemed superseded"

6. Copy of the latest Articles of Incorporation of the Ordinary Stock Corporation (OSC) (2) Original Copy And (1) Electronic Copy	Applicant / Client
7. Notarized Secretary's Certificate of No Intra corporate Dispute (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Bacolod Extension Office

Remarks:

Download Secretary's Certificate sample form through this link: https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx

8. Monitoring Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Bacolod Extension Office

Remarks:

Application for Monitoring Clearance through: ewatch.sec.gov.ph

If there is no valid and available Monitoring Clearance, submit an Affidavit of Undertaking for Monitoring from the eAMEND System.

If you have previously used an Affidavit of Undertaking for your amendment application, kindly submit a valid Monitoring Clearance issued by the SEC Bacolod Extension Office for your current application.

9. Letter of acceptance of appointment by Nominee and Alternate Nominee (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Bacolod Extension Office

Remarks:

Nominee and/or Alternate Nominee or through https://www.sec.gov.ph/wp-content/uploads/2019/10/2019_Sample-Acceptance-Letter-of-Nomi nees.docx	
10. Self-appointed Treasurer's Bond, if applicable (2) Original Copy And (1) Electronic Copy	Applicant / Client
11. Undertaking to Assume All Liabilities of the OPC, duly executed under oath by all stockholders of the OSC, if not yet included in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client
For Situational Requirement	
A. For amendment of the Corporate name	
A.1. Name Verification Slip (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Bacolod Extension Office
Remarks: *Request from secbacolod@sec.gov.ph*	
A.2. Undertaking to Change Corporate Name duly executed under oath by the director of the OSC, if not yet included in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client
B. For Clearance from other SEC departments	
Sub Situational Requirement/s	
B.a. For Financing and Lending companies, and Foundation	
B.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
C. Endorsement clearance from appropriate Government agencies	
Sub Situational Requirement/s	
C.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
C.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy	1.1. Verifies completeness of the submitted amendment requirements and	None	1 hour/s	• SEC Administrative Assistant II; Bacolod

of the requirements, pays the filing fee through through eSPAYSEC and submit the application in the eAMEND portal (Regular Processing) **Location:** **https://eamend.sec.gov.ph/login**	assigns the application to the designated Processors.			Extension Office • SEC Administrative Officer II; Bacolod Extension Office • SEC Information Officer II; Bacolod Extension Office
	1.2. Processes and evaluates application for amendment.		9 working day/s, 6 hour/s, 50 minute/s	• SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II; Bacolod Extension Office • SEC Administrative Officer II; Bacolod Extension Office
	1.3. Issues Payment Assessment Form (PAF) to the applicant if compliant		5 minute/s	• SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II; Bacolod Extension Office • SEC Administrative Officer II; Bacolod Extension Office

2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** https://espaysec.sec.gov.ph/	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: Amendment of Articles of Incorporation: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 Total: PHP 1040 **Formula Fees** Breakdown: Name Verification Fee	5 minute/s	• Accounting Officer; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the SEC Bacolod Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** Unit 10 & 11 Redkey Building corner Hernaez & Jocson Streets, Taculing, Bacolod City	3.1. Receives and verifies documentary requirements and proof of payment	None	5 minute/s	• SEC Administrative Assistant II; Bacolod Extension Office
	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minute/s	• SEC Administrative Assistant II; Bacolod Extension Office
	3.3. Prepares and generates the Certificate of Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC)		10 minute/s	• SEC Administrative Assistant II; Bacolod Extension Office
	3.4. Reviews the application and signs the Certificate of Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC)		9 working day/s, 7 hour/s	• SEC Director II; Bacolod Extension Office
	3.5. Encodes signed Certificate of Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC)		10 minute/s	• SEC Administrative Assistant II; Bacolod Extension Office

				• SEC Administrative Officer II; Bacolod Extension Office
	3.6. Tags the application for appointment through the eAmend Portal indicating the date of release of the Certificate		5 minute/s	• SEC Administrative Assistant II; Bacolod Extension Office • SEC Administrative Officer II; Bacolod Extension Office • SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II; Bacolod Extension Office
4. Proceeds to SEC Bacolod Extension Office for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC) **Location:** Unit 10 & 11 Redkey Building corner Hernaez & Jocson Streets, Taculing, Bacolod City	4. Releases signed Certificate of Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC)	None	15 minute/s	• SEC Administrative Assistant II; Bacolod Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1040 See other fees below		
Formula / Schedule of Fees • **Name Verification Fee**				

Php 100 per Corporate Name

*Additional Php 100 per trade name/s

11. Application for Monitoring Clearance for All Types of Corporations

An online platform for submitting company monitoring requests. It automatically tracks compliance with the submission of reportorial requirements of Domestic Corporations, ordinary stock and non-stock.

*Please note that monitoring of the following corporations shall be with **SEC Headquarters**:*

1. *Publicly-listed corporations;*
2. *Corporations with secondary license - except: Financing and Lending Corporations; and*
3. *Foreign Corporations (Branch Offices, Representative Offices, Regional Area Headquarters and Regional Operating Headquarters).*

Office or Division:	Bacolod Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	1. General transacting public and business entities for: ◦ a.) Registered and Delinquent corporations; ◦ b.) Corporations with Notice of Deficiencies and Hearing or Orders; and ◦ c.) Corporations with applications to be filed with the Corporate and Partnership Registration Division, Foreign Investment Registration Station Division, and Corporate Filing and Records Division. 2. Government agencies and instrumentalities like Ombudsman, NBI, AMLC, DTI, DSWD, PDIC, etc. 3. Courts like MTC, MeTC, RTC and Sandiganbayan. NOTE: Branch Offices that are required to post a Securities Deposit shall file the same through imessage@sec.gov.ph
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Accomplished Google Form request (1) Electronic Copy	Securities and Exchange Commission - Bacolod Extension Office
Remarks: *Application for Monitoring Clearance through: ewatch.sec.gov.ph*	
For Situational Requirement	
A. Additional requirements upon evaluation, if needed	
A.1. Secretary's Certificate (No-Intra Corporate Dispute/Clarification/explaining the double filing of General Information Sheet) (1) Original Copy And (1) Electronic Copy	Applicant / Client
A.2. Affidavit (Anti-Dummy Law/one and the same/auditor) (1) Original Copy And (1) Electronic Copy	Applicant / Client

A.3. OGA Acknowledgment (functional currency) (1) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Office of the General Accountant (OGA)
A.4. Form for Appointment of Officers for One Person Corporation (1) Electronic Copy	Applicant / Client
A.5. Surety Bond (1) Original Copy And (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Application for Monitoring Clearance eWatch link: https://ewatch.sec.gov.ph/login Ensure that the corporation has an eSecure account and has complied with the following: • MC 28 submission • Latest due reports (AFS/GIS) • Complete company profile **Location:** https://ewatch.sec.gov.ph/login	1. The system processes the application if the corporation meets the required criteria.	None	2 hour/s, 30 minute/s	• NONE; Bacolod Extension Office
2. System automatically updates the status of the corporation to “For Assign” **Location:** Bacolod Extension Office **Notes/Instruction:** *If not compliant, the applicant shall comply with the submission of the latest due reportorial requirements and send* ***a new request through the eWatch system.***	2.1. Determines compliance with the latest due reports and their corresponding jurisdiction	None	2 hour/s, 30 minute/s	• SEC Administrative Assistant I; Bacolod Extension Office • SEC Administrative Assistant II; Bacolod Extension Office • SEC Administrative Officer II; Bacolod Extension Office • SEC Information Officer II; Bacolod Extension Office • SEC Securities Specialist I;

				Bacolod Extension Office • SEC Securities Specialist II; Bacolod Extension Office • SEC Director II; Bacolod Extension Office • SEC Securities Counsel II; Bacolod Extension Office
	2.2. If compliant and within the jurisdiction of SEC Bacolod Extension Office, the request is assigned to a Monitoring Specialist.		30 minute/s	• SEC Administrative Assistant I; Bacolod Extension Office • SEC Administrative Assistant II; Bacolod Extension Office • SEC Administrative Officer II; Bacolod Extension Office • SEC Information Officer II; Bacolod Extension Office • SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II; Bacolod Extension Office • SEC Director II; Bacolod Extension Office

				• SEC Securities Counsel II; Bacolod Extension Office
	2.3. If not compliant with the latest due reports, the request is reverted to the applicant		30 minute/s	• SEC Administrative Assistant I; Bacolod Extension Office • SEC Administrative Assistant II; Bacolod Extension Office • SEC Administrative Officer II; Bacolod Extension Office • SEC Information Officer II; Bacolod Extension Office • SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II; Bacolod Extension Office • SEC Director II; Bacolod Extension Office • SEC Securities Counsel II; Bacolod Extension Office
	2.4. If outside the jurisdiction of the SEC Head Office, the request is endorsed to the appropriate Extension Office (EO).		20 minute/s	• SEC Administrative Officer II; Bacolod Extension Office

				• SEC Securities Specialist II; Bacolod Extension Office • SEC Information Officer II; Bacolod Extension Office
3. Receives an update on the requested service. **Location:** Bacolod Extension Office **Notes/Instruction:** The corporation shall comply with the findings within **seven (7)** calendar days. Failure to comply shall result in the request being automatically purged by the system and a new request must be filed.	3.1. Send the Monitoring Sheet to the requesting party	**Formula Fees** Breakdown: Penalties/Fines	10 working day/s	• SEC Securities Specialist I & II; Bacolod Extension Office • SEC Administrative Officer II; Bacolod Extension Office • SEC Administrative Assistant I & II; Bacolod Extension Office • SEC Information Officer II; Bacolod Extension Office • SEC Confidential Assistant; Bacolod Extension Office • SEC Computer Operator; Bacolod Extension Office • SEC Securities Counsel I & II; Bacolod Extension Office • SEC Director II; Bacolod Extension Office

	3.2. If WITHOUT PENALTY, issues a Monitoring Sheet - No Penalty - END OF TRANSACTION.		1 working day/s	• SEC Securities Specialist I & II; Bacolod Extension Office • SEC Administrative Officer II; Bacolod Extension Office • SEC Administrative Assistant I & II; Bacolod Extension Office • SEC Information Officer II; Bacolod Extension Office • SEC Confidential Assistant; Bacolod Extension Office • SEC Computer Operator; Bacolod Extension Office • SEC Securities Counsel I & II; Bacolod Extension Office • SEC Director II; Bacolod Extension Office
	3.3. If WITH PENALTY, issue the Monitoring Sheet and Payment Assessment Form (PAF)		1 working day/s	• SEC Securities Specialist I & II; Bacolod Extension Office • SEC Administrative Officer II; Bacolod Extension Office

					• SEC Administrative Assistant I & II; Bacolod Extension Office • SEC Information Officer II; Bacolod Extension Office • SEC Confidential Assistant II; Bacolod Extension Office • SEC Computer Operator; Bacolod Extension Office • SEC Securities Counsel I & II; Bacolod Extension Office • SEC Director II; Bacolod Extension Office
		3.4. If for compliance, issues a TENTATIVE Monitoring Sheet with remarks		1 working day/s	• SEC Securities Specialist I & II; Bacolod Extension Office • SEC Administrative Officer II; Bacolod Extension Office • SEC Administrative Assistant I & II; Bacolod Extension Office • SEC Information Officer II; Bacolod Extension Office • SEC Confidential

				Assistant; Bacolod Extension Office • SEC Computer Operator; Bacolod Extension Office • SEC Securities Counsel I & II; Bacolod Extension Office • SEC Director II; Bacolod Extension Office
4. Present PAF and pay the penalties to the nearest Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home **Location:** Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home **Notes/Instruction:** Send the copy of validated deposit slip/Electronic Official Receipt to the email address of the Monitoring Specialist.	4.1. The system will automatically validate the payment from the applicant. If Landbank Payment, posting is within 1-2 working days If ESPAYSEC, the posting of payment is real-time	**Formula Fees** Breakdown: Penalties/Fine sCustodian Fee	2 working day/s	• SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II; Bacolod Extension Office • SEC Administrative Officer II; Bacolod Extension Office • SEC Administrative Assistant I; Bacolod Extension Office • SEC Administrative Assistant II; Bacolod Extension Office • SEC Information Officer II; Bacolod Extension Office • SEC Confidential Assistant; Bacolod

				Extension Office • SEC Computer Operator; Bacolod Extension Office • SEC Securities Counsel I; Bacolod Extension Office • SEC Securities Counsel II; Bacolod Extension Office • SEC Director II; Bacolod Extension Office
	4.2. Once the system tags the request as Paid, the monitoring personnel will forward the proof of payment and the monitoring sheet for review and signature.		1 working day/s	• SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II; Bacolod Extension Office • SEC Administrative Officer II; Bacolod Extension Office • SEC Information Officer II; Bacolod Extension Office • SEC Administrative Assistant I; Bacolod Extension Office • SEC Administrative Assistant II; Bacolod Extension Office

					• SEC Confidential Assistant; Bacolod Extension Office • SEC Computer Operator; Bacolod Extension Office • SEC Securities Counsel I; Bacolod Extension Office • SEC Securities Counsel II; Bacolod Extension Office • SEC Director II; Bacolod Extension Office
		4.3. Review and sign the Monitoring Sheet.		1 working day/s	• SEC Director II; Bacolod Extension Office
		4.4. The signed Monitoring Sheet is uploaded in the Document Verification System to generate QR code.		2 working day/s	• SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II; Bacolod Extension Office • SEC Administrative Officer II; Bacolod Extension Office • SEC Information Officer II; Bacolod Extension Office • SEC Administrative Assistant I;

				Bacolod Extension Office • SEC Administrative Assistant II; Bacolod Extension Office • SEC Confidential Assistant; Bacolod Extension Office • SEC Computer Operator; Bacolod Extension Office • SEC Securities Counsel I; Bacolod Extension Office • SEC Securities Counsel II; Bacolod Extension Office • SEC Director II; Bacolod Extension Office
5. Receive the Confirmation of Payment (COP)/Monitoring Sheet (MS) in PDF Format. - END OF TRANSACTION **Location:** Bacolod Extension Office	5. Release the Confirmation of Payment/Monitoring Sheet.	None	1 hour/s, 40 minute/s	• SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II; Bacolod Extension Office • SEC Administrative Officer II; Bacolod Extension Office • SEC Information Officer II; Bacolod

				Extension Office • SEC Administrative Assistant I; Bacolod Extension Office • SEC Administrative Assistant II; Bacolod Extension Office • SEC Confidential Assistant II; Bacolod Extension Office • SEC Computer Operator; Bacolod Extension Office • SEC Securities Counsel I; Bacolod Extension Office • SEC Securities Counsel II; Bacolod Extension Office • SEC Director II; Bacolod Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Penalties/Fines**

  Guidelines on the Imposition of fines or penalties for non-compliance with reportorial requirements; Securities Regulation Code (SRC); Revised Corporation Code (RCC); Memorandum Circular No. 06, series of 2024; Memorandum Circular No. 8, series of 2009 (MC8-2009); Memorandum Circular No. 15, series of 2006; Memorandum Circular No. 17, series of 2019; Amended rules governing the distribution of excess profits of corporation; Memorandum Circular No. 8, Series of 1998 (MC8-1998); and Office Order No. 298, Series of 2010; Memorandum Circular No. 10 Series of 2026; Memorandum Circular No. 28, Series of 2020.

- **Custodian Fee**

  Memorandum Circular No. 17, series of 2019

12. Cancellation Certificate of Authority of Lending/Financing Branch Offices

This service outlines the online procedure adopted for the cancellation of the Certificate of Authority of Lending and Financing Companies. Preprocessing is conducted by submitting scanned copies of the required documents for Certificate of Authority cancellation via email at secbacolod@sec.gov.ph.

Office or Division:	Bacolod Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Coversheet (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: *May secure a Checklist of requirements and sample formats from the SEC Bacolod Extension Office or through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf.*	
2. Letter addressed to the Director signifying its intention to surrender the Certificate of Authority. (1) Original Copy And (3) Photo Copy	Applicant / Client
3. Original Certificate of Authority (1) Original Copy And (3) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. For pre-processing, send a scanned copy of documentary requirements to sebacolod@sec.gov.ph and wait for the result on the requested service. **Location:** sebacolod@sec.gov.ph / Unit 10 & 11 Redkey Building corner Hernaez & Jocson Streets, Taculing, Bacolod City **Notes/Instruction:** Remarks: *If documents are incomplete and non-	1.1. Receive, assign and forward to the processor the scanned copy of documentary requirements.	None	1 hour/s	• SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II; Bacolod Extension Office
	1.2. Processor reviews and evaluates the submitted documentary requirements.		1 working day/s	• SEC Securities Specialist I; Bacolod Extension Office

compliant, return to clients for compliance by issuing a checklist of deficiencies.				• SEC Securities Specialist II; Bacolod Extension Office
2. Receives update on the requested service through email. **Location:** secbacolod@sec.gov.ph / Unit 10 & 11 Redkey Building corner Hernaez & Jocson Streets, Taculing, Bacolod City **Notes/Instruction:** Remarks: If an applicant receives a checklist of deficiencies, immediately comply and send back to the assigned processor.	2. Checks the Compliances on the deficiencies or lacking documentary requirements	None	1 working day/s	• SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II; Bacolod Extension Office
3. Submits the hard copies at SEC Bacolod Extension Office **Location:** Unit 10 & 11 Redkey Building corner Hernaez & Jocson Streets, Taculing, Bacolod City	3.1. Receive and verify documentary requirements.	None	1 hour/s	• SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II; Bacolod Extension Office
	3.2. Prepare the acknowledgement letter.		1 hour/s	• SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II; Bacolod Extension Office
	3.3. Review the acknowledgement letter.		1 hour/s	• SEC Director II; Bacolod Extension Office
	3.4. Sign the acknowledgement letter.		1 hour/s	• SEC Director II; Company Registration and

				Monitoring Department (CRMD)
	3.5. Forward the acknowledgement letter for releasing		1 hour/s	• SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II; Bacolod Extension Office
4. Receive Notice thru email that the Acknowledgement letter is already signed. **Location:** secbacolod@sec.gov.ph / Unit 10 & 11 Redkey Building corner Hernaez & Jocson Streets, Taculing, Bacolod City	4.1. Notify the Applicant thru email that the Acknowledgement letter is already signed.	None	30 minute/s	• SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II; Bacolod Extension Office
	4.2. Scans the signed Acknowledgement letter.		30 minute/s	• SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II; Bacolod Extension Office
5. Proceed to SEC Bacolod Extension Office for presentation of the original Certificate of Authority and receive the signed Acknowledgement Letter. **Location:** Unit 10 & 11 Redkey Building corner Hernaez & Jocson Streets, Taculing, Bacolod City	5. Release signed Acknowledgement Letter.	None	1 hour/s	• SEC Administrative Assistant II; Bacolod Extension Office
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: None		

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

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

Office or Division:	Bacolod Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	General transacting public and business entities for: a.) Registered corporations; b.) Suspended and Revoked Corporation for purposes of filing a Petition to Set Aside Order of Suspension or Revocation; and c.) Corporations with Notice of Deficiencies and Hearing or Orders.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Annex D for corporations or Annex E for partnerships may be found in the MC 28 series of 2020 uploaded in the SEC website - MUST BE NOTARIZED UPON SUBMISSION (1) Electronic Copy	Applicant / Client

Remarks:

ALL FORMS SHOULD BE NOTARIZED (Annex D or Annex E)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit Email account address and cellular phone number for the compliance in Memorandum Circular No. 28 Series of 2020 through https://mc28.sec.gov.ph/ The Annex D Form can be downloaded in NEW SUBMISSION Requirement. **Location:** https://mc28.sec.gov.ph/ **Notes/Instruction:** 1.1. Click NEW SUBMISSION in MC28	1.1. Receive the application through MC28 Portal including its attachments.	None	2 hour/s	• SEC Administrative Assistant I; Bacolod Extension Office • SEC Administrative Assistant II; Bacolod Extension Office

Portal, enter the Correct SEC registration, and fill out the information in the prescribed format provided in MC28, S2020 (ANNEX D for corporations, or Annex E for partnerships - **ALL FORMS SHOULD BE NOTARIZED**) 1.2. Encode the company details reflected in the ANNEX D for corporations, or Annex E for partnerships. Then click the continue and verified contact details. After confirming the details, One-time password/OTP will be sent to the contact details provided in the form. A system will again display a verification page prompting the user to enter the received OTP to proceed. 1.3. Upload NOTARIZED ANNEX D for corporations; or NOTARIZED ANNEX E for partnerships and other attachments if any, then submit the application.				
	1.2. Browse over the SEC systems online, review and compare the information in the uploaded ANNEX D/E and encoded data in the portal.		3 hour/s	• SEC Administrative Assistant I; Bacolod Extension Office • SEC Administrative Assistant II; Bacolod Extension Office
	1.3. Check the authorized Person in Control and the signatories of its attachments.		3 hour/s	• SEC Administrative Assistant I; Bacolod Extension Office • SEC Administrative Assistant II; Bacolod Extension Office
2. Receive a display confirmation indicating that the submission was successful along with reference Number assigned to the transaction at the same time a confirmation email notifying them that the submission has been successfully received and is now under reviewed by the SEC. **Location:**	2.1. If the information in ANNEX D/E is valid, consistently encoded in the portal, and with complete documents, it will be tagged as approved.	None	2 working day/s	• SEC Administrative Assistant I; Bacolod Extension Office • SEC Administrative Assistant II; Bacolod Extension Office

Unit 10 & 11 Redkey Building corner Hernaez & Jocson Streets, Taculing, Bacolod City **Notes/Instruction:** 2.1. If the application is for compliance/rejected, the client must re-apply their application in MC28 Portal New Submission with the compliance from the said remarks.	2.2. If the application is for compliance, it will be tagged as rejected (the findings are stated as well as the possible solutions/remedies for compliance).		3 working day/s	• SEC Administrative Assistant I; Bacolod Extension Office • SEC Administrative Assistant II; Bacolod Extension Office
Total Processing Time:		Working Days: 6 working day/s		
Total Processing Fee:		Total Standard Fee: None		

14. Increase of Capital Stock by way of Cash through the eAMEND Portal - Simple Processing for One Person Corporations (OPC) Classified as Philippine National

This service details the adopted online procedure and documentary requirements for application for Increase of Capital Stock by way of Cash of OPCs pursuant to Section 37 of the Revised Corporation Code of the Philippines.

***Upon approval, a Digital Certificate shall be issued electronically,** subject to the later submission of originally signed documents.*

This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.

For the pre-processing of new applications, applicants who choose to file through the eAmend Portal must submit scanned copies of the notarized documents via the eAmend Portal. Applicants are advised to adhere to the prescribed steps outlined in the eAmend Portal for the proper uploading and submission of the required documents.

Office or Division:	Bacolod Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Bacolod Extension Office

Remarks:

Note:

- *This is a system-generated requirement.*
- *The photo copies will be submitted upon payment of the corresponding fees.*

2. Unified Certification and Subscription Contract for Increase In Authorized Capital Stock containing: Certificate of Increase of Capital Stock; OPC Resolution; Schedule of Capital Structure as of date of OPC Resolution, indicating the nationality, no of shares and amount subscribed, and paid-up capital on the present authorized capital stock; and Treasurer's Affidavit Subscription Contract Non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Bacolod Extension Office
Remarks: *Note:* • *This is a system-generated requirement.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
3. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Bacolod Extension Office
Remarks: *Monitoring Unit through the link:* • ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
B. Clearance / Endorsement from other departments or other government agencies, if applicable.	
B.1. Clearance / Endorsement from other departments or other government agencies. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
C. Additional requirement if cash payment for subscription is already reflected in the Audited Financial Statements:	
C.1. Audited Financial Statements as of the last fiscal year stamped received by BIR and SEC. (1) Electronic Copy	Securities and Exchange Commission - Bacolod Extension Office

Remarks: *Note: To be submitted by the Company if not available in the SEC's system.*
D. Additional requirement if cash payment for subscription is not yet reflected in the Audited Financial Statements:
Sub Situational Requirement/s
D.a. If applicant corporation is/are: a) Listed companies; b) Public companies defined in the Securities Regulation Code; c) Companies that offer or sell securities to the public; d) Companies with secondary license; e) Others, pursuant to item no. 2 of SEC MC No. 6 of 2026

D.a.1. Special Audit Report (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of notarized requirements for new application to eAmend Portal. **Location:** **https://eamend.sec.gov.ph/** **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies.	1.1. Verifies completeness of the required documents. Assigns the application to the SEC specialist, if complete, then records the application.	None	1 working day/s	• SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II; Bacolod Extension Office

• If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the FAAD Specialist shall revert the application informing the client of the deficiencies. For submission of compliance documents, the client must upload the documents through the eAmend Portal. The assigned SEC Specialist will proceed to Agency Step 1.2. • The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		5 working day/s	• SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II; Bacolod Extension Office

Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working	1.3. Reviews the Final Report and, if found in order, directs the SEC Specialist to issue the Payment Assessment Form (PAF).		7 working day/s	• SEC Securities Counsel II; Bacolod Extension Office • SEC Director II; Bacolod Extension Office
	1.4. Issues the Payment Assessment Form (PAF) to the applicant. Then, informs the applicant to submit the original/hard copy upon payment.		1 working day/s	• SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II; Bacolod Extension Office

days in processing time, provided that a proper notice to the applicant was given)				
2. Pay the corresponding filing fees through Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide. **Location:** 1. Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or 2. any Land Bank of the Philippines branch nationwide.	2. Issues payment confirmation containing the electronic Official Receipt via e-mail.	None	1 working day/s	• Financial Management Department; Financial Management Department (FMD)
3. Downloads the Digital Certificate of approval via eAmend and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip) **Location:** Unit 10 & 11 Redkey Building corner Hernaez & Jocson Streets, Taculing, Bacolod City **Notes/Instruction:** *Hard copies of the application requirements must be the same as the*	3.1. Calls the name of the corporation, accepts the complete application requirements together with the proof of payment, and transmits these to the Receiving officer.	None	2 hour/s	• SEC Administrative Assistant II; Bacolod Extension Office
	3.2. Verifies hard copies against the documents reviewed by the SEC Specialist and attaches the source documents; if found complete and in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.		4 hour/s	• SEC Administrative Assistant II; Bacolod Extension Office • SEC Securities Specialist I; Bacolod Extension Office

documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements and amended articles of incorporation).				• SEC Securities Specialist II; Bacolod Extension Office
	3.3. Prepares and generates the Certificate.		1 working day/s	• SEC Administrative Assistant II; Bacolod Extension Office
	3.4. Reviews the documents, signs, and approves the Certificate.		1 working day/s	• SEC Director II; Bacolod Extension Office
	3.5. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.		6 hour/s	• SEC Administrative Assistant II; Bacolod Extension Office
	3.6. Tags the application for appointment through eAmend Portal indicating the date of release of the certificate.		1 working day/s	• SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II; Bacolod Extension Office
4. Present the Official Receipt. Then, fill out the logbook for released applications and claim the Certificates of Approval. **Location:** Unit 10 & 11 Redkey Building corner Hernaez & Jocson Streets, Taculing, Bacolod City	4. Calls the name of the corporation, assists the client in filling out the logbook, and releases the Certificates of Approval.	None	4 hour/s	• SEC Administrative Assistant II; Bacolod Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		

15. Increase of Capital Stock by way of Cash through the eAMEND Portal for Domestic Stock Corporations Classified as Philippine National (Other than OPC)

This service details the adopted online procedure and documentary requirements for application for Increase of Capital Stock by way of Cash pursuant to Section 37 of the Revised Corporation Code of the Philippines.

This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.

For the pre-processing of new applications, applicants who choose to file through the eAmend Portal must submit scanned copies of the notarized documents via the eAmend Portal. Applicants are advised to adhere to the prescribed steps outlined in the eAmend Portal for the proper uploading and submission of the required documents.

*Please note that the processing for the following corporations shall be with the **SEC Headquarters**:*

1. *Listed and Public Companies; and*
2. *Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)*

Office or Division:	Bacolod Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Unified Certification for Certificate of Increase of Capital Stock on: a. Certificate of Increase of Capital Stock; b. Director's Certificate; c. List of stockholders of record as of date of meeting approving the increase, indicating their nationalities and their respective subscribed and paid-up capital on the present authorized capital stock; d. Non-existence of intra-corporate dispute; e. Waiver of pre-emptive rights of non-subscribing shareholders (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Bacolod Extension Office

Remarks: *Download the Unified Certification for* ***Increase of Capital Stock*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Unified-Certification-for-Increase-in-Authorized.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
2. Treasurer's Affidavit (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download Treasurer's Affidavit through this link:* *https://www.sec.gov.ph/wp-content/uploads/2025/06/2025Forms_Treasurers-Affidavit.doc* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
3. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Bacolod Extension Office
Remarks: *Monitoring Request is through the link:* • ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
B. For Financing and Lending Companies:	
B.1. Financing and Lending Companies Department (FLCD) Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Financing and Lending Companies Department (FLCD)
Remarks: *Financing and Lending Companies Department (FLCD) through the link:* • ***eWATCH:*** *https://ewatch.sec.gov.ph/login*	

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

C. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
C.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector

Remarks:

To request, please refer to BSP Citizen's Charter through this link:
https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

D. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
D.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group

Remarks:

To request, please refer to IC Citizen's Charter through this link:

https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

E. Additional requirement if cash payment for subscription is not yet reflected in the Audited Financial Statements:	
Sub Situational Requirement/s	
E.a. Notarized Subscription Contract	
E.a.1. A subscription contract, executed under oath among subscriber/s, treasurer and president for the corporation, stating the number of additional shares subscribed to and paid for. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2026 – Subscription Contracts through this link: https://www.sec.gov.ph/mc-2026/sec-mc-no-06-series-of-2026/#gsc.tab=0

Or May download to the sample below:

https://www.sec.gov.ph/wp-content/uploads/2025/08/2025Forms_Subscription-Contract-for-Cash-Payment.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

E.b. If applicant corporation is/are: a) Companies with secondary license; or b) Others, pursuant to item no. 2 of SEC MC No. 6 of 2026	
E.b.1. Special Audit Report (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

F. Additional requirement for Rural Banks:	
F.1. Notarized Certification on payment for subscriptions to be signed by majority of the rural bank's Board of Directors in accordance with the form required by BSP (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

F.2. List of stockholders of record showing their respective subscribed and paid-up amount before and after the increase and the list of subscribers to the increase with their respective subscription and payment as presented and approved by BSP annexed to the notarized certification (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of notarized requirements for new application to eAmend Portal. **Location:** **https://eamend.sec.gov.ph/** **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit	1.1. Verifies completeness of the required documents. Assigns the application to the SEC specialist, if complete, then records the application.	None	1 working day/s	• SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II; Bacolod Extension Office

the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the SEC Specialist shall revert the application informing the client of the deficiencies. For submission of compliance documents, the client must upload the documents through the eAmend Portal. The assigned SEC Specialist will proceed to Agency Step 1.2. • The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other				
	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		5 working day/s	• SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II; Bacolod Extension Office
	1.3. Reviews the Final Report and, if found in order, directs the SEC Specialist to issue the Payment Assessment Form (PAF).		7 working day/s	• SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II;

applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing				Bacolod Extension Office
	1.4. Issues the Payment Assessment Form (PAF) to the applicant.		1 working day/s	• SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II; Bacolod Extension Office

Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)				
2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip) **Location:** Unit 10 & 11 Redkey Building corner Hernaez & Jocson Streets, Taculing, Bacolod City **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements).*	2.1. Calls the name of the corporation, accepts the complete application requirements together with the proof of payment, and transmits these to the Receiving officer.	None	2 hour/s	• SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II; Bacolod Extension Office
	2.2. Verifies hard copies against the documents reviewed by the SEC Specialist and attaches the source documents; if found complete and in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.		4 hour/s	• SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II; Bacolod Extension Office
	2.3. Prepares and generates the Certificate.		1 working day/s	• SEC Securities Specialist II; Bacolod Extension Office • SEC Securities Specialist II; Bacolod Extension Office
	2.4. Reviews the documents, signs, and approves the Certificate.		2 working day/s	• SEC Director II; Bacolod Extension Office
	2.5. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.		6 hour/s	• SEC Administrative Assistant II; Bacolod Extension Office

	2.6. Tags the application for appointment through eAmend Portal indicating the date of release of the certificate.		1 working day/s	• SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II; Bacolod Extension Office
3. Present the Official Receipt and Appointment Letter. Then, fill out the logbook for released applications and claim the Certificates of Approval. **Location:** Unit 10 & 11 Redkey Building corner Hernaez & Jocson Streets, Taculing, Bacolod City	3. Calls the name of the corporation, assists the client in filling out the logbook, and releases the Certificates of Approval.	None	4 hour/s	• SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II; Bacolod Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		

16. Increase of Capital Stock through payment other than cash through the eAMEND Portal for Domestic Stock Corporations Classified as Philippine National (other than OPC)

This service details the adopted online procedure and documentary requirements on application for increase of capital stock by way of Non Cash, but not limited to the following:

1. *Previously incurred indebtedness (e.g. conversion of advances into equity / conversion of deposit for future subscriptions)*
2. *Stock Dividend*
3. *Land, building / condominium units*
4. *Untitled Lands*
5. *Inventories / Furniture / Personal Properties*
6. *Heavy equipments and machineries*
7. *Shares of stock in another corporation*
8. *Motor Vehicles*
9. *Sea vessels / aircrafts*
10. *Intangibles*
11. *Net assets*
12. *Other assets or generally accepted forms of consideration necessary or convenient for its use and lawful purposes*

This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.

For the pre-processing of new applications, applicants who choose to file through the eAmend Portal must submit scanned copies of the notarized documents via the eAmend Portal. Applicants are advised to adhere to the prescribed steps outlined in the eAmend Portal for the proper uploading and submission of the required documents.

*Please note that the processing of the following corporations shall be with the **SEC Headquarters**:*

1. *Listed and Public Companies; and*
2. *Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)*

Office or Division:	Bacolod Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Unified Certification for Certificate of Increase of Capital Stock on: a. Certificate of Increase of Capital Stock; b. Director's Certificate; c. List of stockholders of record as of date of meeting approving the increase, indicating their nationalities and their respective subscribed and paid-up capital on the present authorized capital stock; d. Non-existence of intra-corporate dispute; e. Waiver of pre-emptive rights of non-subscribing shareholders (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Bacolod Extension Office
Remarks: *Download the Unified Certification for* ***Increase of Capital Stock*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Unified-Certification-for-Increase-in-Authorized.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
2. Treasurer's Affidavit (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Bacolod Extension Office
Remarks: *Download Treasurer's Affidavit through this link:* *https://www.sec.gov.ph/wp-content/uploads/2025/06/2025Forms_Treasurers-Affidavit.doc* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
3. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance from Monitoring Unit of Financial Analysis and Audit Department (FAAD) (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Bacolod Extension Office
Remarks: *Monitoring Unit through the link:* • ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
B. For Financing and Lending Companies:	

B.1. Financing and Lending Companies Department (FLCD) Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Financing and Lending Companies Department (FLCD)

Remarks:

Financing and Lending Companies Department (FLCD) through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

C. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:

C.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector

Remarks:

To request, please refer to BSP Citizen's Charter through this link:
https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

D. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:

D.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group

Remarks:

To request, please refer to IC Citizen's Charter through this link:

https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

E. Additional Requirement if the consideration for issuance of shares is in the form of Previously incurred indebtedness (e.g., conversion of advances into equity / conversion of deposit for future subscription)

E.1. Deed of Assignment of advances / liabilities (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Bacolod Extension Office

Remarks:

Download the Deed of Assignment for ***Advances*** *below:*

a. Sigle Assignor: https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Single-Assignor.docx

b. Multiple Assignor: https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Multiple-Assignor.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.	
Sub Situational Requirement/s	
E.a. If the advances/liabilities is not yet reflected in the Audited Financial Statements (AFS):	
E.a.1. A report to be rendered by an Independent CPA on the verification of the advances to be converted to equity (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
F. Additional Requirements if the payment for issuance of shares is by way of Stock Dividend:	
F.1. List of stockholders entitled to stock dividend with their respective outstanding shares and the allocation of stock dividend certified by the corporate secretary (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
F.2. Secretary's Certificate that on the basis of the computation of the Finance Officer, the allocation of stock dividends as indicated in the Certificate of Increase is in proportion to the shareholdings of stockholders as of date of meeting approving the dividend declaration or as of record date and the treatment of resulting fractional shares, if any, are true and correct. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
F.3. Reconciliation of Retained Earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 16 Series of 2023- Revised Guidelines on the Determination of Retained Earnings Available for Dividend Declaration through this link: https://www.sec.gov.ph/wp-content/uploads/2023/10/2023SEC-MC-No.-16,-s.-of-2023-Revised-Guidelines-on-the-Determination-of-Retained-Earnings%20-Available-for-Dividend-Declaration.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
F.a. In case the unappropriated retained earnings is not sufficient to warrant the dividend declaration:	
F.a.1. Secretary's Certificate on the Board's resolution to reverse the appropriated retained earnings	Applicant / Client

(1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G. Additional Requirement if the consideration for issuance of shares is in the form of Land, buildings / condominium units:	
G.1. Detailed schedule of property showing the registered owner, location, area, TCT/CCT no., tax declaration number and the basis of transfer value (market value, assessed value or zonal value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the sample* ***Detailed Schedule for Land, Buldings/Condominium Units*** *below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=405110855#gid=405110855* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.2. Copy of TCT/CCT electronically certified and issued by Register of Deeds and tax declaration sheet certified Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.3. Deed of Assignment: a. Deed of Assignment; b. Certifying that the improvements are existing and in good condition ; c. Undertaking that the corporation will submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Bacolod Extension Office
Remarks: *Download the Deed of Assignment for* ***Increase of Capital Stock_Land, Buildings / Condominium Units*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Land-Buildings-Condo.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
G.a. If transfer value is based on appraised value:	
G.a.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old)	Applicant / Client

(1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.a.2. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Bacolod Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.b. If property is mortgaged:	
G.b.1. Mortgagee/creditor's certification on the outstanding loan balance and his/her written consent to the transfer of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.c. For assignment of buildings where assignor is not the owner of the land:	
G.c.1. Lease contract on the land and consent of the land owner to the transfer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H. Additional Requirement if the consideration for issuance of shares is in the form of Untitled Lands:	
H.1. Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least twenty (20) years and the possessor had introduced improvements thereon, if any (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.2. Duplicate original or certified true copies of the tax declaration sheets (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.	
H.3. Latest realty tax receipts (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.4. Affidavit by the transferor attesting the following: 1. Continuous and open possession of the property is located; 2.a. Existence (or non-existence) of easements over the untitled property; b. Kind/description of the easement and its location; and c. Whether the transferor is the dominant estate or the servient estate, by virtue of such easements 3. That the transferor/subscriber to answer for any liability that the corporation might incur by virtue of the acceptance of said property as paid-up capital) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Bacolod Extension Office
Remarks: *Download the* ***Transferor Affidavit for Untitled Land*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-the-Transferor_Untitled-Lands.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.5. Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.6. Duplicate original or certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument affecting the property recorded in the Register of Deeds for the province of city where the land is situated (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.7. Clearance or certification from the Department of Agrarian Reform (DAR) attesting to the following: (a) There is no other claimant to the untitled land; (b) it has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party; or (c) The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Department of Agrarian Reform (DAR) - Department of Agrarian Reform (DAR)
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

H.8. Blue Print Survey of the Plan as approved by the Bureau of Lands (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.9. Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/ assessed value / zonal value or appraised value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the sample **Detailed Schedule of Untitled Lands** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=508694029#gid=508694029* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.10. Deed of Assignment reflecting: a. Assignment of Untitled Lands; b. Undertaking to submit certified true copy of the original certificate of title in the name of the transferee-corporation within one (1) year from the date of receipt of the approval of the application) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Bacolod Extension Office
Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Untitled Lands** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Untitled-Lands.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
H.a. If transfer value is based on zonal value	
H.a.1. Latest zonal valuation certified by BIR (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.b. If transfer value is based on appraised value	
H.b.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.b.2. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Bacolod Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I. Additional Requirement if the consideration for issuance of shares is in the form of Inventories / Furniture / Personal Properties:	
I.1. Detailed schedule of property showing the description and the basis of transfer value (market value or book value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the sample **Detailed Schedule of Inventories / Furniture / Personal Properties** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1666788899#gid=1666788899* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.2. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Bacolod Extension Office
Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Inventories / Furniture / Personal Properties** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Inventories-Furniture-Personal-Properties.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
I.a. If transfer value is based on book value:	
I.a.1. Special Audit Report by an Independent CPA on the verification and valuation of property	Applicant / Client

(1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J. Additional Requirement if the consideration for issuance of shares is in the form of Heavy equipment and machinery:	
J.1. Detailed schedule of the property showing the description and the transfer value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the sample **Detailed Schedule of Heavy Equipment and Machinery** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1745725976#gid=1745725976* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.2. Appraisal report by a licensed appraiser (not more than 6-month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.3. Deed of Assignment reflecting: a. Assignment of Heavy Equipment and Machineries; b. Certification from the transferor stating that the properties are existing and in good condition) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Bacolod Extension Office
Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Heavy Equipment and Machinery** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Heavy-Equipment-and-Machinery.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
J.a. In case the heavy equipment and machinery qualify as real property as defined under the New Civil Code.	
J.a.1. Copy of the latest required Tax Declaration Sheet certified by the Assessor's Office. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.a.2. Copy of the TCT / CCT of the land on which the heavy equipment and machinery are located certified by the Register of Deeds. (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.b. If the assignor is not the owner of the land on which the heavy equipment and machinery are located as defined under the New Civil Code.	
J.b.1. Lease contract on the land and consent of the land owner to the transfer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.c. If the transfer value is based on appraised value:	
J.c.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Bacolod Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K. Additional Requirement if the consideration for issuance of shares is in the form of Shares of Stock:	
K.1. Detailed schedule of the shares of stock showing the stockholder, stock certificate number, no. of shares and the basis of transfer value (market or book value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the sample **Detailed Schedule of Shares of Stock** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1402851319#gid=1402851319* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.*	

- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

K.2. Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Information and Communications Technology Department (ICTD)

Remarks:

To be provided by the Company, in case the Company did not file

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

K.3. Deed of Assignment (a. Deed of Assignment ; b. Undertaking that the corporation will submit the required proof of transfer within the prescribed period). (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Bacolod Extension Office

Remarks:

Download the Deed of Assignment for ***Increase of Capital Stock_Shares of Stock*** *below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Shares-of-Stocks.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

K.4. Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the assignor (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

K.5. Photocopy of the stock certificate (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Notes:

- *The original copy will be presented for verification during the processing stage.*
- *The two (2) photo copies will be submitted upon payment of the corresponding fees.*

Sub Situational Requirement/s	
K.a. If listed in the Stock Exchange:	
K.a.1. Latest market price quotation in the newspaper or certification from the stock exchange/broker as to latest market price of the shares of stock (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L. Additional Requirement if by way of Motor Vehicles	
L.1. Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the sample **Detailed Schedule of Motor Vehicle** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=318133614#gid=318133614* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.2. Photocopy of certificate of registration and official receipt of annual registration fee (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
L.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.4. Deed of Assignment reflecting: a. Assignment of Motor Vehicles; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period; c. Certification from the transferor stating that the motor vehicles are existing and in good running condition (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Bacolod Extension Office

Remarks:

*Download the Deed of Assignment for **Increase of Capital Stock_Motor Vehicle** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Motor-Vehicles.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s	
L.a. If the transfer value is based on appraised value:	
L.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Bacolod Extension Office

Remarks:

Download the Affidavit of Undertaking re Section 64 (watered stocks) below:

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx

The original copy and photo copy will be submitted upon payment of the corresponding fees.

M. Additional Requirement if by way of Sea Vessel / Aircraft:	
M.1. Detailed schedule of vessel/aircraft showing registered Owner, registry number, technical description and appraised value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

*Download the sample **Detailed Schedule of Sea Vessel / Aircraft** below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1212106110#gid=1212106110

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

M.2. Certified true copy of the certificate of ownership (1) Certified True Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The certified true copy and photo copy will be submitted upon payment of the corresponding fees.

M.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.	
M.4. Certificate of seaworthiness/airworthiness issued by appropriate government agency (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.5. Deed of Assignment reflecting: a. Assignment of Sea Vessel/Aircraft; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Bacolod Extension Office
Remarks: *Download the Deed of Assignment for* ***Increase of Capital Stock_Sea Vessel / Aircraft*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Sea-Vessels-aircrafts.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
M.a. If the transfer value is based on appraised value:	
M.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Bacolod Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N. Additional Requirement if the consideration for issuance of shares is in the form of Intangibles:	
N.1. Photocopy of System Purchase Agreement or any proof of ownership (for software) (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
N.2. Copy of Certificate of Registration of Intellectual Property Rights and mining permit for mining claims/rights (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	

N.3. Appraisal report by an accredited appraisal company or by a licensed Filipino mining engineer for mining claims/rights (not more than 6 months old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.4. Deed of Assignment reflecting: a. Assignment of Intangibles; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Bacolod Extension Office
Remarks: *Download the Deed of Assignment for* ***Increase of Capital Stock_Intangibles*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Intangibles.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
N.a. If the transfer value is based on appraised value:	
N.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Bacolod Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O. Additional Requirement if the consideration for issuance of shares is in the form of Net Assets:	
O.1. Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
O.2. Deed of Assignment of the assets and liabilities (a. Deed of Assignment; b. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period). (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Bacolod Extension Office
Remarks: *Download the Deed of Assignment for* ***Increase of Capital Stock_Net Assets*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Net-Assets.docx*	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

O.3. List of creditors with the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

O.4. Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

*Download the sample **Detailed Schedule of Net Asset** below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1662940848#gid=1662940848

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

O.5. Photocopy of the certificate of registration of the motor vehicles (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note:

- *The original copy will be presented for verification during the processing stage.*
- *The two (2) photo copies will be submitted upon payment of the corresponding fees.*

O.6. Copy of TCT/CCT electronically certified and issued by the Register of Deeds and tax declaration sheets certified by the Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

O.7. Photocopy of stock certificates (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Notes:

- *The original copy will be presented for verification during the processing stage.*
- *The two (2) photo copies will be submitted upon payment of the corresponding fees.*

O.8. DTI Certificate of Registration (for single proprietorship) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of notarized requirements for new application to eAmend Portal. **Location:** **https://eamend.sec.gov.ph/** **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the SEC Specialist shall revert the application informing the client of the deficiencies. For submission of	1.1. Verifies completeness of the required documents. Assigns the application to the SEC specialist, if complete, then records the application.	None	4 hour/s	• SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II; Bacolod Extension Office

compliance documents, the client must upload the documents through the eAmend Portal. The assigned SEC Specialist will proceed to Agency Step 1.2 • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws,	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		8 working day/s	• SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II; Bacolod Extension Office
	1.3. Reviews the Final Report and, if found in order, directs the SEC Specialist to issue the Payment Assessment Form (PAF).		9 working day/s	• SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II; Bacolod Extension Office • SEC Securities Counsel II; Bacolod Extension Office • SEC Director II; Bacolod Extension Office

rules, and regulations • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given.				
	1.4. Issues the Payment Assessment Form (PAF) to the applicant.		1 hour/s	• SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II; Bacolod Extension Office

2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip). **Location:** Unit 10 & 11 Redkey Building corner Hernaez & Jocson Streets, Taculing, Bacolod City **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)*	2.1. Receives complete application requirements with proof of payment; verifies hard copies against online-submitted documents and, if found in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.	None	2 hour/s	• SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II; Bacolod Extension Office
	2.2. Prepares and generates the Certificate		4 hour/s	• SEC Administrative Assistant II; Bacolod Extension Office
	2.3. Reviews the documents, signs, and approves the Certificate.		1 working day/s	• SEC Director II; Bacolod Extension Office
	2.4. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.		1 hour/s	• SEC Administrative Assistant II; Bacolod Extension Office • SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II; Bacolod Extension Office
	2.5. Tags the application for appointment through eAmend Portal indicating the date of release of the certificate.		2 hour/s	• SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II; Bacolod Extension Office

				• SEC Administrative Assistant II; Bacolod Extension Office
3. Present the Official Receipt and Appointment Letter. Then, fill out the logbook for released applications and claim the Certificates of Approval. **Location:** Unit 10 & 11 Redkey Building corner Hernaez & Jocson Streets, Taculing, Bacolod City	3. Calls the name of the corporation, assists the client in filling out the logbook, and releases the Certificates of Approval.	None	2 hour/s	• SEC Administrative Assistant II; Bacolod Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		

17. Petition for Correction of Entries in the Articles of Incorporation and/or By-laws and subsequent amendments thereof of Domestic Corporations

This process details the procedure for correction of entries in the Articles of Incorporation and/or By-laws and subsequent amendments thereof of Domestic Stock and Nonstock corporations.

Office or Division:	Bacolod Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	SEC registered corporations
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Verified Petition for Correction of Entries (2) Original Copy	Applicant / Client
2. Certificate of Non Forum Shopping (2) Original Copy	Applicant / Client
3. Certificate of Incorporation, Articles of Incorporation and By-Laws (2) Photo Copy	SEC - secexpress.ph
4. Secretary's Certificate regarding approval of the filing of the petition and the authorized signatory (2) Original Copy	Applicant / Client
5. Monitoring Clearance (2) Photo Copy	Applicant / Client
Remarks: *Submit a request through https://ewatch.sec.gov.ph/login (eWATCH).*	
6. Corrected Articles of Incorporation/By-laws/Amended Articles of Incorporation/Amended By-laws (2) Original Copy	Applicant / Client
Remarks: *Applicable uncorrected document may be used as a guide.*	
7. Other evidence (Affidavits, IDs, etc. depending on the nature of the corrections) (1) Original Copy And (1) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits requirements through imessage **Location:**	1.1. Records the application for pre-processing, examines if	None	30 minute/s	• SEC Administrative Officer II;

https://imessage.sec.gov.ph/	documents are complete in form, and forwards the application for assignment			Bacolod Extension Office
	1.2. Assigns the application to a processor		30 minute/s	• SEC Administrative Assistant II; Bacolod Extension Office • SEC Information Officer II; Bacolod Extension Office
	1.3. Examines whether the documents submitted are complete in form and in substance, prepares a draft Order and Notce and submits for review		14 working day/s	• SEC Administrative Officer II; Bacolod Extension Office
	1.4. Reviews the draft Order and Notice and the documents submitted		4 working day/s	• SEC Administrative Officer II; Bacolod Extension Office
	1.5. Approves draft Order and Notice		1 working day/s, 4 hour/s	• SEC Director II ; Bacolod Extension Office
	1.6. Prepares and emails the Payment Assessment Form to client		1 hour/s	• SEC Administrative Officer II; Bacolod Extension Office
2. Pays the filing fees through ESPAYSEC/Landbank and emails proof of payment **Location:** Email of processor	2.1. Receives and acknowledges payment	**Standard Fees** Breakdown: Filing Fee: PHP 3000 Legal Research Fee: PHP 30 Documentary Stamp Tax per notarized document: PHP 30 Total: PHP 3060	15 minute/s	• SEC Administrative Officer II; Bacolod Extension Office
	2.2. Assigns SEC CEBEO Case number and records it to the logbook for Petition for Correction of Entries		15 minute/s	• SEC Confidential Assistant; Bacolod Extension Office
	2.3. Finalizes Order and Notice and forwards Order and Notice for review and signature		30 minute/s	• SEC Administrative Officer II; Bacolod

				Extension Office
	2.4. Signs Order and Notice		30 minute/s	• SEC Director II ; Bacolod Extension Office
	2.5. Emails the client that the Order and Notice with all annexes can be picked up		15 minute/s	• SEC Administrative Officer II; Bacolod Extension Office
	2.6. Releases the duly approved Order and Notice with all annexes		15 minute/s	• SEC Administrative Officer II; Bacolod Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 3060		

18. Petition for Revival of Corporate Existence

This service details the procedure and documentary requirements for the revival of corporate existence. The process is done through filing a verified petition for revival of corporate existence under the 2016 SEC Rules of Procedure and all the documentary requirements mentioned in the SEC Memorandum Circular No. 23, series of 2019.

Office or Division:	Bacolod Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All domestic corporations that no longer have corporate existence.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	2016 SEC Rules of Procedure that requires performance of Adjudicative Function

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Verified Petition for Revival of Corporate Existence (2) Original Copy	Applicant / Client
Remarks: *Draft may be requested at secbacolod2018@gmail.com*	
2. Certificate of Incorporation and Articles of Incorporation (2) Photo Copy	Applicant / Client
3. Certificate (s) of Filing of Amended Articles of Incorporation (2) Photo Copy	Applicant / Client
Remarks: *With the respective Amended Articles of Incorporation, if Petitioner's Articles of Incorporation were amended*	
4. Revived Articles of Incorporation (2) Original Copy	Applicant / Client
Remarks: *Consisting of Petitioner's latest Amended Articles of Incorporation and the proposed changes in the corporate term to be effected by the revival, which shall be underlined.*	
5. General Information Sheet ("GIS") as of the date of expiration of its corporate term (2) Original Copy	Applicant / Client
Remarks: *If the same is not available, any equivalent document, such as, but not limited to, the Secretary's Certificate indicating the list of stockholders and officers with the corresponding stockholdings.*	

6. Notarized list of stockholders or members as of the date of approval of the revival (2) Original Copy	Applicant / Client
Remarks: *Stating their names, their nationalities, and number of shares subscribed, amount subscribed and paid, or the respective members' contributions for nonstock corporations, certified by the Corporate Secretary.*	
7. Supporting evidence (2) Photo Copy	Applicant / Client
Remarks: *Evidences may be Deed of Sale, with the Certificate Authorizing Registration, Deed of Assignment, Death Certificate of a stockholder/member, and **must** be referred to in the Reconciliation of the changes in the composition of the stockholders or members.*	
8. Official Receipt(s) for the Payment of the Petition Fee and Filing Fee (2) Original Copy	Applicant / Client
9. Favorable Endorsement/.Recommendation, if applicable (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *To be obtained from appropriate government agency for regulated corporations, e.g. banks, banking and quasi-banking institutions, preneed, insurance, and trust companies, NSSLAs, pawnshops, corporations engaged in money service business, and other financial intermediaries.*	
10. Proof of Publication (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *Upon filing of Petition for Revival of Corporate Existence from the Commission:* *1. Within fifteen (15) days from filing, Petitioner or its duly representative, shall publish in a newspaper of general circulation its Petition for Revival, stamped "Received" by the Commission, with the corresponding docket number;* *2. Within fifteen (15) days from filing, Petitioner or its duly representative, shall file with the Commission the following pieces of evidence of the publication of the Verified Petition for Revival in a newspaper of general circulation:* *a. Affidavit of the Newspaper Editor-in-Chief/Managing Editor/ Content Editor attesting to the fact of publication of the Petition for Revival; and* *b. Actual Newspaper cutout of publication showing the date and name of the newspaper, and all the pages of the Petition with its attachments*	
For Situational Requirement	
A. Situational Requirements	
Sub Situational Requirement/s	
A.a. Change in the composition of the stockholders or members since the expiration of Petitioner's corporate term	

A.a.1. General Information Sheet (GIS) of the Petitioner as of the date of stockholders' or members' approval of the resolution to file the Petition for Revival of its corporate existence, or the date of the board of directors' or trustees' approval of the filing of the said Petition, whichever is later (2) Original Copy	Applicant / Client
A.b. Corporate name has already been validly reused, and is currently being used, by another corporation	
A.b.1. Proof of Reservation of Petitioner's Proposed New Corporate Name (1) Original Copy And (1) Photo Copy	Applicant / Client
A.c. Corporation which already availed of re-registration, in accordance with SEC Memorandum Circular No. 13, series of 2019, or other memorandum circulars issued by the Commission pertaining to re-registration	
A.c.1. Certification, under oath issued by the Corporate Secretary of the re-registered corporation (1) Original Copy And (1) Photo Copy	Applicant / Client

Remarks:

Certificate must state that:

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

b. the re-registered corporation has given consent to the Petitioner's to use its corporate name, and has undertaken to change its corporate name immediately after the issuance of the Petitioner's Certificate of Revival.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit and file a verified petition and its supporting documents, except Proof of Publication Requirement, and fill out the transmittal slip **Location:** Bacolod Extension Office **Notes/Instruction:** *The following petitions shall not be docketed and shall be automatically rejected:* • *Petitions with incomplete requirements;*	1.1. Duly received the filing	None	1 hour/s	• Administrative Assistant II; Bacolod Extension Office
	1.2. Verify whether the petition submitted is complete and attached with necessary requirements, the petition is verified, and the person signing the verification is duly authorized. Reject incomplete/non-compliant, and issue an order/letter detailing the reason for the rejection.		1 working day/s	• Administrative Officer II; Bacolod Extension Office • Securities Counsel I; Bacolod Extension Office

• *Unverified Petitions; and/or* • *Petitions verified by a person with no valid authority.*	1.3. Evaluate the contents and substance of the petition including its attachments. For any non-compliance to the requirements, a notice/letter of compliance shall be emailed to the client for compliance.		5 working day/s	• Administrative Officer II; Bacolod Extension Office • Securities Counsel I; Bacolod Extension Office • Investigator; Bacolod Extension Office
	1.4. Evaluate for legal review the contents and substance of the petition including its attachments. For any non-compliance to the requirements, a notice/letter of compliance shall be emailed to the client for compliance.		3 working day/s	• Administrative Officer II; Bacolod Extension Office • Securities Counsel I; Bacolod Extension Office
	1.5. Initiate a final review on the contents of and substance of the petition including its attachments. For any non-compliance to the requirements, a notice/letter of compliance shall be emailed to the client for compliance.		3 working day/s	• Director II; Bacolod Extension Office
	1.6. Issue a Payment Assessment Form (PAF) for complete and compliant petition.		1 hour/s	• Administrative Assistant II; Bacolod Extension Office • Administrative Officer II; Bacolod Extension Office
2. Pay the petition and filing fees as indicated in the Payment Assessment Form (PAF), and present proof of payment to Bacolod Extension Office **Location:** Landbank, GCash or any payment center	2.1. Record and Docket of the Verified Petition	**Standard Fees** Breakdown: Petition Fee: PHP 3080 Handling Fee: PHP 20 Documentary Stamp Tax: PHP 30	2 hour/s	• Confidential Assistant III; Bacolod Extension Office
	2.2. Provide the client one (1) copy of the Petition and its		1 hour/s	• Administrative Assistant II; Bacolod

authorized by the Commission. **Notes/Instruction:** *Please immediately present proof of payment to Bacolod Extension Office upon payment of filing fees.*	supporting documents for publication in the newspaper of general circulation.	Total: PHP 3130 **Formula Fees** Breakdown: Filing Fee for revival of corporate existenceLegal Research Fee (LRF)		Extension Office • Administrative Officer II; Bacolod Extension Office
3. Submit Proof of Publication **Location:** Bacolod Extension Office	3.1. Draft Order and Transmittal Letter to Securities and Exchange Commission - Headquarters.	None	4 hour/s	• Administrative Officer II; Bacolod Extension Office • Confidential Assistant III; Bacolod Extension Office • Securities Counsel I; Bacolod Extension Office
	3.2. Review and finalize Order, and sign the Transmittal Letter.		1 working day/s	• Director II; Bacolod Extension Office
	3.3. Scan and email the Petition together with its supporting documents, Order and Transmittal Letter to the Securities and Exchange Commission - Headquarters.		4 hour/s	• Confidential Assistant III; Bacolod Extension Office
	3.4. Securities and Exchange Commission - Headquarters reviews the petition and render a decision.		5 working day/s	• Supervising Commissioner; Office of the Commissioner
	3.5. Receive signed Order and/or Certificate of Revival for granted petition, or signed Order for denial of petition. Inform the client that an Order has been issued to their petition, and instruct the client to claim the Order and/or Certificate of Revival.		2 hour/s	• Confidential Assistant III; Bacolod Extension Office • Administrative Officer II; Bacolod Extension Office

4. Receive the Order, and/or Certificate of Revival, if any. **Location:** Bacolod Extension Office	4. Release Order, and/or Certificate of Revival, if any, to the client.	None	1 hour/s	• Administrative Assistant II; Bacolod Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 3130 See other fees below		

Formula / Schedule of Fees

- **Filing Fee for revival of corporate existence**

  Articles of Incorporation, Stock Corp., with par value: 1/5 of 1% of the authorized capital stock or the subscription price of the subscribed capital stock, whichever is higher, but not less than PHP 2,000.00

- **Legal Research Fee (LRF)**

  1% Legal Research Fee (LRF) but not less than PHP 20.00

19. Petition to Lift Order of Revocation/Suspension

This service details the procedure and documentary requirements for the lifting of the revoked/suspended status of the corporation. The process is done through filing a verified petition under the 2016 SEC Rules of Procedure and all the documentary requirements mentioned in the SEC Memorandum Circular No. 5, series of 2016.

*Please note that processing of the following corporations shall be with the **SEC Headquarters**:*

1. *Public Companies, and companies with publicly-listed shares;*
2. *Corporation with seconday license - except: Financing and Lending; and*
3. *Foreign Corporations*

Office or Division:	Bacolod Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All domestic corporations that have their primary license revoked/suspended.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	2026 SEC Rules of Procedure

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Verified Petition to set aside the Order of Revocation or Suspension (2) Original Copy	Applicant / Client
Remarks: *A **draft/template** of the petition may be requested at secbacolod@sec.gov.ph*	
2. Directors'/Trustee's Certificate (2) Original Copy	Applicant / Client
3. Certificate of Non-Forum Shopping (2) Original Copy	Applicant / Client
Remarks: *Signed by the corporation's duly authorized representative designated in the Director's/Trustees' Certificate.* *Contents can be found at Section 3-4, Rule 3, Part III 2016 SEC Rules of Procedure*	
4. Latest Due Audited Financial Statements (2) Original Copy	SEC - Bacolod Extension Office
5. Latest Due General Information Sheet (2) Original Copy	SEC - Bacolod Extension Office
6. Articles of Incorporation and latest Certificate of Filing or Amended Articles or By-Laws (if any) together with the latest Articles of Incorporation and By-Laws (2) Original Copy	SEC - Bacolod Extension Office

7. Copies of the stock and transfer book or membership book (2) Original Copy	Applicant / Client
8. Secretary's Certificate of No Intra-Corporate Controversy (2) Original Copy	Applicant / Client
9. Sworn Certification by External Auditor (2) Original Copy	Applicant / Client
10. Proof of operation (2) Original Copy	Applicant / Client
Remarks: *Proof of operation for each year, starting from the date of revocation or date of incorporation (for a suspension order) up to the time of the filing of the petition, any of the following but not limited to:* *1. Audited Financial Statements;* *2. Income Tax Returns;* *3. Mayor's or Business Permits/barangay certificate in lieu of Mayor's permit if none;* *4. Contracts;* *5. Receipts showing payment of Real Estate Tax;* *6. Certifications/Recognitions/Annual Conventions; or* *7. Any similar/related documents*	
11. Latest Mayor's/Business Permit (if operational) but may submit Barangay Certification as a secondary requirement (2) Original Copy	Local Government Unit - Licensing and Business Permit Department
12. Certification Issued by the Corporate Secretary that the latest due Financial Statement and Income Tax Return were received by the SEC and BIR respectively (2) Original Copy	Applicant / Client
13. Monitoring Clearance (2) Original Copy	SEC - Bacolod Extension Office
Remarks: *Client must request through - ewatch.sec.gov.ph*	
14. Clearance from Enforcement and Investor Protection Department (EIPD) and Office of the General Counsel (OGC), if applicable (2) Original Copy	SEC - Bacolod Extension Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit and file a verified petition and its supporting documents, and fill out the transmittal slip. **Location:** Bacolod Extension Office **Notes/Instruction:**	1.1. Duly received the filing.	None	2 hour/s	• Administrative Assistant II; Bacolod Extension Office
	1.2. Verify whether the petition submitted is complete and attached with necessary requirements, the petition is verified, and		6 hour/s	• Investigator; Bacolod Extension Office • Administrative Officer II;

The following petitions shall not be docketed and shall be automatically rejected: • *Petitions with incomplete requirements;* • *Unverified Petitions; and/or* • *Petitions verified by a person with no valid authority.* *Monitoring Clearances and Clearance from Enforcement and Investor Protection Department (EIPD) and Office of the General Counsel (OGC) may be provided on a later date - please refer to Agency Step 1.4.*	the person signing the verification is duly authorized. Reject incomplete/non-compliant, and issue an order/letter detailing the reason for the rejection.			Bacolod Extension Office • Securities Counsel I; Bacolod Extension Office
	1.3. Evaluate the contents and substance of the petition including its attachments. For any non-compliance to the requirements, a notice/letter of compliance shall be emailed to the client for compliance.		6 working day/s	• Administrative Officer II; Bacolod Extension Office • Securities Counsel I; Bacolod Extension Office • Investigator; Bacolod Extension Office
	1.4. Evaluate for legal review the contents and substance of the petition including its attachments. For any non-compliance to the requirements, a notice/letter of compliance shall be emailed to the client for compliance. The client must have secured all the clearance at this step, if not included in the initial submission.		2 working day/s	• Securities Counsel I; Bacolod Extension Office • Securities Counsel II; Bacolod Extension Office
	1.5. Initiate a final review on the contents of and substance of the petition including its attachments. For any non-compliance to the requirements, a notice/letter of compliance shall be emailed to the client for compliance.		2 working day/s	• Director II; Bacolod Extension Office
	1.6. Issue a Payment Assessment Form (PAF) for the petition and filing fees for complete and compliant petition.		2 hour/s	• Administrative Assistant II; Bacolod Extension Office • Administrative Officer II; Bacolod

				Extension Office
2. Pay the petition and filing fees, including penalty if any, as indicated in the Payment Assessment Form (PAF), and present proof of payment to Bacolod Extension Office. **Location:** Landbank, GCash or any payment center authorized by the Commission - https://espaysec.sec.gov.ph/payment-portal/home **Notes/Instruction:** *Please immediately present proof of payment to Bacolod Extension Office upon payment of filing fees.*	2.1. Record and Docket the Petition.	**Standard Fees** Breakdown: Petition Fee: PHP 3080 Filing Fee: PHP 3000 Handling Fee: PHP 20 Legal Research Fee (LRF): PHP 30 Documentary Stamp Tax: PHP 30 Total: PHP 6160	4 hour/s	• Confidential Assistant III; Bacolod Extension Office
	2.2. Draft Order and Transmittal Letter to Securities and Exchange Commission - Headquarters.		4 hour/s	• Administrative Assistant II; Bacolod Extension Office • Administrative Officer II; Bacolod Extension Office
	2.3. Review and finalize Order, and sign the Transmittal Letter.		1 working day/s	• Director II; Bacolod Extension Office
	2.4. Scan and email the Petition together with its supporting documents, Order and Transmittal Letter to the Securities and Exchange Commission - Headquarters.		4 hour/s	• Confidential Assistant III; Bacolod Extension Office • Administrative Officer II; Bacolod Extension Office
	2.5. Office of the Supervising Commission reviews the petition. Renders decision on the petition.		5 working day/s	• Office of the Supervising Commissioner; Office of the Commissioner
	2.6. Receive signed Order and/or Certificate of Lifting of Revocation/Suspension for granted petition, or signed Order for denial of petition. Inform the client that an Order has been issued to their petition, and instruct the client to claim the Order and/or Certificate of Revival.		1 working day/s	• Administrative Assistant II; Bacolod Extension Office • Administrative Officer II; Bacolod Extension Office
3. Receive the Order, and/or Certificate of Lifting of	3. Release Order, and/or Certificate of Lifting of Revocation/Suspension, if any, to the client.b	None	2 hour/s	• Administrative Assistant II; Bacolod

Revocation/Suspension, if any. **Location:** Bacolod Extension Office				Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 6160		

20. Post-Audit of eAMEND Applications approved under Simple Processing

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

*Please note that the processing of the following corporations shall be with the **SEC Headquarters**:*

1. *Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies;*
2. *Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House; and*
3. *Financial Technology (FinTech) related business activities*

Office or Division:	Bacolod Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All applications submitted and approved under Simple Processing in the eAMEND Portal
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy	Securities and Exchange Commission - Bacolod Extension Office
Remarks: *With downloadable system-generated forms in the eAmend Portal*	
2. Amendment Form (2) Original Copy	Securities and Exchange Commission - Bacolod Extension Office
Remarks: • *With downloadable system-generated forms in the eAmend Portal.* • *Original copies should be signed (wet signature) and notarized* • *notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed names*	
3. Monitoring Clearance (2) Original Copy	Securities and Exchange Commission - Bacolod Extension Office
Remarks: • ***(not applicable for corporation sole)*** • *If there is no valid and available Monitoring Clearance, submit an Affidavit of Undertaking for Monitoring from the eAMEND System.*	

- *If you have previously used an Affidavit of Undertaking for your amendment application, kindly submit a valid Monitoring Clearance issued by the Bacolod Extension Office for your current application.*
- *Original copies should be signed (wet signature) and notarized*

Bacolod Extension Office or through secbacolod@sec.gov.ph

4. And other additional documentary requirements uploaded in the eAmend portal (2) Original Copy	Applicant / Client
5. Amended Articles of Incorporation/By-Laws (2) Original Copy	Applicant / Client

Remarks:

- ***two (2) copies shall be submitted together with all the documentary requirements uploaded in the eAMEND portal***

(Please submit the Amended Articles of Incorporation/By-laws incorporating the proposed provisions. The amendments must be clearly underlined and annotated with the phrase "(As amended on [date of meeting])" immediately following the amended provision. Kindly ensure that no established facts are removed or modified in the process.)

For Situational Requirement	
A. For Clearance from other SEC departments	
Sub Situational Requirement/s	
A.a. For Financing and Lending companies, and Foundation	
A.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
B. Endorsement from other government agencies	
Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For applications with Amendment of By-laws	
Sub Situational Requirement/s	
C.a. Air Transport	
C.a.1. Civil Aeronautics Board Endorsement (2) Original Copy And (1) Electronic Copy	Civil Aeronautics Board - Civil Aeronautics Board

C.b. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions	
C.b.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.c. Educational Institution: (stock & non-stock)	
C.c.1. Department of Education Endorsement for Elementary (2) Original Copy And (1) Electronic Copy	Department of Education - Department of Education
C.c.2. Commission on Higher Education Endorsement for College, Tertiary Course (2) Original Copy And (1) Electronic Copy	College, Tertiary Course - College, Tertiary Course
C.c.3. Technical Education Skills and Development Authority Endorsement for Technical Vocational Course (2) Original Copy And (1) Electronic Copy	Technical Education Skills and Development Authority - Technical Education Skills and Development Authority
C.d. Electric Power Plant/Trading of Petroleum Products	
C.d.1. Department of Energy Endorsement (2) Original Copy And (1) Electronic Copy	Department of Energy - Department of Energy
C.e. Hospital, Dental, Medical Clinics	
C.e.1. Department of Health Endorsement (2) Original Copy And (1) Electronic Copy	Department of Health - Department of Health
C.f. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.f.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C.g. Money Changer and Remittance Services	
C.g.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.h. Non-Chartered Government Owned and Controlled Corporation	
C.h.1. Government Commission for Government-owned and Controlled Corporation Endorsement (2) Original Copy And (1) Electronic Copy	Government Commission for Government-owned and Controlled Corporation - Government Commission for Government-owned and Controlled Corporation
C.i. Professional Association	
C.i.1. Professional Regulation Commission Endorsement (2) Original Copy And (1) Electronic Copy	Professional Regulation Commission - Professional Regulation Commission
C.j. Radio, TV, Telephone, Internet Service Providers, Value-Added Service Provider	
C.j.1. National Telecommunications Commission Endorsement (2) Original Copy And (1) Electronic Copy	National Telecommunications Commission - National Telecommunications Commission
C.k. Recruitment for Overseas Employment	
C.k.1. Philippine Overseas Employment Administration Endorsement (2) Original Copy And (1) Electronic Copy	Philippine Overseas Employment Administration - Philippine Overseas Employment Administration

C.l. Security Agency/ Anti-Crime Task Force	
C.l.1. Philippine National Police Endorsement (2) Original Copy And (1) Electronic Copy	Philippine National Police - Philippine National Police
C.m. Tobacco Related Business	
C.m.1. National Tobacco Administration Endorsement (2) Original Copy And (1) Electronic Copy	National Tobacco Administration - National Tobacco Administration
C.n. Volunteer Fire Brigade	
C.n.1. Bureau of Fire Protection Endorsement (2) Original Copy And (1) Electronic Copy	Bureau of Fire Protection - Bureau of Fire Protection
C.o. Vessel/Ship Operation, Ship Management. Shipbuilding, Ship Repair, Shipping Agency, Ship Husbanding, Ship Chandling and other Maritime related activities	
C.o.1. Maritime Industry Authority Endorsement (2) Original Copy And (1) Electronic Copy	Maritime Industry Authority - Maritime Industry Authority
C.p. Water Service Providers and Waterworks	
C.p.1. Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems Endorsement (2) Original Copy And (1) Electronic Copy	Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems - Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems
D. For Amendment of Corporate Name	
D.1. Name Verification Slip for Amendment of Corporate Name with Proof of Payment of Reservation Fee (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Bacolod Extension Office
Remarks: *Bacolod Extension Office or request from secbacolod@sec.gov.ph*	
E. Affidavit of a director, trustees or officer undertaking to change corporate name, if not stated in the Articles of Incorporation	
E.1. Affidavit of a director, trustees or officer undertaking to change corporate name, if not stated in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the documentary requirements with proof of payment to the SEC Bacolod Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:**	1.1. Stamp receives the submitted documentary requirements	None	5 minute/s	• SEC Administrative Assistant II; Bacolod Extension Office • SEC Computer Operator; Bacolod

Unit 10 & 11 Redkey Building corner Hernaez & Jocson Streets, Taculing, Bacolod City				Extension Office
	1.2. Prints Certificate of Amendment (Certificate)		15 minute/s	• SEC Administrative Assistant II; Bacolod Extension Office • SEC Computer Operator; Bacolod Extension Office
	1.3. Assigns to post-audit processor		10 minute/s	• SEC Administrative Assistant II; Bacolod Extension Office • SEC Information Officer II; Bacolod Extension Office
	1.4. Post-evaluates the assigned application		6 working day/s, 7 hour/s	• SEC Securities Specialist II; Bacolod Extension Office • SEC Securities Specialist I; Bacolod Extension Office • SEC Director II; Bacolod Extension Office • SEC Administrative Officer II; Bacolod Extension Office • SEC Information Officer II; Bacolod Extension Office
	1.5. Tags the application as complete in the eAmend portal		15 minute/s	• SEC Administrative Assistant II;

				Bacolod Extension Office • SEC Computer Operator; Bacolod Extension Office • SEC Administrative Officer II; Bacolod Extension Office • SEC Information Officer II; Bacolod Extension Office
2. Proceeds to SEC Bacolod Extension Office for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Amended Articles of Incorporation and/or By-laws **Location:** Unit 10 & 11 Redkey Building corner Hernaez & Jocson Streets, Taculing, Bacolod City	2. Releases signed Certificate of Amended Articles of Incorporation and/or By-laws	None	15 minute/s	• SEC Computer Operator; Bacolod Extension Office • SEC Administrative Assistant II; Bacolod Extension Office
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		

21. Post-Evaluation OneSEC eSPARC applications

This detail ensures compliance of the contents of the submitted hard copies of approved registration applications under eSPARC OneSEC in accordance with existing laws, rules, and regulations

Office or Division:	Bacolod Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (2) Original Copy	Securities and Exchange Commission - Bacolod Extension Office
Remarks: *System-generated*	
2. Articles of Incorporation (2) Original Copy	Securities and Exchange Commission - Bacolod Extension Office
Remarks: *System-generated* *Original copy should be signed (wet signature) and notarized/authenticated*	
3. By-Laws (2) Original Copy	Securities and Exchange Commission - Bacolod Extension Office
Remarks: • *Original copy should be signed (wet signature)* • *For One Person Corporations, no by-laws required.*	
4. And other additional documentary requirements based on the mode of payment of the subscription of shares. (2) Original Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the documentary requirements with proof of payment to the SEC	1.1. Stamp receives the submitted documentary requirements.	None	5 minute/s	• SEC Administrative Assistant II; Bacolod

Bacolod Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** Unit 10 & 11 Redkey Building corner Hernaez & Jocson Streets, Taculing, Bacolod City				Extension Office
	1.2. Prints Certificate of Incorporation (Certificate)		15 minute/s	• SEC Administrative Assistant II; Bacolod Extension Office • SEC Administrative Assistant I; Bacolod Extension Office
	1.3. Assigns to post-audit processor		10 minute/s	• SEC Administrative Assistant II; Bacolod Extension Office • SEC Information Officer II; Bacolod Extension Office
	1.4. Post-evaluates the assigned application		6 working day/s, 7 hour/s	• SEC Administrative Officer II; Bacolod Extension Office • SEC Administrative Assistant II; Bacolod Extension Office • SEC Information Officer II; Bacolod Extension Office
	1.5. Tags the application as complete in the Company Registration Encoding System		10 minute/s	• SEC Administrative Assistant II; Bacolod Extension Office • SEC Administrative Officer II; Bacolod Extension Office

				• SEC Information Officer II; Bacolod Extension Office
	1.6. Emails the applicant a Notice of Schedule of Appointment on the release of the Original Certificate.		5 minute/s	• SEC Administrative Officer II; Bacolod Extension Office • SEC Administrative Assistant II; Bacolod Extension Office • SEC Information Officer II;
2. Proceeds to SEC Bacolod Extension Office for presentment of the proof of payment issued by the eSPAYSEC or arranges the delivery of the Certificate through preferred courier **Location:** Unit 10 & 11 Redkey Building corner Hernaez & Jocson Streets, Taculing, Bacolod City	2. Releases original copy of the Certificate	None	15 minute/s	• SEC Administrative Assistant II; Bacolod Extension Office
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		

22. Processing of Formal Complaints Filed Against Financing and Lending Companies

This service outlines the procedure for a citizen to file a formal complaint against covered companies.

Office or Division:	Bacolod Extension Office
Classification:	Highly Technical
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	General Public
Operating Hours:	8:00 AM - 5:00 PM
Statute:	SEC MC No. 08, series of 2026 : RULES OF PROCEDURE OF THE SECURITIES AND EXCHANGE COMMISSION

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Registration with SEC-eSECURE (1) Electronic Copy	Applicant / Client
Remarks: *https://esecure.sec.gov.ph*	
2. Complaint form (1) Electronic Copy	Applicant / Client
Remarks: *Downloadable or can be provided by an SEC officer upon submission of the complaint through the SEC iMessage Portal at https://imessage.sec.gov.ph/*	
3. Supporting evidence/documents depending on the nature of the complaints; (1) Electronic Copy	Applicant / Client
Remarks: *1. Disclosure statement* *2. Amortization schedule* *3. Receipts/proof of payment* *4. Promissory notes* *5. Screenshot of the complaint company Uniform Resource Locator(URL)* *6. Copy of the harassment messages allegedly done by the Company (email or text messages)* *7. And other relevant documents in connection with your loan transaction that will help us evaluate your complaint.*	

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)

1. The Complainant must first create an account through the SEC eSECURE website (https://esecure.sec.gov.ph/), then file a complaint via SEC iMessage (https://imessage.sec.gov.ph/open.php), where a ticket number will be issued for reference and tracking, and, upon receiving a response from the SEC through the portal, download the complaint form together with the details of the required documentary requirements and supporting evidence. **Location:** SEC eSECURE website (https://esecure.sec.gov.ph/) SEC iMessage (https://imessage.sec.gov.ph/)	1. The SEC officer will acknowledge the complaint, and a copy of the complaint form will be provided to the complainant.	None	30 minute/s	• SEC Administrative Officer II; Bacolod Extension Office • SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II; Bacolod Extension Office
2. The Complainant must submit the accomplished complaint form, along with the required documentary documents/evidences, via https://imessage.sec.gov.ph/ **Location:** SEC Imessage Portal: https://imessage.sec.gov.ph/	2.1. Evaluates complaints with supporting documents and determines the jurisdiction under which Office will handle the complaint.	None	3 working day/s	• SEC Administrative Officer II; Bacolod Extension Office • SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II; Bacolod Extension Office
	2.2. Referral to the Company complained for resolution/amicable settlement, if possible.		30 working day/s	• Respondent Company; Any of requesting

				office / division
	2.3. Evaluation and referral for drafting of the Formal Charge against the concerned company.		10 working day/s	• SEC Administrative Officer II; Bacolod Extension Office • SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II; Bacolod Extension Office • SEC Securities Counsel I; Bacolod Extension Office
	2.4. Review and further evaluation of the Formal Charge and attachments.		3 working day/s	• SEC Securities Counsel II; Bacolod Extension Office • SEC Director II; Bacolod Extension Office
	2.5. Final review and signing of the Director.		2 working day/s	• SEC Director II; Bacolod Extension Office
	2.6. The Formal Charge shall be sent to the concerned company through its official email address using SEC Bacolod EO's official email (secbacolod@sec.gov.ph), with a copy furnished to the Complainant.		10 minute/s	• SEC Administrative Officer II; Bacolod Extension Office • SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II; Bacolod

				Extension Office
General Remarks Thirty (30) days is for the referred company for their processing.				
Total Processing Time:	Working Days: 48 working day/s, 40 minute/s			
Total Processing Fee:	Total Standard Fee: None			

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

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

The following are the various company type to choose form:

- *General Partnership*
- *Professional Partnership*
- *Limited Partnership*

Type of partnership based on foreign equity participation:

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

*Please note that the processing of parterships that are involved in Financial Technology (FinTech) related business activities, shall be with **SEC Headquarters**.*

Office or Division:	Bacolod Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Bacolod Extension Office
Remarks: *System-generated*	
2. Articles of Partnership (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Bacolod Extension Office
Remarks: *System-generated* *Original copy should be signed (wet signature) and notarized*	
For Situational Requirement	
A. Endorsement/Clearance from other government agencies	
Sub Situational Requirement/s	

A.a. Money Changer and Remittance Services	
A.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
A.a.2. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
B. Additional requirement, if applicable;	
Sub Situational Requirement/s	
B.a. If the Partner is a Juridical Entity	
B.a.1. Authenticated/Apostilled Board Resolution approving the Corporation to be a partner and appointing their authorized representative (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Board Resolution of the Juridical Entity allowing it to invest in the said Corporation*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ **Location:** https://esparc.sec.gov.ph/	1.1. Approves proposed company name and/or trade name/s in accordance with SEC Memorandum Circular No. 13, Series of 2019	None	2 hour/s	• SEC Administrative Assistant II; Bacolod Extension Office • Information Officer II; Bacolod Extension Office
	1.2. Pre-processes all corporate information submitted		2 working day/s, 7 hour/s, 45 minute/s	• SEC Securities Specialist I ; Bacolod Extension Office • SEC Securities Specialist II ; Bacolod Extension Office • SEC Administrative Officer II; Bacolod Extension Office • SEC Information Officer II; Bacolod

				Extension Office • SEC Administrative Assistant II; Bacolod Extension Office • SEC Securities Counsel II; Bacolod Extension Office
	1.3. Processor prepares and issues the Payment Assessment Form (PAF)		5 minute/s	• SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II ; Bacolod Extension Office • SEC Administrative Officer II; Bacolod Extension Office • SEC Information Officer II; Bacolod Extension Office • SEC Administrative Assistant II; Bacolod Extension Office • SEC Securities Counsel II; Bacolod Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:**	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Formula Fees** Breakdown: Articles of PartnershipName ReservationLegal Research	5 minute/s	• Accounting Division; Financial Management Department (FMD)

Aespaysec.sec.gov.ph/payment-portal/home		FeeDocumentary Stamp Tax		
3. Submits the documentary requirements with proof of payment to the SEC Bacolod Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc. **Location:** Unit 10 & 11 Redkey Building corner Hernaez & Jocson Streets, Taculing, Bacolod City	3.1. Officially receives and stamps the hard copies of the registration application and forwards to the designated personnel for generation of the Certificate	None	5 minute/s	• SEC Administrative Assistant II; Bacolod Extension Office
	3.2. Generates the Certificate and forwards the same with the submitted proof of payment and documentary requirements to the authorized signatory		10 minute/s	• SEC Administrative Assistant II; Bacolod Extension Office
	3.3. Reviews the application and signs the Certificate;		3 working day/s, 5 hour/s, 30 minute/s	• SEC Director II; Bacolod Extension Office
	3.4. Sends appointment through email indicating the date of release of the Certificate		10 minute/s	• SEC Administrative Assistant II; Bacolod Extension Office
4. Proceeds to SEC Bacolod Extension Office for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate **Location:** Unit 10 & 11 Redkey Building corner Hernaez & Jocson Streets, Taculing, Bacolod City	4. Enters company name in the Masterlist and releases the Certificate together with registration application then stamps release the official receipt	None	10 minute/s	• SEC Administrative Assistant II; Bacolod Extension Office
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Articles of Partnership**

  ⅕ of 1% of the Partnership's Capital but not less than PHP 2,000

- **Name Reservation**

  PHP 100 per Corporate Name

  *Additional Php 100 per trade name/s

- **Legal Research Fee**

  1% of the computed Filing Fees

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

24. Registration of Corporations through One-day Submission and E-registration of Companies (OneSEC) with ZERO Processing for DOMESTIC STOCK CORPORATIONS

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

a. *The company classification is All Filipino, .01 to 40%, and more than 40% to 100% foreign equity participation;*
b. *The proposed corporate name may comply to the following: (a) has a name descriptor according to its industry classification; (b) does not contain any Trade Name/s ; and (c) not subject to any Letter of Appeal for reconsideration; and (d) in explicit form (any set or group of letters does not contain any acronym or meaning);*
c. *The primary purpose or main activity is predetermined and is not subject to any modification/correction;*
d. *The corporate term of existence may be determined by the applicant.*
e. *The incorporator/s, members of the Board of Directors and subscribers are Natural Person/s, of legal age;*
f. *The applicant corporation is not located in any of the economic zones, if located within an economic zone, then proceed to eSPARC ZERO Regular processing;*
g. *The share type classification contains the following : (a) Common Shares; (b) with Par Value and (c) Amount of par value is not less than P1.00 and in non-decimal currency;*
h. *The Mode of Payment for the subscription of shares is CASH;*
i. *Once the application is completed, the registration fees are paid immediately through the SEC eSPAYSEC;*
j. *The applicant corporation is not required to secure clearance/endorsement from any Department of SEC and/or other government agency/ies, if clearance/endorsement is needed please proceed to eSPARC ZERO Regular processing;*
k. *None of the incorporators, stockholders/members, directors/trustees, beneficial owners, and officers of the applicant corporation have been convicted of or have pending criminal or administrative case of felony or misdemeanor involving investment or investment-related business, fraud, false statements or omissions, wrongful taking of property, bribery, forgery, counterfeiting or extortion, or other felonies;*
l. *None of the incorporators, stockholders/members, directors/trustees, beneficial owners, and officers of the applicant corporation are included in pertinent sanctions list circularized by the Bangko Sentral ng Pilipinas (BSP), the Anti-Money Laundering Council (AMLC), the Anti-Terrorism Council (ATC), and other domestic and/or international entities or organizations, such as the Office of Foreign Assets Control (OFAC) of the U.S. Department of Treasury and the United Nations Sanctions List;*

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

Activities of Employment Agency Activities

1. *Activities of Employment Agency Activities*
2. *Activities of a Holding Company*
3. *Advertising*
4. *Agriculture*
5. *Air transportation*
6. *Arrastre and Stevedoring services*
7. *Business process outsourcing*
8. *Cargo consolidator*
9. *Cargo Sales Agent or Breakbulk Sales Agent*
10. *Cockpit*
11. *Combined Facilities Support Activities (Cleaning Activities)*
12. *Computer Programming*
13. *Construction*
14. *Courier services*
15. *Creative Arts and Entertainment of Activities*
16. *Customs Brokerage*

17. *Deep Sea Commercial Fishing*
18. *Domestic Airfreight Forwarder*
19. *Domestic Agricultural Aerial Spraying Services*
20. *Domestic Agricultural Aerial Spraying Services using Remotely Piloted Aircraft (RPA)*
21. *Domestic Non-Scheduled Air Transportation Services*
22. *Domestic Scheduled Air Transportation Services*
23. *Drugstore*
24. *Electric generation*
25. *Film production*
26. *Fishery*
27. *Funeral and Related Services*
28. *Gambling and Betting Activities*
29. *Gas station*
30. *General Sales Agent for Cargo*
31. *General Sales Agent for Passenger*
32. *Hotel*
33. *Hospital*
34. *International Airfreight Forwarder*
35. *International Non-Scheduled Air Transportation Services*
36. *International Non-Scheduled All-Cargo Air Transportation Services*
37. *International Scheduled Air Transportation Services*
38. *IT – TNVs*
39. *IT/Software applications*
40. *Landscape care and maintenance service activities*
41. *Land transportation*
42. *Laundry Services*
43. *Logistic*
44. *Management Consultancy*
45. *Mining*
46. *Non-Vessel Operating Common Carrier*
47. *Organization of Convention and Trade Shows*
48. *Other Residential Care Activities*
49. *Personal Services for Wellness except Sports Activities*
50. *Photographic Activities*
51. *Printing and Publishing*
52. *Property Management*
53. *Radio Broadcasting*
54. *Real Estate*
55. *Recruitment*
56. *Renting and Leasing Machinery*
57. *Renting and Leasing Motor Vehicles*
58. *Renting and Leasing of Personal and Household Goods*
59. *Repairs of Computers and Communications Equipment*
60. *Repair of Household Appliances and Home and Garden*
61. *Residential care activities for mental retardation, mental health and substance abuse*
62. *Residential care activities for the elderly and disabled*
63. *Residential Nursing Care Facilities*
64. *Restaurant*
65. *Retail trading of goods*
66. *Retail via mail/telephone order houses via the internet*
67. *Schools*
68. *Sea transportation*
69. *Security agency*
70. *Security Facility Sales and Installation Activities*
71. *Shipping Agency*
72. *Sound Recording*
73. *Sports Activities*
74. *Technical testing/analysis*
75. *Telecommunications*
76. *Television Programming and Broadcasting Activities*

77. *Travel agency*
78. *Veterinary Activities*
79. *Waste Collection/Disposal/Management*
80. *Wholesale and retail trading of goods*
81. *Wholesale trading of goods*
82. *Parking Spaces*
83. *Materials Recycling Facility (MRF) / Junkshop*
84. *Automotive Repair*
85. *Glass, Aluminum, and Other Metal Installations*
86. *Woodworking and Carpentry Business*
87. *Tailoring and Dressmaking Business*
88. *Hauling and Trucking Business*
89. *Storage and Warehousing Facilities Rental*
90. *Motor Vehicle Rental Business*
91. *Manufacturing and Assembly of Electronics and Semiconductor Business*
92. *Manufacturing/Assembly of Automotive Parts Business*
93. *Garment and Textile Business*
94. *Manufacturing of Medical Devices and Parts*
95. *Operation of Fishpond*
96. *Memorial Parks*
97. *Games and Amusement Activities*
98. *Bakeshop*
99. *Beauty Salon*
100. *Cold Storage*

Office or Division:	Bacolod Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business)
Who may avail:	All Natural and Juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Cover Sheet for Registration (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Bacolod Extension Office
Remarks: *System-generated*	
2. Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Bacolod Extension Office
Remarks: *System-generated*	
3. By-Laws (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Bacolod Extension Office
Remarks:	

- *System-generated*
- ***Not applicable for One Persion Corporation (OPC)***

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ and encodes the data required. **Location:** https://esparc.sec.gov.ph/	1. ESPARC System issues the payment assessment form	None	2 working day/s, 6 hour/s	• eSPARC system; Bacolod Extension Office
2. Pays the assessed registration fee through eSPAYSEC and receives the Digital copy of the Certificate of Incorporation in the email provided in the system **Location:** https://espaysec.sec.gov.ph/	2. The system issues the electronic receipt of the payment of filing fees.	**Standard Fees** Breakdown: Articles of Incorporation: PHP 2000 By-Laws: PHP 1000 Documentary Stamp Tax: PHP 60 Legal Research Fee: PHP 20 Total: PHP 3080 **Possible Fees** Breakdown: Stock and Transfer Book: PHP 150 Membership Book: PHP 75 **Formula Fees** Breakdown: Filing FeeName Verification Fee	1 hour/s	• eSPARC System; Bacolod Extension Office
3. Generates the Digital Certificate **Location:**	3. The system issues the Digital Certificate of Incorporation	None	1 hour/s	• eSPARC System; Bacolod

esoparc				Extension Office
Total Processing Time:	Working Days: 3 working day/s			
Total Processing Fee:	Total Standard Fee: PHP 3080 See other fees below			

Possible Fees

- **Stock and Transfer Book** : 150
- **Membership Book** : 75

Formula / Schedule of Fees

- **Filing Fee**

  Stock corporation with par value - ⅕ of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher

  Stock corporation without par value - ⅕ of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher

  Non- Stock corporation – PHP 1,000

- **Name Verification Fee**

  Php100.00 per Corporate Name

  *additional fee of Php100.00 for each trade name/s.

25. Registration of Corporations through the Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular with ZERO Processing

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

The following are the various company type to choose form:

I. Stock Corporation

As to composition:

1. *One Person Corporation*
2. *Corporation with 2 to 15 incorporators*

As to ownership:

1. *All Filipino*
2. *With Foreign equity participation*

As to Company type:

1. *Domestic Corporations*

II. Non-stock Corporation

As to Company sub-types:

1. *Corporation Sole*
2. *Non-stock/Non-profit*
3. *Foundation*
4. *Federation*
5. *Microfinance*
6. *Religious Aggregate*
7. *Condominium Corporation*

As to ownership:

1. *All Filipino*
2. *With foreign equity participation*

*Please note that the processing of the following corporations shall be with the **SEC Headquarters**:*

1. *Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies;*
2. *Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House; and*
3. *Financial Technology (FinTech) related business activities*

Office or Division:	Bacolod Extension Office
Classification:	Complex

Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Bacolod Extension Office
Remarks: *System-generated*	
2. Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Bacolod Extension Office
Remarks: *System-generated* • *Original copy should be signed (wet signature) and notarized* • *corporate name;* • *business activity;* • *principal office address;* • *names, nationality, residences and Tax Identification Numbers (TIN) of natural Filipino incorporators/officer (for corporations composed of 2-15 incorporators) or single incorporator, nominee and alternate nominee (for One Person Corporation).* • *capital structure;* • *name of treasurer and TIN;* • *Undertaking to change company name;* • *Printed names and with original signatures of the single stockholder, nominee and alternate nominee of all incorporators for corporations with 2-15 incorporators or single stockholder, nominee and alternate nominee for One Person Corporation;* • *Notarization or Authentication*	
3. By-Laws (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Bacolod Extension Office
Remarks: • *System-generated* • *Original copy should be signed (wet signature)* • *Needs to be submitted for corporations with 2 -15 incorporators only. For One Person Corporations, no by-laws required.*	
For Situational Requirement	
A. For Initial Processing of Ordinary Corporations	
A.1. Joint Affidavit of Undertaking to Change Name, in case not incorporated in the Articles of Incorporation	Securities and Exchange Commission - Bacolod Extension

(2) Original Copy And (1) Electronic Copy	Office
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)* • *Original copy should be signed (wet signature) and notarized*	
Sub Situational Requirement/s	
A.a. If Articles of Incorporation and By-Laws are executed in a foreign jurisdiction	
A.a.1. Authenticated/Apostilled Articles of Incorporation and By-Laws and supporting documents (1) Original Copy And (1) Electronic Copy	Applicant / Client
A.b. If Incorporator/s is/are a Juridical Entity	
A.b.1. Board Resolution/Directors'/Trustees' Certificate or Secretary's Certificate (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Authenticated/Apostilled (if executed in a foreign jurisdiction)*	
B. Endorsement/Clearance from other government agencies	
Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For Clearance from other SEC departments	
Sub Situational Requirement/s	
C.a. For Financing and Lending companies, and Foundation	
C.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
D. For Foundation	
D.1. Notarized certificate of bank deposit of the contribution (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *which shall not be less than P1,000,000.00*	

D.2. Statement of Willingness to allow the Commission to conduct an audit (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Bacolod Extension Office
Remarks: *System-generated*	
E. For Federation	
E.1. of Member-Associations certified by the Corporate Secretary and attested by the President (2) Original Copy And (1) Electronic Copy	Applicant / Client
F. For Confederation	
F.1. List of Member-Federations certified by the Corporate Secretary and attested by the President (2) Original Copy And (1) Electronic Copy	Applicant / Client
G. For Condominium Corporation/Association	
G.1. Notarized Copy of the Master Deed with primary entry of the Register of Deeds (2) Original Copy And (1) Electronic Copy	Applicant / Client
G.2. Certification that there is no existing similar condominium association within the condominium project (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Bacolod Extension Office
Remarks: *System-generated* *Applicant Condominium Corporation/Association to be executed by the Corporate Secretary*	
H. For Non-Stock Religious Aggregate	
H.1. Affidavit of Affirmation/Verification by the chief priest, rabbi, minister, or presiding elder, (not required if already part of the Articles of Incorporation) (2) Original Copy And (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ **Location:** https://esparc.sec.gov.ph/	1.1. Approves proposed company name and/or trade name/s in accordance with SEC Memorandum Circular No. 13, Series of 2019	None	2 working day/s	• SEC Administrative Assistant II; Bacolod Extension Office • SEC Information Officer II; Bacolod Extension Office
	1.2. Pre-processes all corporate information		4 working day/s, 7 hour/s, 45	• SEC Securities

	submitted		minute/s	Specialist I; Bacolod Extension Office • SEC Securities Specialist II; Bacolod Extension Office • SEC Information Officer II; Bacolod Extension Office • SEC Administrative Assistant II; Bacolod Extension Office • SEC Administrative Officer II; Bacolod Extension Office • SEC Securities Counsel II; Bacolod Extension Office
	1.3. Designated Processor prepares and issues the Payment Assessment Form (PAF)		5 minute/s	• SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II ; Bacolod Extension Office • SEC Administrative Assistant II; Bacolod Extension Office • SEC Administrative Officer II; Bacolod Extension Office • SEC Information

				Officer II; Bacolod Extension Office • SEC Securities Counsel II; Bacolod Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: By-Laws: PHP 1000 Total: PHP 1000 **Formula Fees** Breakdown: Filing FeeRegistration of Stock and Transfer Book/Membership BookName ReservationLegal Research FeeDocumentary Stamp Tax	5 minute/s	• Accounting Division; Financial Management Department (FMD)
3. Generates and prints the Digital Certificate **Location:** eSPARC	3. The eSPARC system issues the Digital Certificate	None	5 minute/s	• eSPARC System; Bacolod Extension Office
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1000 See other fees below		

Formula / Schedule of Fees

- **Filing Fee**

  Stock corporation with par value - ⅕ of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher

  Stock corporation without par value - ⅕ of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher

  Non- Stock corporation – PHP 1,000

- **Registration of Stock and Transfer Book/Membership Book**

Stock and Transfer Book – PHP 150

Membership Book – PHP 75

- **Name Reservation**

  PHP 100 per Corporate Name

  *Additional Php100 per trade name/s

- **Legal Research Fee**

  1% of the computed Filing Fees for Amended Articles of Incorporation and/or By-Laws

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

26. Registration of Corporations through the Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular ZERO where payment for subscription is other than Cash

This service details the procedure for registration of Stock Corporation where payment for subscription is other than Cash through Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular Zero.

*Please note that the processing of the following corporations shall be with the **SEC Headquarters**:*

1. *Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies;*
2. *Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House; and*
3. *Financial Technology (FinTech) related business activities*

Office or Division:	Bacolod Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Bacolod Extension Office
Remarks: *System-generated*	
2. Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Bacolod Extension Office
Remarks: *System Generated*	
3. By-Laws (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Bacolod Extension Office
Remarks: *System-generated*	
For Situational Requirement	
A. Additional requirements based on kind of payment for subscription	
Sub Situational Requirement/s	

A.a. If subscription payment is through Land and/ Building/Condominium Unit	
A.a.1. Detailed schedule of the property showing the registered owner, location, area, TCT/CCT No., tax declaration number and the basis of transfer value (appraised/market value/assessed value/zonal value) certified by the treasurer (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.a.2. Copy of TCT/CCT and tax declaration sheet certified by Register of Deeds and Assessor's Office, respectively (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.a.3. Latest zonal value certified by BIR, if transfer value is based on zonal value (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.a.4. Appraisal report by authorized appraiser, if transfer value is based on appraised value (not more than 6 months old) (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.a.5. Deed of Assignment (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.a.6. If property is mortgaged, submit mortgage/creditor's certification on the outstanding loan balance and written consent to the transfer of property (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.a.7. For assignment of building where assignor is not owner of the land, submit lease contract on land and consent of landowner to the transfer (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.a.8. Affidavit of Undertaking by an incorporator of the corporation to submit the proof of transfer to the corporation within the prescribed period (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.b. If subscription payment is through Untitled Lands	
A.b.1. Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least thirty (30) years and the possessor had introduced improvements thereon, if any (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.b.2. Duplicate original or certified true copies of the tax declaration sheets (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.b.3. Latest realty tax receipts (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.4. Affidavit by the transferor attesting continuous and open possession of the property and that the property is not tenanted (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.5. Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

A.b.6. Duplicate original or certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument affecting the property recorded in the Register of Deeds for the province or city where the land is situated (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.7. Affidavit executed by the transferor (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *attesting to the:* *1. Existence (or non-existence) of easements over the untitled property* *2. Kind/description of the easement and its location* *3. Whether the transferor is the dominant estate or the servient estate, by virtue of such easements*	
A.b.8. Under oath undertaking of the transferor/subscribed to answer for any liability that the corporation might incur by virtue if the acceptance of said property paid-up capital (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.9. Clearance or certification from the Department of Agrarian Reform (DAR) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Department of Agrarian Reform - Documentation and Coordination Division
Remarks: *attesting the following:* *1. There is no other claimant to the untitled land* *2. It has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party or* *3. The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP)*	
A.b.10. Blue Print Survey of the Plan as approved by the Bureau of Lands (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.11. Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/assessed value/zonal value or appraised value) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.12. Latest zonal valuation certified by BIR, if transfer value is based on zonal value (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.13. Appraisal report by authorized appraiser, if transfer value is based on appraised value (not more than 6 month old) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.14. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.15. Affidavit of undertaking to submit certified true copy of the original certificate of title in the name of transferee-corporation within one (1) year from the date of receipt of the approval of the application (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

A.c. If subscription payment is through Inventories/Furniture/Personal Properties	
A.c.1. Detailed schedule of the property showing the description and transfer value certified by the treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.c.2. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.d. If subscription payment is through Heavy Equipment and Machinery	
A.d.1. Detailed schedule of the properties showing the description and the transfer value certified by the treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.d.2. Appraisal report by authorized appraiser (not more than 6 months old). If the property is imported, a valuation report with description of the property by the Bangko Ng Pilipinas (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.d.3. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.e. If subscription payment is through Shares of Stock	
A.e.1. Detailed schedule of the shares of stock showing the name of stockholder, stock certificate number, number of shares and the basis of transfer value whether market or book value certified by the treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.e.2. Audited financial statements of the investee company as of the last fiscal year stamped received by BIR and SEC (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.e.3. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.e.4. Certification by the Corporate Secretary of the investee company that the shares of stock are outstanding in the name of assignor (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.e.5. Photocopy of the stock certificate (present original for verification) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.e.6. Latest market quotation in newspaper or certification from stock exchange/broker as to latest market price of the shares of stock (if listed in the Stock Exchange) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.e.7. Affidavit of Undertaking by an incorporator of the corporation to submit the required proof of transfer within the prescribed period (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.f. If subscription payment is through Motor Vehicle	
A.f.1. Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified by the treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

A.f.2. Photocopy of the Certificate of Registration and latest Official Receipt of Registration (present the original for verification) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.f.3. Appraisal report by authorized appraiser (not more than six month old) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.f.4. Deed of assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.f.5. Affidavit of undertaking by an incorporator of the corporation to submit the required proof of transfer within the prescribed period (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.g. If subscription payment is through Sea Vessel/Aircraft	
A.g.1. Detailed schedule of the vessel/aircraft showing registered owner, registry number, technical description, and appraised value certified by the treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.g.2. Certified true copy of the certificate of ownership (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.g.3. Appraisal report by authorized appraiser (not more than 6 month old) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.g.4. Certificate of seaworthiness/airworthiness issued by appropriate government agency (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.g.5. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.g.6. Affidavit of Undertaking by an incorporator of the corporation to submit the required proof of transfer within the prescribed period (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.h. If subscription payment is Intangible	
A.h.1. Photocopy of the System Purchase Agreement or any documents as proof of ownership (for a software) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.h.2. Copy of Certificate of Registration of Intellectual Property Rights, mining permit for mining claims or rights (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.h.3. Appraisal report by an accredited appraisal company or licensed Filipino mining engineer for mining rights/claims (not more than 6 month old) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.h.4. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.i. If subscription payment is through Net Assets by way of conversion of single proprietorship/partnership into corporation	
A.i.1. Audited Financial Statements (AFS) of single proprietorship partnership/division of a corporation for spin-off as of last fiscal	Applicant / Client

year (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	
A.i.2. Long-form audit report of item no. 1 (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.i.3. Deed of Assignment of the assets and liabilities to the corporation (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.i.4. ist of creditors showing the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.i.5. Detailed schedule of properties with certificates of registration/title and their respective book values certified by the company accountant (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.i.6. Photocopy of the certificate of registration of the motor vehicles (present original for verification) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.i.7. Copy of TCT/CCT and tax declaration sheets certified by the Register of Deeds and Assessor's Office, respectively (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.i.8. Photocopy of stock certificate (present original for verification) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.i.9. DTI Certificate of Registration (for single proprietorship) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Department of Trade and Industry - DTI Regional and Provincial Offices
A.i.10. Affidavit of Undertaking by an incorporator of the corporation to submit the required proof of transfer within the prescribed period (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.j. If subscription payment is Lands	
A.j.1. Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/assessed value/zonal value or appraised value) (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.j.2. Latest zonal valuation certified by BIR, if transfer value is based on zonal value (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.j.3. Appraisal report by authorized appraiser, if transfer value is based on appraised value (not more than 6 month old) (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.j.4. Deed of Assignment (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.j.5. Affidavit of undertaking to submit certified true copy of the original certificate of title in the name of transferee-corporation within one (1) year from the date of receipt of the approval of the	Applicant / Client

application (2) Original Copy And (1) Electronic Copy	
B. For One Person Corporation	
B.1. Letter of Acceptance of the Nominee and Alternate Nominee (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Sub Situational Requirement/s	
B.a. If single stockholder is a trustee, administrator, executor, guardian, conservator, custodian, or other person exercising fiduciary duties	
B.a.1. Proof of Authority (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
C. Endorsement from other government agencies	
Sub Situational Requirement/s	
C.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
C.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
D. For Clearance from other SEC departments	
Sub Situational Requirement/s	
D.a. For Financing and Lending companies, and Foundation	
D.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph **Location:** https://esparc.sec.gov.ph/ **Notes/Instruction:** *If payment for subscription is other than cash, additional documentary*	1.1. Approves proposed company name and/or trade name/s in accordance with SEC Memorandum Circular No. 13, Series of 2019	None	2 working day/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD)
	1.2. Pre-process all corporate information submitted		16 working day/s, 7 hour/s, 50 minute/s	• SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II;

requirements should be submitted.				Bacolod Extension Office
	1.3. Designated processor prepares and issues the Payment Assessment Form (PAF)		1 working day/s	• SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II ; Bacolod Extension Office
2. Pays the filing fee through through eSPAYSEC **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: By-Laws: PHP 1000 --- Total: PHP 1000 **Formula Fees** Breakdown: Registration of CorporationRegistration of Stock and Transfer Book/Membership BookName ReservationLegal Research FeeDocumentary Stamp Tax	5 minute/s	• Accounting Division; Financial Management Department (FMD)

3. Generates and prints the Digital Certificate **Location:** eSPARC **Notes/Instruction:** Remarks: To secure the original copy of the Certificate, clients shall submit two (2) sets of originally signed documentary requirements with original proof of payment within sixty (60) calendar days from the date of issuance of the Digital Certificate	3. The eSPARC system issues the Digital Certificate	None	5 minute/s	• eSPARC System; Bacolod Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1000 See other fees below		

Formula / Schedule of Fees

- **Registration of Corporation**

  Stock corporation with par value - ⅕ of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher

  Stock corporation without par value - ⅕ of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher

  Non- Stock corporation – PHP 1,000

- **Registration of Stock and Transfer Book/Membership Book**

  Stock and Transfer Book – PHP 150

  Membership Book – PHP 75

- **Name Reservation**

  PHP 100 per Corporate Name

  *Additional Php 100 per trade name

- **Legal Research Fee**

  1% of the computed Filing Fees for Amended Articles of Incorporation and/or By-Laws

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

27. Registration of Non-Stock Corporations through the Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular Only (with Digital Certificate and Post-Audit Evaluation)

This service details the procedure for registration of the following non-stock corporation through Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular Only;

As to Company sub-types:

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

As to ownership:

a. *All Filipino*
b. *With foreign equity participation*

*Please note that the processing of the following corporations shall be with the **SEC Headquarters**:*

1. *Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies;*
2. *Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House; and*
3. *Financial Technology (FinTech) related business activities*

Office or Division:	Bacolod Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Bacolod Extension Office
Remarks: *System-generated*	
2. Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Bacolod Extension Office
Remarks: *System-generated*	

- *Original copy should be signed (wet signature) and notarized*

- *corporate name;*
- *business activity;*
- *principal office address;*
- *names, nationality, residences and Tax Identification Numbers (TIN) of natural Filipino incorporators/officer (for corporations composed of 2-15 incorporators) or single incorporator, nominee and alternate nominee (for One Person Corporation).*
- *capital structure;*
- *name of treasurer and TIN;*
- *Undertaking to change company name;*
- *Printed names and with original signatures of the single stockholder, nominee and alternate nominee of all incorporators for corporations with 2-15 incorporators or single stockholder, nominee and alternate nominee for One Person Corporation;*
- *Notarization or Authentication*

3. By-Laws (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Bacolod Extension Office

Remarks:

- *System-generated*
- *Original copy should be signed (wet signature)*
- *Needs to be submitted for corporations with 2 -15 incorporators only. For One Person Corporations, no by-laws required.*

For Situational Requirement

A. Additional Requirement, if applicable;

A.1. Joint Affidavit of Undertaking to Change Name, in case not incorporated in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Bacolod Extension Office

Remarks:

SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)

- *Original copy should be signed (wet signature) and notarized*

Sub Situational Requirement/s

A.a. If Articles of Incorporation and By-Laws are executed in a foreign jurisdiction

A.a.1. Authenticated/Apostilled Articles of Incorporation and By-Laws and supporting documents (1) Original Copy And (1) Electronic Copy	Applicant / Client

A.b. If Incorporator/s is/are a Juridical Entity

A.b.1. Board Resolution/Directors'/Trustees' Certificate or Secretary's Certificate (2) Original Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Authenticated/Apostilled (if executed in a foreign jurisdiction)

A.c. For non-stock religious aggregate	
A.c.1. Affidavit of Affirmation/Verification by the chief priest, rabbi, minister, or presiding elder, (not required if already part of the Articles of Incorporation) (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.d. For foundation	
A.d.1. Notarized certificate of bank deposit of the contribution, which shall not be less than P1,000,000.00 Statement of Willingness to allow the Commission to conduct an audit (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.e. For federation	
A.e.1. List of Member-Associations certified by the Corporate Secretary and attested by the President (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.f. For confederation	
A.f.1. List of Member-Federations certified by the Corporate Secretary and attested by the President (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.g. For condominium corporation/association	
A.g.1. Notarized Copy of the Master Deed with primary entry of the Register of Deeds (2) Original Copy And (1) Electronic Copy	Condominium Developer and Register of Deeds - Condominium Developer and Register of Deeds
A.g.2. Certification that there is no existing similar condominium association within the condominium project (2) Original Copy And (1) Electronic Copy	Applicant Condominium Corporation/Association to be executed by the Corporate Secretary - Applicant Condominium Corporation/Association to be executed by the Corporate Secretary
B. Endorsement/Clearance from other government agencies	
Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For Clearance from other SEC departments	
Sub Situational Requirement/s	
C.a. For Financing and Lending companies, and Foundation	
C.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate

			Governance and Finance Department (CGFD)	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ **Location:** https://esparc.sec.gov.ph/	1.1. Approves proposed company name and/or trade name/s in accordance with SEC Memorandum Circular No. 13, Series of 2019	None	2 working day/s	• SEC Administrative Assistant II; Bacolod Extension Office • SEC Information Officer II; Bacolod Extension Office
	1.2. Pre-processes all corporate information submitted		4 working day/s, 7 hour/s, 40 minute/s	• SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II; Bacolod Extension Office • SEC Administrative Officer II; Bacolod Extension Office • SEC Administrative Assistant II; Bacolod Extension Office • SEC Information Officer II; Bacolod Extension Office • SEC Securities Counsel II; Bacolod Extension Office

	1.3. Designated processor prepares and issues the Payment Assessment Form (PAF)		10 minute/s	• SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II ; Bacolod Extension Office • SEC Administrative Officer II; Bacolod Extension Office • SEC Administrative Assistant II; Bacolod Extension Office • SEC Information Officer II; Bacolod Extension Office • SEC Securities Counsel II; Bacolod Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: By-Laws: PHP 1000 --- Total: PHP 1000 **Formula Fees** Breakdown: Registration of CorporationRegistration of Stock and Transfer Book/Membership BookName ReservationLegal Research FeeDocumentary Stamp Tax	5 minute/s	• Accounting Division; Financial Management Department (FMD)

3. Generates and prints the Digital Certificate **Location:** eSPARC **Notes/Instruction:** To secure the original copy of the Certificate, clients shall submit four (4) sets of originally signed documentary requirements with original proof of payment within sixty (60) calendar days from the date of issuance of the Digital Certificate	3. The eSPARC system issues the Digital Certificate	None	5 minute/s	• eSPARC System; Bacolod Extension Office
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1000 See other fees below		

Formula / Schedule of Fees

- **Registration of Corporation**

  Stock corporation with par value - ⅕ of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher

  Stock corporation without par value - ⅕ of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher

  Non- Stock corporation – PHP 1,000

- **Registration of Stock and Transfer Book/Membership Book**

  Stock and Transfer Book – PHP 150

  Membership Book – PHP 75

- **Name Reservation**

  PHP 100 per Corporate Name

  *Additional Pgp100 per trade name

- **Legal Research Fee**

  1% of the computed Filing Fees for Amended Articles of Incorporation and/or By-Laws

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

28. Request for Affirmative Certification - For General Public

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

Office or Division:	Bacolod Extension Office
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	General Public
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Accomplished Certification Request Form (1) Electronic Copy	Applicant / Client

Remarks:

secbacolod@sec.gov.ph / Unit 10 & 11 Redkey Building corner Hernaez & Jocson Streets, Taculing, Bacolod City

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Accomplish Certification Request Form **Location:** secbacolod@sec.gov.ph / Unit 10 & 11 Redkey Building corner Hernaez & Jocson Streets, Taculing, Bacolod City	1.1. Checks completeness of the information needed and determines request feasibility	None	5 minute/s	• SEC Administrative Officer II; Bacolod Extension Office
	1.2. Issues a Payment Assessment Form (PAF) through email, if with complete information and if the request is feasible		5 minute/s	• SEC Administrative Officer II; Bacolod Extension Office
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home or SEC accredited Land Bank branches	2. Issues payment confirmation containing the electronic Official Receipt via email	**Standard Fees** Breakdown: Certification Fee: PHP 500 Documentary Stamp Tax: PHP 30 Total: PHP 530	1 minute/s	• Financial Management Department; Any of requesting office / division

3. Submits proof of payment through email or on-site. **Location:** secbacolod@sec.gov.ph / Unit 10 & 11 Redkey Building corner Hernaez & Jocson Streets, Taculing, Bacolod City	3.1. Checks the completeness and legitimacy of payment details.	None	5 minute/s	• SEC Administrative Officer II; Bacolod Extension Office
	3.2. Validates the inquiry, the availability of information in online facilities and other records		37 minute/s	• SEC Administrative Officer II ; Bacolod Extension Office
	3.3. Routes request to SEC System for the monitoring of the corporate status		1 working day/s, 5 hour/s	• SEC Administrative Officer II ; Bacolod Extension Office
	3.4. Drafts the Certification		1 hour/s	• SEC Administrative Officer II ; Bacolod Extension Office
	3.5. Reviews and sign the Certification		1 working day/s	• SEC Administrative Officer II; Bacolod Extension Office • SEC Director II; Bacolod Extension Office
	3.6. Scan the signed certification		5 minute/s	• SEC Administrative Officer II ; Bacolod Extension Office
	3.7. Upload the scanned Certification in the Document Verification System to generate QR Code		5 minute/s	• SEC Administrative Officer II ; Bacolod Extension Office
	3.8. Prints the Certification with generated QR Code		5 minute/s	• SEC Administrative Officer II ; Bacolod Extension Office
	3.9. Seals the Certification		4 minute/s	• SEC Administrativ

				e Officer II ; Bacolod Extension Office
	3.10. Transmits the Certification to the designated personnel		30 minute/s	• SEC Administrative Officer II ; Bacolod Extension Office
	3.11. Sends email for the releasing schedule/notice		10 minute/s	• SEC Administrative Officer II ; Bacolod Extension Office
4. Go to SEC Bacolod Extension Office, and presents the proof of payment for the release of the requested Certification **Location:** Unit 10 & 11 Redkey Building corner Hernaez & Jocson Streets, Taculing, Bacolod City **Notes/Instruction:** Presents the proof of payment for the release of the requested Certification	4.1. Receives the printed Confirmation of Payment	None	3 minute/s	• SEC Administrative Assistant II; Bacolod Extension Office
	4.2. Releases the Certification		5 minute/s	• SEC Administrative Assistant II; Bacolod Extension Office
General Remarks The 3-days processing time is for one client/request being served at one time. The time is extended when there are more clients/requests.				
Total Processing Time:	Working Days: 3 working day/s			
Total Processing Fee:	Total Standard Fee: PHP 530			

29. Request for Certificate of No Derogatory Information

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

Office or Division:	Bacolod Extension Office
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	All SEC Registered Entities
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Duly accomplished SEC Form 2015-001 (1) Electronic Copy	Securities and Exchange Commission - Bacolod Extension Office
Remarks: *https://www.sec.gov.ph/wp-content/uploads/2024/03/2024Forms_Revised-Certificate-of-No-Derogatory-Information.pdf*	
For Situational Requirement	
A. For Corporations with Primary Licenses	
A.1. Monitoring Clearance (1) Electronic Copy	Securities and Exchange Commission - Bacolod Extension Office
Remarks: *https://ewatch.sec.gov.ph*	
B. For Corporations with Secondary Licenses	
B.1. Monitoring Clearance (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department
Remarks: *https://ewatch.sec.gov.ph* *msrdsubmission@sec.gov.ph*	
C. For Foundation	
C.1. Monitoring Clearance (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department

Remarks: *https://ewatch.sec.gov.ph* *cgfd@sec.gov.ph*	
D. For Financing/Lending	
D.1. Monitoring Clearance (1) Electronic Copy	Securities and Exchange Commission - Financing and Lending Companies Department
Remarks: *https://ewatch.sec.gov.ph* *finlend_queries@sec.gov.ph*	
E. For Partnership	
E.1. Articles of Incorporation or latest Amended Articles of Partnership, if any (1) Electronic Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *https://ewatch.sec.gov.ph* *https://secexpress.ph*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Sends email request with attached requirements **Location:** secbacolod@sec.gov.ph	1.1. Checks completeness of the requirements and verifies status of corporation through the Certification Issuance System-Unified Reference Database (CIS-URDB)	None	15 minute/s	• SEC Administrative Officer II; Bacolod Extension Office
	1.2. Issues a Payment Assessment Form (PAF) through email, if with complete requirements and status in CIS-URDB is cleared		15 minute/s	• SEC Administrative Officer II; Bacolod Extension Office
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:**	2. Issues payment confirmation containing the electronic Official Receipt via email	**Standard Fees** Breakdown: Certification Fee: PHP 500 Documentary Stamp Tax: PHP 30	6 hour/s	• Accounting Division; Any of requesting office / division

espaysec.sec.gov.ph/payment-portal/home		Total: PHP 530		
3. Submits proof of payment through email. **Location:** secbacolod@sec.gov.ph	3.1. Acknowledge receipt of proof of payment with instruction to wait for the releasing appointment that will be issued through email	None	10 minute/s	• SEC Administrative Officer II; Bacolod Extension Office
	3.2. Prints the submitted SEC Form 2015-001, monitoring clearance and proof of payment		25 minute/s	• SEC Administrative Officer II; Bacolod Extension Office
	3.3. Prints the Certificate of No Derogatory Information through the CIS-URDB		25 minute/s	• SEC Administrative Officer II; Bacolod Extension Office
	3.4. Reviews the application and signs the Certificate of No Derogatory Information		2 working day/s	• SEC Administrative Officer II; Bacolod Extension Office • Director II; Bacolod Extension Office
	3.5. Transmits the certificate to the releasing personnel		10 minute/s	• SEC Administrative Officer II; Bacolod Extension Office
	3.6. Sends email for releasing appointment		10 minute/s	• SEC Administrative Assistant II; Bacolod Extension Office • SEC Administrative Officer II; Bacolod Extension Office
4. Goes to the SEC Bacolod Extension Office and presents the proof of payment and printed releasing appointment	4.1. Seals the Certificate of No Derogatory Information with the SEC logo	None	5 minute/s	• SEC Administrative Assistant II; Bacolod Extension Office

for the release of the requested Certificate **Location:** Unit 10 & 11 Redkey Building corner Hernaez & Jocson Streets, Taculing, Bacolod City	4.2. Releases the Certificate of No Derogatory Information (CNDI) to the applicant		5 minute/s	• SEC Administrative Assistant II; Bacolod Extension Office
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 530		

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

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

Office or Division:	Bacolod Extension Office
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	General Public
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Accomplished Form for Request for Certification (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits e-mail request at SEC Bacolod Extension Office **Location:** secbacolod@sec.gov.ph	1.1. Acknowledges the email and send the request form	None	5 minute/s	• SEC Administrative Assistant II; Bacolod Extension Office • SEC Administrative Officer II; Bacolod Extension Office
	1.2. Checks completeness of the information needed and determines request feasibility		5 minute/s	• SEC Administrative Assistant II; Bacolod Extension Office • SEC Administrative Officer II; Bacolod Extension Office
	1.3. Issues a Payment Assessment Form (PAF) through email, if with complete information and if the request is feasible		5 minute/s	• SEC Administrative Assistant II; Bacolod Extension Office • SEC Administrativ

				e Officer II; Bacolod Extension Office
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home or SEC accredited Land Bank branches	2. Issues payment confirmation containing the electronic Official Receipt via email	**Standard Fees** Breakdown: Certification Fee: PHP 500 Documentary Stamp Tax: PHP 30 Total: PHP 530	1 minute/s	• Financial Management Department; Any of requesting office / division
3. Submits proof of payment at SEC Bacolod Extension Office **Location:** secbacolod@sec.gov.ph	3.1. Checks the completeness and legitimacy of payment details	None	5 minute/s	• SEC Administrative Assistant II; Bacolod Extension Office • SEC Administrative Officer II; Bacolod Extension Office
	3.2. Validates the inquiry, the availability of information in online facilities and other records		30 minute/s	• SEC Administrative Assistant II; Bacolod Extension Office • SEC Administrative Officer II; Bacolod Extension Office
	3.3. Routes request to the Compliance Monitoring Division (CMD) as well as Licensing Unit (LU) for the monitoring of the corporate status and verification of Secondary License, respectively		1 working day/s, 5 hour/s	• SEC Administrative Assistant II; Bacolod Extension Office • SEC Administrative Officer II; Bacolod Extension Office • SEC Securities Specialist I; Bacolod

				Extension Office • SEC Securities Specialist II; Bacolod Extension Office
		3.4. Drafts the Certification	1 hour/s	• SEC Administrative Assistant II; Bacolod Extension Office • SEC Administrative Officer II; Bacolod Extension Office
		3.5. Reviews and sign the Certification	1 working day/s, 30 minute/s	• SEC Administrative Officer II; Bacolod Extension Office • Director II; Bacolod Extension Office
		3.6. Scan the signed certification	5 minute/s	• SEC Administrative Assistant II; Bacolod Extension Office • SEC Administrative Officer II; Bacolod Extension Office
		3.7. Upload the scanned Certification in the Document Verification System to generate QR Code	5 minute/s	• SEC Administrative Assistant II; Bacolod Extension Office • SEC Administrative Officer II; Bacolod Extension Office

	3.8. Prints the Certification with generated QR Code		5 minute/s	• SEC Administrative Assistant II; Bacolod Extension Office • SEC Administrative Officer II; Bacolod Extension Office
	3.9. Seals the Certification		3 minute/s	• SEC Administrative Assistant II; Bacolod Extension Office • SEC Administrative Officer II; Bacolod Extension Office
	3.10. Sends email for the releasing schedule/notice		10 minute/s	• SEC Administrative Assistant II; Bacolod Extension Office • SEC Administrative Officer II; Bacolod Extension Office
4. Goes to the SEC Bacolod Extension Office and presents the proof of payment and printed releasing appointment for the release of the requested certification **Location:** Unit 10 & 11 Redkey Building corner Hernaez & Jocson Streets, Taculing, Bacolod City **Notes/Instruction:** Present proof of payment and printed releasing appointment	4.1. Receives the printed Confirmation of Payment and Appointment Letter	None	3 minute/s	• SEC Administrative Assistant II; Bacolod Extension Office • SEC Administrative Officer II; Bacolod Extension Office
	4.2. Releases the Certification		5 minute/s	• SEC Administrative Assistant II; Bacolod Extension Office • SEC Administrative Officer II;

				Bacolod Extension Office

General Remarks

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

Total Processing Time:	Working Days: 2 working day/s, 7 hour/s, 57 minute/s
Total Processing Fee:	Total Standard Fee: PHP 530

31. Request for Name Verification for Amendment

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

Office or Division:	Bacolod Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All SEC Registered Entities
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Accomplished Request for Name Verification Form (1) Electronic Copy	Applicant / Client

Remarks:

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

Access the form through email request at secbacolod@sec.gov.ph .

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Emails the accomplished Name Verification Form or the following information at secbacolod@sec.gov.ph: - proposed name/s - name to be amended - SEC Number - meaning of acronym (if applicable) - name reservation term (number of days) - name of requesting party **Location:** secbacolod@sec.gov.ph	1.1. Acknowledge receipt of email request	None	10 minute/s	• SEC Information Officer II; Bacolod Extension Office • SEC Securities Specialist I; Bacolod Extension Office
	1.2. Approves or denies proposed name/s or trade name/s through email		6 working day/s, 7 hour/s, 30 minute/s	• SEC Information Officer II; Bacolod Extension Office • SEC Securities Specialist I; Bacolod Extension Office

2. If name is rejected, registrant may appeal for the proposed corporate name **Location:** secbacolod@sec.gov.ph	2. Approves or denies appeal for the proposed name/s or trade name/s	None	20 minute/s	• SEC Information Officer II; Bacolod Extension Office • SEC Securities Specialist I; Bacolod Extension Office
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		

32. Request for Negative Certification - For General Public

This service details the procedure on request for Negative Certifications.

Office or Division:	Bacolod Extension Office
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	General Public
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Accomplished Certification Request Form (1) Electronic Copy	Applicant / Client

Remarks:

secbacolod@sec.gov.ph / Unit 10 & 11 Redkey Building corner Hernaez & Jocson Streets, Taculing, Bacolod City

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Accomplish Certification Request Form **Location:** secbacolod@sec.gov.ph / Unit 10 & 11 Redkey Building corner Hernaez & Jocson Streets, Taculing, Bacolod City	1.1. Checks completeness of the information needed and determines request feasibility	None	5 minute/s	• SEC Administrative Officer II; Bacolod Extension Office
	1.2. Issues a Payment Assessment Form (PAF) through email, if with complete information and if the request is feasible		5 minute/s	• SEC Administrative Officer II; Bacolod Extension Office
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home or SEC accredited Land Bank branches	2. Issues payment confirmation containing the electronic Official Receipt via email	**Standard Fees** Breakdown: Certification Fee: PHP 500 Documentary Stamp Ta: PHP 30 Total: PHP 530	1 minute/s	• Financial Management Department; Any of requesting office / division

3. Submits proof of payment through email. **Location:** secbacolod@sec.gov.ph	3.1. Checks the completeness and legitimacy of payment details.	None	5 minute/s	• SEC Administrative Officer II; Bacolod Extension Office
	3.2. Validates the inquiry, the availability of information in online facilities and other records.		35 minute/s	• SEC Administrative Officer II; Bacolod Extension Office
	3.3. Routes request to other facilities / database for further verification of the existence of the entity being requested		1 working day/s, 5 hour/s	• SEC Administrative Officer II; Bacolod Extension Office
	3.4. Drafts the Certification		1 hour/s	• SEC Administrative Officer II; Bacolod Extension Office
	3.5. Reviews and sign the Certification		1 working day/s	• SEC Administrative Officer II; Bacolod Extension Office • SEC Director II; Bacolod Extension Office
	3.6. Scan the signed certification		5 minute/s	• SEC Administrative Officer II; Bacolod Extension Office
	3.7. Upload the scanned Certification in the Document Verification System to generate QR Code		5 minute/s	• SEC Administrative Officer II; Bacolod Extension Office
	3.8. Prints the Certification with generated QR Code		5 minute/s	• SEC Administrative Officer II; Bacolod Extension Office
	3.9. Seals the Certification		4 minute/s	• SEC Administrativ

				e Officer II; Bacolod Extension Office
	3.10. Transmits the Certification to the designated personnel		30 minute/s	• SEC Administrative Officer II; Bacolod Extension Office
	3.11. Sends email for the releasing schedule/notice		10 minute/s	• SEC Administrative Officer II; Bacolod Extension Office
4. Go to SEC Bacolod Extension Office, and presents the proof of payment for the release of the requested certification **Location:** Unit 10 & 11 Redkey Building corner Hernaez & Jocson Streets, Taculing, Bacolod City **Notes/Instruction:** Presents the proof of payment	4.1. Receives the printed Confirmation of Payment	None	5 minute/s	• SEC Administrative Assistant II; Bacolod Extension Office
	4.2. Releases the Certification		5 minute/s	• SEC Administrative Assistant II; Bacolod Extension Office
General Remarks The 3-days processing time is for one client/request being served at one time. The time is extended when there are more clients/requests.				
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 530		

33. Request for Payment Assessment Form for Payment of Annual Fees

This service details the procedure on how to request a Payment Assessment Form (PAF) for payment of Annual Fees.

Office or Division:	Bacolod Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business)
Who may avail:	Financing Companies and Lending Companies
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Registration with SEC-eSECURE (1) Electronic Copy	Applicant / Client
Remarks: *https://esecure.sec.gov.ph*	
2. Any one (1) of the valid Government-Issued Identification Card. • PhilSys ID (National ID): Philippine Statistics Authority (PSA) • Passport: Department of Foreign Affairs (DFA) • Driver's License: Land Transportation Office (LTO) • SSS Card: Social Security System (SSS) • UMID Card: Social Security System (SSS) • PRC ID: Professional Regulation Commission (PRC) • Postal ID: Philippine Postal Corporation (PhilPost) • Voter's ID: Commission on Elections (COMELEC) Other Government IDs • Senior Citizen ID: Local Government Unit (LGU) where the senior citizen resides • PWD ID: National Council on Disability Affairs (NCDA) • OWWA E-Card: Overseas Workers Welfare Administration (OWWA) • PhilHealth ID: Philippine Health Insurance Corporation (PhilHealth)	
3. Electronic Copy of the following Documentary Requirements: (1) Electronic Copy	Applicant / Client
Remarks: *1. Certificate of Authority* *2. List of Branches with Addresses (if applicable)*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

				(Designation; Office)
1. The client must create an account by registering on the SEC eSECURE website (https://esecure.sec.gov.ph/) and then file the Request for Payment of Annual Fees through the SEC iMessage portal (https://imessage.sec.gov.ph/). A ticket number will be issued, which will serve as a reference for follow-ups and status updates. **Location:** SEC eSECURE website: https://esecure.sec.gov.ph/ SEC iMessage portal: https://imessage.sec.gov.ph/	1.1. The SEC officer will acknowledge the request and evaluates/assesses the request and documents submitted by the Client	None	4 hour/s	• SEC Administrative Officer II; Bacolod Extension Office • SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II; Bacolod Extension Office
	1.2. Generates and issues Payment Assessment Form (PAF). Directs Client to pay at the Landbank or eSPAYSEC.		4 hour/s	• SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II; Bacolod Extension Office
	1.3. Advise the client to submit the original Payment Assessment Form (PAF) with machine validation, along with a photocopy of the Electronic Official Receipt (eOR), via the SEC iMessage portal under the original ticket created.		4 hour/s	• SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II; Bacolod Extension Office
2. Received the Payment Assessment Form (PAF) and pays the filing fees to Landbank or via eSPAYSEC. **Location:** SEC website > Online Services > eSPAYSEC. *https://espaysec.sec.gov.ph/* **Notes/Instruction:**	2. Receives payment and issues Electronic Official Receipt (eOR).	None	15 minute/s	• Landbank or eSPAYSEC through the SEC Financial Management Department; Any of requesting office / division

*Subject to the prescribed processing of Landbank and eSPAYSEC If paid via SEC Payment Portal, an (eOR is generated which will serve as the official copy of the Client).				
3. Submits the Electronic Official Receipt (eOR) to https://imessage.sec.gov.ph.If payment is made through Landbank. **Location:** https://imessage.sec.gov.ph	3. Received proof payment	None	4 hour/s	• SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II; Bacolod Extension Office
Total Processing Time:		Working Days: 2 working day/s, 15 minute/s		
Total Processing Fee:		Total Standard Fee: None		

34. Request for Payment of Fines in Installment Basis

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

Office or Division:	Bacolod Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	General transacting public and business entities for stock and non-stock registered corporations.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Letter request for the installment (1) Electronic Copy	Applicant / Client
2. Copy of Monitoring Sheet with final assessment (1) Electronic Copy	Securities and Exchange Commission - Bacolod Extension Office
Remarks: *The client may be asked to provide the copy if it is not available in the online database.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Send a letter requesting for installment of payment of fines together with attachments to imessage.sec.gov.ph **Location:** imessage.sec.gov.ph	1.1. Assign the letter request.	None	4 hour/s	• Director II; Bacolod Extension Office
	1.2. Review the request if it will qualify for installment of payment of fines.		3 working day/s	• SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II; Bacolod Extension Office • S; Bacolod Extension Office
	1.3. Prepare Memorandum to the Commission En Banc.		1 working day/s	• SEC Securities Specialist I;

	Note: For corporations with Petition to Lift Order of Revocation/ Suspension and requesting for payment in installment, the Memorandum shall be through the Supervising Commissioner of the Department.			Bacolod Extension Office • SEC Securities Specialist II; Bacolod Extension Office • SEC Administrative Officer II; Bacolod Extension Office
	1.4. Review the Memorandum. Note: If there are corrections, return the Memorandum to the Monitoring Specialist for revision; if no corrections, forward the Memorandum to the Director, for review.		1 working day/s	• SEC Securities Counsel II; Bacolod Extension Office
	1.5. Present the request to the Commission En Banc through the Supervising Commissioner as the case may be, for approval. Note: The processing time varies on the schedule of presentation to the Commission En Banc.		10 working day/s	• Director II; Company Registration and Monitoring Department (CRMD)
	1.6. Approves the request for payment in installment of fines.		20 minute/s	• Commission En Banc; Office of the SEC Chairperson • Supervising Commissioner; Office of the Commissioner
	1.7. Secure a copy of the En Banc Resolution from the Commission Secretary.		1 working day/s	• SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II; Bacolod

				Extension Office • SEC Administrative Officer II; Bacolod Extension Office
	1.8. Prepare the draft letter informing the applicant about the decision of the Commission En Banc and/or Supervising Commissioner. Note: The Confirmation of Payment (COP) shall be issued upon full payment of fines.		2 working day/s	• SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II; Bacolod Extension Office • SEC Administrative Officer II; Bacolod Extension Office
	1.9. Review and forward the draft letter to the Director.		1 working day/s	• SEC Securities Counsel II; Bacolod Extension Office
	1.10. Approve and sign the Draft Letter.		2 hour/s, 30 minute/s	• Director II; Bacolod Extension Office
	1.11. Send the letter directly to the sender's email address.		20 minute/s	• SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II; Bacolod Extension Office • SEC Administrative Officer II; Bacolod Extension Office

2. Request for the Payment Assessment Form (PAF). **Location:** Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home **Notes/Instruction:** 2.2. Pay the first and/or subsequent installments. Note: Assigned monitor will check monthly compliance of the particular corporation on their staggered payments.	2.1. Receive the Official Receipt from the applicant.	**Formula Fees** Breakdown: Penalties/Fines	10 minute/s	• SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II; Bacolod Extension Office • SEC Administrative Officer II; Bacolod Extension Office
	2.2. Forward the PAF and/or Monitoring Sheet to the CMD Assistant Director/Officer-in-Charge, for review and for signature.		10 minute/s	• SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II; Bacolod Extension Office
	2.3. Review and sign the COP/MS upon full payment of fines. Note: COP is issued only upon full payment; For corporations with Petition to Lift the Order of Revocation/Suspension, the COP and the Order granting the Petition shall be withheld until full payment of fines.		20 minute/s	• Director II; Bacolod Extension Office
3. Receives the Confirmation of Payment of Fines. **Location:** Compliance Monitoring Division	3. Release the Confirmation of Payment to the sender's email address.	None	10 minute/s	• SEC Monitoring Specialist; Compliance Monitoring Division (CMD)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		
Formula / Schedule of Fees				

- **Penalties/Fines**

  Guidelines on the Imposition of fines or penalties for non-compliance with reportorial requirements; Memorandum Circular No. 06, series of 2024

  SEC Resolution No. 756, s. 2013 and

  SEC Resolution No. 757, s. 2013

35. Request for Reduction of Fines

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

Office or Division:	Bacolod Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	For request for reduction of fines, general transacting public and business entities for: 1.) Non-stock corporations pursuing noble purposes, such as: I. Religious Corporations; II. Those engaged in educational, charitable, religious, literary, scientific, cultural and cicic services, and; III. Those engaged in assisting, uplifting or promoting the welfare and interest of the physically handicapped, orphans, farmers and underprivileged.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Letter request for the reduction of fines (1) Electronic Copy	Applicant / Client
2. Copy of Monitoring Sheet with final assessment (1) Electronic Copy	Securities and Exchange Commission - Bacolod Extension Office

Remarks:

The client may be asked to produce the electronic copy of the Monitoring Sheet with final assessment if the said document is not encoded in the online database.

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Send a letter requesting for reduction of fines together with attachments to imessage.sec.gov.ph **Location:** imessage.sec.gov.ph	1.1. Assign the letter request.	None	4 hour/s	• SEC Director II; Bacolod Extension Office
	1.2. Review the request if it will qualify for reduction of fines.		3 working day/s	• SEC Securities Specialist I; Bacolod Extension Office

				• SEC Securities Specialist II; Bacolod Extension Office • SEC Administrative Officer II; Bacolod Extension Office
		1.3. Prepare Memorandum to the Commission En Banc. Note: For corporations with Petition to Lift Order of Revocation/ Suspension and requesting for payment in installment, the Memorandum shall be through the Supervising Commissioner of the Department.	2 working day/s	• SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II; Bacolod Extension Office • SEC Administrative Officer II; Bacolod Extension Office
		1.4. Inform the client that the request has been endorsed to Commission En Banc. Note: If there are corrections, return the Memorandum to the designated personnel for revision; if no corrections, forward the Memorandum to the Director, for review.	10 minute/s	• SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II; Bacolod Extension Office • SEC Administrative Officer II; Bacolod Extension Office
		1.5. Review the Memorandum. Note: If there are corrections, return the Memorandum to the Monitoring Specialist for revision; if no corrections, forward the Memorandum to the Director, for review.	1 working day/s	• SEC Securities Counsel II; Bacolod Extension Office

	1.6. Present the request to the Commission En Banc through the Supervising Commissioner as the case may be, for approval. Note: The processing time varies on the schedule of the presentation to Commission En Banc.		10 working day/s	• Director II; Bacolod Extension Office
	1.7. Approves the request for reduction of fines.		20 minute/s	• Commission En Banc; Office of the SEC Chairperson • Supervising Commissioner; Office of the Commissioners
	1.8. Secure a copy of the En Banc Resolution from the Commission Secretary.		1 working day/s	• SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II; Bacolod Extension Office • SEC Administrative Officer II; Bacolod Extension Office
	1.9. Prepare the draft letter informing the applicant about the decision of the Commission En Banc and/or Supervising Commissioner. Note: The Confirmation of Payment (COP) shall be issued upon full payment of the total reduced amount.		1 working day/s	• SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II; Bacolod Extension Office • SEC Administrative Officer II; Bacolod

				Extension Office
	1.10. Review and forward the draft letter to the Director.		6 hour/s	• SEC Securities Counsel II; Bacolod Extension Office
	1.11. Approve and sign the Draft Letter.		3 hour/s, 40 minute/s	• Director II; Bacolod Extension Office
	1.12. Send the letter directly to the sender's email address.		1 hour/s	• SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II; Bacolod Extension Office • SEC Administrative Officer II; Bacolod Extension Office
2. 2. Request for the Payment Assessment Form (PAF). 2.1. Pay the first and/or subsequent installments. Note: Assigned monitor will check monthly compliance of the particular corporation on their staggered payments. **Location:** Compliance Monitoring Division	2.1. Receive the Official Receipt from the applicant.	**Formula Fees** Breakdown: Penalties/Fines	10 minute/s	• SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II; Bacolod Extension Office • SEC Administrative Officer II; Bacolod Extension Office
	2.2. Forward the PAF and/or Monitoring Sheet to the Director, for review and for signature.		10 minute/s	• SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II;

				Bacolod Extension Office • SEC Administrative Officer II; Bacolod Extension Office
	2.3. Review and sign the COP/MS upon full payment of the total amount reduced. Note: For corporations with Petition to Lift the Order of Revocation/Suspension, the COP and the Order granting the Petition shall be withheld until full payment of the total reduced fines.		20 minute/s	• Director II; Bacolod Extension Office
3. Receives the Confirmation of Payment of Fines. **Location:** Unit 10 & 11 Redkey Building corner Hernaez & Jocson Streets, Taculing, Bacolod City	3. Release the Confirmation of Payment to the sender's email address.	None	10 minute/s	• SEC Securities Specialist I; Bacolod Extension Office • SEC Securities Specialist II; Bacolod Extension Office • SEC Administrative Officer II; Bacolod Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Penalties/Fines**

  Guidelines on the Imposition of fines or penalties for non-compliance with reportorial requirements; Memorandum Circular No. 06, series of 2024

  SEC Resolution No. 756, s. 2013 and

  SEC Resolution No. 757, s. 2013

Cebu Extension Office

External Services

1. a) Certification of Paid-up Capital / Capital Structure / Percentage of Ownership for Domestic Stock Corporations Classified as Philippine National, and b) Certification of Capital / Contribution of Domestic Partnerships Classified as Philippine National

This service details the adopted online procedure and documentary requirements for issuance of the following Certifications:

a. *Certification of Paid-up Capital Capital Structure,Percentage of Ownership of Philippine National Domestic Corporation, based on any of the following:*

   i. *Articles of Incorporation, for newly registered corporations;*
   ii. *Audited Financial Statements (AFS) as of the latest fiscal year, duly received by the BIR and SEC;*
   iii. *Interim Audited Financial Statements, if there is/are payment/s on unpaid subscription/s or additional issuance/s of shares through cash infusion/s made subsequent to item a(ii);*
   iv. *Latest approved Increase in Authorized Capital Stock, if approval is subsequent to item a(ii); or*
   v. *Latest approved Confirmation of Valuation, if approval is subsequent to item a(ii)*

b. *Certification of Capital Contribution of Philippine National Domestic Partnerships, based on either:*

   i. *Articles of Partnership, for newly recorded partnerships; or*
   ii. *Latest approved Amended Articles of Partnership.*

Note that this service is exclusively for Domestic Stock Corporations or Partnerships classified as Philippine National.

For pre-processing of new applications, scanned copies of the required documents shall be submitted through the following:

- ***Electronic mail:*** *seccebu@sec.gov.ph*
- ***iMessage:*** *imessage.sec.gov.ph*

Office or Division:	Cebu Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations or Partnerships classified as Philippine National.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Combined Notarized Secretary's Certificate on: a. Request for Certification; b. List of stockholders showing the present capital structure of the Company (Names of stockholders, nationality, no. of shares and amount subscribed, amount of paid-up capital) ; and c. non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks:	

Download the Combined Secretary's Certificate for ***Certification of Paid-up Capital / Capital Structure / Percentage of Ownership for Domestic Stock Corporations Classified as Philippine National*** *below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Certification-of-Paid-up-Capital_Corporation.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

2. Audited Financial Statements as of the last fiscal year, stamped received by SEC and BIR (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Information and Communications Technology Department (ICTD)

Remarks:

To be provided by the Company, in case the Company did not file

Note: The one (1) photo copy will be submitted upon payment of the corresponding fees.

For Situational Requirement

A. For Corporations with Primary Licenses

A.1. Monitoring Clearance from CEBEO (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Cebu Extension Office

Remarks:

CEBEO through the link:

eWATCH: *https://ewatch.sec.gov.ph/login*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

B. For Financing and Lending Companies

B.1. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks:

CEBEO through the link:

eWATCH: *https://ewatch.sec.gov.ph/login*

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

C. Additional Requirement if in case there is/are payment/s to unpaid subscription/s or additional issuance of shares out of the unissued authorized capital stock thru cash infusion made after the fiscal year or after the approval of the increase in capital stock and/or confirmation of valuation:

C.1. Audited Interim Financial Statements (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

External Auditor to be engaged by the Company

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

D. Additional Requirement if the request is Certification of Percentage of Ownership:	
D.1. Stock and transfer book of the corporation (to be presented for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Notes:

- *The original copy will be presented for verification during the processing stage.*
- *The two (2) photo copies will be submitted upon payment of the corresponding fees.*

E. If the request is Certification of Partners' Contribution for Partnership:	
E.1. Letter request signed by corporate officer / duly authorized representative (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks:

Download below:

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Certification-of-Paid-up-Capital_Partnership.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Upload the electronic copy of complete requirements for new application by creating a ticket through the iMessage at imessage.sec.gov.ph **Location:** **iMessage:** imessage.sec.gov.ph **Notes/Instruction:** • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the Specialist will prepare a checklist of deficiencies and	1.1. Verifies completeness of the uploaded documents. If complete, acknowledges, records and assigns the ticket to a Specialist.	None	1 working day/s	• SECURITIES INVESTIGATOR; Cebu Extension Office

inform and return it to the applicant through the iMessage. For submission of compliance documents, the client will directly send it to the assigned Specialist's through the iMessage. The assigned Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.2. • If upon evaluation, the application does not meet the requirements of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the				
	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		6 working day/s	• SECURITIES SPECIALIST II; Cebu Extension Office • SECURITIES COUNSEL II; Cebu Extension Office
	1.3. Reviews the submitted documents along with the final report and, if compliant, orders the Specialist to issue the Payment Assessment Form (PAF)		7 working day/s	• OFFICER-IN-CHARGE; Cebu Extension Office

occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period.(Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)				
	1.4. Prepares and Sends the Payment Assessment Form (PAF) to the applicant through iMessage		1 working day/s	• SECURITIES SPECIALIST II; Cebu Extension Office
2. Upload the scanned copy of the proof of payment of filing fees by replying to the ticket thread in the iMessage portal, and await the release of the electronic copy of the duly signed certificate **Location:** **iMessage:** imessage.sec.gov.ph	2.1. Receives and acknowledges the receipt of proof of payment	None	4 hour/s	• SECURITIES SPECIALIST II; Cebu Extension Office
	2.2. Prepares the Certificate and forwards it for review.		1 working day/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
	2.3. Reviews and initials the certificate, then forwards to Support Staff for signature of the Director.		1 working day/s	• SECURITIES SPECIALIST II; Cebu Extension Office
	2.4. Signs the Certificate of Paid-up Capital/Capital Structure/Percentage of Ownership		1 working day/s	• Officer-in-Charge; Cebu Extension Office
	2.5. Scans and uploads the signed Certificate to the Document		6 hour/s	• SEC CONFIDENTIAL

	Verification System to generate a QR Code, forwards the electronic copy of the duly signed certificate to the assigned Specialist			ASSISTANT III; Cebu Extension Office
	2.6. Sends and releases the electronic copy of the signed certificate through the iMessage portal and tags the ticket as closed.		6 hour/s	• SECURITIES SPECIALIST II; Cebu Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		

2. Amendment to shorten the corporate term (Voluntary Dissolution under Section 136 of the RCC) where the proposed expiration of the corporate term [must contemplate a future date] is less than one year, from approval of the application for amendment under Regular Processing

This service details the procedure and the documentary requirements for amendment of Stock and Non-Stock Corporations to shorten the corporate term where the proposed expiration is less than one year, from the approval of the application under Regular Processing.

Office or Division:	Cebu Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered stock domestic corporations with foreign equity participation of not more than forty percent (40%) and non-stock corporations, except lending corporations and financing companies, through their Authorized Representatives.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Amended Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client
3. Directors` or Trustees` Certificate (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *Original copy should be signed (wet signature) and notarized* • *notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors and stockholders, (iii) the date and place of the stockholders' meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed name.* *Secure sample format through the SEC Website:* • *Director's Certificate:- https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf* • *Trustees' Certificate- https://www.sec.gov.ph/wp-content/uploads/2019/11/Trustees_Certificate.pdf*	
Sub Requirement	

3.A. For One Person Corporation	
3.A.1. Notarized Resolution of the Single Stockholder (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *signed by the single stockholder and Corporate Secretary* • *https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm_RESOLUTION-opc.docx*	
4. Audited Financial Statements as of the last fiscal year stamped received by SEC and BIR (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *EXCEPT:* 1. *Where the applicant has ceased operations for at least one (1) year, it shall submit: a) Audited Financial Statements as of the last fiscal year of operation; and b) Affidavit of non-operation certified under oath by the President and Treasurer* 2. *Where the applicant has no operation since incorporation, it shall submit: a) Balance Sheet certified under oath by the Treasurer and President; b) Affidavit of non-operation certified under oath by the President and Treasurer; To be provided by the Company 67 c) Certificate of non-registration issued by the BIR* 3. *Where the applicant corporation (stock or nonstock) is with total assets or liabilities of less than Six Hundred Thousand Pesos (Php600,000.00), it shall submit its Balance Sheet as of last preceding fiscal year certified under oath by the President and Treasurer*	
5. Certification under oath by the President and Treasurer (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *certifying that:* 1. *the dissolution is not prejudicial to the interest of the creditors; and* 2. *there is no opposition from any creditor from the time of publication of the notice of dissolution up to the filing of the dissolution with the Commission*	
6. Bureau of Internal Revenue (BIR) Tax Clearance Certificate (2) Original Copy And (1) Electronic Copy	Bureau of Internal Revenue - BIR
7. Publisher’s Affidavit of Publication of the notice of meeting (once) (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Publisher of a newspaper of general circulation*	
8. Notarized Secretary's Certificate of no pending case of intra-corporate dispute (2) Original Copy And (1) Electronic Copy	SECURITIES AND EXCHANGE COMMISSION - Cebu Extension Office
Remarks: *Download Secretary’s Certificate sample form through this link: https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx*	

9. Clearance/Favorable recommendation from other Departments of the Commission or from the appropriate (2) Original Copy And (1) Electronic Copy	Applicant / Client
For Situational Requirement	
A. For Clearance from other SEC departments	
Sub Situational Requirement/s	
A.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
A.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
A.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
A.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
A.c. For Financial Technology (FinTech) related business activities	
A.c.1. PhiliFintech Innovation Office (PIO) and Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO) and Enforcement and Investor Protection Department (EIPD)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
B. Endorsement from other government agencies	
Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	

B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy			Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas	
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization				
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy			Insurance Commission - Insurance Commission	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, and submit the application in the eAMEND portal (Regular Processing) **Location:** (https://eamend.sec.gov.ph/login)	1.1. Verifies completeness of the submitted amendment requirements and assigns the application to Processor	None	1 hour/s	• Administrative Assistant II; Cebu Extension Office
	1.2. Processes and evaluates the legal aspects of the dissolution application.		4 working day/s, 6 hour/s, 50 minute/s	• SECURITIES EXAMINER III; Cebu Extension Office
	1.3. Processes and evaluates the financial aspects of the dissolution application.		5 working day/s	• Securities Specialist II; Cebu Extension Office
	1.4. Issues Payment Assessment Form (PAF) to the applicant.		5 minute/s	• Securities Specialist II; Cebu Extension Office
2. Pays the filing fee through SEC-accredited Landbank branches or through eSPAYSEC **Location:** https://espaysec.sec.gov.ph/	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: AMENDED ARTICLES OF INCORPORATION: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 Total: PHP 1040	5 minute/s	• Financial Management Department; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the Cebu Extension Office through the company's representatives or	3.1. Receives and verifies documentary requirements and proof of payment	None	5 minute/s	• SECURITIES SPECIALIST II; Cebu Extension Office

through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** CEBU EXTENSION OFFICE	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minute/s	• SECURITIES SPECIALIST II; Cebu Extension Office
	3.3. Prepares and generates the Certificate of Amended Articles of Incorporation		10 minute/s	• Administrative Assistant II; Cebu Extension Office
	3.4. Reviews the application and signs the Certificate of Amended Articles of Incorporation		9 working day/s, 7 hour/s	• OFFICER-IN-CHARGE; Cebu Extension Office
	3.5. Forwards the signed Certificate of Amended Articles of Incorporation to the Releasing Unit.		10 minute/s	• SEC CONFIDENTIAL ASSISTANT III; Cebu Extension Office
	3.6. Tags the application through the eAmend Portal to issue the Notice for Schedule of Appointment on the release of the Certificate of Amendment of Articles of Incorporation and/or By-Laws		5 minute/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
4. Proceeds to Cebu Extension Office for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Amended Articles of Incorporation **Location:** CEBU EXTENSION OFFICE	4. Releases signed Certificate of Amended Articles of Incorporation	None	15 minute/s	• SECURITIES SPECIALIST I; Cebu Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1040		

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

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

1. *Articles of Incorporation*

- *Prefatory Clause;*
- *Corporate Name/Business Name;*
- *Primary Purpose;*
- *Secondary Purpose;*
- *Change in the Principal Office Address;*
- *Terms of Existence;*
- *Increase or Decrease in the Number of the Board of Directors/Trustees;*
- *Features of Shares, except if simultaneously filed with an application for increase of capital stock, or reclassification/declassification of shares;*
- *Provision for the Undertaking to Change Name;*
- *Fiscal Year for One Person Corporations (OPCs);*

1. *By-Laws*

- *Adoption of Corporate Name in the By-Laws;*
- *Provision for Transfer of Stock and Rights of Stockholders or Interest (e.g. Right of First Refusal, Pre-Emptive Rights);*
- *Amendment of a Corporation Sole (change of corporate name, change of address, change of primary purpose)*
- *Provision for Tax Exemption for Non-Stock;*
- *Date of Annual Meeting of the stockholders/members;*
- *Fiscal Year;*
- *Audit of Books and Dividends;*
- *Seal;*
- *Subscription, Issuance and Transfer of Shares;*
- *Suspension, Expulsion and Termination of Membership;*
- *The Form for Proxies of Stockholders/Members and the Manner of Voting Them;*
- *The Manner of Election or Appointment, Qualification, Functions, and the Term of Office of All Officers other than Directors/Trustees;*
- *The Place and Manner of Calling and Conducting Regular Meetings of the Stockholders/Members;*
- *The Powers, Qualifications, Duties, Term, and Compensation of Directors/Trustees;*
- *The Required Quorum in Meetings of Stockholders/Members;*
- *The Time, Place, and Manner of Calling and Conducting Regular or Special Meetings of the Directors/Trustees;*
- *The Time, Place, and Manner of Calling and Conducting Special Meetings of the Stockholders/Members; and*
- *Amendments of Amended By-Laws concerning two (2) to four (4) provisions thereof.*

Office or Division:	Cebu Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)

Who may avail:	All registered stock domestic corporations with foreign equity participation of not more than forty percent (40%) and non-stock corporations, except lending corporations and financing companies, through their Authorized Representatives.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *With downloadable system-generated forms in the eAmend Portal*	
2. Amendment Form (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *With downloadable system-generated forms in the eAmend Portal* • *notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed names* • ***For corporation sole**: Original copies should be signed (wet signature) and notarized*	
3. Amended Articles of Incorporation/By-Laws (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • ***two (2) copies shall be submitted together with all the documentary requirements uploaded in the eAMEND portal** (Please submit the Amended Articles of Incorporation/By-laws incorporating the proposed provisions. The amendments must be clearly underlined and annotated with the phrase "(As amended on [date of meeting])" immediately following the amended provision. Kindly ensure that no established facts are removed or modified in the process.)*	
4. Monitoring Clearance (1) Original Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Application for Monitoring Clearance through: ewatch.sec.gov.ph* • *If there is no valid and available Monitoring Clearance, submit an Affidavit of Undertaking for Monitoring from the eAMEND System.* • *If you have previously used an Affidavit of Undertaking for your amendment application, kindly submit a valid Monitoring Clearance issued by the Compliance Monitoring Division (CMD) for your current application.*	

For Foundations: Corporate Governance and Finance Department (CGFD) or through cgfd@sec.gov.ph

For Corporations with Secondary License: Market and Securities Regulation Department (MSRD)

5. Affidavit of Undertaking for Post-Evaluation (2) Original Copy And (1) Electronic Copy	Applicant / Client

Remarks:

With downloadable system-generated forms in the eAmend Portal

For Situational Requirement

A. For Clearance from other SEC departments

Sub Situational Requirement/s

A.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation

A.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)

A.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House

A.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)

A.c. For Financial Technology (FinTech) related business activities

A.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)

Remarks:

- *Operators of payment systems;*
- *Payment Service Providers;*
- *Electronic Money Issuers (EMI);*
- *Non-bank EMIs;*
- *Alternative Credit Scoring Companies;*
- *Online Lending Companies;*
- *Peer-to-peer Lending Companies;*
- *AI/Big Data Companies;*
- *InsurTech Companies (InsurTech Service Providers);*
- *KYC/Security Companies (KYC Service Providers);*
- *Digital Banks;*
- *Digital Asset Exchanges;*
- *Virtual Asset Service Providers;*
- *Play-to-Earn Platforms;*
- *E-Commerce Companies;*
- *Crowdfunding Platforms;*
- *RegTech Companies (RegTech Service Providers);*
- *SupTech Companies (SupTech Service Providers); and*

• *Digital Advisers/Robo-Advisers.*	
A.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
B. Endorsement from other government agencies	
Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For applications with Amendment of By-laws	
Sub Situational Requirement/s	
C.a. Air Transport	
C.a.1. Civil Aeronautics Board Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.b. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions	
C.b.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.c. Educational Institution: (stock & non-stock)	
C.c.1. Department of Education Endorsement for Elementary (2) Original Copy And (1) Electronic Copy	Applicant / Client

C.c.2. Commission on Higher Education Endorsement for College, Tertiary Course (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.c.3. Technical Education Skills and Development Authority Endorsement for Technical Vocational Course (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.d. Electric Power Plant/Trading of Petroleum Products	
C.d.1. Department of Education Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.e. Hospital, Dental, Medical Clinics	
C.e.1. Department of Health Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.f. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.f.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.g. Money Changer and Remittance Services	
C.g.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.h. Non-Chartered Government Owned and Controlled Corporation	
C.h.1. Government Commission for Government-owned and Controlled Corporation Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.i. Professional Association	
C.i.1. Professional Regulation Commission Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.j. Radio, TV, Telephone, Internet Service Providers, Value-Added Service Provider	
C.j.1. National Telecommunications Commission Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.k. Recruitment for Overseas Employment	
C.k.1. Philippine Overseas Employment Administration Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.l. Security Agency/ Anti-Crime Task Force	
C.l.1. Philippine National Police Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.m. Tobacco Related Business	
C.m.1. National Tobacco Administration Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.n. Volunteer Fire Brigade	
C.n.1. Bureau of Fire Protection (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.o. Vessel/Ship Operation, Ship Management. Shipbuilding, Ship Repair, Shipping Agency, Ship	

Husbanding, Ship Chandling and other Maritime related activities	
C.o.1. Maritime Industry Authority (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.p. Water Service Providers and Waterworks	
C.p.1. Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
D. For Amendment of Corporate Name	
Sub Situational Requirement/s	
D.a. For Amendment of Corporate Name	
D.a.1. Name Verification Slip for Amendment of Corporate Name with Proof of Payment of Reservation Fee (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Corporate Filing and Records Division or request from seccebu@sec.gov.ph*	
D.a.2. Affidavit of a director, trustees or officer undertaking to change corporate name, if not stated in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, pays the filing fee through through eSPAYSEC and submit the application in the eAMEND portal (Regular Processing) **Location:** **(https://eamend.sec.gov.ph/login)**	1.1. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: Amended Articles of Incorporation: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 Total: PHP 1040 **Possible Fees** Breakdown: Amendment of By-Laws: PHP 1000	5 minute/s	• eAMEND System; Cebu Extension Office
	1.2. Verifies completeness and correctness of the submitted amendment requirements and assigns the application to the Processors if the documents are complete.		1 hour/s	• Administrative Assistant II; Cebu Extension Office
	1.3. Processes and evaluates application for amendment.		6 working day/s, 6 hour/s, 45 minute/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office • SECURITIES SPECIALIST

		Formula Fees Breakdown: Name Reservation Slip		I; Cebu Extension Office • SECURITIES INVESTIGATOR; Cebu Extension Office • ADMINISTRATIVE OFFICER IV; Cebu Extension Office • SECURITIES COUNSEL I; Cebu Extension Office • SECURITIES COUNSEL II; Cebu Extension Office • OFFICER-IN-CHARGE; Cebu Extension Office
	1.4. Tags the application Complete and issue the Digital Certificate of Amendment of Articles of Incorporation and/or By-Laws		5 minute/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office • SECURITIES SPECIALIST I; Cebu Extension Office • SECURITIES INVESTIGATOR; Cebu Extension Office • ADMINISTRATIVE OFFICER IV; Cebu Extension Office • SECURITIES COUNSEL I; Cebu Extension Office • SECURITIES COUNSEL II; Cebu

				Extension Office
2. Generates the Digital Certificate **Location:** https://eamend.sec.gov.ph/login **Notes/Instruction:** To secure the original copy of the Certificate, the applicant has to submit two (2) sets of originally signed documentary requirements with original proof of payment within a period fifteen (15) days from the date of issuance of the Digital Certificate	2. None	None	5 minute/s	• None; Any of requesting office / division
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1040 See other fees below		

Possible Fees

- **Amendment of By-Laws** : 1000

Formula / Schedule of Fees

- **Name Reservation Slip**

  Php 100 per Corporate Name

  *Additional Php 100 per trade name

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

This service details the procedure in applying for amendments of the Articles of Incorporation and/or By-laws of Domestic Corporations in the SEC's eAmend system for all other types of amendments aside from simple amendments.

Office or Division:	Cebu Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered domestic corporations
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover sheet (2) Original Copy	Applicant / Client
2. Amended Articles of Incorporation/By-laws (2) Original Copy	Applicant / Client
Remarks: *Latest approved Amended Articles of Incorporation/By-laws may be used as a guide*	
3. Directors' or Trustees' Certificate (2) Original Copy	Applicant / Client
Remarks: *Notarized and signed by majority of the directors or trustees and the corporate secretary, certifying (i) the amendment of the Articles of Incorporation/Bylaws and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders' or members' meeting; and (iv) the tax identification number of the signatories which shall be placed below their names*	
4. Secretary's Certificate on non-existence of intra-corporate dispute (2) Original Copy	Applicant / Client
Remarks: *Please see sample format through the following URL: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf*	
5. Monitoring Clearance (2) Photo Copy	SEC - Extension Office that has jurisdiction over the principal office address of the company
Remarks:	

In lieu of the Monitoring Clearance, the client may submit an Affidavit of Undertaking signed by the corporate secretary and must be notarized. (2 originals)	
For Situational Requirement	
A. Bangko Sentral ng Pilipinas-regulated corporations	
A.1. BSP endorsement (1) Original Copy And (1) Photo Copy	BSP - Financial Supervision Sector
Remarks: *For Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, or Remittance Services*	
B. Insurance Commission-regulated corporations	
B.1. IC endorsement (1) Original Copy And (1) Photo Copy	Insurance Commission - Licensing Division
Remarks: *For Insurance/Mutual Benefit Association/ Health Maintenance Organization*	
C. Company Name Amendment	
C.1. Name Verification Slip (1) Original Copy And (1) Photo Copy	SEC - CEBEO
Remarks: *Secure a copy by completing the CEBEO's online name verification process*	
C.2. Affidavit of a director, trustee or officer undertaking to change corporate name. (2) Original Copy	Applicant / Client
Remarks: *Not required if already stated in the Articles of Incorporation*	
D. For registered corporations increasing its foreign equity to more than 40%	
D.1. S.E.C. FORM No. F-101 (2) Original Copy	Applicant / Client
Remarks: *May download format through SEC Website at http://www.sec.gov.ph/forms-and-fees/primary-registration/*	
E. For registered corporations with more than 40% increasing further the percentage of such equity requirement	
E.1. S.E.C. FORM No. F-102 (2) Original Copy	Applicant / Client
Remarks:	

May download format through SEC Website at http://www.sec.gov.ph/forms-and-fees/primary-registration/

F. For Public Utilities	
F.1. Endorsement (1) Original Copy And (1) Photo Copy	Government Agency - that regulates the public utility
G. For educational institutions	
G.1. Endorsement (1) Original Copy And (1) Photo Copy	DepEd / CHED / TESDA - Accreditation Division
H. For other special corporations governed by special laws	
H.1. Endorsement (1) Original Copy And (1) Photo Copy	Government Agency - that regulates the special corporation

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Logs on to the eAMEND portal and encodes information and/or uploads documents relating to the amendment application **Location:** (link: https://eamend.sec.gov.ph/login)	1.1. Assigns application to processor	None	1 working day/s	• SEC Confidential Assistant III; Cebu Extension Office
	1.2. Processes application		12 working day/s	• Securities Counsel I / Securities Counsel II / Information Officer II / Securities Specialist I / Securities Specialist II / SEC Administrative Officer IV / Administrative Assistant II; Cebu Extension Office
	1.3. Reviews application		6 working day/s	• Director II / Securities Examiner III; Cebu Extension Office
	1.4. Approves for payment		1 hour/s	• Securities Counsel I / Securities Counsel II / Information Officer II / Securities

				Specialist I / Securities Specialist II / SEC Administrative Officer IV / Administrative Assistant II; Cebu Extension Office
2. Pays the filing fee via ESPAYSEC/Landbank and submits the hard copies of the documents uploaded **Location:** ESPAYSEC (https://espaysec.sec.gov.ph)/Landbank and Front Desk of Cebu Extension Office	2.1. Evaluates the hard copies	**Standard Fees** Breakdown: Amended Articles/Bylaws : PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 Total: PHP 1040	5 hour/s	• Securities Counsel I / Securities Counsel II / Information Officer II / Securities Specialist I / Securities Specialist II / SEC Administrative Officer IV / Administrative Assistant II; Cebu Extension Office
	2.2. Reviews the hard copies		1 hour/s	• Director II; Cebu Extension Office
	2.3. Marks application as completed in the SEC system		30 minute/s	• Securities Counsel I / Securities Counsel II / Information Officer II / Securities Specialist I / Securities Specialist II / SEC Administrative Officer IV / Administrative Assistant II ; Cebu Extension Office
	2.4. Prepares certificate		10 minute/s	• SEC Confidential Assistant III ; Cebu Extension Office

	2.5. Signs certificate		10 minute/s	• Director II; Cebu Extension Office
	2.6. Emails client to get certificate		5 minute/s	• SEC Confidential Assistant III; Cebu Extension Office
	2.7. Releases the Certificate		5 minute/s	• Securities Specialist I ; Cebu Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1040		

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

This service details the procedure in applying for amendments of the Articles of Incorporation and/or By-laws of Domestic Corporations in the SEC's eAMEND system. The simple application covers the following provisions: i) change in principal office address; ii) increase/decrease in the number of board of directors or trustees; iii) fiscal year; and iv) date of annual meeting of the stockholders/members.

Office or Division:	Cebu Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered domestic corporations
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Cover sheet (2) Original Copy	Applicant / Client
Remarks: *May secure system-generated template thru the e-AMEND Portal (https://eamend.sec.gov.ph/login)*	
2. Amendment Form (2) Original Copy	Applicant / Client
Remarks: *May secure system-generated template thru the e-AMEND Portal (https://eamend.sec.gov.ph/login)*	
3. Monitoring Clearance (2) Photo Copy	SEC - Extension Office that has jurisdiction over the principal office address of the company
Remarks: *In lieu of the Monitoring Clearance, the client may submit an Affidavit of Undertaking signed by the corporate secretary and must be notarized. (2 originals) Client may secure system-generated template thru the e-AMEND Portal (https://eamend.sec.gov.ph/login)*	
4. Annex D "Annotation" (2) Original Copy	Applicant / Client
Remarks: *May secure system-generated template thru the e-AMEND Portal (https://eamend.sec.gov.ph/login)*	

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)

1. Logs on to the eAMEND portal and encodes information and/or uploads documents relating to the amendment application **Location:** SEC eAmend portal https://eamend.sec.gov.ph/login	1.1. Assigns application to processor	None	7 hour/s	• Confidential Assistant III ; Cebu Extension Office
	1.2. Processes application and approves for payment		6 working day/s	• Securities Counsel I / Securities Counsel II / Information Officer II / Securities Specialist I / Securities Specialist II / SEC Administrative Officer IV / Administrative Assistant II ; Cebu Extension Office
2. Pays the filing fee via ESPAYSEC/Landbank and receives digital certificate **Location:** ESPAYSEC (https://espaysec.sec.gov.ph)/Landbank	2. Receives, checks, and approves the proof of payment	**Standard Fees** Breakdown: Amended Articles of Incorporation/Bylaws: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 Total: PHP 1040	1 hour/s	• Securities Counsel I / Securities Counsel II / Information Officer II / Securities Specialist I / Securities Specialist II / SEC Administrative Officer IV / Administrative Assistant II; Cebu Extension Office
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1040		

6. Application for Amendment of Articles of Incorporation and/or By-laws of Lending/Financing Companies

This service outlines the online procedure adopted for the amendment of the Articles of Incorporation and/or By-laws of Lending and Financing Companies. Preprocessing is conducted by submitting scanned copies of the required documents for amendment through: https://imessage.sec.gov.ph/

Office or Division:	Cebu Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Coversheet (3) Original Copy	Applicant / Client
Remarks: *May secure a Checklist of requirements and sample formats from the Front Desk or through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf.*	
2. Amended Articles of Incorporation/By-laws (1) Original Copy And (2) Photo Copy	Applicant / Client
3. Directors` Certificate - notarized and signed by majority of the directors and the corporate secretary, certifying (i) the amendment of the Articles of Incorporation and indicating the amended provisions, (ii) the vote of the directors and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their names (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *May secure a copy through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf*	
4. Notarized Secretary's Certificate on no pending case of intra-corporate dispute (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *May secure a copy through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf*	
5. Monitoring Clearance (1) Original Copy And (2) Photo Copy	Applicant / Client

Remarks: *Through: https://dev-ewatch.sec.gov.ph/login*	
For Situational Requirement	
A. If the provision to be amended is the corporate name	
A.1. Name Verification Slip (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *Through: https://dev-ewatch.sec.gov.ph/login*	
A.2. Affidavit of a director or officer undertaking to change corporate name, if not stated in the AI (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *May secure a copy through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/2019_FormsUndertakingtoChangeName.pdf*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. For pre-processing, upload a scanned copy of documentary requirements to https://imessage.sec.gov.ph/ and wait for the result on the requested service. **Location:** Cebu Extension Office **Notes/Instruction:** **Remarks:** If documents are incomplete and non-compliant, return to clients for compliance by issuing a checklist of deficiencies.	1.1. Receive, assign and forward to the processor the scanned copy of documentary requirements.	None	15 minute/s	• Securities Investigator; Cebu Extension Office
	1.2. Processor reviews and evaluates the submitted documentary requirements.		1 working day/s	• Securities Counsel II; Cebu Extension Office • SEC Administrative Officer IV; Cebu Extension Office
2. Receives update on the requested service through email. **Location:** Cebu Extension Office **Notes/Instruction:**	2. Checks the Compliances on the deficiencies or lacking documentary requirements	None	1 working day/s	• Securities Counsel II; Cebu Extension Office • SEC Administrative Officer IV; Cebu

Remarks: If an applicant receives a checklist of deficiencies, immediately comply and send back to the assigned processor.				Extension Office
3. Pay the filing fee at selected Landbank branches (over the counter), or SEC Online Payment Portal. **Location:** Cebu Extension Office **Notes/Instruction:** **Remarks:** https://www.sec.gov.ph/mc-2017/mc-no-03-s-2017-consolidated-schedule-of-fees-and-charges/ SEC Online Payment Portal through this link https://espaysec.sec.gov.ph/ For over the counter payment at Landbank: **FUND ACCOUNT:** SEC RCC Current Account **ACCOUNT NO.:** 3752-2220-44	3. Receive and acknowledge payment	**Possible Fees** Breakdown: Amended Articles of Incorporation: PHP 1000 Amended By-Laws: PHP 1000 Documentary Stamp Tax: PHP 30 Name Verification: PHP 100 **Formula Fees** Breakdown: Legal Research Fee	15 minute/s	• Securities Counsel II; Cebu Extension Office • SEC Administrative Officer IV ; Cebu Extension Office
4. Submits the hard copies at the Cebu Extension Office **Location:** Cebu Extension Office	4.1. Receive and verify documentary requirements and proof of payment.	None	10 minute/s	• Securities Counsel II; Cebu Extension Office • SEC Administrative Officer IV ; Cebu Extension Office
	4.2. Forward the documents for the preparation of certificate		10 minute/s	• Securities Counsel II; Cebu Extension Office • SEC Administrativ

				e Officer IV ; Cebu Extension Office
	4.3. Prepare the Certificate for Lending/Financing Companies		15 minute/s	• Administrative Assistant II ; Cebu Extension Office
	4.4. Review the certificate		15 minute/s	• Director/Officer-in-Charge; Cebu Extension Office
	4.5. Sign the certificate.		15 minute/s	• Director/Officer-in-Charge; Cebu Extension Office
	4.6. Forward the Certificate for releasing		5 minute/s	• Director/Officer-in-Charge; Cebu Extension Office
5. Receive Notice thru email that the Certificate is already signed. **Location:** Cebu Extension Office	5. Notify the Applicant thru email that the certificate is already signed.	None	5 minute/s	• Administrative Assistant II ; Cebu Extension Office
6. Proceed to Cebu Extension Office for presentment of the original proof of payment and receive the signed Certificate **Location:** Cebu Extension Office	6. Release signed Certificate	None	15 minute/s	• Securities Specialist I; Cebu Extension Office
Total Processing Time:		Working Days: 2 working day/s, 2 hour/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Possible Fees

- **Amended Articles of Incorporation** : 1000
- **Amended By-Laws** : 1000
- **Documentary Stamp Tax** : 30
- **Name Verification** : 100

Formula / Schedule of Fees

- **Legal Research Fee**

  1/10 of 1% of Amendment Fee

7. Application for Amendment of Articles of Incorporation and/or By-Laws of non-Philippine National Domestic Stock and Non-stock Corporations registered under FIA or before IPAs (Regular Processing)

*This service details the procedure in applying for amendment of the Articles of Incorporation and/or By-Laws of non-Philippine national Stock and Non-stock domestic corporations registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs) through the eAMEND Portal under **Regular Processing** concerning the following provisions:*

1. *Amendment of Articles of Incorporation other than those covered by Simple Processing;*
2. *Amendment of By-Laws of FIA registered corporations whether stock or non-stock other than those covered by Simple Processing;*
3. *Application for Increase of Capital Stock for One Person Corporation via Cash; and*
4. *Combination of any amendments under Simple and Regular Processing*

Office or Division:	Cebu Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All domestic corporations registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs)
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf)*	
2. Amended Articles of Incorporation and/or By-Laws (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
For Situational Requirement	
A. For Ordinary Stock and Non-Stock Corporation	
A.1. Director's Certificate for Stock Corporation or Trustees Certificate for Non-Stock Corporation (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *SEC Website* • *Director's Certificate - https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf* • *Trustees Certificate - https://www.sec.gov.ph/wp-content/uploads/2019/11/Trustees_Certificate.pdf*	
A.2. Notarized Secretary's Certificate of no pending case of intra-corporate dispute	Securities and Exchange Commission - Cebu Extension

(1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Office
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx)*	
B. For One Person Corporation (OPC)	
B.1. Notarized Resolution signed by the Single Stockholder and Corporate Secretary (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm_RESOLUTION-opc.docx)*	
Sub Situational Requirement/s	
B.a. For Change of Nominee and alternate nominee	
B.a.1. Acceptance Letter for Change of Nominee and Alternate Nominee (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commissio - Cebu Extension Office
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2019/10/2019_Sample-Acceptance-Letter-of-Nominees.docx)* *This is only required if the change is filed simultaneously with a change in the Single Stockholder or amendment of other provision/s.*	
B.b. For Change of Single Stockholder	
B.b.1. Certificate Authorizing Registration (1) Electronic Copy And (1) Original Copy And (1) Electronic Copy	Bureau of Internal Revenue - Revenue District Office
B.b.2. Deed of Assignment from the previous Single Stockholder, if the shares will be transferred to the new Single Stockholder (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
C. For Corporations with Primary License	
C.1. Monitoring Clearance from Compliance Monitoring Division (CMD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *https://imessage.sec.gov.ph/*	
D. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
D.1. Monitoring Clearance from Markets and Securities Regulation Department (MSRD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Markets and Securities Regulation Department
E. For Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies, and foundation	

E.1. Monitoring Clearance from Corporate Governance and Finance Department (CGFD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Corporate Governance and Finance Department
F. For Financing/Lending	
F.1. Monitoring Clearance (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Cebu Extension Office
G. For Financial Technology (FinTech) related business activities [Operators of payment systems; Payment Service Providers; Electronic Money Issuers (EMI); Non-bank EMIs; Alternative Credit Scoring Companies; AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); KYC/Security Companies (KYC Service Providers); Digital Banks; Digital Asset Exchanges; Virtual Asset Service Providers; Play-to-Earn Platforms; o E-Commerce Companies; Crowdfunding Platforms; RegTech Companies (RegTech Service Providers); SupTech Companies (SupTech Service Providers); and Digital Advisers/Robo-Advisers]	
G.1. PhiliFintech Innovation Office (PIO) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office
G.2. Enforcement and Investor Protection Department (EIPD) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department
H. For Banks, banking and quasi-banking institutions, pawnshops, corporations engaged in money service business (ex. Money Changer and Remittance Services), non-stock savings and loan associations (NSSLAs) and other Financial Intermediaries	
H.1. Endorsement from Bangko Sentral ng Pilipinas (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Bangko Sentral ng Pilipinas - Financial Supervision Sector
I. For Insurance/Health Maintenance Organization, preneed	
I.1. Endorsement from Insurance Commission (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Insurance Commission - Legal Services Group - Licensing Division
J. If to engage as a foreign retailer (amendment of purpose)	
J.1. Certification of Inward Remittance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: ***Certification of Inward Remittance*** *of Foreign Exchange showing compliance of the foreign retailer with the minimum paid-up capital requirement of Twenty-Five Million Pesos (P25,000,000.00) or other proof, such as Bank Certification, certifying that such capital investment is deposited and maintained in a bank in the Philippines*	
J.2. Apostilled/authenticated Certificate of Reciprocity (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *to the effect that such State provides reciprocity to Filipinos*	
K. If with Amendment of Corporate Name / Trade Name / Business Name	

K.1. Name Verification Slip (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Cebu Extension Office
Sub Situational Requirement/s	
K.a. If undertaking to change name, in compliance with Section 17 of the Revised Corporation Code of the Philippines (RCCP), is not explicitly stated in any of the submitted forms	
K.a.1. Affidavit of undertaking to change corporate name / trade name (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks:

- *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)*
- *executed by a director, trustee or officer*

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the electronic copy of the requirements to the eAMEND Portal **Location:** https://eamend.sec.gov.ph/login **Notes/Instruction:** If the application is found to be for compliance during the evaluation stage, the applicant will have to go back to Step 1- Submission of requirements.	1.1. Verifies completeness of amendment requirements and assign to processors, if the documents are complete	None	5 minute/s	• Administrative Assistant II; Cebu Extension Office
	1.2. Processes and evaluates application for amendment		9 working day/s, 7 hour/s	• SECURITIES SPECIALIST II; Cebu Extension Office • Securities Counsel II; Cebu Extension Office • Securities Counsel I; Cebu Extension Office • SECURITIES EXAMINER III; Cebu Extension Office
	1.3. Issues Payment Assessment Form (PAF)		10 minute/s	• SECURITIES SPECIALIST II; Cebu Extension Office • Securities Counsel II; Cebu

				Extension Office • Securities Counsel I; Cebu Extension Office
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the electronic Official Receipt via e-mail	**Standard Fees** Breakdown: Amended Articles of Incorporation or By-Laws: PHP 1000 Total: PHP 1000 **Formula Fees** Breakdown: Legal Research FeeDocumentary Stamp TaxName Verification	1 working day/s	• Accounting Division; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the Cebu Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** CEBU EXTENSION OFFICE	3.1. Receives and verifies documentary requirements and proof of payment.	None	10 minute/s	• SECURITIES SPECIALIST II; Cebu Extension Office • SECURITIES COUNSEL II; Cebu Extension Office • SECURITIES COUNSEL I; Cebu Extension Office
	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minute/s	• SECURITIES COUNSEL II; Cebu Extension Office • SECURITIES COUNSEL I; Cebu Extension Office • SECURITIES SPECIALIST II; Cebu Extension Office

	3.3. Prepares and generates the Certificate of Amended Articles of Incorporation and/or By-Laws		10 minute/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
	3.4. Reviews the application and signs the the Certificate of Amended Articles of Incorporation and/or By-Laws		9 working day/s	• OFFICER-IN-CHARGE; Cebu Extension Office
	3.5. Tags the application for appointment through the eAMEND Portal indicating the date of release of the certificate		5 minute/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
4. Proceeds to the Cebu Extension Office, presents the original proof of payment and receives the signed Certificate of Amended Articles of Incorporation and/or By-Laws **Location:** CEBU EXTENSION OFFICE	4. Releases original copy of the Certificate of Amended Articles of Incorporation and/or By-Laws	None	5 minute/s	• SECURITIES SPECIALIST I; Cebu Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1000 See other fees below		

Formula / Schedule of Fees

- **Legal Research Fee**

  1% of the computed Filing Fees for Amended Articles of Incorporation and/or By-Laws

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

- **Name Verification**

  PHP 100 per proposed name/s or trade name/s

  *valid for 30 days

8. Application for Amendment of Articles of Incorporation and/or By-Laws of non-Philippine National Domestic Stock and Non-stock Corporations registered under FIA or before IPAs (Simple Processing)

This service details the procedure in applying for amendment of the Articles of Incorporation and/or By-Laws of non-Philippine national Stock and Non-stock domestic corporations registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs) through the eAMEND Portal under Simple Processing concerning the following provisions:

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

Office or Division:	Cebu Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All domestic corporations registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs)
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *System-generated document available for download through the eAMEND Portal*	
2. Amendment Form (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *System-generated document available for download through the eAMEND Portal*	
For Situational Requirement	
A. For Corporations with Primary License	
A.1. Monitoring Clearance (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks: *https://imessage.sec.gov.ph/*	
B. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
B.1. Monitoring Clearance from Markets and Securities Regulation Department (MSRD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Markets and Securities Regulation Department
C. For Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies, and foundation	
C.1. Monitoring Clearance from Corporate Governance and Finance Department (CGFD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Corporate Governance and Finance Department
D. For Financing/Lending	
D.1. Monitoring Clearance (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *e*	
E. For Financial Technology (FinTech) related business activities [Operators of payment systems; Payment Service Providers; Electronic Money Issuers (EMI); Non-bank EMIs; Alternative Credit Scoring Companies; AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); KYC/Security Companies (KYC Service Providers); Digital Banks; Digital Asset Exchanges; Virtual Asset Service Providers; Play-to-Earn Platforms; o E-Commerce Companies; Crowdfunding Platforms; RegTech Companies (RegTech Service Providers); SupTech Companies (SupTech Service Providers); and Digital Advisers/Robo-Advisers]	
E.1. PhiliFintech Innovation Office (PIO) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office
E.2. Enforcement and Investor Protection Department (EIPD) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department
F. For Banks, banking and quasi-banking institutions, pawnshops, corporations engaged in money service business (ex. Money Changer and Remittance Services), non-stock savings and loan associations (NSSLAs) and other Financial Intermediaries	
F.1. Endorsement from Bangko Sentral ng Pilipinas (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Bangko Sentral ng Pilipinas - Financial Supervision Sector
G. For Insurance/Health Maintenance Organization, preneed	
G.1. Endorsement from Insurance Commission (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Insurance Commission - Legal Services Group - Licensing Division

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

1. Submits the electronic copy of the requirements to the eAMEND Portal **Location:** https://eamend.sec.gov.ph/login **Notes/Instruction:** If the application is found to be for compliance during the evaluation stage, the applicant will have to go back to Step 1- Submission of requirements.	1.1. Verifies completeness of amendment requirements and assign to processors, if the documents are complete	None	5 minute/s	• Administrative Assistant II; Cebu Extension Office
	1.2. Processes and evaluates application for amendment		5 working day/s, 7 hour/s, 45 minute/s	• Administrative Assistant II; Cebu Extension Office • SECURITIES SPECIALIST I; Cebu Extension Office • ADMINISTRATIVE OFFICER IV; Cebu Extension Office • SECURITIES INVESTIGATOR; Cebu Extension Office • SECURITIES COUNSEL II; Cebu Extension Office • SECURITIES COUNSEL I; Cebu Extension Office • SECURITIES EXAMINER III; Cebu Extension Office
	1.3. Issues Payment Assessment Form (PAF)		5 minute/s	• Administrative Assistant II; Cebu Extension Office • Securities Specialist I; Cebu Extension Office • SECURITIES INVESTIGATOR; Cebu Extension Office

				• ADMINISTRATIVE OFFICER IV; Cebu Extension Office • SECURITIES COUNSEL II; Cebu Extension Office • SECURITIES COUNSEL I; Cebu Extension Office
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: Amended Articles of Incorporation or By-Laws: PHP 1000 --- Total: PHP 1000 **Formula Fees** Breakdown: Legal Research FeeDocumentary Stamp Tax	1 working day/s	• Accounting Division; Financial Management Department (FMD)
3. Generates the Digital Certificate **Location:** CEBU EXTENSION OFFICE **Notes/Instruction:** *To secure the original copy of the Certificate, the applicant has to submit two (2) sets of originally signed documentary requirements with original proof of payment within a period one (1) year from the date of issuance of the Digital Certificate*	3. Issues the Digital Certificate	None	5 minute/s	• Administrative Assistant II; Cebu Extension Office
Total Processing Time:		Working Days: 7 working day/s		

Total Processing Fee:	Total Standard Fee: PHP 1000 See other fees below

Formula / Schedule of Fees

- **Legal Research Fee**

  1% of the computed Filing Fees for Amended Articles of Incorporation and/or By-Laws

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

9. Application for Amendment of By-Laws concerning five or more provisions and filing of New By-Laws of Domestic Corporations (eAMEND Regular Processing)

This service details the procedure in applying for amendments of the By-laws concerning five or more provisions and filing of New By-Laws through the eAMEND portal under Regular Processing.

1. *New By-Laws*
2. *Amendment of By-Laws concerning five or more provisions*

Office or Division:	Cebu Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered stock domestic corporations with foreign equity participation of not more than forty percent (40%) and non-stock corporations, except lending corporations and financing companies, through their Authorized Representatives.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Amended By-Laws/ New By-Laws (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *Please use the most recent Articles of Incorporation and By-Laws, which have been duly approved by the Commission. Simply modify the sections that are being amended. Underline the amended provision and add "(as amended on [date of meeting])" after it.*	
3. Notarized Secretary's Certificate of no pending case of intra-corporate dispute (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: • *Original copy should be signed (wet signature) and notarized* • *Download Secretary's Certificate sample form through this link: https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx*	

4. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: • *If there is no valid and available Monitoring Clearance, submit an Affidavit of Undertaking for Monitoring from the eAMEND System.* • *If you have previously used an Affidavit of Undertaking for your amendment application, kindly submit a valid Monitoring Clearance for your current application.* *Application for Monitoring Clearance through: ewatch.sec.gov.ph*	
5. Directors` or Trustees` Certificate (2) Original Copy And (1) Electronic Copy	SECURITIES AND EXCHANGE COMMISSION - Cebu Extension Office
Remarks: • *Original copy should be signed (wet signature) and notarized* • *notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed names* *Download Director's Certificate and/or Trustees' Certificate sample form through this link:* *Director's Certificate:- https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf* *Trustees' Certificate- https://www.sec.gov.ph/wp-content/uploads/2019/11/Trustees_Certificate.pdf*	
6. Clearance/Favorable recommendation from other Departments of the Commission or from the appropriate Government Agency if applicable (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Other Departments
For Situational Requirement	
A. For Clearance from other SEC departments	
Sub Situational Requirement/s	
A.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
A.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
A.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
A.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)

A.c. For Financial Technology (FinTech) related business activities	
A.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
A.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
B. Endorsement from other government agencies	
Sub Situational Requirement/s	

B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For applications with Amendment of By-laws	
Sub Situational Requirement/s	
C.a. Air Transport	
C.a.1. Civil Aeronautics Board Endorsement (2) Original Copy And (1) Electronic Copy	Civil Aeronautics Board - Civil Aeronautics Board
C.b. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions	
C.b.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.c. Educational Institution: (stock & non-stock)	
C.c.1. Department of Education Endorsement for Elementary (2) Original Copy And (1) Electronic Copy	Department of Education - Department of Education
C.c.2. Commission on Higher Education Endorsement for College, Tertiary Course (2) Original Copy And (1) Electronic Copy	Commission on Higher Education - Commission on Higher Education
C.c.3. Technical Education Skills and Development Authority Endorsement for Technical Vocational Course (2) Original Copy And (1) Electronic Copy	Technical Education Skills and Development Authority - Technical Education Skills and Development Authority
C.d. Electric Power Plant/Trading of Petroleum Products	
C.d.1. Department of Energy Endorsement (2) Original Copy And (1) Electronic Copy	Department of Energy - Department of Energy
C.e. Hospital, Dental, Medical Clinics	
C.e.1. Department of Health Endorsement (2) Original Copy And (1) Electronic Copy	Department of Health - Department of Health
C.f. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.f.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C.g. Money Changer and Remittance Services	
C.g.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.h. Non-Chartered Government Owned and Controlled Corporation	
C.h.1. Government Commission for Government-owned and Controlled Corporation Endorsement (2) Original Copy And (1) Electronic Copy	Government Commission for Government-owned and Controlled Corporation - Government Commission for Government-owned and Controlled Corporation

C.i. Professional Association	
C.i.1. Professional Regulation Commission Endorsement (2) Original Copy And (1) Electronic Copy	Professional Regulation Commission - Professional Regulation Commission
C.j. Radio, TV, Telephone, Internet Service Providers, Value-Added Service Provider	
C.j.1. National Telecommunications Commission Endorsement (2) Original Copy And (1) Electronic Copy	National Telecommunications Commission - National Telecommunications Commission
C.k. Recruitment for Overseas Employment	
C.k.1. Philippine Overseas Employment Administration (2) Original Copy And (1) Electronic Copy	Philippine Overseas Employment Administration - Philippine Overseas Employment Administration
C.l. Security Agency/ Anti-Crime Task Force	
C.l.1. Philippine National Police Endorsement (2) Original Copy And (1) Electronic Copy	Philippine National Police - Philippine National Police
C.m. Tobacco Related Business	
C.m.1. National Tobacco Administration Endorsement (2) Original Copy And (1) Electronic Copy	National Tobacco Administration - National Tobacco Administration
C.n. Volunteer Fire Brigade	
C.n.1. Bureau of Fire Protection Endorsement (2) Original Copy And (1) Electronic Copy	Bureau of Fire Protection - Bureau of Fire Protection
C.o. Vessel/Ship Operation, Ship Management. Shipbuilding, Ship Repair, Shipping Agency, Ship Husbanding, Ship Chandling and other Maritime related activities	
C.o.1. Maritime Industry Authority Endorsement (2) Original Copy And (1) Electronic Copy	Maritime Industry Authority - Maritime Industry Authority
C.p. Water Service Providers and Waterworks	
C.p.1. Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems Endorsement (2) Original Copy And (1) Electronic Copy	Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems - Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, and submit the application in the eAMEND portal (Regular Processing) **Location:**	1.1. Verifies completeness of the submitted amendment requirements and assigns the application to Processors.	None	1 hour/s	• Administrative Assistant II; Cebu Extension Office
	1.2. Processes and evaluates application for amendment		9 working day/s, 6 hour/s, 50 minute/s	• SECURITIES COUNSEL I; Cebu

(https://eamend.sec.gov.ph/login)				Extension Office • SECURITIES COUNSEL II; Cebu Extension Office • SECURITIES EXAMINER III; Cebu Extension Office
	1.3. Issues Payment Assessment Form (PAF) to the applicant.		5 minute/s	• SECURITIES COUNSEL I; Cebu Extension Office • SECURITIES COUNSEL II; Cebu Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** https://espaysec.sec.gov.ph/	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Possible Fees** Breakdown: Amended By-Laws: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 **Formula Fees** Breakdown: Name Reservation Slip	5 minute/s	• Accounting Division; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the Cebu Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** CEBU EXTENSION OFFICE	3.1. Receives and verifies documentary requirements and proof of payment	None	5 minute/s	• SECURITIES COUNSEL I; Cebu Extension Office • SECURITIES COUNSEL II; Cebu Extension Office
	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minute/s	• SECURITIES COUNSEL I; Cebu Extension Office • SECURITIES COUNSEL II;

				Cebu Extension Office
	3.3. Prepares and generates the Certificate of Amendment of By-Laws/New By-Laws		10 minute/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
	3.4. Reviews the application and signs the Certificate of Amendment of By-Laws/New By-Laws		9 working day/s, 7 hour/s	• OFFICER-IN-CHARGE; Cebu Extension Office
	3.5. Forwards the signed Certificate of Amendment of By-Laws/New By-Laws to the Releasing Unit.		10 minute/s	• SEC CONFIDENTIAL ASSISTANT III; Cebu Extension Office
	3.6. Tags the application through the eAmend Portal to issue the Notice for Schedule of Appointment on the release of the Certificate of Amendment of By-Laws/New By-Laws		5 minute/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
4. Proceeds to Cebu Extension Office for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Amended By-laws/New By-Laws **Location:** CEBU EXTENSION OFFICE	4. Releases signed Certificate of Amended By-laws/New By-Laws	None	15 minute/s	• SECURITIES SPECIALIST I; Cebu Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Possible Fees

- **Amended By-Laws** : 1000
- **Legal Research Fee** : 10
- **Documentary Stamp Tax** : 30

Formula / Schedule of Fees

- **Name Reservation Slip**

  Php 100 per corporate name

  *additional Php 100 per trade name

10. Application for amendment of corporate term where the proposed expiration is one (1) year or more than one (1) year under Section 136 of the RCC (under eAMEND Regular Processing)

This service details the procedure in applying for amendment of corporate term where the proposed expiration is one (1) year or more than one (1) year under Section 136 of the RCC.

Office or Division:	Cebu Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered stock domestic corporations with foreign equity participation of not more than forty percent (40%) and non-stock corporations, except lending corporations and financing companies, through their Authorized Representatives.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: • *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Amended Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client
3. Directors` or Trustees` Certificate (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download Director's Certificate and/or Trustees' Certificate sample form through this link:* • *Director's Certificate:- https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf* • *Trustees' Certificate- https://www.sec.gov.ph/wp-content/uploads/2019/11/Trustees_Certificate.pdf* *Original copy should be signed (wet signature) and notarized* *notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed names*	
4. Notarized Secretary's Certificate of no intra-corporate dispute (2) Original Copy And (1) Electronic Copy	Applicant / Client

Remarks: *Download Secretary's Certificate sample form through this link: https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx*	
5. Monitoring Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Application for Monitoring Clearance through: ewatch.sec.gov.ph*	
For Situational Requirement	
A. For Clearance from other SEC departments	
Sub Situational Requirement/s	
A.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
A.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
A.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
A.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
A.c. For Financial Technology (FinTech) related business activities	
A.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)

Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
A.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
B. Endorsement from other government agencies	
Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	

B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For applications with Amendment of By-laws	
Sub Situational Requirement/s	
C.a. Air Transport	
C.a.1. Civil Aeronautics Board Endorsement (2) Original Copy And (1) Electronic Copy	Civil Aeronautics Board - Civil Aeronautics Board
C.b. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions	
C.b.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.c. Educational Institution: (stock & non-stock)	
C.c.1. Department of Education Endorsement for Elementary (2) Original Copy And (1) Electronic Copy	Department of Education - Department of Education
C.c.2. Commission on Higher Education Endorsement for College, Tertiary Course (2) Original Copy And (1) Electronic Copy	Commission on Higher Education - Commission on Higher Education
C.c.3. Technical Education Skills and Development Authority Endorsement for Technical Vocational Course (2) Original Copy And (1) Electronic Copy	Technical Education Skills and Development Authority - Technical Education Skills and Development Authority
C.d. Electric Power Plant/Trading of Petroleum Products	
C.d.1. Department of Energy Endorsement (2) Original Copy And (1) Electronic Copy	Department of Energy - Department of Energy
C.e. Hospital, Dental, Medical Clinics	
C.e.1. Department of Health Endorsement (2) Original Copy And (1) Electronic Copy	Department of Health - Department of Health
C.f. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.f.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C.g. Money Changer and Remittance Services	
C.g.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.h. Non-Chartered Government Owned and Controlled Corporation	
C.h.1. Government Commission for Government-owned and Controlled Corporation Endorsement (2) Original Copy And (1) Electronic Copy	Government Commission for Government-owned and Controlled Corporation - Government Commission for Government-owned and Controlled Corporation
C.i. Professional Association	
C.i.1. Professional Regulation Commission Endorsement (2) Original Copy And (1) Electronic Copy	Professional Regulation Commission - Professional Regulation Commission
C.j. Radio, TV, Telephone, Internet Service Providers, Value-Added Service Provider	

C.j.1. National Telecommunications Commission Endorsement (2) Original Copy And (1) Electronic Copy			National Telecommunications Commission - National Telecommunications Commission	
C.k. Recruitment for Overseas Employment				
C.k.1. Philippine Overseas Employment Administration Endorsement (2) Original Copy And (1) Electronic Copy			Philippine Overseas Employment Administration - Philippine Overseas Employment Administration	
C.l. Security Agency/ Anti-Crime Task Force				
C.l.1. Philippine National Police Endorsement (2) Original Copy And (1) Electronic Copy			Philippine National Police - Philippine National Police	
C.m. Tobacco Related Business				
C.m.1. National Tobacco Administration Endorsement (2) Original Copy And (1) Electronic Copy			National Tobacco Administration - National Tobacco Administration	
C.n. Volunteer Fire Brigade				
C.n.1. Bureau of Fire Protection Endorsement (2) Original Copy And (1) Electronic Copy			Bureau of Fire Protection - Bureau of Fire Protection	
C.o. Vessel/Ship Operation, Ship Management. Shipbuilding, Ship Repair, Shipping Agency, Ship Husbanding, Ship Chandling and other Maritime related activities				
C.o.1. Maritime Industry Authority Endorsement (2) Original Copy And (1) Electronic Copy			Maritime Industry Authority - Maritime Industry Authority	
C.p. Water Service Providers and Waterworks				
C.p.1. Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems Endorsement (2) Original Copy And (1) Electronic Copy			Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems - Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, and submit the application in the eAMEND portal (Regular Processing) **Location:** (https://eamend.sec.gov.ph/login)	1.1. Verifies completeness and correctness of the submitted amendment requirements and assigns the application to the Processors if the documents are complete.	None	1 hour/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
	1.2. Processes and evaluates application for amendment.		2 working day/s, 7 hour/s, 50 minute/s	• SECURITIES COUNSEL I; Cebu Extension Office • SECURITIES COUNSEL II; Cebu

				Extension Office • SECURITIES EXAMINER III; Cebu Extension Office
	1.3. Issues Payment Assessment Form (PAF) to the applicant through the eAmend Portal.		5 minute/s	• SECURITIES COUNSEL I; Cebu Extension Office • SECURITIES COUNSEL II; Cebu Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** https://espaysec.sec.gov.ph/	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: Amended Articles of Incorporation: PHP 1000 Documentary Stamp Tax: PHP 30 Legal Research Fee: PHP 10 Total: PHP 1040 **Possible Fees** Breakdown: Amended By-Laws: PHP 1000 **Formula Fees** Breakdown: Name Reservation Slip	5 minute/s	• Accounting Division; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the Cebu Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:**	3.1. Receives and verifies documentary requirements and proof of payment	None	5 minute/s	• SECURITIES SPECIALIST I; Cebu Extension Office
	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minute/s	• SECURITIES SPECIALIST I; Cebu Extension Office

Cebu Extension Office	3.3. Prepares and generates the Certificate of Amended Articles of Incorporation and/or By-Laws		5 minute/s	• Administrative Assistant II; Cebu Extension Office
	3.4. Reviews the application and signs the Certificate of Amended Articles of Incorporation and/or By-Laws		3 working day/s, 6 hour/s, 10 minute/s	• OFFICER-IN-CHARGE; Cebu Extension Office
	3.5. Forwards the signed Certificate of Amended Articles of Incorporation and/or By-Laws to the Releasing Unit		15 minute/s	• SEC CONFIDENTIAL ASSISTANT III; Cebu Extension Office
	3.6. Tags the application through the eAmend Portal to issue the Notice for Schedule of Appointment on the release of the Certificate of Amendment of Articles of Incorporation and/or By-Laws		5 minute/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
4. Proceeds to Cebu Extension Office for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Amended Articles of Incorporation and/or By-laws **Location:** Cebu Extension Office	4. Releases signed Certificate of Amended Articles of Incorporation and/or By-laws	None	5 minute/s	• SECURITIES SPECIALIST I; Cebu Extension Office
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1040 See other fees below		

Possible Fees

- **Amended By-Laws** : 1000

Formula / Schedule of Fees

- **Name Reservation Slip**

  Php 100 per Corporate Name

*Additional Php100 per trade name

11. Application for Amendment of Lending/Financing Branch Offices

This service outlines the online procedure adopted for amending branch offices of Lending and Financing Companies. Preprocessing is conducted by submitting scanned copies of the required documents for branch office amendments via email at seccebu@sec.gov.ph.

Office or Division:	Cebu Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Coversheet (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: *May secure a Checklist of requirements and sample formats from the Cebu Extension Office or through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf.*	
2. Letter request signed by any authorized representative stating the amended provision in the Certificate of Authority. (1) Original Copy And (3) Photo Copy	Applicant / Client
3. Original Certificate of Authority (1) Original Copy And (3) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. For pre-processing, send a scanned copy of documentary requirements to seccebu@sec.gov.ph and wait for the result on the requested service. **Location:** CEBU EXTENSION OFFICE **Notes/Instruction:** Remarks: *If documents are incomplete and non-compliant, return to clients for compliance by	1.1. Receive, assign and forward to the processor the scanned copy of documentary requirements.	None	15 minute/s	• SEC CONFIDENTIAL ASSISTANT III; Cebu Extension Office
	1.2. Processor reviews and evaluates the submitted documentary requirements.		15 minute/s	• ADMINISTRATIVE OFFICER IV; Cebu Extension Office

issuing a checklist of deficiencies.				
2. Receives update on the requested service through email. **Location:** CEBU EXTENSION OFFICE **Notes/Instruction:** Remarks: If an applicant receives a checklist of deficiencies, immediately comply and send back to the assigned processor.	2. Checks the Compliances on the deficiencies or lacking documentary requirements	None	30 minute/s	• ADMINISTRATIVE OFFICER IV; Cebu Extension Office
3. Pay the filing fee at selected Landbank branches (over the counter), or SEC Online Payment Portal. **Location:** SEC Online Payment Portal **Notes/Instruction:** SEC Online Payment Portal through this link https://espaysec.sec.gov.ph/ For over the counter payment at Landbank: **FUND ACCOUNT**: SEC RCC Current Account **ACCOUNT NO.:** 3752-2220-44	3. Receive and acknowledge payment	None	10 minute/s	• ADMINISTRATIVE OFFICER IV; Cebu Extension Office
4. Submits the hard copies at the Cebu Extension Office. **Location:** CEBU EXTENSION OFFICE	4.1. Receive and verify documentary requirements and proof of payment.	None	10 minute/s	• ADMINISTRATIVE OFFICER IV; Cebu Extension Office
	4.2. Forward the documents to for the preparation of certificate		10 minute/s	• ADMINISTRATIVE OFFICER IV; Cebu

				Extension Office
	4.3. Prepare the certificate for Branch Office of Lending/Financing Companies		15 minute/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
	4.4. Review the certificate.		15 minute/s	• OFFICER-IN-CHARGE; Cebu Extension Office
	4.5. Sign the certificate.		15 minute/s	• OFFICER-IN-CHARGE; Cebu Extension Office
	4.6. Forward the Certificate for releasing		5 minute/s	• SEC CONFIDENTIAL ASSISTANT III; Cebu Extension Office
5. Receive Notice thru email that the Certificate is already signed. **Location:** CEBU EXTENSION OFFICE	5. Notify the Applicant thru email that the certificate is already signed.	None	5 minute/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
6. Proceed to Cebu Extension Office for presentment of the original proof of payment and receive the signed Certificate of Lending/Financing Companies **Location:** CEBU EXTENSION OFFICE	6. Release signed Certificate of Branch Office of Lending/Financing Companies	None	15 minute/s	• ROSARIO A. SUMALINOG; Cebu Extension Office
Total Processing Time:		Working Days: 2 hour/s, 40 minute/s		
Total Processing Fee:		Total Standard Fee: None		

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

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

1. *Change of corporate name / trade name*
2. *Amendment of purpose/s (ex. in the event it desires to pursue other or additional purposes in the Philippines)*

Office or Division:	Cebu Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All licensed foreign and multinational corporations
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf)*	
2. Petition for Amendment of License (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
3. Authenticated/Apostilled copy of the Board Resolution or equivalent document approving the amendment/s (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
For Situational Requirement	
A. For Corporations with Primary License	
A.1. Monitoring Clearance (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *https://imessage.sec.gov.ph/*	
B. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
B.1. Monitoring Clearance from Markets and Securities Regulation Department (MSRD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Markets and Securities Regulation Department

C. For Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies, and foundation	
C.1. Monitoring Clearance from Corporate Governance and Finance Department (CGFD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Corporate Governance and Finance Department
D. For Financing/Lending	
D.1. Monitoring Clearance (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Cebu Extension Office
E. For Financial Technology (FinTech) related business activities [Operators of payment systems; Payment Service Providers; Electronic Money Issuers (EMI); Non-bank EMIs; Alternative Credit Scoring Companies; AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); KYC/Security Companies (KYC Service Providers); Digital Banks; Digital Asset Exchanges; Virtual Asset Service Providers; Play-to-Earn Platforms; o E-Commerce Companies; Crowdfunding Platforms; RegTech Companies (RegTech Service Providers); SupTech Companies (SupTech Service Providers); and Digital Advisers/Robo-Advisers]	
E.1. PhiliFintech Innovation Office (PIO) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office
E.2. Enforcement and Investor Protection Department (EIPD) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department
F. For Banks, banking and quasi-banking institutions, pawnshops, corporations engaged in money service business (ex. Money Changer and Remittance Services), non-stock savings and loan associations (NSSLAs) and other Financial Intermediaries	
F.1. Endorsement from Bangko Sentral ng Pilipinas (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Bangko Sentral ng Pilipinas - Financial Supervision Sector
G. For Insurance/Health Maintenance Organization, preneed	
G.1. Endorsement from Insurance Commission (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Insurance Commission - Legal Services Group - Licensing Division
H. If to engage as a foreign retailer (amendment of purpose)	
H.1. Certification of Inward Remittance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *Certification of Inward Remittance of Foreign Exchange showing compliance of the foreign retailer with the minimum paid-up capital requirement of Twenty-Five Million Pesos (P25,000,000.00) or other proof, such as Bank Certification, certifying that such capital investment is deposited and maintained in a bank in the Philippines*	
H.2. Apostilled/authenticated Certificate of Reciprocity (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *to the effect that such State provides reciprocity to Filipinos*	

I. For Regional Operating Headquarters (ROHQs) and Regional/Area Headquarters (RHQs)	
I.1. Endorsement/Clearance from Board of Investments (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Board of Investments - Legal and Compliance Service
J. If with Amendment of Corporate Name / Trade Name / Business Name	
J.1. Name Verification Slip (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Cebu Extension Office
J.2. Authenticated/Apostilled Copy of Amended Articles of Incorporation/Association of the parent company (1) Electronic Copy And (1) Original Copy And (1) Electronic Copy	Applicant / Client
Sub Situational Requirement/s	
J.a. If undertaking to change name, in compliance with Section 17 of the Revised Corporation Code of the Philippines (RCCP), is not explicitly stated in any of the submitted forms	
J.a.1. Affidavit of undertaking to change corporate name / trade name (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)* *Executed by the resident agent, director, trustee or duly authorized officer*	
K. If the amended purpose/s is based on Amended Articles of Incorporation/ Association of the parent company	
K.1. Authenticated/Apostilled Copy of Amended Articles of Incorporation/Association of the parent company (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the application to seccebu@sec.gov.ph **Location:** seccebu@sec.gov.ph **Notes/Instruction:** If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via email. For submission of	1.1. Verifies completeness of amendment requirements and assign to processors if the documents are complete	None	4 hour/s	• SEC CONFIDENTIAL ASSISTANT III; Cebu Extension Office
	1.2. Evaluates whether the documents submitted are complete in form and in substance, then prepares Final Report and forwards it to the Officer-in-Charge for review if compliant		14 working day/s	• SECURITIES COUNSEL II; Cebu Extension Office • SECURITIES COUNSEL I; Cebu Extension Office

compliance documents, the client will directly send it to the assigned Specialist's e-mail. The assigned Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.2	1.3. Evaluates the final report, then orders the Counsel to issue Payment Assessment Form (PAF) if compliant		14 working day/s	• Officer-in-Charge; Cebu Extension Office
	1.4. Issues Payment Assessment Form (PAF)		3 hour/s	• SECURITIES COUNSEL II; Cebu Extension Office • SECURITIES COUNSEL I; Cebu Extension Office
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the electronic Official Receipt via e-mail	**Standard Fees** Breakdown: Amended License: PHP 3000 Legal Research Fee: PHP 30 Documentary Stamp Tax: PHP 30 Total: PHP 3060 **Formula Fees** Breakdown: Name Verification	1 working day/s	• Accounting Division; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the Cebu Extension Office through the company's representatives of through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** CEBU EXTENSION OFFICE	3.1. Receives and verifies documentary requirements and proof of payment.	None	10 minute/s	• SECURITIES COUNSEL II; Cebu Extension Office • SECURITIES COUNSEL I; Cebu Extension Office
	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		10 minute/s	• SECURITIES COUNSEL II; Cebu Extension Office • SECURITIES COUNSEL I; Cebu Extension Office

	3.3. Prepares and generates the Certificate of Amended License of Foreign or Multinational Corporations		10 minute/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
	3.4. Reviews the application and signs the Certificate of Amended License of Foreign or Multinational Corporations		10 working day/s	• OFFICER-IN-CHARGE; Cebu Extension Office
	3.5. Encodes signed Certificate of Amended License of Foreign or Multinational Corporations		10 minute/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
	3.6. Sends email for releasing appointment		10 minute/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
4. Proceeds to the Releasing Section at Cebu Extension Office, presents the original proof of payment and receives the signed Certificate of Amended License of Foreign or Multinational Corporations **Location:** CEBU EXTENSION OFFICE	4. Releases signed Certificate of Amended License of Foreign or Multinational Corporations	None	10 minute/s	• ADMINISTRATIVE OFFICER IV; Cebu Extension Office
Total Processing Time:		Working Days: 40 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 3060 See other fees below		

Formula / Schedule of Fees

- **Name Verification**

  PHP 100 per proposed name/s or trade name/s

  *valid for 30 days

13. Application for Amendment of Partnerships

This service details the procedure in applying for amendment of the Articles of Partnership of general and limited partnerships.

Office or Division:	Cebu Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered partnerships
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover sheet (2) Original Copy	Applicant / Client
2. Amended Articles of Partnership (2) Original Copy	Applicant / Client
Remarks: *Latest approved Amended Articles of Partnership may be used as a guide*	
3. Proof of MC 28 Submission (2) Photo Copy	SEC - MC 28 Portal
For Situational Requirement	
A. For partnerships governed by special laws	
A.1. Endorsement (1) Original Copy And (1) Photo Copy	Government Agency - that regulates the partnership
B. Company Name Amendment	
B.1. Name Verification Slip (1) Original Copy And (1) Photo Copy	SEC - CEBEO
Remarks: *Secure a copy by completing the CEBEO's online name verification process*	
B.2. Affidavit of a partner undertaking to change corporate name. (2) Original Copy	Applicant / Client
Remarks: *Not required if already stated in the Articles of Partnership*	
C. If provision for amendment is to have foreign equity of a registered partnership	
C.1. S.E.C. FORM No. F-106 (2) Original Copy	Applicant / Client

Remarks: *May download format through SEC Website at http://www.sec.gov.ph/forms-and-fees/primary-registration/*				
D. If provision for amendment is to further increase the foreign equity of a registered partnership				
D.1. S.E.C. FORM No. F-107 (2) Original Copy			Applicant / Client	
Remarks: *May download format through SEC Website at http://www.sec.gov.ph/forms-and-fees/primary-registration/*				
E. If the provision to be amended is the change of partners				
E.1. Deed of Assignment of partnership interest and or documents showing withdrawal, resignation, retirement and death of a partner (2) Original Copy			Applicant / Client	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Logs on to the eAMEND portal and encodes information and/or uploads documents relating to the amendment application **Location:** (link: https://eamend.sec.gov.ph/login)	1.1. Assigns application to processor	None	1 working day/s	• SEC Confidential Assistant III; Cebu Extension Office
	1.2. Processes application		4 working day/s	• Securities Counsel I / Securities Counsel II / Information Officer II / Securities Specialist I / Securities Specialist II / SEC Administrative Officer IV / Administrative Assistant II; Cebu Extension Office
	1.3. Reviews application		1 working day/s	• Director II / Securities Examiner III; Cebu Extension Office
	1.4. Approves for payment		1 hour/s	• Securities Counsel I /

				Securities Counsel II / Information Officer II / Securities Specialist I / Securities Specialist II / SEC Administrative Officer IV / Administrative Assistant II; Cebu Extension Office
2. Pays the filing fee via ESPAYSEC/Landbank and submits the hard copies of the documents uploaded **Location:** ESPAYSEC (https://espaysec.sec.gov.ph)/Landbank and Front Desk of Cebu Extension Office	2.1. Evaluates the hard copies	**Standard Fees** Breakdown: Amended Articles of Partnership: PHP 2000 Legal Research Fee: PHP 20 Documentary Stamp Tax: PHP 30 Total: PHP 2050 **Possible Fees** Breakdown: Name Reservation Fee (per name/trade name): PHP 100 Deed of Assignment of Partner's Interest (per Deed): PHP 2000 Amendment by increasing foreign equity - FIA Form: PHP 3030 **Formula Fees** Breakdown: Amendment of Partnership	5 hour/s	• Securities Counsel I / Securities Counsel II / Information Officer II / Securities Specialist I / Securities Specialist II / SEC Administrative Officer IV / Administrative Assistant II; Cebu Extension Office
	2.2. Reviews the hard copies		1 hour/s	• Director II; Cebu Extension Office
	2.3. Marks application as completed in the SEC system		30 minute/s	• Securities Counsel I / Securities Counsel II / Information Officer II / Securities Specialist I / Securities Specialist II / SEC Administrative Officer IV / Administrative Assistant II ; Cebu Extension Office

	2.4. Prepares certificate	with Increase in Capital	10 minute/s	• SEC Confidential Assistant III ; Cebu Extension Office
	2.5. Signs certificate		10 minute/s	• Director II; Cebu Extension Office
	2.6. Emails client to get certificate		5 minute/s	• SEC Confidential Assistant III; Cebu Extension Office
	2.7. Releases the Certificate		5 minute/s	• Securities Specialist I ; Cebu Extension Office
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 2050 See other fees below		

Possible Fees

- **Name Reservation Fee (per name/trade name)** : 100
- **Deed of Assignment of Partner's Interest (per Deed)** : 2000
- **Amendment by increasing foreign equity - FIA Form** : 3030

Formula / Schedule of Fees

- **Amendment of Partnership with Increase in Capital**

  1/5 of 1% of the Partnership's Capital but not less than P2,000.00

14. Application for Amendment of Partnerships under eAMEND Regular Processing

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

a. Amendments of the Articles of Partnership
b. Dissolution of Partnership
c. Technical Dissolution
d. Change in Capital Contribution
e. Deed of Assignment
f. Withdrawal of Partners
g. Admission of Partners in the Partnership

Office or Division:	Cebu Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered Partnerships through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Amended Articles of Partnership (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Please use the most recent Articles of Partnership, which have been duly approved by the Commission. Simply modify the sections that are being amended duly signed and notarized.*	
For Situational Requirement	
A. For Withdrawal of Partner	
A.1. Affidavit of Withdrawal (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.2. Deed of Assignment of partnership interest and/or documents showing withdrawal, resignation, retirement and death of a partner, if the provision to be Amended is the change of partners (2) Original Copy And (1) Electronic Copy	Applicant / Client
B. For Dissolution of Partnership	
B.1. Affidavit of Dissolution or Articles of Dissolution	Applicant / Client

(2) Original Copy And (1) Electronic Copy	
B.2. BIR Tax Clearance (2) Original Copy And (1) Electronic Copy	Bureau of Internal Revenue - Bureau of Internal Revenue
C. For Clearance from other SEC departments	
Sub Situational Requirement/s	
C.a. For Financial Technology (FinTech) related business activities	
C.a.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
C.a.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and*	

- *Digital Advisers/Robo-Advisers.*

D. Endorsement from other government agencies	
Sub Situational Requirement/s	
D.a. Money Changer and Remittance Services	
D.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - BSP
D.b. Insurance	
D.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - IC
E. For Amendment of Partnership Name	
E.1. Name Verification Slip for Amendment of Partnership Name with Proof of Payment of Reservation Fee (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Corporate Filing and Records Division or request from seccebu@sec.gov.ph*	
E.2. Undertaking of the Partner to change partnership name, if not stated in the Articles of Partnership (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download Undertaking to Change Name through https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Encodes data required by the eAmend system, uploads and submits the complete and correct duly signed and notarized electronic copy of the requirements to eAmend Portal **Location:** (https://eamend.sec.gov.ph/login)	1.1. Verifies completeness of the submitted amendment requirements and assigns the application to the Processors.	None	1 hour/s	• Administrative Assistant II ; Cebu Extension Office
	1.2. Processes and evaluates application for amendment.		2 working day/s, 6 hour/s, 50 minute/s	• SECURITIES SPECIALIST II; Cebu Extension Office • SECURITIES COUNSEL I; Cebu Extension Office • SECURITIES COUNSEL II; Cebu Extension Office

				• SECURITIES EXAMINER III; Cebu Extension Office
	1.3. Issues Payment Assessment Form (PAF) to the applicant if compliant		5 minute/s	• SECURITIES SPECIALIST II; Cebu Extension Office • SECURITIES COUNSEL I; Cebu Extension Office • SECURITIES COUNSEL II; Cebu Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: Amended Articles of Partnership: PHP 2000 Legal Research Fee: PHP 20 Documentary Stamp Tax: PHP 30 Total: PHP 2050 **Possible Fees** Breakdown: Withdrawal of Partner Fee: PHP 1000 Deed of Assignment Fee: PHP 2000 **Formula Fees** Breakdown: Increase of Capital ContributionName Verification	5 minute/s	• Accounting Division; Financial Management Department (FMD)
3. Submits the documentary requirements with proof	3.1. Receives and verifies documentary	None	5 minute/s	• SECURITIES SPECIALIST II; Cebu

of payment to the Cebu Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** CEBU EXTENSION OFFICE	requirements and proof of payment			Extension Office • SECURITIES COUNSEL I; Cebu Extension Office • SECURITIES COUNSEL II; Cebu Extension Office
	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minute/s	• SECURITIES SPECIALIST II; Cebu Extension Office • SECURITIES COUNSEL I; Cebu Extension Office • SECURITIES COUNSEL II; Cebu Extension Office
	3.3. Prepares and generates the Certificate of Amended Articles of Partnership		5 minute/s	• Administrative Assistant II; Cebu Extension Office
	3.4. Reviews the application and signs the Certificate of Amended Articles of Partnership		3 working day/s, 7 hour/s, 10 minute/s	• OFFICER-IN-CHARGE; Cebu Extension Office
	3.5. Encodes signed Certificate of Amended Articles of Partnership		15 minute/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
	3.6. Tags the application for appointment through the eAmend Portal indicating the date of release of the Certificate		5 minute/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
4. Proceeds to Cebu Extension Office for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and	4. Releases signed Certificate of Amended Articles of Partnership	None	5 minute/s	• SECURITIES SPECIALIST I; Cebu Extension Office

receives the signed Certificate of Amended Articles of Partnership **Location:** CEBU EXTENSION OFFICE				
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 2050 See other fees below		

Possible Fees

- **Withdrawal of Partner Fee** : 1000
- **Deed of Assignment Fee** : 2000

Formula / Schedule of Fees

- **Increase of Capital Contribution**

  ⅕ of 1% of the increase in capital but not less than P2,000.00

- **Name Verification**

  Php100 per Corporate Name

  *additional Php 100 per trade name

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

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

Office or Division:	Cebu Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All licensed foreign and multinational corporations
Operating Hours:	8:00 AM - 5:00 PM
Statute:	(Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 7 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf)*	
2. Petition for Change of Resident Agent (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
3. Authenticated/Apostilled copy of the Board Resolution approving the change/appointment of Resident Agent (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
For Situational Requirement	
A. For Corporations with Primary License	
A.1. Monitoring Clearance (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *https://imessage.sec.gov.ph/*	
B. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
B.1. Monitoring Clearance from Markets and Securities Regulation Department (MSRD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Markets and Securities Regulation Department
C. For Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies, and foundation	

C.1. Monitoring Clearance from Corporate Governance and Finance Department (CGFD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Corporate Governance and Finance Department
D. For Financing/Lending	
D.1. Monitoring Clearance (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Cebu Extension Office
E. For Financial Technology (FinTech) related business activities [Operators of payment systems; Payment Service Providers; Electronic Money Issuers (EMI); Non-bank EMIs; Alternative Credit Scoring Companies; AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); KYC/Security Companies (KYC Service Providers); Digital Banks; Digital Asset Exchanges; Virtual Asset Service Providers; Play-to-Earn Platforms; o E-Commerce Companies; Crowdfunding Platforms; RegTech Companies (RegTech Service Providers); SupTech Companies (SupTech Service Providers); and Digital Advisers/Robo-Advisers]	
E.1. PhiliFintech Innovation Office (PIO) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office
E.2. Enforcement and Investor Protection Department (EIPD) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department
F. For Banks, banking and quasi-banking institutions, pawnshops, corporations engaged in money service business (ex. Money Changer and Remittance Services), non-stock savings and loan associations (NSSLAs) and other Financial Intermediaries	
F.1. Endorsement from Bangko Sentral ng Pilipinas (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Bangko Sentral ng Pilipinas - Financial Supervision Sector
G. For Insurance/Health Maintenance Organization, preneed	
G.1. Endorsement from Insurance Commission (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Insurance Commission - Legal Services Group - Licensing Division

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the application to seccebu@sec.gov.ph **Location:** seccebu@sec.gov.ph **Notes/Instruction:** If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the Specialist will prepare a checklist of deficiencies and inform and return it	1.1. Verifies completeness of amendment requirements and assign to processors if the documents are complete	None	5 minute/s	• SEC CONFIDENTIAL ASSISTANT III; Cebu Extension Office
	1.2. Processes and evaluates application for Appointment/Substitution of Resident Agent		6 working day/s, 7 hour/s	• SECURITIES COUNSEL II; Cebu Extension Office • SECURITIES COUNSEL I; Cebu Extension Office

to the applicant via email. For submission of compliance documents, the client will directly send it to the assigned Specialist's e-mail. The assigned Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.2	1.3. Issues Payment Assessment Form (PAF)		5 minute/s	• SECURITIES COUNSEL II; Cebu Extension Office • SECURITIES COUNSEL I; Cebu Extension Office
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Receives payment	**Standard Fees** Breakdown: Petition for Appointment/Substitution of Resident Agent: PHP 3000 Legal Research Fee: PHP 30 Documentary Stamp Tax: PHP 30 Total: PHP 3060	5 minute/s	• SECURITIES COUNSEL II; Cebu Extension Office • SECURITIES COUNSEL I; Cebu Extension Office
3. Submits the documentary requirements with proof of payment to the Cebu Extension Office through the company's representatives of through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** CEBU EXTENSION OFFICE	3.1. Receives and verifies documentary requirements and proof of payment.	None	5 minute/s	• SECURITIES COUNSEL II; Cebu Extension Office • SECURITIES COUNSEL I; Cebu Extension Office
	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minute/s	• SECURITIES COUNSEL II; Cebu Extension Office • SECURITIES COUNSEL I; Cebu Extension Office
	3.3. Prepares and generates the Certificate of Appointment/Substitution of Resident Agent of Foreign or Multinational Corporations		10 minute/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office

	3.4. Reviews the application and signs the Certificate of Appointment/Substitution of Resident Agent of Foreign or Multinational Corporations		7 working day/s	• OFFICER-IN-CHARGE; Cebu Extension Office
	3.5. Encodes signed Certificate of Appointment/Substitution of Resident Agent of Foreign or Multinational Corporations		5 minute/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
	3.6. Sends email for releasing appointment		5 minute/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
4. Proceeds to the Cebu Extension Office, presents the original proof of payment and receives the signed Certificate of Appointment/Substitution of Resident Agent of Foreign or Multinational Corporations **Location:** CEBU EXTENSION OFFICE	4. Releases signed Certificate of Appointment/Substitution of Resident Agent of Foreign or Multinational Corporations	None	5 minute/s	• SECURITIES SPECIALIST I; Cebu Extension Office
Total Processing Time:		Working Days: 14 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 3060		

16. Application for Branch Offices of Lending/Financing Companies

This service outlines the online procedure for establishing branch offices of Lending and Financing Companies. Preprocessing is conducted by submitting scanned copies of the required branch office documents via email at seccebu@sec.gov.ph.

Office or Division:	Cebu Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Coversheet (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: *May secure a Checklist of requirements and sample formats from the Cebu Extension Office or through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf.*	
2. Personal Information Sheet of Officers of the Branch Office (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: • *Using the prescribed format & notarized* *May secure a Checklist of requirements and sample formats from the Cebu Extension Office or through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf.*	
3. Information Sheet (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: *May secure Checklist of requirements and sample formats from the Cebu Extension Office or through the Commission's website at https://www.sec.gov.ph/forms-and-fees/second-license/.*	
4. Valid NBI Clearance of ALL Officers of the Branch (1) Original Copy And (3) Photo Copy	Applicant / Client

Remarks:

- *With right thumbprint and signature*
- *Reflecting the residential address as stated in the Information Sheet*

National Bureau of Investigation (NBI)

5. Monitoring Clearance (1) Original Copy And (3) Photo Copy	Applicant / Client

Remarks:

Through imessage

https://imessage.sec.gov.ph/

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. For pre-processing, send a scanned copy of documentary requirements to seccebu@sec.gov.ph and wait for the result on the requested service. **Location:** CEBU EXTENSION OFFICE **Notes/Instruction:** Remarks: *If documents are incomplete and non-compliant, return to clients for compliance by issuing a checklist of deficiencies.	1.1. Receive, assign and forward to the processor the scanned copy of documentary requirements.	None	15 minute/s	• ADMINISTRATIVE OFFICER IV; Cebu Extension Office
	1.2. Processor reviews and evaluates the submitted documentary requirements.		30 minute/s	• ADMINISTRATIVE OFFICER IV; Cebu Extension Office
2. Receives update on the requested service through email. **Location:** seccebu@sec.gov.ph **Notes/Instruction:** **Remarks:** If an applicant receives a checklist of deficiencies, immediately comply and send back to the assigned processor.	2. Checks the Compliances on the deficiencies or lacking documentary requirements	None	30 minute/s	• ADMINISTRATIVE OFFICER IV; Cebu Extension Office
3. Pay the filing fee at selected Landbank	3. Receive and acknowledge payment	**Possible Fees** Breakdown:	10 minute/s	• ADMINISTRATIVE

branches (over the counter), or SEC Online Payment Portal. **Location:** CEBU EXTENSION OFFICE **Notes/Instruction:** SEC Online Payment Portal through this link https://espaysec.sec.gov.ph/ For over the counter payment at Landbank: **FUND ACCOUNT:** SEC RCC Current Account **ACCOUNT NO.:** 3752-2220-44		Documentary Stamp Tax: PHP 30 **Formula Fees** Breakdown: License fees for Lending and Financing CosLegal Research Fee		OFFICER IV; Cebu Extension Office
4. Submits the hard copies at the Cebu Extension Office. **Location:** Cebu Extension Office	4.1. Receive and verify documentary requirements and proof of payment.	None	10 minute/s	• ADMINISTRATIVE OFFICER IV; Cebu Extension Office
	4.2. Forward the documents for the preparation of certificate		10 minute/s	• ADMINISTRATIVE OFFICER IV; Cebu Extension Office
	4.3. Prepare the certificate for Branch Office of Lending/Financing Companies		15 minute/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
	4.4. Review the certificate		15 minute/s	• OFFICER-IN-CHARGE; Cebu Extension Office
	4.5. Sign the certificate.		15 minute/s	• OFFICER-IN-CHARGE; Cebu

				Extension Office
	4.6. Forward the Certificate for releasing		5 minute/s	• SEC CONFIDENTIAL ASSISTANT III; Cebu Extension Office
5. Receive Notice thru email that the Certificate is already signed. **Location:** CEBU EXTENSION OFFICE	5. Notify the Applicant thru email that the certificate is already signed.	None	5 minute/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
6. Proceed to Cebu Extension Office for presentment of the original proof of payment and receive the signed Certificate of Lending/Financing Companies **Location:** CEBU EXTENSION OFFICE	6. Release signed Certificate of Branch Office of Lending/Financing Companies	None	15 minute/s	• SECURITIES SPECIALIST I; Cebu Extension Office
Total Processing Time:		Working Days: 2 hour/s, 55 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Possible Fees

- **Documentary Stamp Tax** : 30

Formula / Schedule of Fees

- **License fees for Lending and Financing Cos**

  1/10 of 1% of the assigned capital of the Branch

- **Legal Research Fee**

  1% of the Filing Fee but not less than P 10.00

17. Application for Change of Head or Appointment of the Head of the Corporation Sole (eAMEND Regular Processing)

This service details the procedure for the Change of Head or Appointment of the Head of the Corporation Sole through the eAMEND portal under Regular Processing.

Office or Division:	Cebu Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered corporation sole, through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: • *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Amended Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client
3. Resolution (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Original copies should be signed (wet signature) and notarized*	
For Situational Requirement	
A. If applicable	
Sub Situational Requirement/s	
A.a. For Change of Corporate Name	
A.a.1. Name Verification Slip for Amendment of Corporate Name with Proof of Payment of Reservation Fee (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Filing and Records Division
Remarks: *Corporate Filing and Records Division or request from crmd_amend_name@sec.gov.ph*	
A.b. Affidavit of a trustee or officer undertaking to change corporate name, if not stated in the Articles of Incorporation	

A.b.1. Affidavit of a trustee or officer undertaking to change corporate name, if not stated in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, and submit the application in the eAMEND portal (Regular Processing) **Location:** **(https://eamend.sec.gov.ph/login)** **Notes/Instruction:** *If the application is found to be for compliance in the evaluation stage, the applicant will have to go back to Step 1- Submission of complete requirements.*	1.1. Verifies completeness and correctness of the submitted amendment requirements and assigns the application to the Processors if the documents are complete	None	1 hour/s	• Administrative Assistant II; Cebu Extension Office
	1.2. Processes and evaluates application for amendment.		2 working day/s, 6 hour/s, 50 minute/s	• SECURITIES COUNSEL I; Cebu Extension Office • SECURITIES COUNSEL II; Cebu Extension Office • OFFICER-IN-CHARGE; Cebu Extension Office
	1.3. Issues Payment Assessment Form (PAF) to the applicant.		5 minute/s	• SECURITIES COUNSEL I; Cebu Extension Office • SECURITIES COUNSEL II; Cebu Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** https://espaysec.sec.gov.ph/	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: Amendment of Articles of Incorporation: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 Total: PHP 1040	5 minute/s	• Accounting Division; Financial Management Department (FMD)

		Possible Fees Breakdown: Amendment of By-Laws: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 **Formula Fees** Breakdown: Name Reservation Slip		
3. Submits the documentary requirements with proof of payment to the Cebu Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** CEBU EXTENSION OFFICE	3.1. Receives and verifies documentary requirements and proof of payment	None	5 minute/s	• SECURITIES COUNSEL I; Cebu Extension Office • SECURITIES COUNSEL II; Cebu Extension Office
	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minute/s	• SECURITIES COUNSEL I; Cebu Extension Office • SECURITIES COUNSEL II; Cebu Extension Office
	3.3. Prepares and generates the Certificate of Amended Articles of Incorporation and/or By-Laws		5 minute/s	• Administrative Assistant II; Cebu Extension Office
	3.4. Reviews the application and signs the Certificate of Amended Articles of Incorporation and/or By-Laws		3 working day/s, 7 hour/s, 10 minute/s	• OFFICER-IN-CHARGE; Cebu Extension Office
	3.5. Forwards the signed Certificate of Amended Articles of Incorporation and/or By-Laws to the Releasing Unit.		15 minute/s	• SEC CONFIDENTIAL ASSISTANT III; Cebu

				Extension Office
	3.6. Tags the application through the eAmend Portal to issue the Notice for Schedule of Appointment on the release of the Certificate of Amendment of Articles of Incorporation and/or By-Laws		5 minute/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
4. Proceeds to Cebu Extension Office for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Amended Articles of Incorporation and/or By-laws **Location:** CEBU EXTENSION OFFICE	4. Releases signed Certificate of Amended Articles of Incorporation and/or By-laws	None	5 minute/s	• SECURITIES SPECIALIST I; Cebu Extension Office
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1040 See other fees below		

Possible Fees

- **Amendment of By-Laws** : 1000
- **Legal Research Fee** : 10
- **Documentary Stamp Tax** : 30

Formula / Schedule of Fees

- **Name Reservation Slip**

  Php100 per Corporate Name

  *Additional Php100 per trade name

18. Application for Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC) under eAMEND Regular Processing

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

Office or Division:	Cebu Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Notice of Conversion of a One Person Corporation to Ordinary Stock Corporation in the form prescribed by the Commission (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: • *Sample form downloadable through this link: https://www.sec.gov.ph/mc-2020/mc-no-27-s-2020/* • *Original copy should be signed (wet signature) and notarized* • *Signed by the holder of shares of the outstanding shares of the capital stock;* • *Signed by the Corporation's Corporate Secretary* • *Filed with the Commission within sixty (60) days from such transfer of shares in accordance to Sections 8 to 10 of SEC MC No. 27, series of 2020*	
3. Original or Certified True Copy of the documents effecting the transfer/s of full title/ownership of shares (1) Original Copy Or (1) Photo Copy And (1) Electronic Copy	Applicant / Client
4. Certificate Authorizing Registration/Tax Clearance (2) Original Copy And (1) Electronic Copy	Bureau of Internal Revenue - BIR
5. Articles of Incorporation and By-laws of an OSC filed in accordance with the requirements provided under Section 14 of the RCC, which shall comply with and/or contain the following details; (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: • *Section 14 of the Revised Corporation Code of the Philippines (RCC)*	

- *Duly prepared, signed and acknowledged or authenticated by the stockholders who voted for their adoption, and by the corporation's treasurer;*
- *Must clearly state that signatories voluntarily agreed to convert OPC to OSC in the following manner:*

  "KNOW ALL MEN BY THESE PRESENTS:

  - *The undersigned stockholder/s, of legal age, voluntarily agreed to convert a one person corporation (OPC) to Ordinary Stock Corporation (OSC) under the laws of the Republic of the Philippines and certify the following.*
  - *Provision/article indicating the name/s and address of the original incorporator of the OPC*
  - *Provisions/articles reflecting the number of directors, their names and addresses, as well as their subscription and payment details, and;*
  - *Other details particular to an OSC shall likewise be indicated in accordance with the provisions of the RCC and guidelines that the Commission has issued and/or may hereafter issue*
  - *The following shall likewise be added as a new Article in the Articles of Incorporation of the Ordinary Stock Corporation (OSC)*

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

6. Copy of the latest Articles of Incorporation of the OPC shall be attached to the Articles of Incorporation of the Ordinary Stock Corporation (OSC) (2) Original Copy And (1) Electronic Copy	Applicant / Client
7. Monitoring Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks:

Application for Monitoring Clearance through: ewatch.sec.gov.ph

- *If there is no valid and available Monitoring Clearance, submit an Affidavit of Undertaking for Monitoring from the eAMEND System.*
- *If you have previously used an Affidavit of Undertaking for your amendment application, kindly submit a valid Monitoring Clearance issued by the Compliance Monitoring Division (CMD) for your current application.*

For Situational Requirement

A. For amendment of the Corporate name

A.1. Name Verification Slip (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks:

request from seccebu@sec.gov.ph

A.2. Undertaking to Change Corporate Name duly executed under oath by the director of the OSC, if not yet included in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)*	
B. For Clearance from other SEC departments	
Sub Situational Requirement/s	
B.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
B.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
B.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
B.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
B.c. For Financial Technology (FinTech) related business activities	
B.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI)* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
B.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;*	

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

C. Endorsement clearance from appropriate Government agencies	
Sub Situational Requirement/s	
C.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
C.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
D. Undertaking to Assume All Liabilities of the OPC, duly executed under oath by all stockholders of the OSC, if not yet included in the Articles of Incorporation	
D.1. Undertaking to Assume All Liabilities of the OPC, duly executed under oath by all stockholders of the OSC (2) Original Copy And (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, pays the filing fee through through eSPAYSEC and submit the application in the eAMEND portal (Regular Processing) **Location:** (https://eamend.sec.gov.ph/login)	1.1. Verifies completeness of the submitted amendment requirements and assigns the application to the Processors.	None	1 hour/s	• Administrative Assistant II; Cebu Extension Office
	1.2. Processes and evaluates application for amendment.		9 working day/s, 6 hour/s, 50 minute/s	• SECURITIES COUNSEL I; Cebu Extension Office • SECURITIES COUNSEL II; Cebu Extension Office

				• SECURITIES EXAMINER III; Cebu Extension Office
	1.3. Issues Payment Assessment Form (PAF) to the applicant if compliant.		5 minute/s	• SECURITIES COUNSEL I; Cebu Extension Office • SECURITIES COUNSEL II; Cebu Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: Amendment of Articles of Incorporation: PHP 1000 Amendment of By-laws: PHP 1000 Legal Research Fee: PHP 20 Documentary Stamp Tax: PHP 60 Total: PHP 2080 **Formula Fees** Breakdown: Name Verification Fee	5 minute/s	• Accounting Officer; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the Cebu Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** CEBU EXTENSION OFFICE	3.1. Receives and verifies documentary requirements and proof of payment	None	5 minute/s	• SECURITIES COUNSEL I; Cebu Extension Office • SECURITIES COUNSEL II; Cebu Extension Office
	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minute/s	• SECURITIES COUNSEL I; Cebu Extension Office

				• SECURITIES COUNSEL II; Cebu Extension Office
	3.3. Prepares and generates the Certificate of Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC)		10 minute/s	• Administrative Assistant II; Cebu Extension Office
	3.4. Reviews the application and signs the Certificate of Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC)		9 working day/s, 7 hour/s	• OFFICER-IN-CHARGE; Cebu Extension Office
	3.5. Encodes signed Certificate of Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC)		10 minute/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
	3.6. 3.6 Tags the application for appointment through the eAmend Portal indicating the date of release of the Certificate		5 minute/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
4. Proceeds to Cebu Extension Office for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC) **Location:** CEBU EXTENSION OFFICE	4. Releases signed Certificate of Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC)	None	15 minute/s	• SECURITIES SPECIALIST I; Cebu Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 2080 See other fees below		
Formula / Schedule of Fees				

- **Name Verification Fee**

  PHP 100 per proposed company name

  *additional Php100 per trade name/s

19. Application for Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC) under eAMEND Regular Processing

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

Office or Division:	Cebu Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Notice of Conversion of an Ordinary Stock Corporation to a One Person Corporation in the form prescribed by the Commission (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: • *Sample form downloadable through this link: https://www.sec.gov.ph/mc-2020/mc-no-27-s-2020/* • *Original copy should be signed (wet signature) and notarized* • *Signed by the single stockholder who has acquired all the outstanding shares of the capital stock of an ordinary corporation* • *Signed by the Corporation's Corporate Secretary*	
3. Original or Certified True Copy of the documents effecting the transfer/s of full title/ownership of shares (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *Deeds of Assignment or any legal document transferring the shares to the single stockholder and if applicable;* • *Certified True Copy of Proof of Authority to act on behalf of the Board*	
4. Certificate Authorizing Registration/Tax Clearance (2) Original Copy And (1) Electronic Copy	Bureau of Internal Revenue - BIR
5. Articles of Incorporation of an OPC (with sample form at the SEC Website) (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks: • *Request sample form through this link:* *MC No. 07 s.2019 - Guidelines on the Establishment of a One Person Corporation (OPC) - Securities and Exchange Commission* • *Must be duly prepared, signed and acknowledged or authenticated by the single stockholder and by the corporation's Treasurer;* • *Provision/article indicating the name/s and address/es of the original incorporator/s of the OSC* • *Provision/articles on the number of directors, their payment details were modified to reflect the name, address, subscription and payment details of the single stockholder in the form prescribed by the Commission* • *Other details particular to an OPC indicated in MC No. 07, Series of 2019.* • *Must contain the following as a new Article in the Articles of Incorporation of the One Person Corporation:* *"Upon issuance by the Securities and Exchange Commission of the Certificate of Filing of Amended Articles of Incorporation, reflecting its conversion into a One Person Corporation, the attached Articles of Incorporation of the Ordinary Stock Corporation shall be deemed superseded"*	
6. Copy of the latest Articles of Incorporation of the Ordinary Stock Corporation (OSC) (2) Original Copy And (1) Electronic Copy	Applicant / Client
7. Notarized Secretary's Certificate of No Intra corporate Dispute (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download Secretary's Certificate sample form through this link: https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx*	
8. Monitoring Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Application for Monitoring Clearance through: ewatch.sec.gov.ph* *If there is no valid and available Monitoring Clearance, submit an Affidavit of Undertaking for Monitoring from the eAMEND System.* *If you have previously used an Affidavit of Undertaking for your amendment application, kindly submit a valid Monitoring Clearance for your current application.*	
9. Letter of acceptance of appointment by Nominee and Alternate Nominee (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Nominee and/or Alternate Nominee or through https://www.sec.gov.ph/wp-content/uploads/2019/10/2019_Sample-Acceptance-Letter-of-Nomi nees.docx*	
10. Self-appointed Treasurer's Bond, if applicable (2) Original Copy And (1) Electronic Copy	Applicant / Client

11. Undertaking to Assume All Liabilities of the OPC, duly executed under oath by all stockholders of the OSC, if not yet included in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client
For Situational Requirement	
A. For amendment of the Corporate name	
A.1. Name Verification Slip (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *request from seccebu@sec.gov.ph*	
A.2. Undertaking to Change Corporate Name duly executed under oath by the director of the OSC, if not yet included in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client
B. For Clearance from other SEC departments	
Sub Situational Requirement/s	
B.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
B.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
B.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
B.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
B.c. For Financial Technology (FinTech) related business activities	
B.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;*	

- *E-Commerce Companies;*
- *Crowdfunding Platforms;*
- *RegTech Companies (RegTech Service Providers);*
- *SupTech Companies (SupTech Service Providers); and*
- *Digital Advisers/Robo-Advisers*

B.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)
C. Endorsement clearance from appropriate Government agencies	
Sub Situational Requirement/s	
C.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
C.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, pays the filing fee through through eSPAYSEC and submit the application in the eAMEND portal (Regular Processing) **Location:** **(https://eamend.sec.gov.ph/login)**	1.1. Verifies completeness of the submitted amendment requirements and assigns the application to the Processors.	None	1 hour/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
	1.2. Processes and evaluates application for amendment.		9 working day/s, 6 hour/s, 50 minute/s	• SECURITIES COUNSEL I; Cebu Extension Office • SECURITIES COUNSEL II; Cebu Extension Office • SECURITIES EXAMINER III; Cebu Extension Office
	1.3. Issues Payment Assessment Form (PAF) to the applicant if compliant		5 minute/s	• SECURITIES COUNSEL I; Cebu Extension Office • SECURITIES COUNSEL II; Cebu

				Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** https://espaysec.sec.gov.ph/	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: Amendment of Articles of Incorporation: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 Total: PHP 1040 **Formula Fees** Breakdown: Name Verification Fee	5 minute/s	• Accounting Officer; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the Cebu Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** CEBU EXTENSION OFFICE	3.1. Receives and verifies documentary requirements and proof of payment	None	5 minute/s	• SECURITIES COUNSEL I; Cebu Extension Office • SECURITIES COUNSEL II; Cebu Extension Office
	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minute/s	• SECURITIES COUNSEL I; Cebu Extension Office • SECURITIES COUNSEL II; Cebu Extension Office
	3.3. Prepares and generates the Certificate of Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC)		10 minute/s	• Administrative Assistant II; Cebu Extension Office

	3.4. Reviews the application and signs the Certificate of Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC)		9 working day/s, 7 hour/s	• OFFICER-IN-CHARGE; Cebu Extension Office
	3.5. Encodes signed Certificate of Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC)		10 minute/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
	3.6. Tags the application for appointment through the eAmend Portal indicating the date of release of the Certificate		5 minute/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
4. Proceeds to Cebu Extension Office for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC) **Location:** CEBU EXTENSION OFFICE	4. Releases signed Certificate of Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC)	None	15 minute/s	• SECURITIES SPECIALIST I; Cebu Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1040 See other fees below		

Formula / Schedule of Fees

- **Name Verification Fee**

  Php 100 per Corporate Name

  *Additional Php 100 per trade name/s

20. Application for Dissolution (For amendment to shorten the corporate term under Section 136 of the RCC where the proposed expiration of the corporate term [must contemplate a future date] is less than one year, from approval of the application for amendment)

This service details the procedure in applying dissolution of non-Philippine national Stock and Non-stock domestic corporations registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs) through the eAMEND Portal under Regular Processing.

Office or Division:	Cebu Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All domestic corporations registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs)
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf)*	
2. Amended Articles of Incorporation (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
3. Notarized Directors' certificate signed by majority of the directors or trustees and the corporate secretary (1) Original Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *attesting that:* 1. *the dissolution by shortening of corporate term was approved by majority of the board of directors/trustees and ratified by at least 2/3 vote of the stockholders representing the outstanding capital stock including the holders of non-voting shares/members of the corporation;* 2. *date and place of stockholders' or members' meeting* 3. *the tax identification number of the signatories which shall be placed below their names* *SEC Website* *Director's Certificate - https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf* *Trustee's Certificate - https://www.sec.gov.ph/wp-content/uploads/2019/11/Trustees_Certificate.pdf*	

4. Audited Financial Statements as of the last fiscal year stamped received by SEC and BI (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Sub Requirement	
4.A. If the applicant has ceased operations for at least one (1) year	
4.A.1. Audited Financial Statements as of the last fiscal year of operation (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
4.A.2. Affidavit of non-operation certified under oath by the President and Treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
4.B. If the applicant has no operation since incorporation	
4.B.1. Balance Sheet certified under oath by the Treasurer and President (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
4.B.2. Affidavit of non-operation certified under oath by the President and Treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
4.B.3. Certificate of non-registration issued by the BIR (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Bureau of Internal Revenue - Revenue District Office
4.C. If the applicant corporation (stock or nonstock) is with total assets or liabilities of less than Six Hundred Thousand Pesos (Php600,000.00)	
4.C.1. Balance Sheet as of last preceding fiscal year certified under oath by the President and Treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
5. Certification under oath by the President and Treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *certifying that:* *1. the dissolution is not prejudicial to the interest of the creditors; and* *2. there is no opposition from any creditor from the time of publication of the notice of dissolution up to the filing of the dissolution with the Commission*	
6. Bureau of Internal Revenue (BIR) Tax Clearance Certificate (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Bureau of Internal Revenue - Revenue District Office
7. Publisher's Affidavit of Publication of the notice of meeting (once) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
8. Notarized Secretary's Certificate of no pending case of intra-corporate dispute (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx)*	
For Situational Requirement	

A. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
A.1. Monitoring Clearance from Markets and Securities Regulation Department (MSRD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Markets and Securities Regulation Department
B. For Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies, and foundation	
B.1. Monitoring Clearance from Corporate Governance and Finance Department (CGFD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Corporate Governance and Finance Department
C. For Financing/Lending	
C.1. Monitoring Clearance (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Cebu Extension Office
D. For Financial Technology (FinTech) related business activities [Operators of payment systems; Payment Service Providers; Electronic Money Issuers (EMI); Non-bank EMIs; Alternative Credit Scoring Companies; AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); KYC/Security Companies (KYC Service Providers); Digital Banks; Digital Asset Exchanges; Virtual Asset Service Providers; Play-to-Earn Platforms; o E-Commerce Companies; Crowdfunding Platforms; RegTech Companies (RegTech Service Providers); SupTech Companies (SupTech Service Providers); and Digital Advisers/Robo-Advisers]	
D.1. PhiliFintech Innovation Office (PIO) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office
D.2. Enforcement and Investor Protection Department (EIPD) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department
E. For Banks, banking and quasi-banking institutions, pawnshops, corporations engaged in money service business (ex. Money Changer and Remittance Services), non-stock savings and loan associations (NSSLAs) and other Financial Intermediaries	
E.1. Endorsement from Bangko Sentral ng Pilipinas (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Bangko Sentral ng Pilipinas - Financial Supervision Sector
F. For Insurance/Health Maintenance Organization, preneed	
F.1. Endorsement from Insurance Commission (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Insurance Commission - Legal Services Group - Licensing Division

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the electronic copy of the requirements to the eAMEND Portal **Location:** https://eamend.sec.gov.ph/login **Notes/Instruction:**	1.1. Verifies completeness of amendment requirements and assign to processors, if the documents are complete	None	10 minute/s	• Administrative Assistant II; Cebu Extension Office
	1.2. Processes and evaluates application for amendment		19 working day/s, 3 hour/s	• SECURITIES SPECIALIST II; Cebu

If the application is found to be for compliance during the evaluation stage, the applicant will have to go back to Step 1- Submission of requirements.				Extension Office • SECURITIES EXAMINER III; Cebu Extension Office
	1.3. Issues Payment Assessment Form (PAF)		4 hour/s	• SECURITIES SPECIALIST II; Cebu Extension Office
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the electronic Official Receipt via e-mail	**Standard Fees** Breakdown: Amended Articles of Incorporation or By-Laws: PHP 1000 Total: PHP 1000 **Formula Fees** Breakdown: Legal Research FeeDocumentary Stamp TaxName Verification	1 working day/s	• Accounting Division; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the Cebu Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** CEBU EXTENSION OFFICE	3.1. Receives and verifies documentary requirements and proof of payment.	None	10 minute/s	• SECURITIES SPECIALIST II; Cebu Extension Office
	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		10 minute/s	• SECURITIES SPECIALIST II; Cebu Extension Office
	3.3. Prepares and generates the Certificate of Amended Articles of Incorporation and/or By-Laws		10 minute/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
	3.4. Reviews the application and signs the Certificate of Amended Articles of Incorporation and/or By-Laws		19 working day/s	• OFFICER-IN-CHARGE; Cebu Extension Office

	3.5. Tags the application for appointment through the eAMEND Portal indicating the date of release of the certificate		10 minute/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
4. Proceeds to the Cebu Extension Office, presents the original proof of payment and receives the signed Certificate of Amended Articles of Incorporation and/or By-Laws **Location:** CEBU EXTENSION OFFICE	4. Releases original copy of the Certificate of Amended Articles of Incorporation and/or By-Laws	None	10 minute/s	• SECURITIES SPECIALIST I; Cebu Extension Office
Total Processing Time:		Working Days: 40 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1000 See other fees below		

Formula / Schedule of Fees

- **Legal Research Fee**

  1% of the computed Filing Fees for Amended Articles of Incorporation and/or By-Laws

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

- **Name Verification**

  PHP 100 per proposed name/s or trade name/s

  *valid for 30 days

21. Application for Increase of Capital Stock for non-Philippine National One Person Corporation registered under FIA or before IPAs via Cash

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

Office or Division:	Cebu Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All FIA Registered One Person Corporation (OPC)
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf)*	
2. Amended Articles of Incorporation (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
3. Secretary Certificate certifying the current/present Authorized Capital Stock, Subscribed capital and Paid-up Capital of the OPC (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
4. Monitoring Clearance (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commissio - Cebu Extension Office
Remarks: *https://imessage.sec.gov.ph/*	
5. Treasurer's Affidavit certifying the increase of capital stock, the amount subscribed and the amount received as payment thereto (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
6. Subscription Contract (with bank deposit slip /Acknowledgment Receipt signed by the Treasurer/Bank Statement) signed by the President/Director and the Corporate Secretary (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
7. OPC Resolution (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks:	

- *indicating the name of OPC;*
- *signed by the Sole Stockholder and Corporate Secretary;*
- *indicating the proposed amendments; and*
- *date of resolution*

8. Certificate of Increase of Capital (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks:

SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/03/2022SECForm_CERTIFICATE-OF-INCREASE-OF-AUTHORIZED-CAPITAL-STOCK-OF-OPC.docx)

For Situational Requirement

A. For Financial Technology (FinTech) related business activities [Operators of payment systems; Payment Service Providers; Electronic Money Issuers (EMI); Non-bank EMIs; Alternative Credit Scoring Companies; AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); KYC/Security Companies (KYC Service Providers); Digital Banks; Digital Asset Exchanges; Virtual Asset Service Providers; Play-to-Earn Platforms; o E-Commerce Companies; Crowdfunding Platforms; RegTech Companies (RegTech Service Providers); SupTech Companies (SupTech Service Providers); and Digital Advisers/Robo-Advisers]

A.1. PhiliFintech Innovation Office (PIO) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office
A.2. Enforcement and Investor Protection Department (EIPD) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department

B. If to engage as a foreign retailer (amendment of purpose)

B.1. Certification of Inward Remittance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

Remarks:

Certification of Inward Remittance of Foreign Exchange showing compliance of the foreign retailer with the minimum paid-up capital requirement of Twenty-Five Million Pesos (P25,000,000.00) or other proof, such as Bank Certification, certifying that such capital investment is deposited and maintained in a bank in the Philippines

B.2. Apostilled/authenticated Certificate of Reciprocity (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

Remarks:

to the effect that such State provides reciprocity to Filipinos

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the electronic copy of the requirements to the eAMEND Portal **Location:**	1.1. Verifies completeness of amendment requirements and assign	None	10 minute/s	• ADMINISTRATIVE ASSISTANT II; Cebu

https://eamend.sec.gov.ph/login **Notes/Instruction:** If the application is found to be for compliance during the evaluation stage, the applicant will have to go back to Step 1- Submission of requirements.	to processors, if the documents are complete			Extension Office
	1.2. Evaluates whether the documents submitted are complete in form and in substance, then prepares Final Report and forwards it to the Officer-in-Charge for review if compliant		14 working day/s, 3 hour/s, 25 minute/s	• Securities Specialist II; Cebu Extension Office • Securities Counsel II; Cebu Extension Office
	1.3. Evaluates the final report, then orders the Specialist to issue Payment Assessment Form (PAF) if compliant		14 working day/s, 3 hour/s, 25 minute/s	• Officer-in-Charge; Cebu Extension Office
	1.4. Issues Payment Assessment Form (PAF)		10 minute/s	• Securities Specialist II; Cebu Extension Office
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the electronic Official Receipt via e-mail	**Standard Fees** Breakdown: Documentary Stamp Tax: PHP 30 Total: PHP 30 **Formula Fees** Breakdown: Increase of Authorized Capital Stock of an OPCLegal Research Fee	1 working day/s	• Accounting Division; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the Cebu Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** CEBU EXTENSION OFFICE	3.1. Receives and verifies documentary requirements and proof of payment.	None	10 minute/s	• SECURITIES SPECIALIST II; Cebu Extension Office
	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		10 minute/s	• SECURITIES SPECIALIST II; Cebu Extension Office
	3.3. Prepares and generates the Certificate of Amended Articles of Incorporation		10 minute/s	• ADMINISTRATIVE ASSISTANT II; Cebu

				Extension Office
	3.4. Reviews the application and signs the the Certificate		10 working day/s	• OFFICER-IN-CHARGE; Cebu Extension Office
	3.5. Tags the application for appointment through the eAMEND Portal indicating the date of release of the certificate		10 minute/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
4. Proceeds to the Cebu Extension Office, presents the original proof of payment and receives the signed Certificate of Amended Articles of Incorporation **Location:** CEBU EXTENSION OFFICE	4. Releases original copy of the Certificate of Amended Articles of Incorporation	None	10 minute/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
Total Processing Time:		Working Days: 40 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 30 See other fees below		

Formula / Schedule of Fees

- **Increase of Authorized Capital Stock of an OPC**

  For Corporation with par value – ⅕ of 1% of the increase in capital stock but not less than PHP 3,000 or the subscription price of the subscribed capital stock whichever is higher

  For Corporation without par value – ⅕ of 1% of the increase in capital stock computed at PHP 100 per share but not less than PHP 3,000 or the issue value of the subscribed capital stock whichever is higher

- **Legal Research Fee**

  1% of the computed Filing Fees for Amended Articles of Incorporation and/or By-Laws

22. Application for Increase of Capital Stock of non-Philippine national Stock Domestic Corporations registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs) by way of Cash

This service details the adopted online procedure and documentary requirements for application for Increase of Capital Stock by way of Cash pursuant to Section 37 of the Revised Corporation Code of the Philippines.

This service is exclusively for non-Philippine national Stock domestic corporations registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs).

Office or Division:	Cebu Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All domestic corporations registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs)
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover sheet (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Cebu Extension Office
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf* *Note: The two (2) original copies will be submitted upon payment of the corresponding fees.*	
2. Certificate of Increase of Capital Stock (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *No prescribed format. To be prepared by the Company in accordance with Section 37 of the Revised Corporation Code of the Philippines* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
3. Treasurer's Affidavit (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *No prescribed format. To be prepared by the Company in accordance with Section 37 of the Revised Corporation Code of the Philippines*	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.	
4. Directors' certificate (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Cebu Extension Office
Remarks: *Download Director's Certificate through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
5. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
6. List of stockholders of record as of date of meeting approving the increase, indicating their nationalities and their respective subscribed and paid-up capital on the present authorized capital stock certified under oath by the corporate secretary (1) Original Copy Or (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
7. Notarized Secretary's Certificate on non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Cebu Extension Office
Remarks: *Download Secretary's Certificate on non-existence of intra-corporate dispute through this link:* *https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
8. Secretary's Certificate on waiver of pre-emptive rights of non-subscribing shareholders (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Cebu Extension Office
Remarks: *Download Secretary's Certificate certifying that all non-subscribing stockholders waived their respective pre-emptive rights through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_Waiver_Pre_emptive_Rights.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	

A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance from Compliance Monitoring Division (CMD) (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Cebu Extension Office
Remarks: *https://imessage.sec.gov.ph/*	
B. For Financing and Lending Companies:	
B.1. Monitoring Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Cebu Extension Office
Remarks: *Please email your request at seccebu@sec.gov.ph* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
C. For Listed and Public Companies:	
C.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)
Remarks: *Please email your request at cgfd_fdn@sec.gov.ph* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
C.2. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Markets and Securities Regulation Department (MSRD)
Remarks: *Please email your request at msrdsubmission@sec.gov.ph* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
D. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
D.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector
Remarks: *To request, please refer to BSP Citizen's Charter through this link:* *https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

E. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
E.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group
Remarks: *To request, please refer to IC Citizen's Charter through this link:* *https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
F. Additional requirement if cash payment for subscription is already reflected in the Audited Financial Statements:	
F.1. Audited Financial Statements as of the last fiscal year stamped received by BIR and SEC (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Information and Communications Technology Department (ICTD)
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
G. Additional requirement if cash payment for subscription is not yet reflected in the Audited Financial Statements:	
Sub Situational Requirement/s	
G.a. If applicant corporation is/are Listed companies; Public companies defined in the Securities Regulation Code; companies that offer or sell securities to the public; companies with secondary license; and where payment to subscription to the increase is more than P50,000,000.00	
G.a.1. Special Audit Report (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.b. Where payment to subscription to the increase is P50,000,000.00 and below	
G.b.1. Subscription Contract executed under oath among stockholder/s, treasurer and president for the corporation (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 11 Series of 2016 – Subscription Contracts through this link: https://www.sec.gov.ph/mc-2016/mc-no-11-s-2016subscription-contracts/#gsc.tab=0* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H. Additional requirement for Rural Banks:	

H.1. Notarized Certification on payment for subscriptions to be signed by majority of the rural bank's Board of Directors in accordance with the form required by BSP (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.2. List of stockholders of record showing their respective subscribed and paid-up amount before and after the increase and the list of subscribers to the increase with their respective subscription and payment as presented and approved by BSP annexed to the notarized certification (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of complete requirements at seccebu@sec.gov.ph **Location:** seccebu@sec.gov.ph **Notes/Instruction:** • The applicant may, if the application consists of voluminous documents, be advised to present the hard copies thereof. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via email. For submission of compliance documents, the client will directly	1.1. Receives the required documents and check for completeness, then records the application if complete	None	1 hour/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
	1.2. Sends e-mail containing acknowledgement of application and name of the assigned Specialist		15 minute/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
	1.3. Acknowledges the assigned application for		15 minute/s	• ADMINISTRATIVE

send it to the assigned Specialist's e-mail. The assigned Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.4. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed terminated without prejudice to refiling. • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting	pre-processing			ASSISTANT II; Cebu Extension Office
	1.4. Examines online whether the documents submitted are complete in form and in substance, then prepares Final Report and forwards it to the Officer-in-Charge for review if compliant		14 working day/s	• SECURITIES SPECIALIST II; Cebu Extension Office • SECURITIES COUNSEL II; Cebu Extension Office
	1.5. Reviews the final report, then orders the Specialist to issue Payment Assessment Form (PAF) if compliant		14 working day/s	• Officer-in-Charge; Cebu Extension Office

forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period.	1.6. Sends the Payment Assessment Form (PAF) to the applicant		30 minute/s	• SEC Securities Specialist II; Cebu Extension Office
2. Pay the corresponding filing fees **Location:** Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide.	2. Issues payment confirmation containing the electronic Official Receipt via e-mail	**Formula Fees** Breakdown: Increase of Capital Stock (For corporation with par value)Increase of Capital Stock (For corporation without par value)	1 working day/s	• Accounting Division; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the Cebu Extension Office **Location:** CEBU EXTENSION OFFICE **Notes/Instruction:** ***Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)***	3.1. Receives and verifies documentary requirements and proof of payment.	None	10 minute/s	• SECURITIES SPECIALIST II; Cebu Extension Office
	3.2. Retrieves and prints the source documents and forwards the application to the Certification Officer		10 minute/s	• SECURITIES SPECIALIST II; Cebu Extension Office
	3.3. Prepares Certificate		1 working day/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
	3.4. Signs and approves the application		7 working day/s, 7 hour/s, 40 minute/s	• Officer-in-Charge; Cebu Extension Office
	3.5. Forwards the approved application to the Releasing Unit		2 hour/s	• SEC CONFIDENTIAL ASSISTANT III; Cebu

				Extension Office
	3.6. Schedules and sends email notification to the applicant on date of release of the certificate		1 working day/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
4. Proceeds to the Cebu Extension Office, presents the original proof of payment and receives the signed Certificate of Approval **Location:** CEBU EXTENSION OFFICE	4.1. Receives the Official Receipt	None	2 hour/s	• SECURITIES SPECIALIST I; Cebu Extension Office
	4.2. Releases the signed Certificate		2 hour/s	• SECURITIES SPECIALIST I; Cebu Extension Office
Total Processing Time:		Working Days: 40 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Increase of Capital Stock (For corporation with par value)**

  1/5 of 1% of the increase in capital stock but not less than P3,000.00 or the subscription price of the subscribed capital stock, whichever is higher

  plus

  Legal Research Fee (LRF) -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00

  plus

  Amended Articles of Incorporation – P1,010.00 (Inclusive of LRF of P10.00)

  plus

  Documentary Stamp tax of P60.00

- **Increase of Capital Stock (For corporation without par value)**

  1/5 of 1% of the increase in capital stock computed at P100.00 per share but not less than P3,000.00 or the issue value of the subscribed capital stock, whichever is higher

  plus

  Legal Research Fee (LRF) -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00

  plus

  Amended Articles of Incorporation – P1,010.00 (Inclusive of LRF of P10.00)

plus

Documentary Stamp tax of P60.00

23. Application for Increase of Capital Stock of non-Philippine national Stock Domestic Corporations registered under FIA (“Foreign Investment Act”) or before Investment Promotion Agencies (IPAs) through payment other than cash

This service details the adopted online procedure and documentary requirements on application for increase of capital stock by way of Cash and Non Cash, but not limited to the following:

- *Conversion of advances/liabilities to equity*
- *Stock Dividend*
- *Land, building / condominium units*
- *Untitled Lands*
- *Inventories / Furniture / Personal Properties*
- *Heavy equipment and machinery*
- *Shares of stock*
- *Motor Vehicle*
- *Sea vessel / aircraft*
- *Intangibles*
- *Net assets*
- *Other assets*

This service is exclusively for non-Philippine national Stock domestic corporations registered under FIA (“Foreign Investment Act”) or before Investment Promotion Agencies (IPAs).

Office or Division:	Cebu Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All domestic corporations registered under FIA (“Foreign Investment Act”) or before Investment Promotion Agencies (IPAs)
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover sheet (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Cebu Extension Office
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf* *Note: The two (2) original copies will be submitted upon payment of the corresponding fees.*	
2. Certificate of Increase of Capital Stock (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

No prescribed format. To be prepared by the Company in accordance with Section 37 of the Revised Corporation Code of the Philippines *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
3. Treasurer's Affidavit (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *No prescribed format. To be prepared by the Company in accordance with Section 37 of the Revised Corporation Code of the Philippines* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
4. Directors' certificate (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Cebu Extension Office
Remarks: *Download Director's Certificate through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
5. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
6. List of stockholders of record as of date of meeting approving the increase, indicating their nationalities and their respective subscribed and paid-up capital on the present authorized capital stock certified under oath by the corporate secretary (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
7. Notarized Secretary's Certificate on non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download Secretary's Certificate on non-existence of intra-corporate dispute through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
8. Secretary's Certificate on waiver of pre-emptive rights of non-subscribing shareholders	Securities and Exchange Commission (SEC) - Cebu

(1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Extension Office
Remarks: *Download Secretary's Certificate certifying that all non-subscribing stockholders waived their respective pre-emptive rights through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_Waiver_Pre_emptive_Rights.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance from Compliance Monitoring Division (CMD) (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Cebu Extension Office
Remarks: *https://imessage.sec.gov.ph/*	
B. For Financing and Lending Companies:	
B.1. Monitoring Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Cebu Extension Office
Remarks: *Please email your request at seccebu@sec.gov.ph* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
C. For Listed and Public Companies:	
C.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)
Remarks: *Please email your request at cgfd_fdn@sec.gov.ph* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
C.2. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Markets and Securities Regulation Department (MSRD)
Remarks: *Please email your request at msrdsubmission@sec.gov.ph* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
D. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	

D.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector
Remarks: *To request, please refer to BSP Citizen's Charter through this link:* *https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
E. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
E.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group
Remarks: *To request, please refer to IC Citizen's Charter through this link:* *https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
F. Additional Requirement if the consideration for issuance of shares is in the form of Conversion of Advances / Liabilities to Equity	
F.1. Deed of Assignment of advances / liabilities (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
F.a. If the advances/liabilities are already reflected in the Audited Financial Statements (AFS):	
F.a.1. Audited Financial Statements (AFS) as of the last fiscal year stamped received by BIR and SEC (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Information and Communications Technology Department (ICTD)
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
F.b. If the advances/liabilities is not yet reflected in the Audited Financial Statements (AFS):	
F.b.1. A report to be rendered by an Independent CPA on the verification of the advances to be converted to equity (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

G. Additional Requirements if the payment for issuance of shares is by way of Stock Dividend:	
G.1. List of stockholders entitled to stock dividend with their respective outstanding shares and the allocation of stock dividend certified by the corporate secretary (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.2. Audited Financial Statements as of the last fiscal year received by BIR and SEC (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Information and Communications Technology Department (ICTD)
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
G.3. Secretary's Certificate that on the basis of the computation of the Finance Officer, the allocation of stock dividends as indicated in the Certificate of Increase is in proportion to the shareholdings of stockholders as of date of meeting approving the dividend declaration or as of record date and the treatment of resulting fractional shares, if any, are true and correct (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.4. Reconciliation of Retained Earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 16 Series of 2023- Revised Guidelines on the Determination of Retained Earnings Available for Dividend Declaration through this link: https://www.sec.gov.ph/wp-content/uploads/2023/10/2023SEC-MC-No.-16,-s.-of-2023-Revised-Guidelines-on-the-Determination-of-Retained-Earnings%20-Available-for-Dividend-Declaration.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
G.a. In case the unappropriated retained earnings is not sufficient to warrant the dividend declaration:	
G.a.1. Secretary's Certificate on the Board's resolution to reverse the appropriated retained earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H. Additional Requirement if the consideration for issuance of shares is in the form of Land, buildings / condominium units:	

H.1. Detailed schedule of property showing the registered owner, location, area, TCT/CCT no., tax declaration number and the basis of transfer value (market value, assessed value or zonal value) certified by the company accountant (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.2. Copy of TCT/CCT electronically certified and issued by Register of Deeds and tax declaration sheet certified Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.3. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.4. Certification from the transferor stating that the improvements are existing and in good condition (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.5. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to Memorandum Circular No. 14 series of 2013- Amended Guidelines Covering the Use of Properties that Require Ownership Registration as Paid-up Capital of Corporation through this link: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
H.a. If transfer value is based on zonal value:	
H.a.1. Latest zonal valuation certified by BIR (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.b. If transfer value is based on appraised value:	

H.b.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.c. If property is mortgaged:	
H.c.1. Mortgagee/creditor's certification on the outstanding loan balance and his/her written consent to the transfer of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.d. For assignment of buildings where assignor is not the owner of the land:	
H.d.1. Lease contract on the land and consent of the land owner to the transfer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I. Additional Requirement if the consideration for issuance of shares is in the form of Untitled Lands:	
I.1. Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least thirty (30) years and the possessor had introduced improvements thereon, if any (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.2. Duplicate original or certified true copies of the tax declaration sheets (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.3. Latest realty tax receipts (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.4. Affidavit by the transferor attesting continuous and open possession of the property is located	Applicant / Client

(1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.5. Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.6. Duplicate original or certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument affecting the property recorded in the Register of Deeds for the province of city where the land is situated (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.7. Affidavit executed by the transferor attesting to the: (a) Existence (or non-existence) of easements over the untitled property; (b) Kind/description of the easement and its location; and (c) Whether the transferor is the dominant estate or the servient estate, by virtue of such easements (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.8. Under oath undertaking of the transferor/subscriber to answer for any liability that the corporation might incur by virtue of the acceptance of said property as paid-up capital (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.9. Clearance or certification from the Department of Agrarian Reform (DAR) attesting to the following: (a) There is no other claimant to the untitled land; (b) it has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party; or (c) The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Department of Agrarian Reform (DAR) - Department of Agrarian Reform (DAR)
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.10. Blue Print Survey of the Plan as approved by the Bureau of Lands (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.11. Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/ assessed value / zonal value or appraised value) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.12. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.13. Affidavit of undertaking to submit certified true copy of the original certificate of title in the name of the transferee-corporation within one (1) year from the date of receipt of the approval of the application (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
I.a. If transfer value is based on zonal value	
I.a.1. Latest zonal valuation certified by BIR (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.b. If transfer value is based on appraised value	
I.b.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J. Additional Requirement if the consideration for issuance of shares is in the form of Inventories / Furniture / Personal Properties:	
J.1. Detailed schedule of property showing the description and the basis of transfer value (market value or book value) certified by the company accountant (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.2. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
J.a. If transfer value is based on book value:	
J.a.1. Special Audit Report by an Independent CPA on the verification and valuation of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K. Additional Requirement if the consideration for issuance of shares is in the form of Heavy equipment and machinery:	
K.1. Detailed schedule of the property showing the description and the transfer value certified by the company accountant (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K.2. Appraisal report by a licensed appraiser (not more than 6-month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K.3. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K.4. Certification from the transferor stating that the properties are existing and in good condition (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L. Additional Requirement if the consideration for issuance of shares is in the form of Shares of	

Stock:	
L.1. Detailed schedule of the shares of stock showing the stockholder, stock certificate number, no. of shares and the basis of transfer value (market or book value) certified by the company accountant (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.2. Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Information and Communications Technology Department (ICTD)
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.3. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.4. Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the assignor (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.5. Photocopy of the stock certificate (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
L.6. Affidavit of undertaking to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to Memorandum Circular No. 14 series of 2013- Amended Guidelines Covering the Use of Properties that Require Ownership Registration as Paid-up Capital of Corporation through this link: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

Sub Situational Requirement/s	
L.a. If listed in the Stock Exchange:	
L.a.1. Latest market price quotation in the newspaper or certification from the stock exchange/broker as to latest market price of the shares of stock (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M. Additional Requirement if by way of Motor Vehicles	
M.1. Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified by the company accountant (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.2. Photocopy of certificate of registration and official receipt of annual registration fee (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
M.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.4. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.5. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to Memorandum Circular No. 14 series of 2013- Amended Guidelines Covering the Use of Properties that Require Ownership Registration as Paid-up Capital of Corporation through this link: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/*	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.	
M.6. Certification from the transferor stating that the motor vehicles are existing and in good running condition (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N. Additional Requirement if by way of Sea Vessel / Aircraft:	
N.1. Detailed schedule of vessel/aircraft showing registered Owner, registry number, technical description and appraised value certified by the company accountant (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.2. Certified true copy of the certificate of ownership (1) Certified True Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The certified true copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.4. Certificate of seaworthiness/airworthiness issued by appropriate government agency (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.5. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.6. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

For guidance, please refer to Memorandum Circular No. 14 series of 2013- Amended Guidelines Covering the Use of Properties that Require Ownership Registration as Paid-up Capital of Corporation through this link: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/ *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O. Additional Requirement if the consideration for issuance of shares is in the form of Intangibles:	
O.1. Photocopy of System Purchase Agreement or any proof of ownership (for software) (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
O.2. Copy of Certificate of Registration of Intellectual Property Rights and mining permit for mining claims/rights (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
O.3. Appraisal report by an accredited appraisal company or by a licensed Filipino mining engineer for mining claims/rights (not more than 6 months old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.4. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.5. Affidavit of undertaking by an officer of the company to submit proof of transfer of ownership within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to Memorandum Circular No. 14 series of 2013- Amended Guidelines Covering the Use of Properties that Require Ownership Registration as Paid-up Capital of Corporation through this link: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P. Additional Requirement if the consideration for issuance of shares is in the form of Net Assets:	
P.1. Audited financial statements (AFS) of the applicant corporation as of the last fiscal year received by BIR and SEC (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Information

	and Communications Technology Department (ICTD)
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
P.2. Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
P.3. Long-form audit report of Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P.4. Deed of Assignment of the assets and liabilities (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P.5. List of creditors with the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P.6. Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P.7. Photocopy of the certificate of registration of the motor vehicles (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note:* • *The original copy will be presented for verification during the processing stage.*	

- *The two (2) photo copies will be submitted upon payment of the corresponding fees.*

P.8. Copy of TCT/CCT electronically certified and issued by the Register of Deeds and tax declaration sheets certified by the Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

P.9. Photocopy of stock certificates (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Notes:

- *The original copy will be presented for verification during the processing stage.*
- *The two (2) photo copies will be submitted upon payment of the corresponding fees.*

P.10. DTI Certificate of Registration (for single proprietorship) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

P.11. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

For guidance, please refer to Memorandum Circular No. 14 series of 2013- Amended Guidelines Covering the Use of Properties that Require Ownership Registration as Paid-up Capital of Corporation through this link: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of complete requirements at seccebu@sec.gov.ph **Location:** seccebu@sec.gov.ph **Notes/Instruction:** • The applicant may, if the application consists of voluminous documents, be	1.1. Receives the required documents and check for completeness, then records the application if complete	None	1 hour/s	• SEC CONFIDENTIAL ASSISTANT III; Cebu Extension Office

advised to present the hard copies thereof. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via email. For submission of compliance documents, the client will directly send it to the assigned Specialist's e-mail. The assigned Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.4. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed terminated without prejudice to refiling. • The period to act upon the agency actions mentioned				
	1.2. Sends e-mail containing acknowledgement of application and name of the assigned Specialist		15 minute/s	• SEC CONFIDENTIAL ASSISTANT III; Cebu Extension Office
	1.3. Acknowledges the assigned application for pre-processing		15 minute/s	• SEC CONFIDENTIAL ASSISTANT III; Cebu Extension Office
	1.4. Examines online whether the documents submitted are complete in form and in substance, then prepares Final Report and forwards it to the Officer-in-Charge for review if compliant		14 working day/s	• Securities Specialist II; Cebu Extension Office • Securities Counsel II; Cebu Extension Office

above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period.				
	1.5. Reviews the final report, then orders the Specialist to issue Payment Assessment Form (PAF) if compliant		14 working day/s	• Officer-in-Charge; Cebu Extension Office
	1.6. Sends the Payment Assessment Form (PAF) to the applicant		30 minute/s	• Securities Specialist II; Cebu Extension Office
2. Pay the corresponding filing fees **Location:** Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide.	2. Issues payment confirmation containing the electronic Official Receipt via e-mail	**Formula Fees** Breakdown: Increase of Capital Stock (For corporation with par value)Increase of Capital Stock (For corporation without par value)	1 working day/s	• Accounting Division; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the Cebu Extension Office **Location:** CEBU EXTENSION OFFICE **Notes/Instruction:** ***Hard copies of the application requirements must be the same as the***	3.1. Receives and verifies documentary requirements and proof of payment and informs the applicant to wait for the appointment letter	None	10 minute/s	• SECURITIES SPECIALIST II; Cebu Extension Office
	3.2. Retrieves and prints the source documents and forwards the application to the Certification Officer		10 minute/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
	3.3. Prepares Certificate		1 working day/s	• ADMINISTRATIVE

documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)				ASSISTANT II; Cebu Extension Office
	3.4. Signs and approves the application		7 working day/s, 7 hour/s, 40 minute/s	• Officer-in-Charge; Cebu Extension Office
	3.5. Forwards the approved application to the Releasing Unit		2 hour/s	• SEC CONFIDENTIAL ASSISTANT III; Cebu Extension Office
	3.6. Schedules and sends email notification to the applicant on date of release of the certificate		1 working day/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
4. Proceeds to the Cebu Extension Office, presents the original proof of payment and receives the signed Certificate of Approval **Location:** CEBU EXTENSION OFFICE	4.1. Receives the Official Receipt	None	2 hour/s	• SECURITIES SPECIALIST I; Cebu Extension Office
	4.2. Releases the signed Certificate		2 hour/s	• SECURITIES SPECIALIST I; Cebu Extension Office
Total Processing Time:		Working Days: 40 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Increase of Capital Stock (For corporation with par value)**

  1/5 of 1% of the increase in capital stock but not less than P3,000.00 or the subscription price of the subscribed capital stock, whichever is higher

  plus

  Legal Research Fee (LRF) -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00

  plus

  Amended Articles of Incorporation – P1,010.00 (Inclusive of LRF of P10.00)

  plus

  Documentary Stamp tax of P60.00

- **Increase of Capital Stock (For corporation without par value)**

  1/5 of 1% of the increase in capital stock computed at P100.00 per share but not less than P3,000.00 or the issue value of the subscribed capital stock, whichever is higher

  plus

  Legal Research Fee (LRF) -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00

  plus

  Amended Articles of Incorporation – P1,010.00 (Inclusive of LRF of P10.00)

  plus

  Documentary Stamp tax of P60.00

24. Application for Monitoring Clearance for All Types of Corporations

An online platform for submitting company monitoring requests. It automatically tracks compliance with the submission of reportorial requirements of Domestic Corporations, ordinary stock and non-stock, except: foundations, publicly-listed corporations and corporations with secondary license; regular monitoring of Foreign Corporations (Branch Offices, Representative Offices, Regional Area Headquarters and Regional Operating Headquarters) except foundations.

Office or Division:	Cebu Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	1. General transacting public and business entities for: a.) Registered and Delinquent corporations; b.) Corporations with Notice of Deficiencies and Hearing or Orders; and c.) Corporations with applications to be filed with the Corporate and Partnership Registration Division, Foreign Investment Registration Station Division, and Corporate Filing and Records Division. 2. Government agencies and instrumentalities like Ombudsman, NBI, AMLC, DTI, DSWD, PDIC, etc. 3. Courts like MTC, MeTC, RTC and Sandiganbayan. NOTE: Branch Offices that are required to post a Securities Deposit shall file the same through imessage@sec.gov.ph
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Application in the eWATCH Portal (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Application for Monitoring Clearance through:* *ewatch.sec.gov.ph - for Registered/Delinquent (domestic & foreign); all status for FCsLCs* *https://imessage.sec.gov.ph - iMessage Portal for Suspended/Revoked Corporations & Corp. Sole*	
For Situational Requirement	
A. For Regional Operating Headquarters (ROHQ) and Regional Area Headquarters (RHQ)	
A.1. Proof of Inward Remittance (1) Original Copy And (1) Electronic Copy	Applicant / Client
B. Additional requirements upon evaluation, if needed	
B.1. Secretary's Certificate (No-Intra Corporate Dispute/Clarification/explaining the double filing of General Information Sheet) (1) Original Copy And (1) Electronic Copy	Applicant / Client

B.2. Affidavit (Anti-Dummy Law/one and the same/auditor) (1) Original Copy And (1) Electronic Copy	Applicant / Client
B.3. OGA Acknowledgment (functional currency) (1) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Office of the General Accountant (OGA)
B.4. Form for Appointment of Officers for One Person Corporation (1) Electronic Copy	Applicant / Client
B.5. Surety Bond (1) Original Copy And (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Application for Monitoring Clearance eWatch link: https://ewatch.sec.gov.ph/login Ensure that the corporation has an eSecure account and has complied with the following: • MC 28 submission • Latest due reports (AFS/GIS) • Complete company profile **Location:** https://ewatch.sec.gov.ph/login **Notes/Instruction:** *All filers must have an active eSECURE account to access eWATCH* *eSECURE: https://esecure.sec.gov.ph*	1. The system processes the application if the corporation meets the required criteria.	None	30 minute/s	• SEC Administrative Assistant II; Cebu Extension Office
2. System automatically updates the status of the corporation to “For Assign” **Location:** Cebu Extension Office https://ewatch.sec.gov.ph/login **Notes/Instruction:** *If not compliant, the applicant shall comply*	2.1. Determines compliance with the latest due reports and their corresponding jurisdiction	None	30 minute/s	• SEC Administrative Assistant II; Cebu Extension Office
	2.2. If compliant and within the jurisdiction of Cebu Extension Office, the request is assigned to a Monitoring Officer		30 minute/s	• SEC Administrative Assistant II; Cebu Extension Office
	2.3. If not compliant with the latest due reports,		30 minute/s	• SEC Administrativ

with the submission of the latest due reportorial requirements and send ***a new request through the eWatch system.***	the request is reverted to the applicant			e Assistant II; Cebu Extension Office
	2.4. If outside the jurisdiction of the Cebu Extension Office, the request is endorsed to the appropriate Extension Office (EO) or SEC Head Office		20 minute/s	• SEC Administrative Assistant II; Cebu Extension Office
3. Receives an update on the requested service. **Location:** Cebu Extension Office via eWATCH https://ewatch.sec.gov.ph/login **Notes/Instruction:** The corporation shall comply with the findings within **seven (7)** calendar days. Failure to comply shall result in the request being automatically purged by the system and a new request must be filed.	3.1. Sends the Monitoring Sheet in the eWATCH	**Formula Fees** Breakdown: Penalties/Fines	11 working day/s, 5 hour/s, 20 minute/s	• SEC Securities Specialist I/SEC Administrative Officer II; Cebu Extension Office
	3.2. If WITHOUT PENALTY, issues a Monitoring Sheet - No Penalty - END OF TRANSACTION.		1 working day/s	• SEC Securities Specialist I/SEC Administrative Officer II; Cebu Extension Office
	3.3. If WITH PENALTY, issues the Monitoring Sheet and Payment Assessment Form (PAF)		1 working day/s	• SEC Securities Specialist I/SEC Administrative Officer II; Cebu Extension Office
	3.4. If for compliance, issues a TENTATIVE Monitoring Sheet with remarks		1 working day/s	• SEC Securities Specialist I/SEC Administrative Officer II; Cebu Extension Office
4. Present PAF and pay the penalties to the nearest Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home **Location:**	4.1. The system will automatically validate the payment from the applicant. If Landbank Payment, posting is within 1-2 working days If ESPAYSEC, the posting of payment is real-time	**Formula Fees** Breakdown: Penalties/FinesCustodian Fee	2 working day/s	• SEC Securities Specialist I/SEC Administrative Officer II; Cebu Extension Office

Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home **Notes/Instruction:** Send the copy of validated deposit slip/Electronic Official Receipt to the email address of the Monitoring Specialist.	4.2. Once the system tags the request as Paid, the monitoring specialist will forward the proof of payment and the monitoring sheet for review and signature.		1 working day/s	• SEC Securities Specialist I/SEC Administrative Officer II; Cebu Extension Office
	4.3. Review and sign the Monitoring Sheet.		1 working day/s	• SEC Officer-in-Charge/Director; Cebu Extension Office
	4.4. The signed Monitoring Sheet is uploaded in the Document Verification System to generate QR code.		1 working day/s	• SEC Securities Specialist I/SEC Administrative Officer II; Cebu Extension Office
5. Receives the Monitoring Sheet (MS) in PDF Format. - END OF TRANSACTION **Location:** Cebu Extension Office via eWATCH https://ewatch.sec.gov.ph/login	5. Releases the Monitoring Sheet in the eWATCH	None	20 minute/s	• SEC Securities Specialist I/SEC Administrative Officer II; Cebu Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Penalties/Fines**

  Guidelines on the Imposition of fines or penalties for non-compliance with reportorial requirements; Securities Regulation Code (SRC); Revised Corporation Code (RCC); Memorandum Circular No. 06, series of 2024; Memorandum Circular No. 8, series of 2009 (MC8-2009); Memorandum Circular No. 15, series of 2006; Memorandum Circular No. 17, series of 2019; Amended rules governing the distribution of excess profits of corporation; Memorandum Circular No. 8, Series of 1998 (MC8-1998); and Office Order No. 298, Series of 2010; Memorandum Circular No. 10 Series of 2026; Memorandum Circular No. 28, Series of 2020.

- **Custodian Fee**

  Memorandum Circular No. 17, series of 2019

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

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

Office or Division:	Cebu Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All licensed foreign and multinational corporations
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf)*	
2. Petition for Withdrawal of License (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
3. Authenticated/Apostilled copy of the Board Resolution authorizing the withdrawal of license (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
4. Audited Financial Statements (AFS), stamped received by the BIR and SEC, as of the last fiscal year of operation or latest filed (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
5. Original license issued by SEC (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
6. Publisher's affidavit evidencing the publication of the notice of withdrawal (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *once a week for three [3] consecutive weeks*	
7. Tax Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Bureau of Internal Revenue - Revenue District Office
8. Certification under oath by the Resident Agent or duly authorized officer / representative (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

Remarks: *certification that:* *1. the dissolution is not prejudicial to the interest of the creditors;* *2. there is no opposition from any creditor from the time of publication of the notice of dissolution up to the filing of the dissolution with the Commission; and* *3. All claims which have accrued in the Philippines have been paid, compromised or settled* *Note: Not applicable if already indicated in the Petition*	
9. Depending on the creditors (Note: to be verified against the AFS) *Any of the following:*	
9.A. List of creditors, if any, and their consent (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
---- OR ----	
9.B. Notarized certification as to non-existence of creditors (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
For Situational Requirement	
A. For Corporations with Primary License	
A.1. Monitoring Clearance (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *https://imessage.sec.gov.ph/*	
B. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
B.1. Monitoring Clearance from Markets and Securities Regulation Department (MSRD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Markets and Securities Regulation Department
C. For Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies, and foundation	
C.1. Monitoring Clearance from Corporate Governance and Finance Department (CGFD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Corporate Governance and Finance Department
D. For Financing/Lending	
D.1. Monitoring Clearance (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Cebu Extension Office
E. For Financial Technology (FinTech) related business activities [Operators of payment systems; Payment Service Providers; Electronic Money Issuers (EMI); Non-bank EMIs; Alternative Credit Scoring Companies; AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); KYC/Security Companies (KYC Service Providers); Digital Banks; Digital Asset Exchanges; Virtual Asset Service Providers; Play-to-Earn Platforms; o E-Commerce Companies; Crowdfunding Platforms; RegTech Companies (RegTech Service Providers); SupTech Companies (SupTech Service Providers); and Digital Advisers/Robo-Advisers]	

E.1. PhiliFintech Innovation Office (PIO) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office
E.2. Enforcement and Investor Protection Department (EIPD) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department
F. For Banks, banking and quasi-banking institutions, pawnshops, corporations engaged in money service business (ex. Money Changer and Remittance Services), non-stock savings and loan associations (NSSLAs) and other Financial Intermediaries	
F.1. Endorsement from Bangko Sentral ng Pilipinas (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Bangko Sentral ng Pilipinas - Financial Supervision Sector
G. For Insurance/Health Maintenance Organization, preneed	
G.1. Endorsement from Insurance Commission (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Insurance Commission - Legal Services Group - Licensing Division
H. For Regional Operating Headquarters (ROHQs) and Regional/Area Headquarters (RHQs)	
H.1. Endorsement/Clearance from Board of Investments (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Board of Investments - Legal and Compliance Service

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the application to seccebu@sec.gov.ph **Location:** seccebu@sec.gov.ph **Notes/Instruction:** If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the Counsel will prepare a checklist of deficiencies and inform and return it to the applicant via email. For submission of compliance documents, the client will directly send it to the assigned Counsel's e-mail. The assigned Counsel will acknowledge the receipt of compliance documents then proceed to Agency Step 1.2	1.1. Verifies completeness of amendment requirements and assign to processors if the documents are complete	None	4 hour/s	• SEC CONFIDENTIAL ASSISTANT III; Cebu Extension Office
	1.2. Evaluates whether the documents submitted are complete in form and in substance, then prepares Final Report and forwards it to the Officer-in-Charge for review if compliant		14 working day/s	• SECURITIES COUNSEL II; Cebu Extension Office • SECURITIES COUNSEL I; Cebu Extension Office
	1.3. Evaluates the final report, then orders the Counsel to issue Payment Assessment Form (PAF) if compliant		14 working day/s	• Officer-in-Charge; Cebu Extension Office
	1.4. Issues Payment Assessment Form (PAF)		3 hour/s	• SECURITIES COUNSEL II; Cebu Extension Office • SECURITIES COUNSEL I;

				Cebu Extension Office
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the electronic Official Receipt via e-mail	**Standard Fees** Breakdown: Withdrawal of License of Foreign and Multinational Corporations: PHP 3000 Legal Research Fee: PHP 30 Documentary Stamp Tax: PHP 30 Total: PHP 3060	1 working day/s	• Accounting Division; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the Cebu Extension Office through the company's representatives of through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** CEBU EXTENSION OFFICE	3.1. Receives and verifies documentary requirements and proof of payment.	None	10 minute/s	• SECURITIES COUNSEL II; Cebu Extension Office • SECURITIES COUNSEL I; Cebu Extension Office
	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		10 minute/s	• SECURITIES COUNSEL II; Cebu Extension Office • SECURITIES COUNSEL I; Cebu Extension Office
	3.3. Prepares and generates the Certificate of Withdrawal of License of Foreign or Multinational Corporations		10 minute/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
	3.4. Reviews the application and signs the Certificate of Withdrawal of License of Foreign or Multinational Corporations		10 working day/s	• OFFICER-IN-CHARGE; Cebu Extension Office
	3.5. Encodes signed Certificate of Withdrawal of License of Foreign or		10 minute/s	• ADMINISTRATIVE ASSISTANT

	Multinational Corporations			II; Cebu Extension Office
	3.6. Sends email for releasing appointment		10 minute/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
4. Proceeds to the Cebu Extension Office, presents the original proof of payment and receives the signed Certificate of Withdrawal of License of Foreign or Multinational Corporations **Location:** CEBU EXTENSION OFFICE	4. Releases signed Certificate of Withdrawal of License of Foreign or Multinational Corporations	None	10 minute/s	• SECURITIES SPECIALIST I; Cebu Extension Office
Total Processing Time:		Working Days: 40 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 3060		

26. Application to do business under the Foreign Investments Act (FIA) of an existing corporation

This service details the procedure of an existing corporation increasing its foreign equity to more than 40%.

Office or Division:	Cebu Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered corporations
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 7 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf)*	
2. FIA Application form (F-101) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2019/11/F-101.doc)*	
3. List of stockholders before and after the increase in foreign equity certified under oath by the corporate secretary (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
4. Notarized Secretary's Certificate of no pending case of intra-corporate dispute (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx)*	
5. Audited Financial Statements as of the last fiscal year duly received by SEC and BIR showing the minimum capital requirement for FIA Registration (1) Electronic Copy And (2) Photo Copy	Applicant / Client
For Situational Requirement	

A. For Corporations with Primary License	
A.1. Monitoring Clearance (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *https://imessage.sec.gov.ph/*	
B. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
B.1. Monitoring Clearance from Markets and Securities Regulation Department (MSRD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Markets and Securities Regulation Department
C. For Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies, and foundation	
C.1. Monitoring Clearance from Corporate Governance and Finance Department (CGFD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Corporate Governance and Finance Department
D. For Financing/Lending	
D.1. Monitoring Clearance (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Cebu Extension Office
E. For Financial Technology (FinTech) related business activities [Operators of payment systems; Payment Service Providers; Electronic Money Issuers (EMI); Non-bank EMIs; Alternative Credit Scoring Companies; AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); KYC/Security Companies (KYC Service Providers); Digital Banks; Digital Asset Exchanges; Virtual Asset Service Providers; Play-to-Earn Platforms; o E-Commerce Companies; Crowdfunding Platforms; RegTech Companies (RegTech Service Providers); SupTech Companies (SupTech Service Providers); and Digital Advisers/Robo-Advisers]	
E.1. PhiliFintech Innovation Office (PIO) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Offic
E.2. Enforcement and Investor Protection Department (EIPD) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department
F. For Bank and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
F.1. Endorsement from Bangko Sentral ng Pilipinas (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Bangko Sentral ng Pilipinas - Financial Supervision Sector
G. For Insurance/Health Maintenance Organization	
G.1. Endorsement from Insurance Commission (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Insurance Commission - Legal Services Group - Licensing Division
H. In case the paid-in capital stated in item no. 5 failed to meet the minimum capital requirement	
Sub Situational Requirement/s	
H.a. If the present unissued shares are sufficient to warrant additional issuance or increase in paid-in capital is effected through payment of unpaid subscription	

H.a.1. depending on the mode of payment *Any of the following:*	
H.a.1.A. Special Audit Report (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *in accordance with SEC Memorandum Circular No. 6 series of 2008*	
Sub Requirement	
H.a.1.A.A. If payment to the subscription is P50M and below	
H.a.1.A.A.1. Subscription Contract (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *in accordance with SEC Memorandum Circular No. 11 series of 2016*	
---- OR ----	
H.a.1.B. Application for Confirmation of Valuation pursuant to Sec. 61 of the Revised Corporation Code, if the consideration for additional issuance/payment on unpaid subscription is other than cash (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
H.b. If the present unissued shares are not sufficient	
H.b.1. Application for Increase in Authorized Capital Stock (ICS) must be filed (1) Electronic Copy And (2) Photo Copy	Applicant / Client
H.c. If without issuance of shares	
H.c.1. Increase in paid-in capital may be through an application for Creation of Additional Paid-In Capital (APIC) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
I. If to engage as a foreign retailer (amendment of purpose)	
I.1. Certification of Inward Remittance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *Certification of Inward Remittance of Foreign Exchange showing compliance of the foreign retailer with the minimum paid-up capital requirement of Twenty-Five Million Pesos (P25,000,000.00) or other proof, such as Bank Certification, certifying that such capital investment is deposited and maintained in a bank in the Philippines*	
I.2. Apostilled/authenticated Certificate of Reciprocity (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *to the effect that such State provides reciprocity to Filipinos*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

				(Designation; Office)
1. Submits the application to seccebu@sec.gov.ph **Location:** seccebu@sec.gov.ph **Notes/Instruction:** If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the Counsel will prepare a checklist of deficiencies and inform and return it to the applicant via email. For submission of compliance documents, the client will directly send it to the assigned Counsel's e-mail. The assigned Counsel will acknowledge the receipt of compliance documents then proceed to Agency Step 1.2	1.1. Verifies completeness of requirements and assign to processors if the documents are complete	None	4 hour/s	• SEC CONFIDENTIAL ASSISTANT III; Cebu Extension Office
	1.2. Evaluates whether the documents submitted are complete in form and in substance, then prepares Final Report and forwards it to the Officer-in-Charge for review if compliant		4 working day/s	• SECURITIES COUNSEL II; Any of requesting office / division • SECURITIES COUNSEL I; Cebu Extension Office
	1.3. Evaluates the final report, then orders the Counsel to issue Payment Assessment Form (PAF) if compliant		4 working day/s	• Officer-in-Charge; Cebu Extension Office
	1.4. Issues Payment Assessment Form (PAF)		3 hour/s	• Securities Counsel II; Cebu Extension Office • SECURITIES COUNSEL I; Cebu Extension Office
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the electronic Official Receipt via e-mail	**Standard Fees** Breakdown: Foreign Investments Act: PHP 3000 Legal Research Fee: PHP 30 Documentary Stamp Tax: PHP 30 Total: PHP 3060	1 working day/s	• Accounting Division; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the CRMD Receiving Counter at Cebu Extension Office	3.1. Receives and verifies documentary requirements and proof of payment.	None	5 minute/s	• SECURITIES COUNSEL II; Cebu Extension Office

through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** CEBU EXTENSION OFFICE				• SECURITIES COUNSEL I; Cebu Extension Office
	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minute/s	• SECURITIES COUNSEL II; Cebu Extension Office • SECURITIES COUNSEL I; Cebu Extension Office
	3.3. Prepares and generates the Certificate of Registration under FIA		10 minute/s	• SEC Assistant Director; Corporate and Partnership Registration Division (CPRD)
	3.4. Reviews the application and signs the Certificate of Registration under FIA		4 working day/s	• OFFICER-IN-CHARGE; Cebu Extension Office
	3.5. Encodes signed Certificate of Registration under FIA		10 minute/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
	3.6. Sends email for releasing appointment		10 minute/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
4. Proceeds to the Cebu Extension Office, presents the original proof of payment and receives the signed Certificate of Registration under FIA **Location:** CEBU EXTENSION OFFICE	4. Releases signed Certificate of Registration under FIA	None	10 minute/s	• SECURITIES SPECIALIST I; Cebu Extension Office
Total Processing Time:		Working Days: 14 working day/s		

Total Processing Fee:	Total Standard Fee: PHP 3060

27. Cancellation Certificate of Authority of Lending/Financing Branch Offices

This service outlines the online procedure adopted for the cancellation of the Certificate of Authority of Lending and Financing Companies. Preprocessing is conducted by submitting scanned copies of the required documents for Certificate of Authority cancellation via email at seccebu@sec.gov.ph.

Office or Division:	Cebu Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Coversheet (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: *May secure a Checklist of requirements and sample formats from the Cebu Extension Office or through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf.*	
2. Letter addressed to the Director signifying its intention to surrender the Certificate of Authority. (1) Original Copy And (3) Photo Copy	Applicant / Client
3. Original Certificate of Authority (1) Original Copy And (3) Photo Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)

1. For pre-processing, send a scanned copy of documentary requirements to seccebu@sec.gov.ph and wait for the result on the requested service. **Location:** Cebu Extension Office **Notes/Instruction:** Remarks: *If documents are incomplete and non-compliant, return to clients for compliance by issuing a checklist of deficiencies.	1.1. Receive, assign and forward to the processor the scanned copy of documentary requirements.	None	15 minute/s	• SEC CONFIDENTIAL ASSISTANT III; Cebu Extension Office
	1.2. Processor reviews and evaluates the submitted documentary requirements.		15 minute/s	• ADMINISTRATIVE OFFICER IV; Cebu Extension Office
2. Receives update on the requested service through email. **Location:** CEBU EXTENSION OFFICE **Notes/Instruction:** Remarks: If an applicant receives a checklist of deficiencies, immediately comply and send back to the assigned processor.	2. Checks the Compliances on the deficiencies or lacking documentary requirements	None	30 minute/s	• ADMINISTRATIVE OFFICER IV; Cebu Extension Office
3. Submits the hard copies at the Cebu Extension Office counter **Location:** CEBU EXTENSION OFFICE	3.1. Receive and verify documentary requirements.	None	10 minute/s	• ADMINISTRATIVE OFFICER IV; Cebu Extension Office
	3.2. Prepare the acknowledgement letter.		10 minute/s	• ADMINISTRATIVE OFFICER IV; Cebu Extension Office
	3.3. Review the acknowledgement letter.		15 minute/s	• SECURITIES EXAMINER III; Cebu Extension Office
	3.4. Sign the acknowledgement letter.		15 minute/s	• OFFICER-IN-CHARGE; Cebu

				Extension Office
	3.5. Forward the acknowledgement letter for releasing		15 minute/s	• SEC CONFIDENTIAL ASSISTANT III; Cebu Extension Office
4. Receive Notice thru email that the Acknowledgement letter is already signed. **Location:** CEBU EXTENSION OFFICE	4.1. Notify the Applicant thru email that the Acknowledgement letter is already signed.	None	5 minute/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
	4.2. Scans the signed Acknowledgement letter.		5 minute/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
5. Proceed to Cebu Extension Office for presentation of the original Certificate of Authority and receive the signed Acknowledgement Letter. **Location:** CEBU EXTENSION OFFICE	5. Release signed Acknowledgement Letter.	None	15 minute/s	• SECURITIES SPECIALIST I; Cebu Extension Office
Total Processing Time:		Working Days: 2 hour/s, 30 minute/s		
Total Processing Fee:		Total Standard Fee: None		

28. Cash or Stock Dividend Declaration (For shares that are not listed) - FOREIGN

This service details the adopted online procedure and documentary requirements for the acknowledgment of cash or stock dividends pursuant to Sections 42 and 61 of the Revised Corporation Code of the Philippines. The request for acknowledgment of cash dividend declaration is only optional, whereas, the approval of the Commission for the stock dividend declaration in accordance with Section 61 of the Revised Corporation Code of the Philippines.

This service is exclusively for non-Philippine national Stock domestic corporations registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs).

Office or Division:	Cebu Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All FIA registered corporations
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover sheet (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Cebu Extension Office
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf* *Note: The two (2) original copies will be submitted upon payment of the corresponding fees.*	
2. Audited Financial Statements as of the last fiscal year stamped received by SEC and BIR (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Information and Communications Technology Department (ICTD)
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
3. Reconciliation of Retained Earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 16 Series of 2023- Revised Guidelines on the Determination of Retained Earnings Available for Dividend Declaration through this link: https://www.sec.gov.ph/wp-content/uploads/2023/10/2023SEC-MC-No.-16,-s.-of-2023-Revised-Guidelines-on-the-Determination-of-Retained-Earnings%20-Available-for-Dividend-Declaration.pdf*	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.	
4. Notarized Secretary's Certificate on non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Cebu Extension Office
Remarks: *Download Secretary's Certificate on non-existence of intra-corporate dispute through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. In case the unappropriated retained earnings is not sufficient to warrant the dividend declaration:	
A.1. Notarized Secretary's Certificate of the Board Resolution as to the reversal of appropriated retained earnings to unappropriated retained earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
B. For Corporations with Primary Licenses	
B.1. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Cebu Extension Office
Remarks: *https://imessage.sec.gov.ph/*	
C. For Financing and Lending Companies	
C.1. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Cebu Extension Office
Remarks: *Please email your request at seccebu@sec.gov.ph* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
D. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services, and Operator of Designated Payment System:	
D.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector
Remarks: *To request, kindly refer to the BSP Citizen's Charter* *https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

E. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker	
E.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group
Remarks: *To request, kindly refer to the IC Citizen's Charter https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
F. Additional Requirements in case of Cash Dividend Declaration:	
F.1. Certification under oath by the Corporate Secretary on the board of directors' resolution declaring cash dividends (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G. Additional Requirements in case of Stock Dividend Declaration:	
G.1. Certification under oath by the Corporate Secretary on the declaration of stock dividends by majority of the directors and the stockholders representing 2/3 of the outstanding capital stock (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.2. List of stockholders with their respective subscribed capital stock as of the date meeting approving the declaration of stock dividend together with the allocation of stock dividend certified under oath by the Corporate Secretary (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.3. Analysis of capital structure certified under oath by the Treasurer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.4. Notarized Secretary's Certificate certifying that on the basis of the computation of the Finance Officer, the allocation of stock dividend as indicated in the list of stockholders of record is in proportion to the shareholdings of stockholders as of date of declaration/record date and the treatment of resulting fractional shares (if any), are true and correct (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of complete requirements at seccebu@sec.gov.ph **Location:** seccebu@sec.gov.ph **Notes/Instruction:** • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via email. For submission of compliance documents, the client will directly send it to the assigned Specialist's e-mail. The assigned Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.2. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be	1.1. Receives the required documents, checks the completeness, and records the application. Thereafter, sends an email confirming the receipt and indicating the name of the Specialist assigned to evaluate the application.	None	7 hour/s	• SEC CONFIDENTIAL ASSISTANT III; Cebu Extension Office
	1.2. Examines online whether the documents submitted are complete in form and in substance, then prepares Final Report and forwards it to the Officer-in-Charge for review if compliant		14 working day/s	• SECURITIES SPECIALIST II; Cebu Extension Office • Securities Counsel II; Cebu Extension Office

any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed terminated without prejudice to refiling. • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period.				
	1.3. Reviews the final report, then orders the Specialist to issue Payment Assessment Form (PAF) if compliant		14 working day/s	• Officer-in-Charge; Cebu Extension Office
	1.4. Sends the Payment Assessment Form (PAF) to the applicant		1 working day/s	• Securities Specialist II; Cebu Extension Office
2. Pay the corresponding filing fees **Location:** eSPAYSEC (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide	2. Issues payment confirmation containing the electronic Official Receipt via e-mail	**Formula Fees** Breakdown: If the amount of Cash/Stock dividend declared by Corporation whose securities are not listed is up to PHP50,000,000.00If the	1 working day/s	• Accounting Division; Financial Management Department (FMD)

		amount of Cash/Stock dividend declared by Corporation whose securities are not listed is over PHP50,000,000.00		
3. Secure a number through the queuing system and wait to be called to submit the complete application requirements together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip) **Location:** CEBU EXTENSION OFFICE **Notes/Instruction:** ***Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)***	3.1. Calls the number through the system and Receives the complete application requirements together with proof of payment and informs the applicant to wait for the appointment letter	None	4 hour/s	• ADMINISTRATIVE OFFICER IV; Cebu Extension Office
	3.2. Prints the source documents and forwards the application to the assigned specialist		2 working day/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
	3.3. Compares the hard copies received with the scanned copy of the application documents. If complete and in order, prepare the Acknowledgment letter and forwards it to the Office of the Director for signature.		1 working day/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
	3.4. Reviews the application and manually signs the acknowledgement letter if compliant		3 working day/s	• Officer-in-Charge; Cebu Extension Office
	3.5. Scans and uploads the signed Acknowledgement Letter on the Document Verification System to generate QR Code, then prints the Acknowledgement Letter		1 working day/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
	3.6. Schedules and sends email notification to the applicant on date of release of the certificate		1 working day/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office

4. Present the Official Receipt and Appointment Letter upon receipt of the email notification from the assigned Specialist and Receive the duly signed Acknowledgment letter **Location:** CEBU EXTENSION OFFICE	4.1. Receives the Official Receipt	None	2 hour/s	• ADMINISTRATIVE OFFICER IV; Cebu Extension Office
	4.2. Releases the signed Acknowledgment letter		3 hour/s	• SECURITIES SPECIALIST I; Cebu Extension Office
Total Processing Time:		Working Days: 40 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **If the amount of Cash/Stock dividend declared by Corporation whose securities are not listed is up to PHP50,000,000.00**

  Cash/Stock dividend- P500.00

  plus

  Legal Research Fee (LRF)- P10.00

- **If the amount of Cash/Stock dividend declared by Corporation whose securities are not listed is over PHP50,000,000.00**

  Cash/Stock dividend- P1,000.00

  plus

  Legal Research Fee (LRF)- P10.00

29. Cash or Stock Dividend Declaration (For Shares That Are Not Listed) – Domestic Stock Corporations Classified as Philippine National

This service details the adopted online procedure and documentary requirements for the acknowledgment of cash or stock dividends pursuant to Sections 42 of the Revised Corporation Code of the Philippines. The request for acknowledgment of cash or stock dividend declaration is only optional.

Note that this service is exclusively for Domestic Stock Corporations or Partnerships classified as Philippine National.

For pre-processing of new applications, scanned copies of the required documents shall be submitted through the following:

- ***Electronic mail:*** *seccebu@sec.gov.ph*
- ***iMessage:*** *imessage.sec.gov.ph*

Office or Division:	Cebu Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Note that this service is exclusively for Domestic Stock Corporations or Partnerships classified as Philippine National.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Reconciliation of Retained Earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 16 Series of 2023- Revised Guidelines on the Determination of Retained Earnings Available for Dividend Declaration through this link: https://www.sec.gov.ph/wp-content/uploads/2023/10/2023SEC-MC-No.-16,-s.-of-2023-Revised-Guidelines-on-the-Determination-of-Retained-Earnings%20-Available-for-Dividend-Declaration.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
2. Notarized Secretary's Certificate on non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Cebu Extension Office
Remarks: *Download Secretary's Certificate on non-existence of intra-corporate dispute through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf*	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

For Situational Requirement	
A. In case the unappropriated retained earnings is not sufficient to warrant the dividend declaration:	
A.1. Notarized Secretary's Certificate of the Board Resolution as to the reversal of appropriated retained earnings to unappropriated retained earnings. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the Combined Secretary's Certificate for **Cash or Stock Dividend Declaration (For Shares That Are Not Listed)** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Cash-Dividend-Declaration.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
B. For Corporations with Primary Licenses	
B.1. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Cebu Extension Office
Remarks: *Monitoring Unit of CEBEO through the link:* ***eWATCH:** https://ewatch.sec.gov.ph/login* *Note: The two (2) photocopies will be submitted upon payment of the corresponding fees.*	
C. For Financing and Lending Companies	
C.1. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Cebu Extension Office
Remarks: *CEBEO through the link:* ***eWATCH:** https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
D. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services, and Operator of Designated Payment System:	
D.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector
Remarks: *To request, kindly refer to the BSP Citizen's Charter* *https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx*	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.	
E. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker	
E.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group
Remarks: *To request, kindly refer to the IC Citizen's Charter https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
F. Additional Requirements in case of Cash Dividend Declaration:	
F.1. Certification under oath by the Corporate Secretary on the board of directors' resolution declaring cash dividends (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G. Additional Requirements in case of Stock Dividend Declaration:	
G.1. Combined Notarized Secretary's Certificate a. declaration of stock dividends by majority of the directors and the stockholders representing 2/3 of the outstanding capital stock ; b. List of stockholders with their respective subscribed capital stock as of the date meeting approving the declaration of stock dividend together with the allocation of stock dividend; c. Certifying that on the basis of the computation of the Finance Officer, the allocation of stock dividend as indicated in the list of stockholders of record is in proportion to the shareholdings of stockholders as of date of declaration/record date and the treatment of resulting fractional shares (if any). (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the Combined Secretary's Certificate for **Stock Dividend Declaration (For Shares That Are Not Listed)** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Stock-Dividend-Declaration.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.2. Analysis of capital structure certified under oath by the Treasurer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

				(Designation; Office)
1. Submit the electronic copy of complete requirements for new application **Location:** • **Electronic mail:** seccebu@sec.gov.ph or • **iMessage:** imessage.sec.gov.ph **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via email or imessage. For submission of compliance documents, the client will directly send it to the assigned Specialist's e-mail or imessage. The assigned Specialist will acknowledge	1.1. Receives the required documents, checks if everything is complete, and records the application if it is. Then, assigns the application to the Specialist.	None	1 working day/s	• ADMINISTRATIVE OFFICER IV; Cebu Extension Office
	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		6 working day/s	• SECURITIES SPECIALIST II; Cebu Extension Office • SECURITIES COUNSEL II; Cebu Extension Office

the receipt of compliance documents then proceed to Agency Step 1.2. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling.				
• The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations.	1.3. Reviews the Final Report and, if found in order, directs the Specialist to issue the Payment Assessment Form (PAF).		7 working day/s	• OFFICER-IN-CHARGE; Cebu Extension Office

• The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)				
	1.4. Sends the Payment Assessment Form (PAF) to the applicant. Then, inform the applicant to submit a copy of proof of payment via email or iMessage.		1 working day/s	• SECURITIES SPECIALIST II; Cebu Extension Office
2. Pay the corresponding filing fees. Then, send the scanned copy of the proof of payment of the filing fees to the assigned Specialist via email or through iMessage and await email notification from the Assigned Specialist for the release of certificate.	2.1. Receives and acknowledges the receipt of proof of payment.	None	2 hour/s	• SECURITIES SPECIALIST II; Cebu Extension Office
	2.2. Prepares the Certificate and forwards it for review		1 working day/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office

Location:

CEBU EXTENSION OFFICE **Notes/Instruction:** ***Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)***	2.3. Reviews the application and initials the acknowledgment then forwards to the Office of the Director for signature of the Director.		1 working day/s	• SECURITIES SPECIALIST II; Cebu Extension Office
	2.4. Signs the acknowledgement letter		1 working day/s	• OFFICER-IN-CHARGE; Cebu Extension Office
	2.5. Scans and uploads the signed Acknowledgement Letter on the Document Verification System to generate QR Code, then prints the Acknowledgement Letter and informs the Specialist of the availability of the Acknowledgement Letter for releasing.		4 hour/s	• SEC CONFIDENTIAL ASSISTANT III; Cebu Extension Office
	2.6. Schedules and sends notification to the applicant on the date of submission of the complete application requirement and release of the acknowledgment letter.		4 hour/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
3. Submit complete application requirements together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip) and copy of notification to submit the same, and receive the duly signed Acknowledgment Letter. **Location:** CEBU EXTENSION OFFICE	3.1. Receives complete application requirement and proof of payment.	None	2 hour/s	• ADMINISTRATIVE OFFICER IV; Cebu Extension Office
	3.2. Compares the hard copies received with the scanned copy of the application documents.		2 hour/s	• SECURITIES SPECIALIST II; Cebu Extension Office
	3.3. Calls the name of the corporation, assists the client in filling out the logbook, and releases the signed Acknowledgment Letter		2 hour/s	• SECURITIES SPECIALIST I; Cebu Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		

30. Cash or Stock Dividends

This service details the procedure on request for acknowledgment of cash or stock dividend declarations of stock corporations.

Office or Division:	Cebu Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Stock corporations duly registered at Securities and Exchange Commission excluding publicly listed companies.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover sheet (2) Original Copy	Applicant / Client
Remarks: *Refer to sample format through the following URL:* *http://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Audited Financial Statements (AFS) as of the last fiscal year received by BIR and SEC (1) Photo Copy	SEC - EFAST
3. Audited Financial Statements used as basis for the declaration of dividends (1) Photo Copy	SEC - EFAST
4. Reconciliation of Retained Earnings (2) Original Copy	Applicant / Client
Remarks: *Refer to guidelines and sample format in Memorandum Circular No. 16 Series of 2023 through the following URL:* *https://www.sec.gov.ph/wp-content/uploads/2023/10/2023SEC-MC-No.-16,-s.-of-2023-Revised-Guidelines-on-the-Determination-of-Retained-Earnings%20-Available-for-Dividend-Declaration.pdf*	
5. Notarized Secretary's Certificate of the Board Resolution as to the reversal of appropriated retained earnings to unappropriated retained earnings, if applicable (2) Original Copy	Applicant / Client
6. Secretary’s Certificate on non-existence of intra-corporate dispute (2) Original Copy	Applicant / Client
Remarks: *Refer to sample format through the following URL:*	

https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf	
7. Monitoring Clearance (2) Photo Copy	SEC - Extension Office that has jurisdiction over the principal office address of the company
For Situational Requirement	
A. FOR CASH DIVIDEND	
A.1. Certification under oath by the Corporate Secretary on the board of directors' resolution declaring cash dividends (2) Original Copy	Applicant / Client
B. FOR STOCK DIVIDEND	
B.1. Certification under oath by the Corporate Secretary on the declaration of stock dividends by majority of the directors and the stockholders representing at least 2/3 of the outstanding capital stock (2) Original Copy	Applicant / Client
B.2. List of stockholders with their respective subscribed capital stock as of the date of meeting approving the declaration of stock dividend together with the allocation of stock dividends certified under oath by the Corporate Secretary (2) Original Copy	Applicant / Client
B.3. Analysis of capital structure certified under oath by the Treasurer (2) Original Copy	Applicant / Client
B.4. Notarized Secretary's Certificate certifying that on the basis of the computation of the Finance Officer, the allocation of stock dividend as indicated in the list of stockholders of record (item 9) is in proportion to the shareholdings of stockholders as of date of declaration/record date and the treatment of resulting fractional shares (if any), are true and correct (2) Original Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits requirements through email **Location:** mjacimafranca@sec.gov.ph	1.1. Receives and records the application for processing, examines whether the documents submitted are complete in form and in substance, forwards application for review	None	9 working day/s	• Securities Specialist II; Cebu Extension Office
	1.2. Reviews application		7 working day/s	• Securities Counsel II; Cebu Extension Office
	1.3. Instructs client to submit the hard copies		30 minute/s	• Securities Specialist II;

				Cebu Extension Office
2. Submits the hard copies of the document **Location:** SEC Cebu Extension Office Front Desk	2.1. Examines the hard copies of the documents previously submitted online and forwards to Director for final approval	None	2 working day/s	• Securities Specialist II; Cebu Extension Office
	2.2. Reviews application for final approval		1 working day/s	• Director II; Cebu Extension Office
	2.3. Prepares the Payment Assessment Form and sends to client		30 minute/s	• Securities Specialist II; Cebu Extension Office
3. Pays the filing fees via ESPAYSEC / Landbank and emails proof of payment **Location:** ESPAYSEC (https://espaysec.sec.gov.ph)/Landbank and mjacimafranca@sec.gov.ph	3.1. Receives and checks proof of payment, and prepares acknowledgement letter and forwards draft to Director for approval	**Formula Fees** Breakdown: Dividend Fee	2 hour/s	• Securities Specialist II; Cebu Extension Office
	3.2. Reviews draft		1 hour/s	• Director II ; Cebu Extension Office
	3.3. Prepares final letter and forwards to Director for signature		1 hour/s	• Securities Specialist II; Cebu Extension Office
	3.4. Signs letter		1 hour/s	• Director II; Cebu Extension Office
	3.5. Emails client to claim letter		1 hour/s	• SEC Confidential Assistant III; Cebu Extension Office
	3.6. Releases the letter		1 hour/s	• Securities Specialist I; Cebu Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Dividend Fee**

  Up to PHP 50,000,000 dividend – P530.00

  Over PHP 50,000,000 dividend – P1,030.00

31. Certification of Paid-up Capital / Capital Structure / Percentage of Ownership

This service details the procedure on request for issuance of Certification of Paid-up Capital, Capital Structure or Percentage of Ownership of partnerships and stock corporations.

Office or Division:	Cebu Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All Partnerships and Stock Corporations duly recorded and registered at Securities and Exchange Commission, respectively.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Duly accomplished request form (2) Original Copy	Applicant / Client
2. List of stockholders certified under oath by the Corporate Secretary showing the present capital structure of the Company (Names of stockholders, nationality, no. of shares and amount subscribed, amount of paid-up capital) (2) Original Copy	Applicant / Client
3. Audited Financial Statements (AFS) as of the last fiscal year received by BIR and SEC (1) Photo Copy	SEC - EFAST
4. Audited Interim Financial Statements, in case there is/are payment/s to unpaid subscription/s or additional issuance of shares out of the unissued authorized capital stock thru cash infusion made after the fiscal year or after the approval of the increase in capital stock not covered by item 4 (2) Original Copy	Applicant / Client
5. Secretary's Certificate on non-existence of intra-corporate dispute (2) Original Copy	Applicant / Client
Remarks: *Refer to sample format through the following URL:* *https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf*	
6. Monitoring Clearance (2) Photo Copy	SEC - Extension Office that has jurisdiction over the principal office address of the company
For Situational Requirement	
A. Additional Requirement for Percentage of Ownership	
A.1. Stock and transfer book of the corporation (to be presented for verification)	Applicant / Client

(2) Photo Copy

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits requirements through email **Location:** mjacimafranca@sec.gov.ph	1.1. Receives and records the application for processing, examines whether the documents submitted are complete in form and in substance, forwards application for review	None	9 working day/s	• Securities Specialist II; Cebu Extension Office
	1.2. Reviews application		7 working day/s	• Securities Counsel II; Cebu Extension Office
	1.3. Instructs client to submit the hard copies		30 minute/s	• Securities Specialist II; Cebu Extension Office
2. Submits the hard copies of the document **Location:** SEC Cebu Extension Office Front Desk	2.1. Examines the hard copies of the documents previously submitted online and forwards to Director for final approval	None	2 working day/s	• Securities Specialist II; Cebu Extension Office
	2.2. Reviews application for final approval		1 working day/s	• Director II; Cebu Extension Office
	2.3. Prepares the Payment Assessment Form and sends to client		30 minute/s	• Securities Specialist II; Cebu Extension Office
3. Pays the filing fees via ESPAYSEC / Landbank and emails proof of payment **Location:** ESPAYSEC (https://espaysec.sec.gov.ph)/Landbank and mjacimafranca@sec.gov.ph	3.1. Receives and checks proof of payment, prepares draft of certification and forwards to Director to approval	**Standard Fees** Breakdown: Fee per copy: PHP 1060 Total: PHP 1060	2 hour/s	• Securities Specialist II; Cebu Extension Office
	3.2. Reviews draft		1 hour/s	• Director II; Cebu Extension Office
	3.3. Prepares final certification and forwards to Director for signature		1 hour/s	• Securities Specialist II; Cebu Extension Office
	3.4. Signs certification		1 hour/s	• Director II; Cebu

				Extension Office
	3.5. Emails client to claim certification		1 hour/s	• SEC Confidential Assistant III; Cebu Extension Office
	3.6. Releases the certification		1 hour/s	• Securities Specialist I; Cebu Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1060		

32. Certification of Paid-up Capital / Capital Structure / Percentage of Ownership - FOREIGN

This service details the adopted online procedure and documentary requirements for issuance of Certification of Paid-up Capital, Capital Structure or Percentage of Ownership based on the latest fiscal year's Audited Financial Statements; Interim Audited Financial Statements; Latest approved Increase in Authorized Capital Stock, if not reflected in the latest (AFS); Latest approved Confirmation of Valuation, if not reflected in the latest (AFS); For newly registered corporations (Articles of Incorporation); or For partnerships (Articles of Partnership or latest approved Amended Articles of Partnership).

This service is exclusively for non-Philippine national Stock domestic corporations registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs).

Office or Division:	Cebu Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All FIA registered corporations and partnerships
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Letter request signed by corporate officer / duly authorized representative (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
2. Audited Financial Statements as of the last fiscal year, stamped received by SEC and BIR (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Information and Communications Technology Department (ICTD)
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
3. Notarized Secretary's Certificate on non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Cebu Extension Office
Remarks: *Download Secretary's Certificate on non-existence of intra-corporate dispute through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	

A. For Corporations with Primary Licenses	
A.1. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Cebu Extension Office
Remarks: *https://imessage.sec.gov.ph/*	
B. Additional Requirement if in case there is/are payment/s to unpaid subscription/s or additional issuance of shares out of the unissued authorized capital stock thru cash infusion made after the fiscal year or after the approval of the increase in capital stock and/or confirmation of valuation:	
B.1. Audited Interim Financial Statements (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *External Auditor to be engaged by the Company* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
B.2. List of stockholders certified under oath by the Corporate Secretary showing the present capital structure of the Company (Names of stockholders, nationality, no. of shares and amount subscribed, amount of paid-up capital) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
C. Additional Requirement if the request is Certification of Capital Structure:	
C.1. List of stockholders certified under oath by the Corporate Secretary showing the present capital structure of the Company (Names of stockholders, nationality, no. of shares and amount subscribed, amount of paid-up capital) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
C.a. In case payment for subscription is paid after the date of audited financial statements as of the last fiscal year	
C.a.1. Audited Interim Financial Statements (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
D. Additional Requirement if the request is Certification of Percentage of Ownership:	

D.1. List of stockholders certified under oath by the Corporate Secretary showing the present capital structure of the Company (Names of stockholders, nationality, no. of shares and amount subscribed, amount of paid-up capital) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
D.2. Stock and transfer book of the corporation (to be presented for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
E. If the request is Certification of Partners' Contribution for Partnership:	
E.1. Letter request signed by corporate officer / duly authorized representative (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
E.2. Articles of Partnership or Amended Articles of Partnership (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Information and Communications Technology Department (ICTD)
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
F. If the applicant is newly registered corporation:	
F.1. Letter request signed by corporate officer / duly authorized representative (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
F.2. Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Information and Communications Technology Department (ICTD)
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of complete requirements at seccebu@sec.gov.ph **Location:** seccebu@sec.gov.ph **Notes/Instruction:** • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via email. For submission of compliance documents, the client will directly send it to the assigned Specialist's e-mail. The assigned Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.2. • If upon evaluation, the application does not meet the requirements of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the	1.1. Receives the required documents, checks the completeness, and records the application. Thereafter, sends an email confirming the receipt and indicating the name of the Specialist assigned to evaluate the application.	None	7 hour/s	• SEC CONFIDENTIAL ASSISTANT III; Cebu Extension Office
	1.2. Examines online whether the documents submitted are complete in form and in substance, then prepares Final Report and forwards it to the Officer-in-Charge for review if compliant		6 working day/s	• Securities Specialist II; Cebu Extension Office • SEC Securities Counsel II; Cebu Extension Office
	1.3. Reviews the final report, then orders the Specialist to issue Payment Assessment Form (PAF) if compliant		5 working day/s	• Officer-in-Charge; Cebu Extension Office

application is deemed terminated without prejudice to refiling.	1.4. Sends the Payment Assessment Form (PAF) to the applicant		1 working day/s	• Securities Specialist II; Cebu Extension Office
2. Pay the corresponding filing fees **Location:** eSPAYSEC (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide	2. Issues payment confirmation containing the electronic Official Receipt via e-mail	**Standard Fees** Breakdown: Certification of Paid-up Capital: PHP 1000 Documentary Stamp Tax: PHP 30 Total: PHP 1030	1 working day/s	• Accounting Division; Financial Management Department (FMD)
3. Send the scanned copy of the proof of payment of the filing fees to the assigned Specialist via email and await email notification from the Assigned Specialist for the submission of hard copies and release of certificate. **Location:** Email address of assigned Specialist	3.1. Receives and acknowledges the receipt of proof of payment	None	2 hour/s	• Securities Specialist II; Cebu Extension Office
	3.2. Prepares the Certificate and forwards it to the Officer-in-Charge for review		4 hour/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
	3.3. Reviews the application and initials the certificate then forwards to Office of the Director for signature of the Director		2 working day/s	• SECURITIES SPECIALIST II; Cebu Extension Office
	3.4. Signs the Certificate of Paid-up Capital/Capital Structure/Percentage of Ownership		2 working day/s	• OFFICER-IN-CHARGE; Cebu Extension Office
	3.5. Scans and uploads the signed Certificate of Paid-up Capital/Capital Structure/Percentage of Ownership on the Document Verification System to generate QR Code, then prints the Certificate of Paid-up Capital		2 hour/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office

	3.6. Schedules and sends email notification to the applicant on the date of submission of the complete application requirement and release of the certificate		2 hour/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
4. Submit complete application requirements together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip) upon receipt of the email notification from the assigned Specialist and receive the duly signed Certificate of Paid-up Capital/Capital Structure/Percentage of Ownership **Location:** CEBU EXTENSION OFFICE **Notes/Instruction:** *Note:* ***Hard copies of the application requirements must be the same as the documents pre-processed online***	4.1. Receives complete application requirement and proof of payment	None	2 hour/s	• Securities Specialist II; Cebu Extension Office
	4.2. Compares the hard copies received with the scanned copy of the application documents and attaches the signed and with QR Code Certificate thereto		3 hour/s	• Securities Specialist II; Cebu Extension Office
	4.3. Releases the signed Certificate of Paid-up Capital/Capital Structure/Percentage of Ownership		2 hour/s	• Securities Specialist I; Cebu Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1030		

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

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

Office or Division:	Cebu Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Foreign corporations who are licensed as branch office under Section 142 of the RCC and Foreign Investment Act of 1991 Exemptions: Foreign banking corporation including offshore banking units, foreign insurance corporation, foreign non-stock corporations including foreign religious corporations, foreign corporations which established representative offices in the Philippines, Regional or Area Headquarters, and Regional Operating Head Quarters
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Monitoring Clearance (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Application for Monitoring Clearance through* ***ewatch.sec.gov.ph***	
2. Cover Sheet (2) Original Copy And (1) Electronic Copy	Applicant / Client
3. Notarized Covering Letter Requesting for the Acceptance of Securities Deposit (1) Original Copy And (1) Electronic Copy And (1) Photo Copy	Applicant / Client
For Situational Requirement	
A. Government Debt Instruments	
A.1. Agrarian Reform Bonds - Confirmation of Sale and Certificate of Bonds (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.2. Shares of stocks in registered enterprises under the Omnibus Invest Code of 1987 (1) Original Copy And (1) Electronic Copy And (1) Photo Copy	Applicant / Client
A.3. Shares of stocks in domestic insurance corporation (1) Original Copy And (1) Electronic Copy And (1) Photo Copy	Applicant / Client

A.4. Shares of stocks in banks (1) Original Copy And (1) Electronic Copy And (1) Photo Copy	Applicant / Client
B. For solvent branch offices of airline companies availing the modified formula:	
B.1. Audited Special or Annual Income Statement (1) Original Copy And (1) Electronic Copy And (1) Photo Copy	Applicant / Client
B.2. Notarized certification of the company on the extent of its operation in the Philippines (1) Original Copy And (1) Electronic Copy And (1) Photo Copy	Applicant / Client
C. For solvent non-airline branch offices availing of deductions from gross income:	
C.1. Audited Special or Annual Income Statement (1) Original Copy And (1) Electronic Copy And (1) Photo Copy	Applicant / Client
D. For branch offices whose AFS are denominated in foreign currency:	
D.1. OGA Acknowledgment (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Office of the General Accountant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit a copy of the monitoring clearance with validated deposit slip/electronic official receipt and documentary requirements via imessage.sec.gov.ph **Location:** **imessage.sec.gov.ph** **Notes/Instruction:** Application will be simultaneously processed with the monitoring of the corporation.	1.1. Receive application via imessage.sec.gov.ph and assign to processor.	None	4 hour/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
	1.2. Examines online whether the documents submitted are complete in form and in substance. If complete and compliant, prepare the Final Checklist and forward the application to the Officer-in-Charge/Director.		3 working day/s	• SECURITIES COUNSEL I; Cebu Extension Office • SECURITIES COUNSEL II; Cebu Extension Office
	1.3. Reviews the Final Checklist. If compliant, orders the processor to issue payment assessment form (PAF). Otherwise, return to the monitoring specialist for further compliance.		7 working day/s	• OFFICER-IN-CHARGE; Cebu Extension Office
	1.4. Sends the Payment Assessment Form (PAF) to the applicant and instruct the applicant to submit two (2) sets of hard copies		30 minute/s	• SECURITIES COUNSEL I; Cebu Extension Office • SECURITIES COUNSEL II; Cebu

				Extension Office
2. Pay the corresponding custodian fee through Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide. **Location:** espaysec.sec.gov.ph **Notes/Instruction:** Penalties (if any, pursuant to SEC Memorandum Circular No. 17, series of 2019) Custodian Fee (*+**) *1% of amount of securities deposit but not lower than PHP 10,000.00 but not exceeding PHP 50,000.00 **Documentary Stamp Taxes – PHP 30.00	2. Issues payment confirmation containing the electronic Official Receipt via e-mail.	**Formula Fees** Breakdown: Custodian Fee	1 working day/s	• SEC Assistant Computer Operator; Financial Management Department (FMD)
3. Secure a number through the queuing system and wait to be called to submit the complete application requirements together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip) at the Cebu Extension Office **Location:** Cebu Extension Office	3.1. Calls the number through the system and Receives the complete application requirements together with proof of payment and informs the applicant to wait for the appointment letter	None	2 hour/s	• SECURITIES SPECIALIST I; Cebu Extension Office
	3.2. Retrieves and prints the source documents and forwards the application		1 working day/s	• SECURITIES COUNSEL I; Cebu Extension Office • SECURITIES COUNSEL II; Cebu Extension Office
	3.3. Prepares Certificate		1 working day/s	• ADMINISTRATIVE ASSISTANT II; Cebu

				Extension Office
	3.4. Transmit the original copy of the Certification of Bonds or Stock Certificates to Records Section for safe keeping (if applicable)		2 hour/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
	3.5. Approve the application and sign the Certificate		2 working day/s	• Officer-in-Charge; Cebu Extension Office
	3.6. Forwards the approved application to the Releasing Unit (1 copy) and to the Records Section (1 copy)		2 hour/s	• SEC CONFIDENTIAL ASSISTANT III; Cebu Extension Office
	3.7. Schedules and sends email notification to the applicant on date of release of the certificate		2 hour/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
4. Receives appointment letter and proceeds to the Cebu Extension Office for presentation of original proof of payment and receives Certificate of Securities Deposit or wait for the Certificate to be delivered by SEC FASCOurier. **Location:** Cebu Extension Office	4. Releases the Certificate of Securities Deposit to the client.	None	30 minute/s	• SECURITIES SPECIALIST I; Cebu Extension Office
Total Processing Time:		Working Days: 16 working day/s, 5 hour/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Custodian Fee**

  Penalties (if any, pursuant to SEC Memorandum Circular No. 17, series of 2019; Guidelines on the Imposition of fines or penalties for non-compliance with reportorial requirements; Memorandum Circular No. 06, series of 2024; Memorandum Circular No. 8, series of 2009 (MC8-2009); Memorandum Circular No. 28, Series of 2020).

  Custodian Fee

(*+**)

*1% of amount of securities deposit but not lower than PHP 10,000.00 but not exceeding PHP 50,000.00

**Documentary Stamp Taxes – PHP 30.00

34. Confirmation of Valuation

This service details the procedure on application for confirmation of valuation of consideration for additional issuance shares out of the unissued shares pursuant to Section 61 of the Revised Corporation Code, which may be in the form of the following:

1. *Conversion of advances/liabilities to equity*
2. *Land, building / condominium units*
3. *Untitled Lands*
4. *Inventories / Furniture / Personal Properties*
5. *Heavy equipment and machinery*
6. *Shares of stock*
7. *Motor Vehicle*
8. *Sea vessel / aircraft*
9. *Intangibles*
10. *Net assets*

Office or Division:	Cebu Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Stock corporations duly registered at Securities and Exchange Commission
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Letter request confirming the valuation (2) Original Copy	Applicant / Client
2. Certification under oath by the Corporate Secretary on the board resolution approving the additional issuance of shares of stock (2) Original Copy	Applicant / Client
3. List of stockholders with the nationalities, amount subscribed and paid up and the subscribers to the new shares certified under oath by the Corporate Secretary (2) Original Copy	Applicant / Client
4. Notarized Secretary's Certificate certifying that all non-subscribing stockholders waived their respective pre-emptive rights or attesting on the resolution by the stockholders representing at least 2/3 of the outstanding capital stock approving the issuance of shares in exchange for property or previously incurred indebtedness (2) Original Copy	Applicant / Client
Remarks: *Refer to sample format through the following URL:* *https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_Waiver_Pre_emptive_Rights.pdf*	
5. Secretary's Certificate on non-existence of intra-corporate dispute (2) Original Copy	Applicant / Client

Remarks: *Refer to sample format through the following URL:* *https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf*	
6. If the foreign equity is increased to more than 40%, compliance with registration under Foreign Investments Act (2) Original Copy	Applicant / Client
Remarks: *Refer to sample format through the following URL:* *https://www.sec.gov.ph/forms-and-fees/primary registration/* *Look for: For registered corporations increasing its foreign equity to more than 40% (F-101)*	
7. Monitoring Clearance (2) Photo Copy	SEC - Extension Office that has jurisdiction over the principal office address of the company
For Situational Requirement	
A. Bangko Sentral ng Pilipinas-regulated corporations	
A.1. BSP endorsement (1) Original Copy And (1) Photo Copy	BSP - Financial Supervision Sector
Remarks: *For Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, or Remittance Services*	
B. Insurance Commission-regulated corporations	
B.1. IC endorsement (1) Original Copy And (1) Photo Copy	Insurance Commission - Licensing Division
Remarks: *For Insurance/Mutual Benefit Association/ Health Maintenance Organization*	
C. Conversion of Advances / Liabilities to Equity	
C.1. Audited Financial Statements (AFS) as of the last fiscal year received by BIR and SEC, if the advances are already reflected therein (1) Photo Copy	SEC - EFAST
C.2. A report to be rendered by an Independent CPA on the verification of the advances to be converted to equity, if not reflected in previous item (2) Original Copy	Applicant / Client
Remarks: *For guidance, refer to Memorandum Circular No. 6 series of 2008 – Guidelines on on-site verification of financial records relative to certain applications filed with the Commission - downloadable at SEC website through the following URL:*	

https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/	
C.3. Deed of Assignment of advances / liabilities (2) Original Copy	Applicant / Client
D. Land, buildings / condominium units	
D.1. Detailed schedule of property showing the registered owner, location, area, TCT/CCT no., tax declaration number and the basis of transfer value (market value, assessed value or zonal value) certified by the company accountant (2) Original Copy	Applicant / Client
D.2. Electronically certified copy of Transfer Certificate of Title / Condominium Certificate of Title (1) Certified True Copy And (1) Photo Copy	Registry of Deeds where the property is located - Cert. Copies and Verification Counter
D.3. Certified true copy of the Tax Declaration Sheet (1) Certified True Copy And (1) Photo Copy	LGU - Office of the City Assessor where the property is located
D.4. Latest zonal valuation certified by BIR, if transfer value is based on zonal value (1) Original Copy And (1) Photo Copy	Bureau of Internal Revenue - Revenue District Office where the real property is located
D.5. Appraisal report by a licensed real estate appraiser, if transfer value is based on appraised value (not more than 6 months old) (2) Original Copy	Applicant / Client
D.6. Deed of Assignment (2) Original Copy	Applicant / Client
D.7. If property is mortgaged, submit: a. Mortgagee/creditor's certification on the outstanding loan balance; b. Mortgagee/creditor's written consent to the transfer of property (2) Original Copy	Applicant / Client
D.8. For assignment of buildings where assignor is not the owner of the land, submit:a. Lease contract on the land (2 photocopies); b. Consent of the land owner to the transfer (2 originals) (2) Original Copy	Applicant / Client
D.9. Certification from the transferor stating that the improvements are existing and in good condition (2) Original Copy	Applicant / Client
D.10. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (2) Original Copy	Applicant / Client
Remarks: *For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL:* *https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/*	
E. Untitled Lands	
E.1. Certification of the Barangay Chairman where the property is located (1) Original Copy And (1) Photo Copy	Barangay where the property is located - Office of the Barangay Chairman

E.2. Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located (1) Original Copy And (1) Photo Copy	Barangay where the property is located - Office of the Barangay Chairman
E.3. Affidavit of at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least thirty (30) years and the possessor had introduced improvements thereon, if any (2) Original Copy	Applicant / Client
E.4. Tax declaration sheets (1) Certified True Copy And (1) Photo Copy	LGU - Office of the City Assessor where the property is located
E.5. Latest realty tax receipts (1) Certified True Copy And (1) Photo Copy	LGU - Office of the City Assessor where the property is located
E.6. Affidavit by the transferor attesting continuous and open possession of the property is located (2) Original Copy	Applicant / Client
E.7. Certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument affecting the property recorded in the Register of Deeds for the province of city where the land is situated (1) Certified True Copy And (1) Photo Copy	Registry of Deeds - where the property is located
E.8. Affidavit executed by the transferor attesting to the: Existence (or non-existence) of easements over the untitled property; Kind/description of the easement and its location; and Whether the transferor is the dominant estate or the servient estate, by virtue of such easements (2) Original Copy	Applicant / Client
E.9. Undertaking under oath of the transferor/subscriber to answer for any liability that the corporation might incur by virtue of the acceptance of said property as paid-up capital (2) Original Copy	Applicant / Client
E.10. Clearance or certification from the Department of Agrarian Reform attesting to the following: There is no other claimant to the untitled land it has not issued any Certificate of Land Ownership Award over the property to any other party or The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (1) Original Copy And (1) Photo Copy	DAR - Regional Office
E.11. Blue Print Survey of the Plan as approved by the Bureau of Lands (2) Certified True Copy	Bureau of Lands - Local Office
E.12. Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/ assessed value / zonal value or appraised value) (2) Original Copy	Applicant / Client
E.13. Latest zonal valuation certified by the Bureau of Internal Revenue, if transfer value is based on zonal value (1) Original Copy And (1) Photo Copy	BIR - Revenue District Office where the real property is located
E.14. Appraisal report by a licensed real estate appraiser, if transfer value is based on appraised value (not more than 6 months old) (2) Original Copy	Applicant / Client

E.15. Deed of Assignment (2) Original Copy	Applicant / Client
E.16. Affidavit of undertaking to submit certified true copy of the original certificate of title in the name of the transferee-corporation within one (1) year from the date of receipt of the approval of the application (2) Original Copy	Applicant / Client
F. Inventories / Furniture / Personal Properties	
F.1. Detailed schedule of property showing the description and the basis of transfer value (market value or book value) certified by the company accountant (2) Original Copy	Applicant / Client
F.2. Special Audit Report by an Independent CPA on the verification and valuation of property, if transfer value is based on book value (2) Original Copy	Applicant / Client
F.3. Deed of Assignment (2) Original Copy	Applicant / Client
F.4. Certification from the transferor stating that the properties are existing and in good condition (2) Original Copy	Applicant / Client
G. Heavy equipment and machinery	
G.1. Detailed schedule of the property showing the description and the transfer value certified by the company accountant (2) Original Copy	Applicant / Client
G.2. Appraisal report by a licensed appraiser (not more than 6 months old) (2) Original Copy	Applicant / Client
G.3. If the property is imported, a valuation report with description of the property (1) Original Copy And (1) Photo Copy	Bangko Sentral ng Pilipinas - Headquarters
G.4. Deed of Assignment (2) Original Copy	Applicant / Client
G.5. Certification from the transferor stating that the properties are existing and in good condition (2) Original Copy	Applicant / Client
H. Shares of Stock	
H.1. Detailed schedule of the shares of stock showing the stockholder, stock certificate number, no. of shares and the basis of transfer value (market or book value) certified by the company accountant (2) Original Copy	Applicant / Client
H.2. Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC (1) Photo Copy	SEC - EFAST
H.3. Deed of Assignment (2) Original Copy	Applicant / Client
H.4. Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the	Applicant / Client

Assignor (2) Original Copy	
H.5. Stock certificate (present original for verification) (2) Photo Copy	Applicant / Client
H.6. Latest market price quotation in the newspaper (2 photocopies) or Certification from the stock exchange/broker as to latest market price of the shares of stock (if listed in the Stock Exchange) (2) Original Copy	Applicant / Client
H.7. Affidavit of undertaking to submit the required proof of transfer within the prescribed period (2) Original Copy	Applicant / Client
Remarks: *For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL:* *https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/*	
I. Motor Vehicles	
I.1. Detailed schedule of the motor vehicle/s showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified by the company accountant (2) Original Copy	Applicant / Client
I.2. Certificate of registration and official receipt of annual registration fee (present original for verification) (2) Photo Copy	Land Transportation Office - Local Office
I.3. Appraisal report by a licensed appraiser (not more than 6 months old) (2) Original Copy	Applicant / Client
I.4. Deed of Assignment (2) Original Copy	Applicant / Client
I.5. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (2) Original Copy	Applicant / Client
Remarks: *For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL:* *https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/*	
I.6. Certification from the transferor stating that the motor vehicles are existing and in good running condition (2) Original Copy	Applicant / Client
J. Sea Vessel / Aircraft	
J.1. Detailed schedule of vessel/s/aircraft/s showing registered Owner, registry number, technical description and appraised value certified by the company accountant (2) Original Copy	Applicant / Client

J.2. Certificate of ownership (2) Certified True Copy	Applicant / Client
J.3. Appraisal report by licensed appraiser (not more than 6 months old) (2) Original Copy	Applicant / Client
J.4. Certificate of seaworthiness/airworthiness issued by appropriate government agency (1) Original Copy And (1) Photo Copy	Maritime Industry Authority/Civil Aviation Authority of the Philippines - Local Office
J.5. Deed of Assignment (2) Original Copy	Applicant / Client
J.6. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (2) Original Copy	Applicant / Client
Remarks: *For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL:* *https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/*	
K. Intangibles	
K.1. System Purchase Agreement or any proof of ownership (for software) (2) Photo Copy	Applicant / Client
K.2. Certificate of Registration of Intellectual Property Rights or intellectual property rights (2) Certified True Copy	Intellectual Property Office of the Philippines - Local Office
K.3. Mining permit for mining claims/rights for mining claims (2) Certified True Copy	Philippine Mines and Geosciences Bureau - Local Office
K.4. Appraisal report by an accredited appraisal company or by a licensed Filipino mining engineer for mining claims/rights (not more than 6 months old) (2) Original Copy	Applicant / Client
K.5. Deed of Assignment (2) Original Copy	Applicant / Client
K.6. Affidavit of undertaking by an officer of the company to submit proof of transfer of ownership within the prescribed period (2) Original Copy	Applicant / Client
Remarks: *For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL:* *https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/*	
L. Net Assets	
L.1. Audited financial statements of the applicant corporation as of the last fiscal year received by BIR and SEC (1) Photo Copy	SEC - EFAST

L.2. Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year (1) Certified True Copy	DTI/SEC - DTI Regional Office/SEC EFAST
L.3. Long-form audit report of previous item (2) Original Copy	Applicant / Client
L.4. Deed of Assignment of the assets and liabilities (2) Original Copy	Applicant / Client
L.5. List of creditors with the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant with written consent of creditors (2) Original Copy	Applicant / Client
L.6. Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant (2) Original Copy	Applicant / Client
L.7. Certificate of registration of the motor vehicles (present original for verification) (2) Photo Copy	Land Transportation Office - Local Office
L.8. Transfer Certificate of Title / Condominium Certificate of Title (1) Certified True Copy And (1) Photo Copy	Registry of Deeds where the property is located - Certified Copies and Verification Counter
L.9. Tax Declaration Sheet (1) Certified True Copy And (1) Photo Copy	LGU - Office of the City Assessor where the property is located
L.10. Stock certificates (present original for verification) (2) Photo Copy	Applicant / Client
L.11. DTI Certificate of Registration (for single proprietorship) (1) Certified True Copy And (1) Original Copy	DTI - Regional Office
L.12. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (2) Original Copy	Applicant / Client

Remarks:

For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL:

https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits requirements through email **Location:** mjacimafranca@sec.gov.ph	1.1. Receives and records the application for processing, examines whether the documents submitted are complete in form and in substance, forwards application for review	None	9 working day/s	• Securities Specialist II; Cebu Extension Office

	1.2. Reviews application		7 working day/s	• Securities Counsel II; Cebu Extension Office
	1.3. Instructs client to submit the hard copies		30 minute/s	• Securities Specialist II; Cebu Extension Office
2. Submits the hard copies of the document **Location:** SEC Cebu Extension Office Front Desk	2.1. Examines the hard copies of the documents previously submitted online and forwards to Director for final approval	None	2 working day/s	• Securities Specialist II; Cebu Extension Office
	2.2. Reviews application for final approval		1 working day/s	• Director II; Cebu Extension Office
	2.3. Prepares the Payment Assessment Form and sends to client		30 minute/s	• Securities Specialist II; Cebu Extension Office
3. Pays the filing fees via ESPAYSEC / Landbank and emails proof of payment **Location:** ESPAYSEC (https://espaysec.sec.gov.ph)/Landbank and mjacimafranca@sec.gov.ph	3.1. Receives and checks proof of payment, prepares the report and forwards application for certificate	**Standard Fees** Breakdown: Documentary stamp tax: PHP 30 Total: PHP 30 **Possible Fees** Breakdown: For Corporations with FIA Application : PHP 3060 **Formula Fees** Breakdown: Legal Research FeeConfirmation of Valuation	1 hour/s	• Securities Specialist II; Cebu Extension Office
	3.2. Prepares certificate and forward to Processors and Director for signature		3 hour/s	• SEC Confidential Assistant III; Cebu Extension Office
	3.3. Signs certificate		2 hour/s	• Director II; Cebu Extension Office
	3.4. Emails client to claim certificate		30 minute/s	• SEC Confidential Assistant III; Cebu Extension Office
	3.5. Releases the certificate		30 minute/s	• Securities Specialist I; Cebu Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee:		

	PHP 30 See other fees below

Possible Fees

- **For Corporations with FIA Application** : 3060

Formula / Schedule of Fees

- **Legal Research Fee**

  1% of the computed filing fee Confirmation of valuation but not less than PHP 10.00

- **Confirmation of Valuation**

  1/5 of 1% of the value of shares of stocks to be issued but not less than P3,000.00

35. Confirmation of Valuation - FOREIGN

This service details the adopted online procedure and documentary requirements on application for confirmation of valuation of consideration for additional issuance shares out of the unissued shares pursuant to Section 61 of the Revised Corporation Code, which may be in the form of, but not limited to the following:

- *Conversion of advances/liabilities to equity*
- *Land, building / condominium units*
- *Untitled Lands*
- *Inventories / Furnitures / Personal Properties*
- *Heavy equipment and machinery*
- *Shares of stock*
- *Motor Vehicle*
- *Sea vessel / aircraft*
- *Intangibles*
- *Net assets*
- *Other assets*

This service is exclusively for non-Philippine national Stock domestic corporations registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs).

Office or Division:	Cebu Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All domestic corporations registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs)
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover sheet (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Cebu Extension Office
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf* *Note: The two (2) original copies will be submitted upon payment of the corresponding fees.*	
2. Letter request confirming the valuation (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

3. Certification under oath by the Corporate Secretary on the board resolution approving the additional issuance of shares of stock (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
4. List of stockholders with the nationalities, amount subscribed and paid up and the subscribers to the new shares certified under oath by the Corporate Secretary (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
5. Notarized Secretary's Certificate certifying that all non-subscribing stockholders waived their respective pre-emptive rights or attesting on the resolution by the stockholders representing at least 2/3 of the outstanding capital stock approving the issuance of shares in exchange for property or previously incurred indebtedness (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download Secretary's Certificate certifying that all non-subscribing stockholders waived their respective pre-emptive rights through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_Waiver_Pre_emptive_Rights.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
6. Notarized Secretary's Certificate on non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download Secretary's Certificate on non-existence of intra-corporate dispute through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Cebu Extension Office
Remarks: *https://imessage.sec.gov.ph/*	

B. For Financing and Lending Companies:	
B.1. Monitoring Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Cebu Extension Office
Remarks: *Please email your request at seccebu@sec.gov.ph* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
C. For Listed and Public Companies:	
C.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)
Remarks: *Please email your request at cgfd_fdn@sec.gov.ph* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
C.2. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Markets and Securities Regulation Department (MSRD)
Remarks: *Please email your request at msrdsubmission@sec.gov.ph* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
D. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
D.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector
Remarks: *To request, please refer to BSP Citizen's Charter through this link:* *https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
E. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
E.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group
Remarks: *To request, please refer to IC Citizen's Charter through this link:* *https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf*	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.	
F. Additional Requirement if the consideration for issuance of shares is in the form of Conversion of Advances / Liabilities to Equity	
F.1. Deed of Assignment of advances / liabilities (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
F.a. If the advances/liabilities are already reflected in the Audited Financial Statements (AFS):	
F.a.1. Audited Financial Statements (AFS) as of the last fiscal year stamped received by BIR and SEC (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Information and Communications Technology Department (ICTD)
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
F.b. If the advances/liabilities is not yet reflected in the Audited Financial Statements (AFS):	
F.b.1. A report to be rendered by an Independent CPA on the verification of the advances to be converted to equity (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G. Additional Requirement if the consideration for issuance of shares is in the form of Land, buildings / condominium units:	
G.1. Detailed schedule of property showing the registered owner, location, area, TCT/CCT no., tax declaration number and the basis of transfer value (market value, assessed value or zonal value) certified by the company accountant (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.2. Copy of TCT/CCT electronically certified and issued by Register of Deeds and tax declaration sheet certified Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.	
G.3. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.4. Certification from the transferor stating that the improvements are existing and in good condition (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.5. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to Memorandum Circular No. 14 series of 2013- Amended Guidelines Covering the Use of Properties that Require Ownership Registration as Paid-up Capital of Corporation through this link: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
G.a. If transfer value is based on zonal value:	
G.a.1. Latest zonal valuation certified by BIR (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.b. If transfer value is based on appraised value:	
G.b.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.c. If property is mortgaged:	
G.c.1. Mortgagee/creditor's certification on the outstanding loan balance and his/her written consent to the transfer of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

G.d. For assignment of buildings where assignor is not the owner of the land:	
G.d.1. Lease contract on the land and consent of the land owner to the transfer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H. Additional Requirement if the consideration for issuance of shares is in the form of Untitled Lands:	
H.1. Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least thirty (30) years and the possessor had introduced improvements thereon, if any (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.2. Duplicate original or certified true copies of the tax declaration sheets (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.3. Latest realty tax receipts (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.4. Affidavit by the transferor attesting continuous and open possession of the property is located (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.5. Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.6. Duplicate original or certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument affecting the property recorded in the Register of Deeds for the province of	Applicant / Client

city where the land is situated (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.7. Affidavit executed by the transferor attesting to the: (a) Existence (or non-existence) of easements over the untitled property; (b) Kind/description of the easement and its location; and (c) Whether the transferor is the dominant estate or the servient estate, by virtue of such easements (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.8. Under oath undertaking of the transferor/subscriber to answer for any liability that the corporation might incur by virtue of the acceptance of said property as paid-up capital (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.9. Clearance or certification from the Department of Agrarian Reform (DAR) attesting to the following: (a) There is no other claimant to the untitled land; (b) it has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party; or (c) The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Department of Agrarian Reform (DAR) - Department of Agrarian Reform (DAR)
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.10. Blue Print Survey of the Plan as approved by the Bureau of Lands (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.11. Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/ assessed value / zonal value or appraised value) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.12. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.13. Affidavit of undertaking to submit certified true copy of the original certificate of title in the name of the transferee-corporation within one (1) year from the date of receipt of the approval of the application (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
H.a. If transfer value is based on zonal value	
H.a.1. Latest zonal valuation certified by BIR (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.b. If transfer value is based on appraised value	
H.b.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I. Additional Requirement if the consideration for issuance of shares is in the form of Inventories / Furniture / Personal Properties:	
I.1. Detailed schedule of property showing the description and the basis of transfer value (market value or book value) certified by the company accountant (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.2. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
I.a. If transfer value is based on book value:	

I.a.1. Special Audit Report by an Independent CPA on the verification and valuation of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J. Additional Requirement if the consideration for issuance of shares is in the form of Heavy equipment and machinery:	
J.1. Detailed schedule of the property showing the description and the transfer value certified by the company accountant (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.2. Appraisal report by a licensed appraiser (not more than 6-month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.3. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.4. Certification from the transferor stating that the properties are existing and in good condition (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K. Additional Requirement if the consideration for issuance of shares is in the form of Shares of Stock:	
K.1. Detailed schedule of the shares of stock showing the stockholder, stock certificate number, no. of shares and the basis of transfer value (market or book value) certified by the company accountant (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K.2. Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Information and Communications Technology Department (ICTD)

Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K.3. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K.4. Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the assignor (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K.5. Photocopy of the stock certificate (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
K.6. Affidavit of undertaking to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to Memorandum Circular No. 14 series of 2013- Amended Guidelines Covering the Use of Properties that Require Ownership Registration as Paid-up Capital of Corporation through this link: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
K.a. If listed in the Stock Exchange:	
K.a.1. Latest market price quotation in the newspaper or certification from the stock exchange/broker as to latest market price of the shares of stock (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L. Additional Requirement if by way of Motor Vehicles	

L.1. Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified by the company accountant (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.2. Photocopy of certificate of registration and official receipt of annual registration fee (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
L.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.4. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.5. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to Memorandum Circular No. 14 series of 2013- Amended Guidelines Covering the Use of Properties that Require Ownership Registration as Paid-up Capital of Corporation through this link: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.6. Certification from the transferor stating that the motor vehicles are existing and in good running condition (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M. Additional Requirement if by way of Sea Vessel / Aircraft:	

M.1. Detailed schedule of vessel/aircraft showing registered Owner, registry number, technical description and appraised value certified by the company accountant (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.2. Certified true copy of the certificate of ownership (1) Certified True Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The certified true copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.4. Certificate of seaworthiness/airworthiness issued by appropriate government agency (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.5. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.6. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to Memorandum Circular No. 14 series of 2013- Amended Guidelines Covering the Use of Properties that Require Ownership Registration as Paid-up Capital of Corporation through this link: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N. Additional Requirement if the consideration for issuance of shares is in the form of Intangibles:	
N.1. Photocopy of System Purchase Agreement or any proof of ownership (for software) (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
N.2. Copy of Certificate of Registration of Intellectual Property Rights and mining permit for mining claims/rights (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
N.3. Appraisal report by an accredited appraisal company or by a licensed Filipino mining engineer for mining claims/rights (not more than 6 months old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.4. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.5. Affidavit of undertaking by an officer of the company to submit proof of transfer of ownership within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to Memorandum Circular No. 14 series of 2013- Amended Guidelines Covering the Use of Properties that Require Ownership Registration as Paid-up Capital of Corporation through this link: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O. Additional Requirement if the consideration for issuance of shares is in the form of Net Assets:	
O.1. Audited financial statements (AFS) of the applicant corporation as of the last fiscal year received by BIR and SEC (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Information and Communications Technology Department (ICTD)
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
O.2. Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	

O.3. Long-form audit report of Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.4. Deed of Assignment of the assets and liabilities (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.5. List of creditors with the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.6. Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.7. Photocopy of the certificate of registration of the motor vehicles (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
O.8. Copy of TCT/CCT electronically certified and issued by the Register of Deeds and tax declaration sheets certified by the Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.9. Photocopy of stock certificates (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

Notes: • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
O.10. DTI Certificate of Registration (for single proprietorship) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.11. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to Memorandum Circular No. 14 series of 2013- Amended Guidelines Covering the Use of Properties that Require Ownership Registration as Paid-up Capital of Corporation through this link: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P. Additional Requirement if the consideration for issuance of shares is other than the identified kind of payments:	
P.1. Audited financial statements (AFS) of the applicant corporation as of the last fiscal year received by BIR and SEC (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Information and Communications Technology Department (ICTD)
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
P.2. Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC, if applicable (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Information and Communications Technology Department (ICTD)
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
P.3. Deed of Assignment of the assets (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P.4. Proof of Ownership (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P.5. Basis of Valuation (i.e. Valuation Report or Appraisal Report) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P.6. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to Memorandum Circular No. 14 series of 2013- Amended Guidelines Covering the Use of Properties that Require Ownership Registration as Paid-up Capital of Corporation through this link: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of complete requirements at seccebu@sec.gov.ph **Location:** seccebu@sec.gov.ph **Notes/Instruction:** • The applicant may, if the application consists of voluminous documents, be advised to present the hard copies thereof. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via email. For submission of	1.1. Receives the required documents, checks the completeness, and records the application. Thereafter, sends an email confirming the receipt and indicating the name of the Specialist assigned to evaluate the application.	None	7 hour/s	• SEC CONFIDENTIAL ASSISTANT III; Cebu Extension Office

compliance documents, the client will directly send it to the assigned Specialist's e-mail. The assigned Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.2. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed terminated without prejudice to refiling. • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the				
	1.2. Examines online whether the documents submitted are complete in form and in substance, then prepares Final Report and forwards it to the Officer-in-Charge for review if compliant		14 working day/s	• Securities Specialist II; Cebu Extension Office • Securities Counsel II; Cebu Extension Office
	1.3. Reviews the final report, then orders the Specialist to issue Payment Assessment Form (PAF) if compliant		14 working day/s	• Officer-in-Charge; Cebu Extension Office
	1.4. Sends the Payment Assessment Form (PAF) to the applicant		1 working day/s	• SEC Securities Specialist II; Cebu Extension Office

person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period.				
2. Pay the corresponding filing fees **Location:** Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide.	2. Issues payment confirmation containing the electronic Official Receipt via e-mail	**Formula Fees** Breakdown: Confirmation of Valuation	1 working day/s	• Accounting Division; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the Cebu Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** CEBU EXTENSION OFFICE **Notes/Instruction:** ***Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)***	3.1. Receives and verifies documentary requirements and proof of payment.	None	2 hour/s	• SECURITIES SPECIALIST II; Cebu Extension Office
	3.2. Retrieves and prints the source documents and forwards the application to the Certification Officer		1 working day/s	• SECURITIES SPECIALIST II; Cebu Extension Office
	3.3. Prepares Certificate		2 working day/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
	3.4. Signs and approves the application		4 working day/s	• Officer-in-Charge; Cebu Extension Office
	3.5. Forwards the approved application to the Releasing Unit		3 hour/s	• SEC CONFIDENTIAL ASSISTANT III; Cebu Extension Office
	3.6. Schedules and sends email notification		1 working day/s	• ADMINISTRATIVE

	to the applicant on date of release of the certificate			ASSISTANT II; Cebu Extension Office
4. Proceeds to the Cebu Extension Office, presents the original proof of payment and receives the signed Certificate of Approval **Location:** CEBU EXTENSION OFFICE	4.1. Receives the Official Receipt	None	2 hour/s	• SECURITIES SPECIALIST I; Cebu Extension Office
	4.2. Releases the signed Certificate		2 hour/s	• SECURITIES SPECIALIST I; Cebu Extension Office
Total Processing Time:		Working Days: 40 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Confirmation of Valuation**

  1/5 of 1% of the value of shares of stocks to be issued but not less than P3,000.00

  plus

  Legal Research Fee -equivalent to 1% of the computed filing fee Confirmation of valuation but not less than P10.00

  plus

  Documentary Stamp tax of P30.00

36. Confirmation of Valuation for Domestic Stock Corporations Classified as Philippine National

This service details the adopted online procedure and documentary requirements on application for confirmation of valuation of consideration for additional issuance shares out of the unissued shares pursuant to Section 61 of the Revised Corporation Code, which may be in the form of, but not limited to the following:

- *Previously incurred indebtedness (eg. conversion of advances into equity / conversion of deposit for future subscriptions)*
- *Land, building / condominium units*
- *Untitled Lands*
- *Inventories / Furnitures / Personal Properties*
- *Heavy equipment and machinery*
- *Shares of stock*
- *Motor Vehicle*
- *Sea vessel / aircraft*
- *Intangibles*
- *Net assets*
- *Other assets*

This service is exclusively for Domestic Stock Corporations classified as Philippine National.

For pre-processing of new applications, scanned copies of the required documents shall be submitted via e-mail through seccebu@sec.gov.ph or imessage through imessage.sec.gov.ph.

Office or Division:	Cebu Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Combined Notarized Secretary's Certificate a. Request of Application; b. board resolution approving the additional issuance of shares of stock ; c. List of stockholders with the nationalities, amount subscribed and paid up and the subscribers to the new shares; d. Certifying that all non-subscribing stockholders waived their respective pre-emptive rights or attesting on the resolution by the stockholders representing at least 2/3 of the outstanding capital stock approving the issuance of shares in exchange for property or previously incurred indebtedness; e. non-existence of intra-corporate	Securities and Exchange Commission - Cebu Extension Office

dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	

Remarks:

*Download the Combined Secretary's Certificate for **Confirmation of Valuation for Domestic Stock Corporations Classified as Philippine National** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Confirmation-of-Valuation.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Cebu Extension Office

Remarks:

CEBEO through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

B. For Financing and Lending Companies:	
B.1. Monitoring Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Cebu Extension Office

Remarks:

CEBEO through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

C. For Listed and Public Companies:	
C.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)

Remarks:

Corporate Governance and Finance Department (CGFD) through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

D. Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
D.1. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Market and Securities Regulation Department (MSRD)

Remarks:

Market and Securities Regulation Department (MSRD) through the link:

eWATCH: *https://ewatch.sec.gov.ph/login*

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

E. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
E.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector

Remarks:

To request, please refer to BSP Citizen's Charter through this link:
https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

F. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
F.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group

Remarks:

To request, please refer to IC Citizen's Charter through this link:

https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

G. Additional Requirement if the consideration for issuance of shares is in the form of Previously incurred indebtedness (e.g., conversion of advances into equity / conversion of deposit for future subscription)	
G.1. Deed of Assignment of advances / liabilities (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension

	Office

Remarks:

*Download the Deed of Assignment for **Confirmation of Valuation_Advances** below:*

a. Single Assignor: https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Single-Assignor.docx

b. Multiple Assignor: https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Multiple-Assignor.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s	
G.a. If the advances/liabilities is not yet reflected in the Audited Financial Statements (AFS):	
G.a.1. A report to be rendered by an Independent CPA on the verification of the advances to be converted to equity (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

H. Additional Requirement if the consideration for issuance of shares is in the form of Land, buildings / condominium units:	
H.1. Detailed schedule of property showing the registered owner, location, area, TCT/CCT no., tax declaration number and the basis of transfer value (market value, assessed value or zonal value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks:

*Download the sample **Detailed Schedule for Land, Buldings/Condominium Units** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DS_Land-Buildings-Condo.xlsx

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

H.2. Copy of TCT/CCT electronically certified and issued by Register of Deeds and tax declaration sheet certified Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

H.3. Deed of Assignment: a. Deed of Assignment; b. Certifying that the improvements are existing and in good condition ; c. Undertaking that the corporation will submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the Deed of Assignment for* ***Confirmation of Valuation_Land, Buildings / Condominium Units*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Land-Buildings-Condo.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
H.a. If transfer value is based on appraised value:	
H.a.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.a.2. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_AV_Affidavit.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.b. If property is mortgaged:	
H.b.1. Mortgagee/creditor's certification on the outstanding loan balance and his/her written consent to the transfer of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.c. For assignment of buildings where assignor is not the owner of the land:	
H.c.1. Lease contract on the land and consent of the land owner to the transfer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

I. Additional Requirement if the consideration for issuance of shares is in the form of Untitled Lands:	
I.1. Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least twenty (20) years and the possessor had introduced improvements thereon, if any (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.2. Duplicate original or certified true copies of the tax declaration sheets (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.3. Latest realty tax receipts (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.4. Affidavit by the transferor attesting the following: 1. Continuous and open possession of the property is located; 2.a. Existence (or non-existence) of easements over the untitled property; b. Kind/description of the easement and its location; and c. Whether the transferor is the dominant estate or the servient estate, by virtue of such easements 3. That the transferor/subscriber to answer for any liability that the corporation might incur by virtue of the acceptance of said property as paid-up capital) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the **Transferor Affidavit for Untitled Land** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-the-Transferor_Untitled-Lands.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.5. Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.6. Duplicate original or certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument affecting the property recorded in the Register of Deeds for the province of	Applicant / Client

city where the land is situated (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.7. Clearance or certification from the Department of Agrarian Reform (DAR) attesting to the following: (a) There is no other claimant to the untitled land; (b) it has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party; or (c) The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Department of Agrarian Reform (DAR) - Department of Agrarian Reform (DAR)
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.8. Blue Print Survey of the Plan as approved by the Bureau of Lands (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.9. Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/ assessed value / zonal value or appraised value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the sample **Detailed Schedule of Untitled Lands** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DS_Untitled-Lands.xlsx* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.10. Deed of Assignment reflecting: a. Assignment of Untitled Lands; b. Undertaking to submit certified true copy of the original certificate of title in the name of the transferee-corporation within one (1) year from the date of receipt of the approval of the application) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the Deed of Assignment for **Confirmation of Valuation_Untitled Lands** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Untitled-Lands.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

Sub Situational Requirement/s	
I.a. If transfer value is based on zonal value	
I.a.1. Latest zonal valuation certified by BIR (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.b. If transfer value is based on appraised value	
I.b.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.b.2. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_AV_Affidavit.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J. Additional Requirement if the consideration for issuance of shares is in the form of Inventories / Furniture / Personal Properties:	
J.1. Detailed schedule of property showing the description and the basis of transfer value (market value or book value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the sample **Detailed Schedule of Inventories / Furniture / Personal Properties** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DS_Inventories.xlsx* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.2. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks:	

*Download the Deed of Assignment for **Confirmation of Valuation_Inventories / Furniture / Personal Properties** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Inventories-Furniture-Personal-Properties.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s	
J.a. If transfer value is based on book value:	
J.a.1. Special Audit Report by an Independent CPA on the verification and valuation of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K. Additional Requirement if the consideration for issuance of shares is in the form of Heavy equipment and machinery:	
K.1. Detailed schedule of the property showing the description and the transfer value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the sample **Detailed Schedule of Heavy Equipment and Machinery** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DS_Heavy-Equipment.xlsx* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K.2. Appraisal report by a licensed appraiser (not more than 6-month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K.3. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the Deed of Assignment for **Confirmation of Valuation_Heavy Equipment and Machinery** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Heavy-Equipment-and-Machinery.docx*	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.	
K.4. Certification from the transferor stating that the properties are existing and in good condition (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
K.a. In case the heavy equipment and machinery qualify as real property as defined under the New Civil Code.	
K.a.1. Copy of the latest required Tax Declaration Sheet certified by the Assessor's Office. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K.a.2. Copy of the TCT / CCT of the land on which the heavy equipment and machinery are located certified by the Register of Deeds. (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K.b. If the assignor is not the owner of the land on which the heavy equipment and machinery are located as defined under the New Civil Code.	
K.b.1. Lease contract on the land and consent of the land owner to the transfer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K.c. If the transfer value is based on appraised value:	
K.c.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_AV_Affidavit.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L. Additional Requirement if the consideration for issuance of shares is in the form of Shares of	

Stock:

L.1. Detailed schedule of the shares of stock showing the stockholder, stock certificate number, no. of shares and the basis of transfer value (market or book value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks:

*Download the sample **Detailed Schedule of Shares of Stock** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DS_Shares-of-Stock.xlsx

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

L.2. Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Information and Communications Technology Department (ICTD)

Remarks:

To be provided by the Company, in case the Company did not file

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

L.3. Deed of Assignment (a. Deed of Assignment ; b. Undertaking that the corporation will submit the required proof of transfer within the prescribed period). (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks:

*Download the Deed of Assignment for **Confirmation of Valuation_Shares of Stock** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Shares-of-Stocks.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

L.4. Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the assignor (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

L.5. Photocopy of the stock certificate (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Notes:

- *The original copy will be presented for verification during the processing stage.*
- *The two (2) photo copies will be submitted upon payment of the corresponding fees.*

Sub Situational Requirement/s	
L.a. If listed in the Stock Exchange:	
L.a.1. Latest market price quotation in the newspaper or certification from the stock exchange/broker as to latest market price of the shares of stock (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M. Additional Requirement if by way of Motor Vehicles	
M.1. Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the sample **Detailed Schedule of Motor Vehicle** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DS_Motor-Vehicle.xlsx* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.2. Photocopy of certificate of registration and official receipt of annual registration fee (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
M.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.4. Deed of Assignment reflecting: a. Assignment of Motor Vehicles; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period; c. Certification from the transferor stating that the motor vehicles are	Securities and Exchange Commission - Cebu Extension Office

existing and in good running condition. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Download the Deed of Assignment for* ***Confirmation of Valuation_Motor Vehicles*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Motor-Vehicles.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
M.a. If the transfer value is based on appraised value:	
M.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_AV_Affidavit.docx* *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N. Additional Requirement if by way of Sea Vessel / Aircraft:	
N.1. Detailed schedule of vessel/aircraft showing registered Owner, registry number, technical description and appraised value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the sample* ***Detailed Schedule of Sea Vessel / Aircraft*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DS_Sea-Vessel_Aircraft.xlsx* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.2. Certified true copy of the certificate of ownership (1) Certified True Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The certified true copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.4. Certificate of seaworthiness/airworthiness issued by appropriate government agency (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.5. Deed of Assignment reflecting: a. Assignment of Sea Vessel/Aircraft; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the Deed of Assignment for* ***Confirmation of Valuation_Sea Vessel/Aircraft*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Sea-Vessels-aircrafts.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
N.a. If the transfer value is based on appraised value:	
N.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_AV_Affidavit.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O. Additional Requirement if the consideration for issuance of shares is in the form of Intangibles:	
O.1. Photocopy of System Purchase Agreement or any proof of ownership (for software) (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
O.2. Copy of Certificate of Registration of Intellectual Property Rights and mining permit for mining claims/rights (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
O.3. Appraisal report by an accredited appraisal company or by a licensed Filipino mining engineer for mining claims/rights (not more than 6 months old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.4. Deed of Assignment reflecting: a. Assignment of Intangibles; b.Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the Deed of Assignment for* ***Confirmation of Valuation_Intangibles*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Intangibles.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
O.a. If the transfer value is based on appraised value:	
O.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_AV_Affidavit.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P. Additional Requirement if the consideration for issuance of shares is in the form of Net Assets:	
P.1. Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
P.2. Deed of Assignment of the assets and liabilities (a. Deed of Assignment; b. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period). (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks:	

*Download the Deed of Assignment for **Confirmation of Valuation_Net Assets** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Net-Assets.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

P.3. List of creditors with the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

P.4. Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks:

*Download the sample **Detailed Schedule of Net Asset** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DS_Net-Assets.xlsx

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

P.5. Photocopy of the certificate of registration of the motor vehicles (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note:

- *The original copy will be presented for verification during the processing stage.*
- *The two (2) photo copies will be submitted upon payment of the corresponding fees.*

P.6. Copy of TCT/CCT electronically certified and issued by the Register of Deeds and tax declaration sheets certified by the Assessor’s Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

P.7. Photocopy of stock certificates (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Notes:

- *The original copy will be presented for verification during the processing stage.*

- *The two (2) photo copies will be submitted upon payment of the corresponding fees.*

P.8. DTI Certificate of Registration (for single proprietorship) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Q. Other than the identified kind of payments:

Q.1. Deed of Assignment reflecting: a. Assignment of the assets; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Notes: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Q.2. Proof of Ownership (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Q.3. Basis of Valuation (i.e. Valuation Report or Appraisal Report) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

Q.a. If the transfer value is based on appraised value:

Q.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks:

Download the Affidavit of Undertaking re Section 64 (watered stocks) below:

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_AV_Affidavit.docx

The original copy and photo copy will be submitted upon payment of the corresponding fees.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of complete requirements for new application.	1.1. Verifies completeness of the required documents, receives and records the	None	4 hour/s	• SEC CONFIDENTIAL ASSISTANT

Location: seccebu@sec.gov.ph or imessage.sec.gov.ph **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the Specialist will prepare a checklist of deficiencies and inform and return it to the applicant through the iMessage. For submission of compliance documents, the client will directly send it to the assigned Specialist's through the iMessage. The assigned Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.2.	application if complete, and sends an email confirming receipt and identifying the assigned Specialist.			III; Cebu Extension Office • SECURITIES INVESTIGATOR; Cebu Extension Office

• If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		8 working day/s	• SECURITIES SPECIALIST II; Cebu Extension Office • SECURITIES COUNSEL II; Cebu Extension Office
	1.3. Reviews the Final Report and, if found in order, directs the Specialist to issue the Payment Assessment Form (PAF).		9 working day/s	• OFFICER-IN-CHARGE; Cebu Extension Office

the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given.				
	1.4. Sends the Payment Assessment Form (PAF) to the applicant. Then, informs the applicant to submit the original/hard copy upon payment.		1 hour/s	• SECURITIES SPECIALIST II; Cebu Extension Office
2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip). **Location:**	2.1. Receives complete application requirements with proof of payment; verifies hard copies against online-submitted documents and, if found in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the	None	2 hour/s	• SECURITIES SPECIALIST II; Cebu Extension Office

CEBU EXTENSION OFFICE **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)*	scheduled release appointment.			
	2.2. Prepares Certificate		4 hour/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
	2.3. Reviews the documents, signs, and approves the Certificate.		1 working day/s	• Officer-in-Charge; Cebu Extension Office
	2.4. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.		1 hour/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
	2.5. Schedules and sends email notification to the applicant on the date of release of the certificate.		2 hour/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
3. Present the Official Receipt and Appointment Letter. Then, fill out the logbook for released applications and claim the Certificates of Approval. **Location:** CEBU EXTENSION OFFICE	3. Calls the name of the corporation, assists the client in filling out the logbook, and releases the Certificates of Approval.	None	2 hour/s	• SECURITIES SPECIALIST I; Cebu Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		

37. Creation of Additional Paid-in Capital (APIC)

This service details the procedure on application for creation of Additional Paid-In Capital (APIC) through:

1. *Cash*
2. *Conversion of advances/liabilities to equity*
3. *Land, building / condominium units*
4. *Untitled Lands*
5. *Inventories / Furnitures / Personal Properties*
6. *Heavy equipment and machinery*
7. *Shares of stock*
8. *Motor Vehicle*
9. *Sea vessel / aircraft*
10. *Intangibles*
11. *Net assets*

Office or Division:	Cebu Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Stock corporations duly registered at Securities and Exchange Commission
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Letter request to create APIC signed by the Company's officer (2) Original Copy	Applicant / Client
2. Certification under oath by the Corporate Secretary on the board resolution approving the creation of additional paid-in capital (2) Original Copy	Applicant / Client
3. List of stockholders of record as of date of Board of Directors meeting approving the creation of additional paid-in capital indicating their nationalities and their respective subscribed and paid-up capital certified under oath by the Corporate Secretary (2) Original Copy	Applicant / Client
4. Secretary's Certificate on non-existence of intra-corporate dispute (2) Original Copy	Applicant / Client
Remarks: *Refer to sample format through the following URL:* *https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf*	
5. Monitoring Clearance (2) Photo Copy	SEC - Extension Office that has jurisdiction over the principal office address of the company
For Situational Requirement	
A. Conversion of Advances / Liabilities to Equity	

A.1. Audited Financial Statements (AFS) as of the last fiscal year received by BIR and SEC, if the advances are already reflected therein (1) Photo Copy	SEC - EFAST
A.2. A report to be rendered by an Independent CPA on the verification of the advances to be converted to equity, if not reflected in previous item (2) Original Copy	Applicant / Client
Remarks: *For guidance, refer to Memorandum Circular No. 6 series of 2008 – Guidelines on on-site verification of financial records relative to certain applications filed with the Commission - downloadable at SEC website through the following URL:* *https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/*	
A.3. Deed of Assignment of advances / liabilities (2) Original Copy	Applicant / Client
B. Land, buildings / condominium units	
B.1. Detailed schedule of property showing the registered owner, location, area, TCT/CCT no., tax declaration number and the basis of transfer value (market value, assessed value or zonal value) certified by the company accountant (2) Original Copy	Applicant / Client
B.2. Electronically certified copy of Transfer Certificate of Title / Condominium Certificate of Title (1) Certified True Copy And (1) Photo Copy	Registry of Deeds where the property is located - Cert. Copies and Verification Counter
B.3. Certified true copy of the Tax Declaration Sheet (1) Certified True Copy And (1) Photo Copy	LGU - Office of the City Assessor where the property is located
B.4. Latest zonal valuation certified by BIR, if transfer value is based on zonal value (1) Original Copy And (1) Photo Copy	Bureau of Internal Revenue - Revenue District Office where the real property is located
B.5. Appraisal report by a licensed real estate appraiser, if transfer value is based on appraised value (not more than 6 months old) (2) Original Copy	Applicant / Client
B.6. Deed of Assignment (2) Original Copy	Applicant / Client
B.7. If property is mortgaged, submit: a. Mortgagee/creditor's certification on the outstanding loan balance; b. Mortgagee/creditor's written consent to the transfer of property (2) Original Copy	Applicant / Client
B.8. For assignment of buildings where assignor is not the owner of the land, submit:a. Lease contract on the land (2 photocopies); b. Consent of the land owner to the transfer (2 originals) (2) Original Copy	Applicant / Client
B.9. Certification from the transferor stating that the improvements are existing and in good condition (2) Original Copy	Applicant / Client
B.10. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period	Applicant / Client

(2) Original Copy	
Remarks: *For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL:* *https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/*	
C. Untitled Lands	
C.1. Certification of the Barangay Chairman where the property is located (1) Original Copy And (1) Photo Copy	Barangay where the property is located - Office of the Barangay Chairman
C.2. Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located (1) Original Copy And (1) Photo Copy	Barangay where the property is located - Office of the Barangay Chairman
C.3. Affidavit of at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least thirty (30) years and the possessor had introduced improvements thereon, if any (2) Original Copy	Applicant / Client
C.4. Tax declaration sheets (1) Certified True Copy And (1) Photo Copy	LGU - Office of the City Assessor where the property is located
C.5. Latest realty tax receipts (1) Certified True Copy And (1) Photo Copy	LGU - Office of the City Assessor where the property is located
C.6. Affidavit by the transferor attesting continuous and open possession of the property is located (2) Original Copy	Applicant / Client
C.7. Certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument affecting the property recorded in the Register of Deeds for the province of city where the land is situated (1) Certified True Copy And (1) Photo Copy	Registry of Deeds - where the property is located
C.8. Affidavit executed by the transferor attesting to the: Existence (or non-existence) of easements over the untitled property; Kind/description of the easement and its location; and Whether the transferor is the dominant estate or the servient estate, by virtue of such easements (2) Original Copy	Applicant / Client
C.9. Undertaking under oath of the transferor/subscriber to answer for any liability that the corporation might incur by virtue of the acceptance of said property as paid-up capital (2) Original Copy	Applicant / Client
C.10. Clearance or certification from the Department of Agrarian Reform attesting to the following: There is no other claimant to the untitled land it has not issued any Certificate of Land Ownership Award over the property to any other party or The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (1) Original Copy And (1) Photo Copy	DAR - Regional Office
C.11. Blue Print Survey of the Plan as approved by the Bureau of Lands (2) Certified True Copy	Bureau of Lands - Local Office

C.12. Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/ assessed value / zonal value or appraised value) (2) Original Copy	Applicant / Client
C.13. Latest zonal valuation certified by the Bureau of Internal Revenue, if transfer value is based on zonal value (1) Original Copy And (1) Photo Copy	BIR - Revenue District Office where the real property is located
C.14. Appraisal report by a licensed real estate appraiser, if transfer value is based on appraised value (not more than 6 months old) (2) Original Copy	Applicant / Client
C.15. Deed of Assignment (2) Original Copy	Applicant / Client
C.16. Affidavit of undertaking to submit certified true copy of the original certificate of title in the name of the transferee-corporation within one (1) year from the date of receipt of the approval of the application (2) Original Copy	Applicant / Client
D. Inventories / Furniture / Personal Properties	
D.1. Detailed schedule of property showing the description and the basis of transfer value (market value or book value) certified by the company accountant (2) Original Copy	Applicant / Client
D.2. Special Audit Report by an Independent CPA on the verification and valuation of property, if transfer value is based on book value (2) Original Copy	Applicant / Client
D.3. Deed of Assignment (2) Original Copy	Applicant / Client
D.4. Certification from the transferor stating that the properties are existing and in good condition (2) Original Copy	Applicant / Client
E. Heavy equipment and machinery	
E.1. Detailed schedule of the property showing the description and the transfer value certified by the company accountant (2) Original Copy	Applicant / Client
E.2. Appraisal report by a licensed appraiser (not more than 6 months old) (2) Original Copy	Applicant / Client
E.3. If the property is imported, a valuation report with description of the property (1) Original Copy And (1) Photo Copy	Bangko Sentral ng Pilipinas - Headquarters
E.4. Deed of Assignment (2) Original Copy	Applicant / Client
E.5. Certification from the transferor stating that the properties are existing and in good condition (2) Original Copy	Applicant / Client
F. Shares of Stock	

F.1. Detailed schedule of the shares of stock showing the stockholder, stock certificate number, no. of shares and the basis of transfer value (market or book value) certified by the company accountant (2) Original Copy	Applicant / Client
F.2. Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC (1) Photo Copy	SEC - EFAST
F.3. Deed of Assignment (2) Original Copy	Applicant / Client
F.4. Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the Assignor (2) Original Copy	Applicant / Client
F.5. Stock certificate (present original for verification) (2) Photo Copy	Applicant / Client
F.6. Latest market price quotation in the newspaper (2 photocopies) or Certification from the stock exchange/broker as to latest market price of the shares of stock (if listed in the Stock Exchange) (2) Original Copy	Applicant / Client
F.7. Affidavit of undertaking to submit the required proof of transfer within the prescribed period (2) Original Copy	Applicant / Client
Remarks: *For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL:* *https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/*	
G. Motor Vehicles	
G.1. Detailed schedule of the motor vehicle/s showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified by the company accountant (2) Original Copy	Applicant / Client
G.2. Certificate of registration and official receipt of annual registration fee (present original for verification) (2) Photo Copy	Land Transportation Office - Local Office
G.3. Appraisal report by a licensed appraiser (not more than 6 months old) (2) Original Copy	Applicant / Client
G.4. Deed of Assignment (2) Original Copy	Applicant / Client
G.5. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (2) Original Copy	Applicant / Client
Remarks:	

For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL: *https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/*	
G.6. Certification from the transferor stating that the motor vehicles are existing and in good running condition (2) Original Copy	Applicant / Client
H. Sea Vessel / Aircraft	
H.1. Detailed schedule of vessel/s/aircraft/s showing registered Owner, registry number, technical description and appraised value certified by the company accountant (2) Original Copy	Applicant / Client
H.2. Certificate of ownership (2) Certified True Copy	Applicant / Client
H.3. Appraisal report by licensed appraiser (not more than 6 months old) (2) Original Copy	Applicant / Client
H.4. Certificate of seaworthiness/airworthiness issued by appropriate government agency (1) Original Copy And (1) Photo Copy	Maritime Industry Authority/Civil Aviation Authority of the Philippines - Local Office
H.5. Deed of Assignment (2) Original Copy	Applicant / Client
H.6. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (2) Original Copy	Applicant / Client
Remarks: *For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL:* *https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/*	
I. Intangibles	
I.1. System Purchase Agreement or any proof of ownership (for software) (2) Photo Copy	Applicant / Client
I.2. Certificate of Registration of Intellectual Property Rights or intellectual property rights (2) Certified True Copy	Intellectual Property Office of the Philippines - Local Office
I.3. Mining permit for mining claims/rights for mining claims (2) Certified True Copy	Philippine Mines and Geosciences Bureau - Local Office
I.4. Appraisal report by an accredited appraisal company or by a licensed Filipino mining engineer for mining claims/rights (not more than 6 months old) (2) Original Copy	Applicant / Client
I.5. Deed of Assignment (2) Original Copy	Applicant / Client

I.6. Affidavit of undertaking by an officer of the company to submit proof of transfer of ownership within the prescribed period (2) Original Copy	Applicant / Client
Remarks: *For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL:* *https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/*	
J. Net Assets	
J.1. Audited financial statements of the applicant corporation as of the last fiscal year received by BIR and SEC (1) Photo Copy	SEC - EFAST
J.2. Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year (1) Certified True Copy	DTI/SEC - DTI Regional Office/SEC EFAST
J.3. Long-form audit report of previous item (2) Original Copy	Applicant / Client
J.4. Deed of Assignment of the assets and liabilities (2) Original Copy	Applicant / Client
J.5. List of creditors with the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant with written consent of creditors (2) Original Copy	Applicant / Client
J.6. Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant (2) Original Copy	Applicant / Client
J.7. Certificate of registration of the motor vehicles (present original for verification) (2) Photo Copy	Land Transportation Office - Local Office
J.8. Transfer Certificate of Title / Condominium Certificate of Title (1) Certified True Copy And (1) Photo Copy	Registry of Deeds where the property is located - Certified Copies and Verification Counter
J.9. Tax Declaration Sheet (1) Certified True Copy And (1) Photo Copy	LGU - Office of the City Assessor where the property is located
J.10. Stock certificates (present original for verification) (2) Photo Copy	Applicant / Client
J.11. DTI Certificate of Registration (for single proprietorship) (1) Certified True Copy And (1) Original Copy	DTI - Regional Office
J.12. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (2) Original Copy	Applicant / Client

Remarks:

For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL:

https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits requirements through email **Location:** mjacimafranca@sec.gov.ph	1.1. Receives and records the application for processing, examines whether the documents submitted are complete in form and in substance, forwards application for review	None	9 working day/s	• Securities Specialist II; Cebu Extension Office
	1.2. Reviews application		7 working day/s	• Securities Counsel II; Cebu Extension Office
	1.3. Instructs client to submit the hard copies		30 minute/s	• Securities Specialist II; Cebu Extension Office
2. Submits the hard copies of the document **Location:** SEC Cebu Extension Office Front Desk	2.1. Examines the hard copies of the documents previously submitted online and forwards to Director for final approval	None	2 working day/s	• Securities Specialist II; Cebu Extension Office
	2.2. Reviews application for final approval		1 working day/s	• Director II; Cebu Extension Office
	2.3. Prepares the Payment Assessment Form and sends to client		30 minute/s	• Securities Specialist II; Cebu Extension Office

3. Pays the filing fees via ESPAYSEC / Landbank and emails proof of payment **Location:** ESPAYSEC (https://espaysec.sec.gov.ph)/Landbank and mjacimafranca@sec.gov.ph	3.1. Receives and checks proof of payment, prepares the report and forwards application for certificate	**Standard Fees** Breakdown: Documentary stamp tax: PHP 30 Total: PHP 30 **Formula Fees** Breakdown: Legal Research FeeCreation of APIC	1 hour/s	• Securities Specialist II; Cebu Extension Office
	3.2. Prepares certificate and forward to Processors and Director for signature		3 hour/s	• SEC Confidential Assistant III; Cebu Extension Office
	3.3. Signs certificate		2 hour/s	• Director II; Cebu Extension Office
	3.4. Emails client to claim certificate		30 minute/s	• SEC Confidential Assistant III; Cebu Extension Office
	3.5. Releases the certificate		30 minute/s	• Securities Specialist I; Cebu Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 30 See other fees below		

Formula / Schedule of Fees

- **Legal Research Fee**

  1% of the computed filing fee Confirmation of valuation but not less than PHP 10.00

- **Creation of APIC**

  1/5 of 1% of the amount infused but not less than PHP 5,000.00

38. Creation of Additional Paid-in Capital (APIC) - FOREIGN

This service details the adopted online procedure and documentary requirements on application for creation of Additional Paid-In Capital (APIC) through:

- *Cash*
- *Conversion of advances/liabilities to equity*
- *Land, building / condominium units*
- *Untitled Lands*
- *Inventories / Furnitures / Personal Properties*
- *Heavy equipment and machinery*
- *Shares of stock*
- *Motor Vehicle*
- *Sea vessel / aircraft*
- *Intangibles*
- *Net assets*

This service is exclusively for non-Philippine national Stock domestic corporations registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs).

Office or Division:	Cebu Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All domestic corporations registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs)
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover sheet (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Cebu Extension Office
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf* *Note: The two (2) original copies will be submitted upon payment of the corresponding fees.*	
2. Letter request to create APIC signed by the Company's officer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

3. Certification under oath by the Corporate Secretary on the board resolution approving the creation of APIC (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
4. List of stockholders of record as of date of Board of Directors meeting approving the creation of APIC indicating their nationalities and their respective subscribed and paid-up capital certified under oath by the Corporate Secretary (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
5. Notarized Secretary's Certificate on non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download Secretary's Certificate on non-existence of intra-corporate dispute through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance from Compliance Monitoring Division (CMD) (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Cebu Extension Office
Remarks: *https://imessage.sec.gov.ph/*	
B. For Financing and Lending Companies:	
B.1. Monitoring Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Cebu Extension Office
Remarks: *Please email your request at seccebu@sec.gov.ph* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
C. For Listed and Public Companies:	
C.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)

Remarks: *Please email your request at cgfd_fdn@sec.gov.ph* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
C.2. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Markets and Securities Regulation Department (MSRD)
Remarks: *Please email your request at msrdsubmission@sec.gov.ph* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
D. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
D.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector
Remarks: *To request, please refer to BSP Citizen's Charter through this link:* *https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
E. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
E.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group
Remarks: *To request, please refer to IC Citizen's Charter through this link:* *https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
F. Additional Requirements if by way of Conversion of Advances / Liabilities to Equity:	
F.1. Deed of Assignment of advances / liabilities (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
F.a. If the advances/liabilities are already reflected in the Audited Financial Statements (AFS):	
F.a.1. Audited Financial Statements (AFS) as of the last fiscal year stamped received by BIR and SEC (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Information

	and Communications Technology Department (ICTD)
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
F.b. If the advances/liabilities is not yet reflected in the Audited Financial Statements (AFS):	
F.b.1. A report to be rendered by an Independent CPA on the verification of the advances to be converted to equity (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G. Additional Requirements if by way of Land, buildings / condominium units:	
G.1. Detailed schedule of property showing the registered owner, location, area, TCT/CCT no., tax declaration number and the basis of transfer value (market value, assessed value or zonal value) certified by the company accountant (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.2. Copy of TCT/CCT electronically certified and issued by Register of Deeds and tax declaration sheet certified Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.3. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.4. Certification from the transferor stating that the improvements are existing and in good condition (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.5. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period	Applicant / Client

(1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *For guidance, please refer to Memorandum Circular No. 14 series of 2013- Amended Guidelines Covering the Use of Properties that Require Ownership Registration as Paid-up Capital of Corporation through this link: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
G.a. If transfer value is based on zonal value:	
G.a.1. Latest zonal valuation certified by BIR (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.b. If transfer value is based on appraised value:	
G.b.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.c. If property is mortgaged:	
G.c.1. Mortgagee/creditor's certification on the outstanding loan balance and his/her written consent to the transfer of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.d. For assignment of buildings where assignor is not the owner of the land:	
G.d.1. Lease contract on the land and consent of the land owner to the transfer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H. Additional Requirement if by way of Untitled Lands:	
H.1. Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least thirty (30) years and the possessor had introduced improvements thereon, if any (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.2. Duplicate original or certified true copies of the tax declaration sheets (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.3. Latest realty tax receipts (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.4. Affidavit by the transferor attesting continuous and open possession of the property is located (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.5. Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.6. Duplicate original or certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument affecting the property recorded in the Register of Deeds for the province of city where the land is situated (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.7. Affidavit executed by the transferor attesting to the: (a) Existence (or non-existence) of easements over the untitled property; (b) Kind/description of the easement and its location; and (c) Whether the transferor is the dominant estate or the servient estate, by virtue of such easements (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.8. Under oath undertaking of the transferor/subscriber to answer for any liability that the corporation might incur by virtue of the	Applicant / Client

acceptance of said property as paid-up capital (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.9. Clearance or certification from the Department of Agrarian Reform (DAR) attesting to the following: (a) There is no other claimant to the untitled land; (b) it has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party; or (c) The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Department of Agrarian Reform (DAR) - Department of Agrarian Reform (DAR)
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.10. Blue Print Survey of the Plan as approved by the Bureau of Lands (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.11. Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/ assessed value / zonal value or appraised value) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.12. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.13. Affidavit of undertaking to submit certified true copy of the original certificate of title in the name of the transferee-corporation within one (1) year from the date of receipt of the approval of the application (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
H.a. If transfer value is based on zonal value	

H.a.1. Latest zonal valuation certified by BIR (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.b. If transfer value is based on appraised value	
H.b.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I. Additional Requirement if by way of Inventories / Furniture / Personal Properties:	
I.1. Detailed schedule of property showing the description and the basis of transfer value (market value or book value) certified by the company accountant (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.2. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
I.a. If transfer value is based on book value:	
I.a.1. Special Audit Report by an Independent CPA on the verification and valuation of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J. Additional Requirement if by way of Heavy equipment and machinery:	
J.1. Detailed schedule of the property showing the description and the transfer value certified by the company accountant (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.2. Appraisal report by a licensed appraiser (not more than 6-month old)	Applicant / Client

(1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.3. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.4. Certification from the transferor stating that the properties are existing and in good condition (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K. Additional Requirement if by way of Shares of Stock:	
K.1. Detailed schedule of the shares of stock showing the stockholder, stock certificate number, no. of shares and the basis of transfer value (market or book value) certified by the company accountant (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K.2. Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Information and Communications Technology Department (ICTD)
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K.3. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K.4. Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the assignor (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

K.5. Photocopy of the stock certificate (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
K.6. Affidavit of undertaking to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to Memorandum Circular No. 14 series of 2013- Amended Guidelines Covering the Use of Properties that Require Ownership Registration as Paid-up Capital of Corporation through this link: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
K.a. If listed in the Stock Exchange:	
K.a.1. Latest market price quotation in the newspaper or certification from the stock exchange/broker as to latest market price of the shares of stock (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L. Additional Requirement if by way of Motor Vehicles:	
L.1. Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified by the company accountant (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.2. Photocopy of certificate of registration and official receipt of annual registration fee (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	

L.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.4. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.5. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to Memorandum Circular No. 14 series of 2013- Amended Guidelines Covering the Use of Properties that Require Ownership Registration as Paid-up Capital of Corporation through this link: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.6. Certification from the transferor stating that the motor vehicles are existing and in good running condition (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M. Additional Requirement if by way of Sea Vessel / Aircraft:	
M.1. Detailed schedule of vessel/aircraft showing registered Owner, registry number, technical description and appraised value certified by the company accountant (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.2. Certified true copy of the certificate of ownership (1) Certified True Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The certified true copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.	
M.4. Certificate of seaworthiness/airworthiness issued by appropriate government agency (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.5. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.6. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to Memorandum Circular No. 14 series of 2013- Amended Guidelines Covering the Use of Properties that Require Ownership Registration as Paid-up Capital of Corporation through this link: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N. Additional Requirement if by way of Intangibles:	
N.1. Photocopy of System Purchase Agreement or any proof of ownership (for software) (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
N.2. Copy of Certificate of Registration of Intellectual Property Rights and mining permit for mining claims/rights (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
N.3. Appraisal report by an accredited appraisal company or by a licensed Filipino mining engineer for mining claims/rights (not more than 6 months old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

N.4. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.5. Affidavit of undertaking by an officer of the company to submit proof of transfer of ownership within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to Memorandum Circular No. 14 series of 2013- Amended Guidelines Covering the Use of Properties that Require Ownership Registration as Paid-up Capital of Corporation through this link: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O. Additional Requirement if by way of Net Assets:	
O.1. Audited financial statements (AFS) of the applicant corporation as of the last fiscal year received by BIR and SEC (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Information and Communications Technology Department (ICTD)
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
O.2. Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
O.3. Long-form audit report of Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.4. Deed of Assignment of the assets and liabilities (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.5. List of creditors with the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.6. Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.7. Photocopy of the certificate of registration of the motor vehicles (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
O.8. Copy of TCT/CCT electronically certified and issued by the Register of Deeds and tax declaration sheets certified by the Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.9. Photocopy of stock certificates (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
O.10. DTI Certificate of Registration (for single proprietorship) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.11. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to Memorandum Circular No. 14 series of 2013- Amended Guidelines Covering the Use of Properties that Require Ownership Registration as Paid-up Capital of Corporation through this link: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/*	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of complete requirements at seccebu@sec.gov.ph **Location:** seccebu@sec.gov.ph **Notes/Instruction:** • The applicant may, if the application consists of voluminous documents, be advised to present the hard copies thereof. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via email. For submission of compliance documents, the client will directly send it to the assigned Specialist's e-mail. The assigned Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.2. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other	1.1. Receives the required documents, checks the completeness, and records the application. Thereafter, sends an email confirming the receipt and indicating the name of the Specialist assigned to evaluate the application.	None	7 hour/s	• SEC CONFIDENTIAL ASSISTANT III; Cebu Extension Office
	1.2. Examines online whether the documents submitted are complete in form and in substance, then prepares Final Report and forwards it to the Officer-in-Charge for review if compliant		14 working day/s	• Securities Specialist II; Cebu Extension Office • Securities Counsel II; Cebu Extension Office

applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed terminated without prejudice to refiling. • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period.				
	1.3. Reviews the final report, then orders the Specialist to issue Payment Assessment Form (PAF) if compliant		14 working day/s	• Officer-in-Charge; Cebu Extension Office
	1.4. Sends the Payment Assessment Form (PAF) to the applicant		1 working day/s	• Securities Specialist II; Cebu Extension Office
2. Pay the corresponding filing fees **Location:** Espaysec (https://espaysec.sec.gov.ph/payment-	2. Issues payment confirmation containing the electronic Official Receipt via e-mail	**Formula Fees** Breakdown: Creation of APIC	1 working day/s	• Accounting Division; Financial Management Department (FMD)

portal/home) or at any Land Bank of the Philippines branch nationwide.				
3. Submits the documentary requirements with proof of payment to the Cebu Extension Office **Location:** CEBU EXTENSION OFFICE **Notes/Instruction:** ***Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)***	3.1. Receives and verifies documentary requirements and proof of payment.	None	2 hour/s	• SECURITIES SPECIALIST II; Cebu Extension Office
	3.2. Retrieves and prints the source documents and forwards the application to the Certification Officer		1 working day/s	• SECURITIES SPECIALIST II; Cebu Extension Office
	3.3. Prepares Certificate		2 working day/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
	3.4. Signs and approves the application		4 working day/s	• Officer-in-Charge; Cebu Extension Office
	3.5. Forwards the approved application to the Releasing Unit		3 hour/s	• SEC CONFIDENTIAL ASSISTANT III; Cebu Extension Office
	3.6. Schedules and sends email notification to the applicant on date of release of the certificate		1 working day/s	• SEC CONFIDENTIAL ASSISTANT III; Cebu Extension Office
4. Proceeds to the Cebu Extension Office, presents the original proof of payment and receives the signed Certificate of Approval **Location:** CEBU EXTENSION OFFICE	4.1. Receives the Official Receipt	None	2 hour/s	• SECURITIES SPECIALIST I; Cebu Extension Office
	4.2. Releases the signed Certificate		2 hour/s	• SECURITIES SPECIALIST I; Cebu Extension Office
Total Processing Time:		Working Days: 40 working day/s		
Total Processing Fee:		Total Standard Fee: None		

	See other fees below

Formula / Schedule of Fees

- **Creation of APIC**

  1/5 of 1% of the amount infused but not less than P5,000.00

  plus

  Legal Research Fee- equivalent to 1% of the computed filing fee Creation of APIC but not less than P10.00

  plus

  Documentary Stamp tax of P30.00

39. Creation of Additional Paid-in Capital (APIC) for Domestic Stock Corporations Classified as Philippine National

This service details the adopted online procedure and documentary requirements on application for creation of Additional Paid-In Capital (APIC) through:

- *Cash*
- *Previously incurred indebtedness (eg. conversion of advances into equity / conversion of deposit for future subscriptions)*
- *Land, building / condominium units*
- *Untitled Lands*
- *Inventories / Furnitures / Personal Properties*
- *Heavy equipment and machinery*
- *Shares of stock*
- *Motor Vehicle*
- *Sea vessel / aircraft*
- *Intangibles*
- *Net assets*

This service is exclusively for Domestic Stock Corporations classified as Philippine National.

For pre-processing of new applications, scanned copies of the required documents shall be submitted via e-mail through seccebu@sec.gov.ph or iMessage through imessage.sec.gov.ph

Office or Division:	Cebu Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Combined Notarized Secretary's Certificate a. Request of Application; b. Board resolution approving the creation of APIC ; c. List of stockholders of record as of date of Board of Directors meeting approving the creation of APIC indicating their nationalities and their respective subscribed and paid-up capital certified under oath by the Corporate Secretary; d. On-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the Combined Secretary's Certificate for **Creation of Additional Paid-in Capital (APIC) for Domestic Stock Corporations Classified as Philippine National** below:*	

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Creation-of-APIC-Combined-Cert.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Cebu Extension Office

Remarks:

CEBEO through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

B. For Financing and Lending Companies:	
B.1. Monitoring Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Cebu Extension Office

Remarks:

CEBEO through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

C. For Listed and Public Companies:	
C.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)

Remarks:

Corporate Governance and Finance Department (CGFD) through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

D. Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)

D.1. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Market and Securities Regulation Department (MSRD)

Remarks:

Market and Securities Regulation Department (MSRD) through the link:

eWATCH: *https://ewatch.sec.gov.ph/login*

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

E. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:

E.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector

Remarks:

To request, please refer to BSP Citizen's Charter through this link:
https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

F. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:

F.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group

Remarks:

To request, please refer to IC Citizen's Charter through this link:

https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

G. Additional Requirement if the consideration for issuance of shares is in the form of Previously incurred indebtedness (e.g., conversion of advances into equity / conversion of deposit for future subscription)

G.1. Deed of Assignment of advances / liabilities (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks:

Download the Deed of Assignment for ***Advances*** *below:*

a. Single Assignor: https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Single-Assignor.docx

b. Multiple Assignor: https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Multiple-Assignor.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s	
G.a. If the advances/liabilities is not yet reflected in the Audited Financial Statements (AFS):	
G.a.1. A report to be rendered by an Independent CPA on the verification of the advances to be converted to equity (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H. Additional Requirement if the consideration for issuance of shares is in the form of Land, buildings / condominium units:	
H.1. Detailed schedule of property showing the registered owner, location, area, TCT/CCT no., tax declaration number and the basis of transfer value (market value, assessed value or zonal value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the sample **Detailed Schedule for Land, Buldings/Condominium Units** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DS_Land-Buildings-Condo.xlsx* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.2. Copy of TCT/CCT electronically certified and issued by Register of Deeds and tax declaration sheet certified Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.3. Deed of Assignment: a. Deed of Assignment; b. Certifying that the improvements are existing and in good condition ; c. Undertaking that the corporation will submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the Deed of Assignment for **Creation of Additional Paid-in Capital (APIC)_Land, Buildings / Condominium Units** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Land-Buildings-Condo.docx*	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.	
Sub Situational Requirement/s	
H.a. If transfer value is based on appraised value:	
H.a.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.a.2. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_AV_Affidavit.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.b. If property is mortgaged:	
H.b.1. Mortgagee/creditor's certification on the outstanding loan balance and his/her written consent to the transfer of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.c. For assignment of buildings where assignor is not the owner of the land:	
H.c.1. Lease contract on the land and consent of the land owner to the transfer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I. Additional Requirement if the consideration for issuance of shares is in the form of Untitled Lands:	
I.1. Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least twenty (20) years and the possessor had introduced improvements thereon, if any (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.	
I.2. Duplicate original or certified true copies of the tax declaration sheets (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.3. Latest realty tax receipts (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.4. Affidavit by the transferor attesting the following: 1. Continuous and open possession of the property is located; 2.a. Existence (or non-existence) of easements over the untitled property; b. Kind/description of the easement and its location; and c. Whether the transferor is the dominant estate or the servient estate, by virtue of such easements 3. That the transferor/subscriber to answer for any liability that the corporation might incur by virtue of the acceptance of said property as paid-up capital) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the **Transferor Affidavit for Untitled Land** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-the-Transferor_Untitled-Lands.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.5. Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.6. Duplicate original or certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument affecting the property recorded in the Register of Deeds for the province of city where the land is situated (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.7. Clearance or certification from the Department of Agrarian Reform (DAR) attesting to the following: (a) There is no other claimant to the untitled land; (b) it has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party; or (c) The land is exempt from the coverage of the Comprehensive	Department of Agrarian Reform (DAR) - Department of Agrarian Reform (DAR)

Agrarian Reform Program (CARP) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.8. Blue Print Survey of the Plan as approved by the Bureau of Lands (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.9. Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/ assessed value / zonal value or appraised value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the sample **Detailed Schedule of Untitled Lands** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DS_Untitled-Lands.xlsx* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.10. Deed of Assignment reflecting: a. Assignment of Untitled Lands; b. Undertaking to submit certified true copy of the original certificate of title in the name of the transferee-corporation within one (1) year from the date of receipt of the approval of the application) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the Deed of Assignment for **Creation of Additional Paid-in Capital (APIC)_Untitled Lands** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Untitled-Lands.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
I.a. If transfer value is based on appraised value	
I.a.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

I.a.2. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks:

Download the Affidavit of Undertaking re Section 64 (watered stocks) below:

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_AV_Affidavit.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

J. Additional Requirement if the consideration for issuance of shares is in the form of Inventories / Furniture / Personal Properties:

J.1. Detailed schedule of property showing the description and the basis of transfer value (market value or book value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks:

*Download the sample **Detailed Schedule of Inventories / Furniture / Personal Properties** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DS_Inventories.xlsx

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

J.2. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks:

*Download the Deed of Assignment for **Creation of Additional Paid-in Capital (APIC)_Inventories / Furniture / Personal Properties** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Inventories-Furniture-Personal-Properties.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

J.a. If transfer value is based on book value:

J.a.1. Special Audit Report by an Independent CPA on the verification and valuation of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

K. Additional Requirement if the consideration for issuance of shares is in the form of Heavy equipment and machinery:	
K.1. Detailed schedule of the property showing the description and the transfer value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks:

*Download the sample **Detailed Schedule of Heavy Equipment and Machinery** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DS_Heavy-Equipment.xlsx

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

K.2. Appraisal report by a licensed appraiser (not more than 6-month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

K.3. Deed of Assignment reflecting: a. Assignment of Heavy Equipment and Machineries; b. Certification from the transferor stating that the properties are existing and in good condition (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks:

*Download the Deed of Assignment for **Creation of Additional Paid-in Capital (APIC)_Heavy Equipment and Machinery** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Heavy-Equipment-and-Machinery.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s	
K.a. In case the heavy equipment and machinery qualify as real property as defined under the New Civil Code.	
K.a.1. Copy of the latest required Tax Declaration Sheet certified by the Assessor's Office. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

K.a.2. Copy of the TCT / CCT of the land on which the heavy equipment and machinery are located certified by the Register of	Applicant / Client

Deeds. (2) Photo Copy And (1) Electronic Copy	
Remarks: *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K.b. If the assignor is not the owner of the land on which the heavy equipment and machinery are located as defined under the New Civil Code.	
K.b.1. Lease contract on the land and consent of the land owner to the transfer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K.c. If the transfer value is based on appraised value:	
K.c.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_AV_Affidavit.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L. Additional Requirement if the consideration for issuance of shares is in the form of Shares of Stock:	
L.1. Detailed schedule of the shares of stock showing the stockholder, stock certificate number, no. of shares and the basis of transfer value (market or book value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the sample **Detailed Schedule of Shares of Stock** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DS_Shares-of-Stock.xlsx* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.2. Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Information and Communications Technology Department (ICTD)
Remarks:	

To be provided by the Company, in case the Company did not file *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.3. Deed of Assignment (a. Deed of Assignment ; b. Undertaking that the corporation will submit the required proof of transfer within the prescribed period). (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the Deed of Assignment for* ***Creation of Additional Paid-in Capital (APIC)_Shares of Stock*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Shares-of-Stocks.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.4. Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the assignor (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.5. Photocopy of the stock certificate (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
L.a. If listed in the Stock Exchange:	
L.a.1. Latest market price quotation in the newspaper or certification from the stock exchange/broker as to latest market price of the shares of stock (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M. Additional Requirement if by way of Motor Vehicles	
M.1. Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks: *Download the sample **Detailed Schedule of Motor Vehicle** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DS_Motor-Vehicle.xlsx* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.2. Photocopy of certificate of registration and official receipt of annual registration fee (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
M.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.4. Deed of Assignment reflecting: a. Assignment of Motor Vehicles; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period; c. Certification from the transferor stating that the motor vehicles are existing and in good running condition. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the Deed of Assignment for **Creation of Additional Paid-in Capital (APIC)_Shares of Stock** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Shares-of-Stocks.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
M.a. If the transfer value is based on appraised value:	
M.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_AV_Affidavit.docx*	

The original copy and photo copy will be submitted upon payment of the corresponding fees.	
N. Additional Requirement if by way of Sea Vessel / Aircraft:	
N.1. Detailed schedule of vessel/aircraft showing registered Owner, registry number, technical description and appraised value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the sample **Detailed Schedule of Sea Vessel / Aircraft** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DS_Sea-Vessel_Aircraft.xlsx* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.2. Certified true copy of the certificate of ownership (1) Certified True Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The certified true copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.4. Certificate of seaworthiness/airworthiness issued by appropriate government agency (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.5. Deed of Assignment reflecting: a. Assignment of Sea Vessel/Aircraft; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the Deed of Assignment for **Creation of Additional Paid-in Capital (APIC)_Sea Vessel/Aircraft** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Sea-Vessels-aircrafts.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	

N.a. If the transfer value is based on appraised value:	
N.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_AV_Affidavit.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O. Additional Requirement if the consideration for issuance of shares is in the form of Intangibles:	
O.1. Photocopy of System Purchase Agreement or any proof of ownership (for software) (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
O.2. Copy of Certificate of Registration of Intellectual Property Rights and mining permit for mining claims/rights (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
O.3. Appraisal report by an accredited appraisal company or by a licensed Filipino mining engineer for mining claims/rights (not more than 6 months old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.4. Deed of Assignment reflecting: a. Assignment of Intangibles; b.Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the Deed of Assignment for* ***Creation of Additional Paid-in Capital (APIC)_Intangibles*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Intangibles.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
O.a. If the transfer value is based on appraised value:	

O.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_AV_Affidavit.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P. Additional Requirement if the consideration for issuance of shares is in the form of Net Assets:	
P.1. Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
P.2. Deed of Assignment of the assets and liabilities (a. Deed of Assignment; b. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period). (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the Deed of Assignment for* ***Creation of Additional Paid in Capital_Net Assets*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Net-Assets.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P.3. List of creditors with the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P.4. Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the sample* ***Detailed Schedule of Net Asset*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DS_Net-Assets.xlsx* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.*	

- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

P.5. Photocopy of the certificate of registration of the motor vehicles (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note:

- *The original copy will be presented for verification during the processing stage.*
- *The two (2) photo copies will be submitted upon payment of the corresponding fees.*

P.6. Copy of TCT/CCT electronically certified and issued by the Register of Deeds and tax declaration sheets certified by the Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

P.7. Photocopy of stock certificates (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Notes:

- *The original copy will be presented for verification during the processing stage.*
- *The two (2) photo copies will be submitted upon payment of the corresponding fees.*

P.8. DTI Certificate of Registration (for single proprietorship) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of complete requirements for new application. **Location:** seccebu@sec.gov.ph or imessage.sec.gov.ph **Notes/Instruction:** • Electronic copies shall be initially	1.1. Verifies completeness of the required documents, receives and records the application if complete, and sends an email confirming receipt and identifying the assigned Specialist.	None	4 hour/s	• SEC CONFIDENTIAL ASSISTANT III; Cebu Extension Office • SECURITIES INVESTIGATOR; Cebu Extension Office

evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the Specialist will prepare a checklist of deficiencies and inform and return it to the applicant through the iMessage. For submission of compliance documents, the client will directly send it to the assigned Specialist's through the iMessage. The assigned Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.2.				
• If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		8 working day/s	• SECURITIES SPECIALIST II; Cebu Extension Office • SECURITIES COUNSEL II; Cebu Extension Office

Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office				
	1.3. Reviews the Final Report and, if found in order, directs the Specialist to issue the Payment Assessment Form (PAF).		9 working day/s	• OFFICER-IN-CHARGE; Cebu Extension Office
	1.4. Sends the Payment Assessment Form (PAF)		1 hour/s	• SECURITIES SPECIALIST

shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given.	to the applicant. Then, informs the applicant to submit the original/hard copy upon payment.			II; Cebu Extension Office
2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip). **Location:** CEBU EXTENSION OFFICE **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)*	2.1. Receives complete application requirements with proof of payment; verifies hard copies against online-submitted documents and, if found in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.	None	2 hour/s	• SECURITIES SPECIALIST II; Cebu Extension Office
	2.2. Prepares Certificate		4 hour/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
	2.3. Reviews the documents, signs, and approves the Certificate.		1 working day/s	• Officer-in-Charge; Cebu Extension Office
	2.4. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.		1 hour/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office

	2.5. Schedules and sends email notification to the applicant on the date of release of the certificate.		2 hour/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
3. Present the Official Receipt and Appointment Letter. Then, fill out the logbook for released applications and claim the Certificates of Approval. **Location:** CEBU EXTENSION OFFICE	3. Calls the name of the corporation, assists the client in filling out the logbook, and releases the Certificates of Approval.	None	2 hour/s	• SECURITIES SPECIALIST I; Cebu Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		

40. Decrease of Capital Stock

This service details the procedure on application for Decrease of Capital Stock. If the decrease of capital stock is accompanied by application for equity restructuring, comply also with the requirements for Equity Restructuring.

Office or Division:	Cebu Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Stock corporations duly registered at Securities and Exchange Commission
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover sheet (2) Original Copy	Applicant / Client
Remarks: *Refer to sample format through the following URL:* *http://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Certificate of Decrease of Capital Stock (2) Original Copy	Applicant / Client
Remarks: *No Prescribed format but should be in accordance with the Revised Corporation Code (Sections 15 and 37)*	
3. Directors' certificate (2) Original Copy	Applicant / Client
Remarks: *Refer to sample format through the following URL:* *Directors' Certificate - https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf*	
4. Amended Articles of Incorporation (2) Original Copy	Applicant / Client
Remarks: *Latest approved Amended Articles of Incorporation may be used as a guide.*	
5. List of stockholders showing the names, nationalities and stockholdings before and after the decrease, as certified by the corporate secretary (2) Original Copy	Applicant / Client

6. Audited Financial Statements (AFS) as of the last fiscal year received by BIR and SEC (1) Photo Copy	SEC - EFAST
7. Long-form audit report of item no. 6, if with return of capital (2) Original Copy	Applicant / Client
8. List of creditors (if it involves return of capital) certified by the auditor or certified under oath by the company accountant with written consent of each creditor (2) Original Copy	Applicant / Client
9. Publisher's affidavit of the publication of the decrease of capital (once in a newspaper of general circulation) (2) Original Copy	Applicant / Client
10. Secretary's Certificate on non-existence of intra-corporate dispute (2) Original Copy	Applicant / Client
Remarks: *Refer to sample format through the following URL:* *https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf*	
11. Monitoring Clearance (2) Photo Copy	SEC - Extension Office that has jurisdiction over the principal office address of the company
For Situational Requirement	
A. Bangko Sentral ng Pilipinas-regulated corporations	
A.1. BSP endorsement (1) Original Copy And (1) Photo Copy	BSP - Financial Supervision Sector
Remarks: *For Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, or Remittance Services*	
B. Insurance Commission-regulated corporations	
B.1. IC endorsement (1) Original Copy And (1) Photo Copy	Insurance Commission - Licensing Division
Remarks: *For Insurance/Mutual Benefit Association/ Health Maintenance Organization*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

1. Submits requirements through email **Location:** mjacimafranca@sec.gov.ph	1.1. Receives and records the application for processing, examines whether the documents submitted are complete in form and in substance, forwards application for review	None	9 working day/s	• Securities Specialist II; Cebu Extension Office
	1.2. Reviews application		7 working day/s	• Securities Counsel II; Cebu Extension Office
	1.3. Instructs client to submit the hard copies		30 minute/s	• Securities Specialist II; Cebu Extension Office
2. Submits the hard copies of the document **Location:** SEC Cebu Extension Office Front Desk	2.1. Examines the hard copies of the documents previously submitted online and forwards to Director for final approval	None	2 working day/s	• Securities Specialist II; Cebu Extension Office
	2.2. Reviews application for final approval		1 working day/s	• Director II; Cebu Extension Office
	2.3. Prepares the Payment Assessment Form and sends to client		30 minute/s	• Securities Specialist II; Cebu Extension Office

3. Pays the filing fees via ESPAYSEC / Landbank and emails proof of payment **Location:** ESPAYSEC (https://espaysec.sec.gov.ph)/Landbank and mjacimafranca@sec.gov.ph	3.1. Receives and checks proof of payment, prepares the report and forwards application for certificate	**Standard Fees** Breakdown: Documentary stamp tax: PHP 30 Amended Articles of Incorporation: PHP 1000 Total: PHP 1030 **Formula Fees** Breakdown: Property Dividend FeeLegal Research FeeDecrease in Authorized Capital Stock	1 hour/s	• Securities Specialist II; Cebu Extension Office
	3.2. 3.2 Prepares certificate and forward to Processors and Director for signature		3 hour/s	• SEC Confidential Assistant III; Cebu Extension Office
	3.3. Signs certificate		2 hour/s	• Director II; Cebu Extension Office
	3.4. Emails client to claim certificate		30 minute/s	• SEC Confidential Assistant III; Cebu Extension Office
	3.5. Releases the certificate		30 minute/s	• Securities Specialist I; Cebu Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1030 See other fees below		

Formula / Schedule of Fees

- **Property Dividend Fee**

  1/5 of 1% of the amount declared but not less than PHP 1,000.00

- **Legal Research Fee**

  1% of the Property Dividend Fee but not less than PHP 10.00

- **Decrease in Authorized Capital Stock**

  If return of capital – PHP 5,000.00

  All others – PHP 3,000.00

41. Decrease of Capital Stock for Domestic Stock Corporations Classified as Philippine National

This service details the adopted online procedure and documentary requirements on application for Decrease of Capital Stock pursuant to Section 37 of the Revised Corporation Code of the Philippines.

This service is exclusively for Domestic Stock Corporations classified as Philippine National.

If the decrease of capital stock is accompanied by an application for equity restructuring, comply also with the requirements for Equity Restructuring.

For pre-processing of new applications, scanned copies of the required documents shall be submitted via e-mail through seccebu@sec.gov.ph or through the iMessage portal at imessage.sec.gov.ph

Office or Division:	Cebu Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Unified Certification for Decrease of Capital Stock on: a. Certificate of Decrease of Capital Stock; b. Director's Certificate; c. List of stockholders of record as of date of meeting approving the decrease, indicating their nationalities and their respective subscribed and paid-up capital on the present authorized capital stock; e. Non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Cebu Extension Office
Remarks: *Download the **Unified Certification for Decrease in Authorized Capital Stock** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Decrease-of-ACS.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
2. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
3. Treasurer's Certification, attesting the following: a) A complete list of creditors as of last fiscal year; b) that all creditors have been duly informed of the decrease of capital stock; c) that no opposition from any creditor has been received; and d) that the decrease of capital stock is undertaken for a valid and legitimate purpose and is not intended to defraud creditors (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *To be prepared by the Company in compliance* ***with SEC Notice issued last August 28, 2025.*** *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
4. Publisher's affidavit of the publication of the decrease of capital (once in a newspaper of general circulation) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Cebu Extension Office
Remarks: *CEBEO through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
B. For Financing and Lending Companies:	
B.1. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Cebu Extension Office
Remarks: *CEBEO through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	

C. For Listed and Public Companies:	
C.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)
Remarks: *Corporate Governance and Finance Department (CGFD) through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
D. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
D.1. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Market and Securities Regulation Department (MSRD)
Remarks: *Market and Securities Regulation Department (MSRD) through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
E. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
E.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector
Remarks: *To request, please refer to BSP Citizen's Charter through this link:* *https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
F. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
F.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group
Remarks: *To request, please refer to IC Citizen's Charter through this link:* *https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

G. In case the treasury shares subject of retirement is not reflected in the latest required Audited Financial Statements	
G.1. Interim Financial Statements certified under oath by the President and Treasurer (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The photo copy will be submitted upon payment of the corresponding fees.*	
H. If with Amendment of Corporate Name / Trade Name / Business Name	
H.1. Name Verification Slip (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Note: The photo copy will be submitted upon payment of the corresponding fees.*	
I. If other amendments filed simultaneous with the decrease would result in conversion of a Lending to a Financing company, or vice versa	
I.1. Certificate of Authority (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Note: The photo copy will be submitted upon payment of the corresponding fees.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of complete requirements for new application. **Location:** • **Electronic mail:** seccebu@sec.gov.ph OR • **iMessage:** imessage.sec.gov.ph **Notes/Instruction:** • Electronic copies shall be initially evaluated. The	1.1. Verifies completeness of the required documents, receives and records the application if complete, and sends an email confirming receipt and identifying the assigned Specialist.	None	4 hour/s	• SEC CONFIDENTIAL ASSISTANT III; Cebu Extension Office • SECURITIES INVESTIGATOR; Cebu Extension Office

original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via email or imessage. For submission of compliance documents, the client will directly send it to the assigned Specialist's e-mail or imessage. The assigned Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.4. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be				
	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		8 working day/s	• SECURITIES SPECIALIST II; Cebu Extension Office • SECURITIES COUNSEL II; Cebu Extension Office

any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the				
	1.3. Reviews the Final Report and, if found in order, directs the Specialist to issue the Payment Assessment Form (PAF).		9 working day/s	• OFFICER-IN-CHARGE; Cebu Extension Office
	1.4. Issues the Payment Assessment Form (PAF) to the applicant. Then, informs the applicant to		1 hour/s	• Securities Specialist II; Cebu

request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)	submit the original/hard copy upon payment.			Extension Office
2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip). **Location:** CEBU EXTENSION OFFICE **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)*	2.1. Receives complete application requirements with proof of payment; verifies hard copies against online-submitted documents and, if found in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.	None	2 hour/s	• SECURITIES SPECIALIST II; Cebu Extension Office
	2.2. Prepares the Certificate		4 hour/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
	2.3. Reviews the documents, signs, and approves the Certificate.		1 working day/s	• Officer-in-Charge; Cebu Extension Office
	2.4. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.		1 hour/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office

	2.5. Schedules and sends email notification to the applicant on the date of release of the certificate.		2 hour/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
3. Present the Official Receipt and Appointment Letter.Then, fill out the logbook for released applications and claim the Certificates of Approval. **Location:** CEBU EXTENSION OFFICE	3. Calls the name of the corporation, assists the client in filling out the logbook, and releases the Certificates of Approval.	None	2 hour/s	• SECURITIES SPECIALIST I; Cebu Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		

42. Dissolution under Section 136 of the Revised Corporation Code where proposed expiration of corporate term is less than one year from approval of application

This service details the procedure on application for dissolution of domestic corporations, whether stock or non-stock, provided that the proposed expiration of corporate term is less than one year from approval of application.

Office or Division:	Cebu Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Corporations duly registered at Securities and Exchange Commission.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover sheet (2) Original Copy	Applicant / Client
Remarks: *Refer to sample format through the following URL:* *http://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Directors' Certificate for Stock Corporation / Trustee's Certificate for non-stock corporation (2) Original Copy	Applicant / Client
Remarks: *Refer to sample format through the following URL:* *Directors' Certificate - https://www.sec.gov.ph/wp- content/uploads/2019/11/Directors_Certificate.pdf* *Trustees' Certificate - http://www.sec.gov.ph/wp- content/uploads/2019/11/Trustees_Certificate.pdf*	
3. Amended Articles of Incorporation (2) Original Copy	Applicant / Client
Remarks: *Latest approved Amended Articles of Incorporation may be used as a guide.*	
4. Audited Financial Statements (AFS) as of the last fiscal year received by BIR and SEC (1) Photo Copy	SEC - EFAST
Remarks: *EXCEPT:* *Where the applicant has ceased operations for at least one (1) year, it shall submit:*	

a) Audited Financial Statements as of the last fiscal year of operation; (1 photocopy) and

b) Affidavit of non-operation certified under oath by the President and Treasurer (2 originals)

Where the applicant has no operation since incorporation, it shall submit:

a) Balance Sheet certified under oath by the Treasurer and President; (2 originals)

b) Affidavit of non-operation certified under oath by the President and Treasurer; (2 originals)

c) Certificate of non-registration issued by the BIR (1 original and 1 photocopy)

Where the applicant corporation is (stock or nonstock) with total assets or liabilities of less than P600,000, it shall submit its Balance Sheet as of last preceding fiscal year certified under oath by the President and Treasurer (2 originals)

5. Secretary's Certificate on non-existence of intra-corporate dispute (2) Original Copy	Applicant / Client
Remarks: *Refer to sample format through the following URL:* *https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf*	
6. Certification under oath by the President and Treasurer certifying that: i. the dissolution is not prejudicial to the interest of the creditors; and ii. there is no opposition from any creditors from the time of the last publication of the notice of dissolution up to the filing of the application for dissolution with the Commission (2) Original Copy	Applicant / Client
7. BIR Tax Clearance Certificate (1) Original Copy And (1) Photo Copy	Bureau of Internal Revenue - Revenue District Office where the principal office address is located
8. Publisher's Affidavit of publication of notice of meeting (one-time publication) (1) Original Copy And (1) Photo Copy	Applicant / Client
For Situational Requirement	
A. Bangko Sentral ng Pilipinas-regulated corporations	
A.1. BSP endorsement (1) Original Copy And (1) Photo Copy	BSP - Financial Supervision Sector
Remarks: *For Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, or Remittance Services*	
B. Insurance Commission-regulated corporations	
B.1. IC endorsement (1) Original Copy And (1) Photo Copy	Insurance Commission - Licensing Division
Remarks: *For Insurance/Mutual Benefit Association/ Health Maintenance Organization*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits requirements through email **Location:** mjacimafranca@sec.gov.ph	1.1. Receives and records the application for processing, examines whether the documents submitted are complete in form and in substance, forwards application for review	None	9 working day/s	• Securities Specialist II; Cebu Extension Office
	1.2. Reviews application		7 working day/s	• Securities Examiner III; Cebu Extension Office
	1.3. Instructs client to submit the hard copies		30 minute/s	• Securities Specialist II; Cebu Extension Office
2. Submits the hard copies of the document **Location:** SEC Cebu Extension Office Front Desk	2.1. Examines the hard copies of the documents previously submitted online and forwards to Director for final approval	None	2 working day/s	• Securities Specialist II; Cebu Extension Office
	2.2. Reviews application for final approval		1 working day/s	• Director II; Cebu Extension Office
	2.3. Prepares the Payment Assessment Form and sends to client		30 minute/s	• Securities Specialist II; Cebu Extension Office
3. Pays the filing fees via ESPAYSEC / Landbank and emails proof of payment **Location:** ESPAYSEC (https://espaysec.sec.gov.ph)/Landbank and mjacimafranca@sec.gov.ph	3.1. Receives and checks proof of payment, prepares the report and forwards application for certificate	**Standard Fees** Breakdown: Amended Articles of Incorporation: PHP 1060 Total: PHP 1060	1 hour/s	• Securities Specialist II; Cebu Extension Office
	3.2. Prepares certificate and forward to Processors and Director for signature		3 hour/s	• SEC Confidential Assistant III; Cebu Extension Office
	3.3. Signs certificate		2 hour/s	• Director II; Cebu Extension Office
	3.4. Emails client to claim certificate		30 minute/s	• SEC Confidential

				Assistant III; Cebu Extension Office
	3.5. Releases the certificate		30 minute/s	• Securities Specialist I; Cebu Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1060		

43. Equity Restructuring

This service details the procedure on application for equity restructuring of stock corporations which have deficit in their Retained Earnings.

Office or Division:	Cebu Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Stock corporations duly registered at Securities and Exchange Commission
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Letter request to undergo equity restructuring signed by the Company's Officer (2) Original Copy	Applicant / Client
2. Certification under oath by the Corporate Secretary on the board resolution approving the equity restructuring plan (2) Original Copy	Applicant / Client
3. Audited Financial Statements (AFS) as of the last fiscal year received by BIR and SEC (1) Photo Copy	SEC - EFAST
4. Secretary's Certificate on non-existence of intra-corporate dispute (2) Original Copy	Applicant / Client
Remarks: *Refer to sample format through the following URL:* *https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf*	
5. Monitoring Clearance (2) Photo Copy	SEC - Extension Office that has jurisdiction over the principal office address of the company
For Situational Requirement	
A. Bangko Sentral ng Pilipinas-regulated corporations	
A.1. BSP endorsement (1) Original Copy And (1) Photo Copy	BSP - Financial Supervision Sector
Remarks: *For Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, or Remittance Services*	
B. Insurance Commission-regulated corporations	

B.1. IC endorsement (1) Original Copy And (1) Photo Copy	Insurance Commission - Licensing Division

Remarks:

For Insurance/Mutual Benefit Association/ Health Maintenance Organization

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits requirements through email **Location:** mjacimafranca@sec.gov.ph	1.1. Receives and records the application for processing, examines whether the documents submitted are complete in form and in substance, forwards application for review	None	9 working day/s	• Securities Specialist II; Cebu Extension Office
	1.2. Reviews application		7 working day/s	• Securities Counsel II; Cebu Extension Office
	1.3. Instructs client to submit the hard copies		30 minute/s	• Securities Specialist II; Cebu Extension Office
2. Submits the hard copies of the document **Location:** SEC Cebu Extension Office Front Desk	2.1. Examines the hard copies of the documents previously submitted online and forwards to Director for final approval	None	2 working day/s	• Securities Specialist II; Cebu Extension Office
	2.2. Reviews application for final approval		1 working day/s	• Director II; Cebu Extension Office
	2.3. Prepares the Payment Assessment Form and sends to client		30 minute/s	• Securities Specialist II; Cebu Extension Office

3. Pays the filing fees via ESPAYSEC / Landbank and emails proof of payment **Location:** ESPAYSEC (https://espaysec.sec.gov.ph)/Landbank and mjacimafranca@sec.gov.ph	3.1. Receives and checks proof of payment, prepares the report and forwards application for certificate	**Standard Fees** Breakdown: Equity Restructuring: PHP 5100 Total: PHP 5100	1 hour/s	• Securities Specialist II; Cebu Extension Office
	3.2. Prepares certificate and forward to Processors and Director for signature		3 hour/s	• SEC Confidential Assistant III; Cebu Extension Office
	3.3. Signs certificate		2 hour/s	• Director II; Cebu Extension Office
	3.4. Emails client to claim certificate		30 minute/s	• SEC Confidential Assistant III; Cebu Extension Office
	3.5. Releases the certificate		30 minute/s	• Securities Specialist I; Cebu Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 5100		

44. Equity Restructuring - FOREIGN

This service details the adopted online procedure and documentary requirements on application for equity restructuring, which is a process of wiping-out or reducing the deficit of a corporation.

This service is exclusively for non-Philippine national Stock domestic corporations registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs).

Office or Division:	Cebu Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All domestic corporations registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs)
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover sheet (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Cebu Extension Office
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf* *Note: The two (2) original copies will be submitted upon payment of the corresponding fees.*	
2. Letter request to undergo equity restructuring signed by the Company's Officer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
3. Certification under oath by the Corporate Secretary on the board resolution approving the equity restructuring plan (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

4. Audited Financial Statements (AFS) as of the last fiscal year stamped received by BIR and SEC (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Information and Communications Technology Department (ICTD)
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
5. Notarized Secretary's Certificate on non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Cebu Extension Office
Remarks: *Download Secretary's Certificate on non-existence of intra-corporate dispute through this link: https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Cebu Extension Office
Remarks: *https://imessage.sec.gov.ph/*	
B. For Financing and Lending Companies:	
B.1. Monitoring Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Cebu Extension Office
Remarks: *Please email your request at seccebu@sec.gov.ph* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
C. For Listed and Public Companies:	
C.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)

Remarks: *Please email your request at cgfd_fdn@sec.gov.ph* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
C.2. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Markets and Securities Regulation Department (MSRD)
Remarks: *Please email your request at msrdsubmission@sec.gov.ph* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
D. For Bank, banking and quasi-banking institution, pawnshop, and other financial intermediaries	
D.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector
Remarks: *To request, please refer to BSP Citizen's Charter through this link:* *https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
E. For Insurance, preneed, Health Maintenance Organization	
E.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group
Remarks: *To request, please refer to IC Citizen's Charter through this link:* *https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of complete requirements at seccebu@sec.gov.ph **Location:**	1.1. Receives the required documents, checks the completeness, and records the application. Thereafter, sends an	None	1 hour/s, 30 minute/s	• SEC CONFIDENTIAL ASSISTANT III; Cebu

seccebu@sec.gov.ph **Notes/Instruction:** • The applicant may, if the application consists of voluminous documents, be advised to present the hard copies thereof. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via email. For submission of compliance documents, the client will directly send it to the assigned Specialist's e-mail. The assigned Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.2. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant	email confirming the receipt and indicating the name of the Specialist assigned to evaluate the application.			Extension Office
	1.2. Examines online whether the documents submitted are complete in form and in substance, then prepares Final Report and forwards it to the Officer-in-Charge for review if compliant		14 working day/s	• Securities Specialist II; Cebu Extension Office • Securities Counsel II; Cebu Extension Office

corporation and will be notified that the application is deemed terminated without prejudice to refiling. • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period.				
	1.3. Reviews the final report, then orders the Specialist to issue Payment Assessment Form (PAF) if compliant		14 working day/s	• Officer-in-Charge; Cebu Extension Office
	1.4. Sends the Payment Assessment Form (PAF) to the applicant		30 minute/s	• Securities Specialist II; Cebu Extension Office
2. Pay the corresponding filing fees **Location:** Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide.	2. Issues payment confirmation containing the electronic Official Receipt via e-mail	**Formula Fees** Breakdown: Equity Restructuring	1 working day/s	• Accounting Division; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the Cebu Extension Office **Location:**	3.1. Receives and verifies documentary requirements and proof of payment and informs the applicant to wait for the appointment letter	None	10 minute/s	• SECURITIES SPECIALIST II; Cebu Extension Office

CEBU EXTENSION OFFICE **Notes/Instruction:** ***Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)***	3.2. Retrieves and prints the source documents and forwards the application to the Certification Officer		10 minute/s	• SECURITIES SPECIALIST II; Cebu Extension Office
	3.3. Prepares Certificate		1 working day/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
	3.4. Signs and approves the application		7 working day/s, 7 hour/s, 40 minute/s	• Officer-in-Charge; Cebu Extension Office
	3.5. Forwards the approved application to the Releasing Unit		2 hour/s	• SEC CONFIDENTIAL ASSISTANT III; Cebu Extension Office
	3.6. Schedules and sends email notification to the applicant on date of release of the certificate		1 working day/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
4. Proceeds to the Cebu Extension Office, presents the original proof of payment and receives the signed Certificate of Approval **Location:** CEBU EXTENSION OFFICE	4.1. Receives the Official Receipt	None	2 hour/s	• SECURITIES SPECIALIST I; Cebu Extension Office
	4.2. Releases the signed Certificate		2 hour/s	• SECURITIES SPECIALIST I; Cebu Extension Office
Total Processing Time:		Working Days: 40 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Equity Restructuring**

  Filling fee- P5,000.00

  plus

  Legal Research Fee – 1% of the amount of filing fee but not less than P10.00

plus

Documentary Stamp tax of P30.00

45. Equity Restructuring for Domestic Stock Corporations Classified as Philippine National

This service details the adopted online procedure and documentary requirements on application for equity restructuring, which is a process of wiping-out or reducing the deficit of a corporation.

This service is exclusively for Domestic Stock Corporations classified as Philippine National.

For pre-processing of new applications, scanned copies of the required documents shall be submitted through either of the following:

- ***Electronic mail:*** *seccebu@sec.gov.ph*
- ***iMessage:*** *imessage.sec.gov.ph*

Office or Division:	Cebu Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Combined Notarized Secretary's Certificate a. Request of Application; b. Board resolution approving the equity restructuring plan ; c. non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the Combined Secretary's Certificate for* ***Equity Restructuring for Domestic Stock Corporations Classified as Philippine National*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Equity-Restructuring.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Cebu Extension Office
Remarks:	

CEBEO through the link:

eWATCH: *https://ewatch.sec.gov.ph/login*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

B. For Financing and Lending Companies:	
B.1. Monitoring Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Cebu Extension Office

Remarks:

CEBEO through the link:

eWATCH: *https://ewatch.sec.gov.ph/login*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

C. For Listed and Public Companies:	
C.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)

Remarks:

Corporate Governance and Finance Department (CGFD) through the link:

eWATCH: *https://ewatch.sec.gov.ph/login*

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

D. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance	
D.1. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Markets and Securities Regulation Department (MSRD)

Remarks:

Market and Securities Regulation Department (MSRD) through the link:

eWATCH: *https://ewatch.sec.gov.ph/login*

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

E. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
E.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector

Remarks:

To request, please refer to BSP Citizen's Charter through this link:
https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

F. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
F.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group

Remarks:

To request, please refer to IC Citizen's Charter through this link:

https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of complete requirements for new application. **Location:** • **Electronic mail:** seccebu@sec.gov.ph or • **iMessage:** imessage.sec.gov.ph **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please	1.1. Verifies completeness of the required documents, receives and records the application if complete, and sends an email confirming receipt and identifying the assigned Specialist.	None	4 hour/s	• SECURITIES INVESTIGATOR; Cebu Extension Office

refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via email or imessage. For submission of compliance documents, the client will directly send it to the assigned Specialist's e-mail or imessage. The assigned Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.2. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		8 working day/s	• SECURITIES SPECIALIST II; Cebu Extension Office • SECURITIES COUNSEL II; Cebu Extension Office

returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the				
	1.3. Reviews the Final Report and, if found in order, directs the Specialist to issue the Payment Assessment Form (PAF).		9 working day/s	• OFFICER-IN-CHARGE; Cebu Extension Office
	1.4. Sends the Payment Assessment Form (PAF) to the applicant. Then, informs the applicant to submit the original/hard copy upon payment.		1 hour/s	• SECURITIES SPECIALIST II; Cebu Extension Office

extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)				
2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip) **Location:** CEBU EXTENSION OFFICE **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements*	2.1. Receives complete application requirements with proof of payment; verifies hard copies against online-submitted documents and, if found in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.	None	2 hour/s	• SECURITIES SPECIALIST II; Cebu Extension Office
	2.2. Prepares Certificate		4 hour/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
	2.3. Reviews the documents, signs, and approves the Certificate.		1 working day/s	• Officer-in-Charge; Cebu Extension Office
	2.4. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.		1 hour/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
	2.5. Schedules and sends email notification to the applicant on the date of release of the certificate.		2 hour/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office

3. Present the Official Receipt and Appointment Letter. Then, fill out the logbook for released applications and claim the Certificates of Approval. **Location:** CEBU EXTENSION OFFICE	3. Calls the name of the corporation, assists the client in filling out the logbook, and releases the Certificates of Approval.	None	2 hour/s	• SECURITIES SPECIALIST I; Cebu Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		

46. Increase of Capital Stock by way of Cash

This service details the procedure on application for increase of capital stock by way of Cash.

Office or Division:	Cebu Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Stock corporations duly registered at Securities and Exchange Commission
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover sheet (2) Original Copy	Applicant / Client
Remarks: *Refer to sample format through the following URL:* *http://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Certificate of Increase of Capital Stock (2) Original Copy	Applicant / Client
Remarks: *No Prescribed format but should be in accordance with the Revised Corporation Code (Sections 15 and 37)*	
3. Treasurer's Affidavit (2) Original Copy	Applicant / Client
Remarks: *No prescribed format but should be in accordance with Section 37 of the Revised Corporation Code*	
4. Directors' certificate (2) Original Copy	Applicant / Client
Remarks: *Refer to sample format through the following URL:* *Directors' Certificate - https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf*	
5. Amended Articles of Incorporation (2) Original Copy	Applicant / Client
Remarks: *Latest approved Amended Articles of Incorporation may be used as a guide.*	

6. List of stockholders of record as of date of meeting approving the increase, indicating their nationalities and their respective subscribed and paid-up capital on the present authorized capital stock certified under oath by the corporate secretary (2) Original Copy	Applicant / Client
7. Audited Financial Statements (AFS) as of the last fiscal year received by BIR and SEC (1) Photo Copy	SEC - EFAST
8. SPECIAL AUDIT REPORT, if: a) listed companies; b) public companies defined in the Securities Regulation Code; c) companies that offer or sell securities to the public; d) companies with secondary license; e) Where payment to subscription to the increase is more than P50,000,000.00. Otherwise, SUBSCRIPTION CONTRACT executed under oath among subscribing stockholder/s, treasurer and president for the corporation, stating the number of additional shares subscribed to and paid for. (2) Original Copy	Applicant / Client
Remarks: *Refer to Memorandum Circular No. 6 series of 2008 downloadable at SEC website through the following URL:* *https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/* *Refer to Memorandum Circular No. 11, series of 2016 using the following link:* *https://appointment.sec.gov.ph/wp-content/uploads/2019/11/2016MCno11.pdf*	
9. Secretary's Certificate on non-existence of intra-corporate dispute (2) Original Copy	Applicant / Client
Remarks: *Refer to sample format through the following URL:* *https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf*	
10. Secretary's Certificate on waiver of pre-emptive rights of non-subscribing shareholders (2) Original Copy	Applicant / Client
Remarks: *Refer to sample format through the following URL:* *https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf*	
11. If the foreign equity is increased to more than 40%, compliance with registration under Foreign Investments Act (2) Original Copy	Applicant / Client
Remarks: *Refer to sample format through the following URL:*	

https://www.sec.gov.ph/forms-and-fees/primary registration/ *Look for: For registered corporations increasing its foreign equity to more than 40% (F-101)*	
12. Monitoring Clearance (2) Photo Copy	SEC - Extension Office that has jurisdiction over the principal office address of the company
For Situational Requirement	
A. Bangko Sentral ng Pilipinas-regulated corporations	
A.1. BSP endorsement (1) Original Copy And (1) Photo Copy	BSP - Financial Supervision Sector
Remarks: *For Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, or Remittance Services*	
B. Insurance Commission-regulated corporations	
B.1. IC endorsement (1) Original Copy And (1) Photo Copy	Insurance Commission - Licensing Division
Remarks: *For Insurance/Mutual Benefit Association/ Health Maintenance Organization*	
C. For rural banks	
C.1. Notarized Certification on payment for subscriptions to be signed by majority of the rural bank's Board of Directors in accordance with the form required by BSP (2) Original Copy	Applicant / Client
C.2. List of stockholders of record showing their respective subscribed and paid-up amount before and after the increase and the list of subscribers to the increase with their respective subscription and payment as presented and approved by BSP annexed to the notarized certification (2) Original Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits requirements through email **Location:** mjacimafranca@sec.gov.ph	1.1. Receives and records the application for processing, examines whether the documents submitted are complete in form and in substance, forwards application for review	None	9 working day/s	• Securities Specialist II; Cebu Extension Office
	1.2. Reviews application		7 working day/s	• Securities Counsel II; Cebu

				Extension Office
	1.3. Instructs client to submit the hard copies		30 minute/s	• Securities Specialist II; Cebu Extension Office
2. Submits the hard copies of the document **Location:** SEC Cebu Extension Office Front Desk	2.1. Examines the hard copies of the documents previously submitted online and forwards to Director for final approval	None	2 working day/s	• Securities Specialist II; Cebu Extension Office
	2.2. Reviews application for final approval		1 working day/s	• Director II; Cebu Extension Office
	2.3. Prepares the Payment Assessment Form and sends to client		30 minute/s	• Securities Specialist II; Cebu Extension Office
3. Pays the filing fees via ESPAYSEC / Landbank and emails proof of payment **Location:** ESPAYSEC (https://espaysec.sec.gov.ph)/Landbank and mjacimafranca@sec.gov.ph	3.1. Receives and checks proof of payment, prepares the report and forwards application for certificate	**Standard Fees** Breakdown: Documentary stamp tax: PHP 60 Amended Articles of Incorporation: PHP 1010 Total: PHP 1070 **Possible Fees** Breakdown: For Corporations with FIA Application : PHP 3060 **Formula Fees** Breakdown: Legal Research FeeIncrease in Authorized Capital Stock	1 hour/s	• Securities Specialist II; Cebu Extension Office
	3.2. Prepares certificate and forward to Processors and Director for signature		3 hour/s	• SEC Confidential Assistant III; Cebu Extension Office
	3.3. Signs certificate		2 hour/s	• Director II; Cebu Extension Office
	3.4. Emails client to claim certificate		30 minute/s	• SEC Confidential Assistant III; Cebu Extension Office
	3.5. Releases the certificate		30 minute/s	• Securities Specialist I; Cebu Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee:		

	PHP 1070 See other fees below

Possible Fees

- **For Corporations with FIA Application** : 3060

Formula / Schedule of Fees

- **Legal Research Fee**

  1% of the computed filing fee for Increase of Capital Stock but not less than P10.00

- **Increase in Authorized Capital Stock**

  For corporation with par value –

  1/5 of 1% of the increase in capital stock but not less than P3,000.00 or the subscription price of the subscribed capital stock, whichever is higher

  For corporation without par value –

  1/5 of 1% of the increase in capital stock computed at P100.00 per share but not less than P3,000.00 or the issue value of the subscribed capital stock, whichever is higher

47. Increase of Capital Stock by way of Cash through electronic mail submission for Domestic Stock Corporations Classified as Philippine National (Other than OPC)

This service details the adopted online procedure and documentary requirements for application for Increase of Capital Stock by way of Cash pursuant to Section 37 of the Revised Corporation Code of the Philippines.

This service is exclusively for Domestic Stock Corporations classified as Philippine National.

For the pre-processing of new applications, applicants who choose to file through email must submit scanned copies of the notarized documents via seccebu@sec.gov.ph. Applicants are advised to adhere to the prescribed steps outlined in the email for the proper submission of the required documents.

Alternatively, corporations that choose to submit their application via eAmend Portal may do so by submitting the notarized documents via the eAmend Portal. For detailed guidelines, please refer to the Citizen's Charter for Increase of Capital Stock by way of Cash through the eAmend Portal.

Office or Division:	Cebu Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Unified Certification for Certificate of Increase of Capital Stock on: a. Certificate of Increase of Capital Stock; b. Director's Certificate; c. List of stockholders of record as of date of meeting approving the increase, indicating their nationalities and their respective subscribed and paid-up capital on the present authorized capital stock; d. Non-existence of intra-corporate dispute; e. Waiver of pre-emptive rights of non-subscribing shareholders (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks:

*Download the Unified Certification for **Increase of Capital Stock** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Unified-Certification-for-Increase-in-Authorized.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

2. Treasurer's Affidavit (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download Treasurer's Affidavit through this link:* *https://www.sec.gov.ph/wp-content/uploads/2025/06/2025Forms_Treasurers-Affidavit.doc* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
3. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Cebu Extension Office
Remarks: *CEBEO through the link:* • ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
B. For Financing and Lending Companies:	
B.1. Monitoring Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Cebu Extension Office
Remarks: *CEBEO through the link:* • ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
C. For Listed and Public Companies:	
C.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)

Remarks:

Corporate Governance and Finance Department (CGFD) through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

D. Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
D.1. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)

Remarks:

Market and Securities Regulation Department (MSRD) through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

E. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
E.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector

Remarks:

To request, please refer to BSP Citizen's Charter through this link:
https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

F. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
F.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group

Remarks:

To request, please refer to IC Citizen's Charter through this link:

https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

G. Additional requirement if cash payment for subscription is not yet reflected in the Audited Financial Statements:

Sub Situational Requirement/s

G.a. Notarized Subscription Contract

G.a.1. A subscription contract, executed under oath among subscriber/s, treasurer and president for the corporation, stating the number of additional shares subscribed to and paid for. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2026 – Subscription Contracts through this link: https://www.sec.gov.ph/mc-2026/sec-mc-no-06-series-of-2026/#gsc.tab=0* *Or May download to the sample below:* *https://www.sec.gov.ph/wp-content/uploads/2025/08/2025Forms_Subscription-Contract-for-Cash-Payment.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.b. If applicant corporation is/are: a) Listed companies; b) Public companies defined in the Securities Regulation Code; c) Companies that offer or sell securities to the public; d) Companies with secondary license; e) Others, pursuant to item no. 2 of SEC MC No. 6 of 2026	
G.b.1. Special Audit Report (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H. Additional requirement for Rural Banks:	
H.1. Notarized Certification on payment for subscriptions to be signed by majority of the rural bank's Board of Directors in accordance with the form required by BSP (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.2. List of stockholders of record showing their respective subscribed and paid-up amount before and after the increase and the list of subscribers to the increase with their respective subscription and payment as presented and approved by BSP annexed to the notarized certification (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

1. Submit the electronic copy of complete requirements for new application. **Location:** seccebu@sec.gov.ph **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via email. For submission of compliance documents, the client will directly send it to the assigned Specialist's e-mail. The assigned Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.2.	1.1. Verifies completeness of the required documents, receives and records the application if complete, and sends an email confirming receipt and identifying the assigned Specialist.	None	1 working day/s	• SEC CONFIDENTIAL ASSISTANT III; Cebu Extension Office
	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		5 working day/s	• SECURITIES SPECIALIST II; Cebu Extension Office • Securities Counsel II; Cebu Extension Office

• The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of	1.3. Reviews the Final Report and, if found in order, directs the Specialist to issue the Payment Assessment Form (PAF).		7 working day/s	• OFFICER-IN-CHARGE; Cebu Extension Office

the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)				
	1.4. Sends the Payment Assessment Form (PAF) to the applicant. Then, informs the applicant to submit the original/hard copy upon payment.		1 working day/s	• SECURITIES SPECIALIST II; Cebu Extension Office
2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip) **Location:** CEBU EXTENSION OFFICE **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at*	2.1. Calls the name of the corporation, accepts the complete application requirements together with the proof of payment, and transmits these to the Receiving officer.	None	2 hour/s	• ADMINISTRATIVE OFFICER IV; Cebu Extension Office
	2.2. Verifies hard copies against the documents reviewed by the Specialist and attaches the source documents; if found complete and in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the		4 hour/s	• SECURITIES SPECIALIST II; Cebu Extension Office

least one set should all be original copies of the documents pre-processed online, except for audited financial statements).	scheduled release appointment.			
	2.3. Prepares Certificate		1 working day/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
	2.4. Reviews the documents, signs, and approves the Certificate.		2 working day/s	• Officer-in-Charge; Cebu Extension Office
	2.5. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.		6 hour/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
	2.6. Schedules and sends email notification to the applicant on date of release of the certificate.		1 working day/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
3. Present the Official Receipt and Appointment Letter. Then, fill out the logbook for released applications and claim the Certificates of Approval. **Location:** CEBU EXTENSION OFFICE	3. Calls the name of the corporation, assists the client in filling out the logbook, and releases the Certificates of Approval.	None	4 hour/s	• SECURITIES SPECIALIST I; Cebu Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		

48. Increase of Capital Stock by way of Cash through the eAMEND Portal - Simple Processing for One Person Corporations (OPC) Classified as Philippine National

This service details the adopted online procedure and documentary requirements for application for Increase of Capital Stock by way of Cash of OPCs pursuant to Section 37 of the Revised Corporation Code of the Philippines.

***Upon approval, a Digital Certificate shall be issued electronically,** subject to the later submission of originally signed documents.*

This service is exclusively for Domestic Stock Corporations classified as Philippine National.

For the pre-processing of new applications, applicants who choose to file through the eAmend Portal must submit scanned copies of the notarized documents via the eAmend Portal. Applicants are advised to adhere to the prescribed steps outlined in the eAmend Portal for the proper uploading and submission of the required documents.

*Alternatively, corporations that choose to submit their application via email may do so by sending all required documents directly to seccebu@sec.gov.ph. For detailed guidelines, please refer to the Citizen's Charter for **Increase of Capital Stock by way of Cash through electronic mail submission.***

Office or Division:	Cebu Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks:

Note:

- *This is a system-generated requirement.*

- *The photo copies will be submitted upon payment of the corresponding fees.*

2. Unified Certification and Subscription Contract for Increase In Authorized Capital Stock containing: Certificate of Increase of Capital Stock; OPC Resolution; Schedule of Capital Structure as of date of OPC Resolution, indicating the nationality, no of shares and amount subscribed, and paid-up capital on the present authorized capital stock; and Treasurer's Affidavit Subscription Contract Non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks:

Note:

- *This is a system-generated requirement.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

3. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

For Situational Requirement

A. For Corporations with Primary Licenses:

A.1. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Cebu Extension Office

Remarks:

CEBEO through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

B. Clearance / Endorsement from other departments or other government agencies, if applicable.

B.1. Clearance / Endorsement from other departments or other government agencies. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

C. Additional requirement if cash payment for subscription is already reflected in the Audited Financial Statements:

C.1. Audited Financial Statements as of the last fiscal year stamped received by BIR and SEC. (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks: *Note: To be submitted by the Company if not available in the SEC's system.*
D. Additional requirement if cash payment for subscription is not yet reflected in the Audited Financial Statements:
Sub Situational Requirement/s
D.a. If applicant corporation is/are: a) Listed companies; b) Public companies defined in the Securities Regulation Code; c) Companies that offer or sell securities to the public; d) Companies with secondary license; e) Others, pursuant to item no. 2 of SEC MC No. 6 of 2026

D.a.1. Special Audit Report (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of notarized requirements for new application to eAmend Portal. **Location:** **https://eamend.sec.gov.ph/** **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies.	1.1. Verifies completeness of the required documents. Assigns the application to the specialist, if complete, then records the application.	None	1 working day/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office

• If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the Specialist shall revert the application informing the client of the deficiencies. For submission of compliance documents, the client must upload the documents through the eAmend Portal. The assigned Specialist will proceed to Agency Step 1.2. • The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		5 working day/s	• SECURITIES SPECIALIST II; Cebu Extension Office • SECURITIES COUNSEL II; Cebu Extension Office

should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing	1.3. Reviews the Final Report and, if found in order, directs the Specialist to issue the Payment Assessment Form (PAF).		7 working day/s	• OFFICER-IN-CHARGE; Cebu Extension Office
	1.4. Issues the Payment Assessment Form (PAF) to the applicant. Then, informs the applicant to submit the original/hard copy upon payment.		1 working day/s	• SECURITIES SPECIALIST II; Cebu Extension Office

time, provided that a proper notice to the applicant was given)				
2. Pay the corresponding filing fees through Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide. **Location:** 1. Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or 2. any Land Bank of the Philippines branch nationwide.	2. Issues payment confirmation containing the electronic Official Receipt via e-mail.	None	1 working day/s	• Financial Management Department; Financial Management Department (FMD)
3. Downloads the Digital Certificate of approval via eAmend and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip) **Location:** CEBU EXTENSION OFFICE **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements and amended articles of incorporation).*	3.1. Calls the name of the corporation, accepts the complete application requirements together with the proof of payment, and transmits these to the Receiving officer.	None	2 hour/s	• ADMINISTRATIVE OFFICER IV; Cebu Extension Office
	3.2. Verifies hard copies against the documents reviewed by the Specialist and attaches the source documents; if found complete and in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.		4 hour/s	• SECURITIES SPECIALIST II; Cebu Extension Office
	3.3. Prepares and generates the Certificate.		1 working day/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
	3.4. Reviews the documents, signs, and		1 working day/s	• Officer-in-Charge;

	approves the Certificate.			Cebu Extension Office
	3.5. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.		6 hour/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
	3.6. Tags the application for appointment through eAmend Portal indicating the date of release of the certificate.		1 working day/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
4. Present the Official Receipt and Appointment Letter. Then, fill out the logbook for released applications and claim the Certificates of Approval. **Location:** CEBU EXTENSION OFFICE	4. Calls the name of the corporation, assists the client in filling out the logbook, and releases the Certificates of Approval.	None	4 hour/s	• SECURITIES SPECIALIST I; Cebu Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		

49. Increase of Capital Stock by way of Cash through the eAMEND Portal for Domestic Stock Corporations Classified as Philippine National (Other than OPC)

This service details the adopted online procedure and documentary requirements for application for Increase of Capital Stock by way of Cash pursuant to Section 37 of the Revised Corporation Code of the Philippines.

This service is exclusively for Domestic Stock Corporations classified as Philippine National.

For the pre-processing of new applications, applicants who choose to file through the eAmend Portal must submit scanned copies of the notarized documents via the eAmend Portal. Applicants are advised to adhere to the prescribed steps outlined in the eAmend Portal for the proper uploading and submission of the required documents.

Alternatively, corporations that choose to submit their application via email may do so by sending all required documents directly to seccebu@sec.gov.ph. For detailed guidelines, please refer to the Citizen's Charter for ***Increase of Capital Stock by way of Cash through electronic mail submission.***

Office or Division:	Cebu Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Unified Certification for Certificate of Increase of Capital Stock on: a. Certificate of Increase of Capital Stock; b. Director's Certificate; c. List of stockholders of record as of date of meeting approving the increase, indicating their nationalities and their respective subscribed and paid-up capital on the present authorized capital stock; d. Non-existence of intra-corporate dispute; e. Waiver of pre-emptive rights of non-subscribing shareholders (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks:

Download the Unified Certification for ***Increase of Capital Stock*** *below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Unified-Certification-for-Increase-in-Authorized.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

2. Treasurer's Affidavit (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download Treasurer's Affidavit through this link:* *https://www.sec.gov.ph/wp-content/uploads/2025/06/2025Forms_Treasurers-Affidavit.doc* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
3. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Cebu Extension Office
Remarks: *CEBEO through the link:* • ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
B. For Financing and Lending Companies:	
B.1. Monitoring Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Cebu Extension Office
Remarks: *CEBEO through the link:* • ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
C. For Listed and Public Companies:	
C.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)

Remarks:

Corporate Governance and Finance Department (CGFD) through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

D. Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
D.1. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)

Remarks:

Market and Securities Regulation Department (MSRD) through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

E. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
E.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector

Remarks:

To request, please refer to BSP Citizen's Charter through this link:
https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

F. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
F.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group

Remarks:

To request, please refer to IC Citizen's Charter through this link:

https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

G. Additional requirement if cash payment for subscription is not yet reflected in the Audited Financial Statements:

Sub Situational Requirement/s

G.a. Notarized Subscription Contract

G.a.1. A subscription contract, executed under oath among subscriber/s, treasurer and president for the corporation, stating the number of additional shares subscribed to and paid for. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2026 – Subscription Contracts through this link: https://www.sec.gov.ph/mc-2026/sec-mc-no-06-series-of-2026/#gsc.tab=0* *Or May download to the sample below:* *https://www.sec.gov.ph/wp-content/uploads/2025/08/2025Forms_Subscription-Contract-for-Cash-Payment.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.b. If applicant corporation is/are: a) Listed companies; b) Public companies defined in the Securities Regulation Code; c) Companies that offer or sell securities to the public; d) Companies with secondary license; e) Others, pursuant to item no. 2 of SEC MC No. 6 of 2026	
G.b.1. Special Audit Report (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H. Additional requirement for Rural Banks:	
H.1. Notarized Certification on payment for subscriptions to be signed by majority of the rural bank's Board of Directors in accordance with the form required by BSP (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.2. List of stockholders of record showing their respective subscribed and paid-up amount before and after the increase and the list of subscribers to the increase with their respective subscription and payment as presented and approved by BSP annexed to the notarized certification (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

1. Submit the electronic copy of notarized requirements for new application to eAmend Portal. **Location:** **https://eamend.sec.gov.ph/** **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the Specialist shall revert the application informing the client of the deficiencies. For submission of compliance documents, the client must upload the documents through the eAmend Portal. The assigned Specialist will proceed to Agency Step 1.2. • The foregoing service may be	1.1. Verifies completeness of the required documents. Assigns the application to the specialist, if complete, then records the application.	None	1 working day/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		5 working day/s	• SECURITIES SPECIALIST II; Cebu Extension Office • SECURITIES COUNSEL II; Cebu Extension Office

deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records					
	1.3. Reviews the Final Report and, if found in order, directs the Specialist to issue the Payment Assessment Form (PAF).		7 working day/s	• OFFICER-IN-CHARGE; Cebu Extension Office	

facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)				
	1.4. Issues the Payment Assessment Form (PAF) to the applicant.		1 working day/s	• SECURITIES SPECIALIST II; Cebu Extension Office
2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip) **Location:** CEBU EXTENSION OFFICE **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-*	2.1. Calls the name of the corporation, accepts the complete application requirements together with the proof of payment, and transmits these to the Receiving officer.	None	2 hour/s	• ADMINISTRATIVE OFFICER IV; Cebu Extension Office
	2.2. Verifies hard copies against the documents reviewed by the Specialist and attaches the source documents; if found complete and in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.		4 hour/s	• SECURITIES SPECIALIST II; Cebu Extension Office

processed online, except for audited financial statements).	2.3. Prepares and generates the Certificate.		1 working day/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
	2.4. Reviews the documents, signs, and approves the Certificate.		2 working day/s	• Officer-in-Charge; Cebu Extension Office
	2.5. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.		6 hour/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
	2.6. Tags the application for appointment through eAmend Portal indicating the date of release of the certificate.		1 working day/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
3. Present the Official Receipt and Appointment Letter. Then, fill out the logbook for released applications and claim the Certificates of Approval. **Location:** CEBU EXTENSION OFFICE	3. Calls the name of the corporation, assists the client in filling out the logbook, and releases the Certificates of Approval.	None	4 hour/s	• SECURITIES SPECIALIST I; Cebu Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		

50. Increase of Capital Stock of One Person Corporation (OPC) through electronic mail submission for Domestic Stock Corporations Classified as Philippine National

This service details the adopted online procedure and documentary requirements for application for Increase of Capital Stock by way of Cash and Non Cash pursuant to Section 37 of the Revised Corporation Code of the Philippines through electronic mail.

This service is exclusively for One Person Corporations classified as Philippine National.

For the pre-processing of new applications, applicants who choose to file through email must submit scanned copies of the notarized documents via seccebu@sec.gov.ph. Applicants are advised to adhere to the prescribed steps outlined in the email for the proper submission of the required documents.

Alternatively, corporations that choose to submit their application via eAmend Portal may do so by submitting the notarized documents via the eAmend Portal. For detailed guidelines, please refer to the Citizen's Charter for Increase of Capital Stock of One Person Corporation (OPC) through the eAMEND Portal.

Office or Division:	Cebu Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Unified Certification for Certificate of Increase of Capital Stock a. Certificate of Increase of Capital Stock; b. OPC Resolution; c. Schedule of Capital Structure as of date of OPC Resolution, indicating the nationality, no of shares and amount subscribed, and paid-up capital on the present authorized capital stock; and d. Non-existence of intra-corporate dispute. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the Unified Certification for **Increase of Capital Stock_OPC** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Unified-Certification-for-Increase-in-AC-OPC.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
2. Treasurer's Affidavit (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks:	

Download Treasurer's Affidavit for OPC through this link:

https://www.sec.gov.ph/wp-content/uploads/2022/03/2022SECForm_TREASURERS-AFFIDAVIT.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

3. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

For Situational Requirement

A. For Corporations with Primary Licenses:

A.1. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Cebu Extension Office

Remarks:

CEBEO through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

B. For Financing and Lending Companies:

B.1. Monitoring Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Cebu Extension Office

Remarks:

CEBEO through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

C. For Listed and Public Companies:

C.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)

Remarks:

Corporate Governance and Finance Department (CGFD) through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

D. Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
D.1. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Market and Securities Regulation Department (MSRD)

Remarks:

Market and Securities Regulation Department (MSRD) through the link:

eWATCH: *https://ewatch.sec.gov.ph/login*

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

E. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
E.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector

Remarks:

To request, please refer to BSP Citizen's Charter through this link:
https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

F. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
F.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group

Remarks:

To request, please refer to IC Citizen's Charter through this link:

https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

G. Additional Requirement if the consideration for issuance of shares is in the form of Previously incurred indebtedness (e.g., conversion of advances into equity / conversion of deposit for future subscription)	
G.1. Deed of Assignment of advances / liabilities (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks:

Download the Deed of Assignment for ***Advances*** *below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Single-Assignor.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s	
G.a. If the advances/liabilities is not yet reflected in the Audited Financial Statements (AFS):	
G.a.1. A report to be rendered by an Independent CPA on the verification of the advances to be converted to equity (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

H. Additional Requirements if the payment for issuance of shares is by way of Stock Dividend:	
H.1. Reconciliation of Retained Earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

For guidance, please refer to SEC Memorandum Circular No. 16 Series of 2023- Revised Guidelines on the Determination of Retained Earnings Available for Dividend Declaration through this link: https://www.sec.gov.ph/wp-content/uploads/2023/10/2023SEC-MC-No.-16,-s.-of-2023-Revised-Guidelines-on-the-Determination-of-Retained-Earnings%20-Available-for-Dividend-Declaration.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s	
H.a. In case the unappropriated retained earnings is not sufficient to warrant the dividend declaration:	
H.a.1. Secretary's Certificate on the Board's resolution to reverse the appropriated retained earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

I. Additional Requirement if the consideration for issuance of shares is in the form of Land, buildings / condominium units:	
I.1. Detailed schedule of property showing the registered owner, location, area, TCT/CCT no., tax declaration number and the basis of transfer value (market value, assessed value or zonal value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks:

*Download the sample **Detailed Schedule for Land, Buldings/Condominium Units** below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=405110855#gid=405110855

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

I.2. Copy of TCT/CCT electronically certified and issued by Register of Deeds and tax declaration sheet certified Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

I.3. Deed of Assignment (a. Deed of Assignment; b. Certifying that the improvements are existing and in good condition ; c. Undertaking that the corporation will submit the required proof of transfer within the prescribed period) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks:

*Download the Deed of Assignment for **Increase of Capital Stock_Land, Buildings / Condominium Units** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Land-Buildings-Condo.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

I.a. If transfer value is based on appraised value:

I.a.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

I.a.2. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Electronic Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks:

Download the Affidavit of Undertaking re Section 64 (watered stocks) below:

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

I.b. If property is mortgaged:

I.b.1. Mortgagee/creditor's certification on the outstanding loan balance and his/her written consent to the transfer of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.c. For assignment of buildings where assignor is not the owner of the land:	
I.c.1. Lease contract on the land and consent of the land owner to the transfer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J. Additional Requirement if the consideration for issuance of shares is in the form of Untitled Lands:	
J.1. Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least twenty (20) years and the possessor had introduced improvements thereon, if any (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.2. Duplicate original or certified true copies of the tax declaration sheets (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.3. Latest realty tax receipts (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.4. Affidavit by the transferor attesting the following: 1. Continuous and open possession of the property is located; 2.a. Existence (or non-existence) of easements over the untitled property; b. Kind/description of the easement and its location; and c. Whether the transferor is the dominant estate or the servient estate, by virtue of such easements 3. That the transferor/subscriber to answer for any liability that the corporation might incur by virtue of the acceptance of said property as paid-up capital) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks:	

*Download **Transferor Affidavit for Untitled Land** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-the-Transferor_Untitled-Lands.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

J.5. Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

J.6. Duplicate original or certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument affecting the property recorded in the Register of Deeds for the province of city where the land is situated (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

J.7. Clearance or certification from the Department of Agrarian Reform (DAR) attesting to the following: (a) There is no other claimant to the untitled land; (b) it has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party; or (c) The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Department of Agrarian Reform (DAR) - Department of Agrarian Reform (DAR)

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

J.8. Blue Print Survey of the Plan as approved by the Bureau of Lands (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

J.9. Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/ assessed value / zonal value or appraised value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks:

*Download the sample **Detailed Schedule of Untitled Lands** below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=508694029#gid=508694029

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

J.10. Deed of Assignment reflecting: a. Assignment of Untitled Lands; b. Undertaking to submit certified true copy of the original certificate of title in the name of the transferee-corporation within one (1) year from the date of receipt of the approval of the application) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks:

Download the Deed of Assignment for ***Increase of Capital Stock_Untitled Lands*** *below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Untitled-Lands.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

J.a. If transfer value is based on zonal value

J.a.1. Latest zonal valuation certified by BIR (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

J.b. If transfer value is based on appraised value

J.b.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

J.b.2. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks:

Download the Affidavit of Undertaking re Section 64 (watered stocks) below:

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

K. Additional Requirement if the consideration for issuance of shares is in the form of Inventories / Furniture / Personal Properties:

K.1. Detailed schedule of property showing the description and the basis of transfer value (market value or book value) certified under	Securities and Exchange Commission - Cebu Extension

oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Office

Remarks:

*Download the sample **Detailed Schedule of Inventories / Furniture / Personal Properties** below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1666788899#gid=1666788899

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

K.2. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks:

*Download the Deed of Assignment for **Increase of Capital Stock_Inventories / Furniture / Personal Properties** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Inventories-Furniture-Personal-Properties.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

K.a. If transfer value is based on book value:

K.a.1. Special Audit Report by an Independent CPA on the verification and valuation of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

L. Additional Requirement if the consideration for issuance of shares is in the form of Heavy equipment and machinery:

L.1. Detailed schedule of the property showing the description and the transfer value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks:

*Download the sample **Detailed Schedule of Heavy Equipment and Machinery** below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1745725976#gid=1745725976

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*

- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

L.2. Appraisal report by a licensed appraiser (not more than 6-month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

L.3. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks:

*Download the Deed of Assignment for **Increase of Capital Stock_Heavy Equipment and Machinery** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Heavy-Equipment-and-Machinery.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

L.4. Certification from the transferor stating that the properties are existing and in good condition (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

L.a. In case the heavy equipment and machinery qualify as real property as defined under the New Civil Code.

L.a.1. Copy of the latest required Tax Declaration Sheet certified by the Assessor's Office. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

L.a.2. Copy of the TCT / CCT of the land on which the heavy equipment and machinery are located certified by the Register of Deeds. (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

The original copy and photo copy will be submitted upon payment of the corresponding fees.

L.b. If the assignor is not the owner of the land on which the heavy equipment and machinery are located as defined under the New Civil Code.

L.b.1. Lease contract on the land and consent of the land owner to the transfer	Applicant / Client

(1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.c. If the transfer value is based on appraised value:	
L.c.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M. Additional Requirement if the consideration for issuance of shares is in the form of Shares of Stock:	
M.1. Detailed schedule of the shares of stock showing the stockholder, stock certificate number, no. of shares and the basis of transfer value (market or book value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the sample **Detailed Schedule of Shares of Stock** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1402851319#gid=1402851319* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.2. Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Information and Communications Technology Department (ICTD)
Remarks: *To be provided by the Company, in case the Company did not file* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.3. Deed of Assignment (a. Deed of Assignment ; b. Undertaking that the corporation will submit the required proof of transfer within the prescribed period). (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Shares of Stock** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Shares-of-Stocks.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.4. Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the assignor (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.5. Photocopy of the stock certificate (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
M.a. If listed in the Stock Exchange:	
M.a.1. Latest market price quotation in the newspaper or certification from the stock exchange/broker as to latest market price of the shares of stock (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N. Additional Requirement if by way of Motor Vehicles	
N.1. Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the sample **Detailed Schedule of Motor Vehicle** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=318133614#gid=318133614* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.*	

- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

N.2. Photocopy of certificate of registration and official receipt of annual registration fee (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Notes:

- *The original copy will be presented for verification during the processing stage.*
- *The two (2) photo copies will be submitted upon payment of the corresponding fees.*

N.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

N.4. Deed of Assignment reflecting: a. Assignment of Motor Vehicles; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period; c. Certification from the transferor stating that the motor vehicles are existing and in good running condition (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks:

Download the Deed of Assignment for ***Increase of Capital Stock_Motor Vehicle*** *below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Motor-Vehicles.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

N.a. If the transfer value is based on appraised value:

N.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks:

Download the Affidavit of Undertaking re Section 64 (watered stocks) below:

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx

The original copy and photo copy will be submitted upon payment of the corresponding fees.

O. Additional Requirement if by way of Sea Vessel / Aircraft:

O.1. Detailed schedule of vessel/aircraft showing registered Owner, registry number, technical description and appraised value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks: *Download the sample **Detailed Schedule of Sea Vessel / Aircraft** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1212106110#gid=1212106110* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.2. Certified true copy of the certificate of ownership (1) Certified True Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The certified true copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.4. Certificate of seaworthiness/airworthiness issued by appropriate government agency (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.5. Deed of Assignment reflecting: a. Assignment of Sea Vessel/Aircraft; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Sea Vessel / Aircraft** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Sea-Vessels-aircrafts.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
O.a. If the transfer value is based on appraised value:	
O.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:*	

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P. Additional Requirement if the consideration for issuance of shares is in the form of Intangibles:	
P.1. Photocopy of System Purchase Agreement or any proof of ownership (for software) (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
P.2. Copy of Certificate of Registration of Intellectual Property Rights and mining permit for mining claims/rights (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
P.3. Appraisal report by an accredited appraisal company or by a licensed Filipino mining engineer for mining claims/rights (not more than 6 months old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P.4. Deed of Assignment reflecting: a. Assignment of Intangibles; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Intangibles** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Intangibles.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q. Additional Requirement if the consideration for issuance of shares is in the form of Net Assets:	
Q.1. Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
Q.2. Deed of Assignment of the assets and liabilities (a. Deed of Assignment; b. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the	Securities and Exchange Commission - Cebu Extension Office

prescribed period). (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Download the Deed of Assignment for* ***Increase of Capital Stock_Net Assets*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Net-Assets.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q.3. List of creditors with the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q.4. Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the sample* ***Detailed Schedule of Net Asset*** *below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1662940848#gid=1662940848* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q.5. Photocopy of the certificate of registration of the motor vehicles (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
Q.6. Copy of TCT/CCT electronically certified and issued by the Register of Deeds and tax declaration sheets certified by the Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

Q.7. Photocopy of stock certificates (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
Q.8. DTI Certificate of Registration (for single proprietorship) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
Q.a. If the transfer value is based on appraised value:	
Q.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
R. Additional requirement if cash payment for subscription is not yet reflected in the Audited Financial Statements:	
Sub Situational Requirement/s	
R.a. Notarized Subscription Contract	
R.a.1. A subscription contract, executed under oath among subscriber/s, treasurer and president for the corporation, stating the number of additional shares subscribed to and paid for (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2026 – Subscription Contracts through this link: https://www.sec.gov.ph/mc-2026/sec-mc-no-06-series-of-2026/#gsc.tab=0* *Or May download to the sample below:* *https://www.sec.gov.ph/wp-content/uploads/2025/08/2025Forms_Subscription-Contract-for-Cash-Payment.docx*	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

R.b. If applicant corporation is/are: a) Listed companies; b) Public companies defined in the Securities Regulation Code; c) Companies that offer or sell securities to the public; d) Companies with secondary license; e) Others, pursuant to item no. 2 of SEC MC No. 6 of 2026

R.b.1. Special Audit Report (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of complete requirements for new application. **Location:** seccebu@sec.gov.ph **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the Specialist will prepare a checklist of deficiencies and	1.1. Verifies completeness of the required documents, receives and records the application if complete, and sends an email confirming receipt and identifying the assigned Specialist.	None	4 hour/s	• SEC CONFIDENTIAL ASSISTANT III; Cebu Extension Office

inform and return it to the applicant via email. For submission of compliance documents, the client will directly send it to the assigned Specialist's e-mail. The assigned Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.2. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has				
	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		8 working day/s	• Securities Specialist II; Cebu Extension Office • SECURITIES COUNSEL II; Cebu Extension Office
	1.3. Reviews the Final Report and, if found in		9 working day/s	• OFFICER-IN-CHARGE;

failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given.	order, directs the Specialist to issue the Payment Assessment Form (PAF).			Cebu Extension Office
	1.4. Sends the Payment Assessment Form (PAF) to the applicant. Then, informs the applicant to submit the original/hard copy upon payment.		1 hour/s	• Securities Specialist II; Cebu Extension Office

2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip). **Location:** CEBU EXTENSION OFFICE **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)*	2.1. Receives complete application requirements with proof of payment; verifies hard copies against online-submitted documents and, if found in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.	None	2 hour/s	• SECURITIES SPECIALIST II; Cebu Extension Office
	2.2. Prepares Certificate		4 hour/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
	2.3. Reviews the documents, signs, and approves the Certificate.		1 working day/s	• Officer-in-Charge; Cebu Extension Office
	2.4. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.		1 hour/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
	2.5. Schedules and sends email notification to the applicant on the date of release of the certificate.		2 hour/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
3. Present the Official Receipt and Appointment Letter. Then, fill out the logbook for released applications and claim the Certificates of Approval. **Location:** CEBU EXTENSION OFFICE	3. Calls the name of the corporation, assists the client in filling out the logbook, and releases the Certificates of Approval.	None	2 hour/s	• SECURITIES SPECIALIST I; Cebu Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		

51. Increase of Capital Stock through payment other than cash

This service details the procedure on application for increase of capital stock by way:

1. *Conversion of advances/liabilities to equity*
2. *Stock Dividends*
3. *Land, building / condominium units*
4. *Untitled Lands*
5. *Inventories / Furnitures / Personal Properties*
6. *Heavy equipment and machinery*
7. *Shares of stock*
8. *Motor Vehicle*
9. *Sea vessel / aircraft*
10. *Intangibles*
11. *Net assets*

Office or Division:	Cebu Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Stock corporations duly registered at Securities and Exchange Commission
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover sheet (2 originals) (2) Original Copy	Applicant / Client
Remarks: *Refer to sample format through the following URL:* *https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Certificate of Increase of Capital Stock (2) Original Copy	Applicant / Client
Remarks: *No Prescribed format but should be in accordance with the Revised Corporation Code (Sections 15 and 37)*	
3. Treasurer's Affidavit (2) Original Copy	Applicant / Client
Remarks: *No prescribed format but should be in accordance with Section 37 of the Revised Corporation Code*	
4. Directors' certificate (2) Original Copy	Applicant / Client
Remarks:	

Refer to sample format through the following URL: *Directors' Certificate - https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf*	
5. Amended Articles of Incorporation (2) Original Copy	Applicant / Client
Remarks: *Latest approved Amended Articles of Incorporation may be used as a guide*	
6. List of stockholders of record as of date of meeting approving the increase, indicating their nationalities and their respective subscribed and paid-up capital on the present authorized capital stock certified under oath by the corporate secretary (2) Original Copy	Applicant / Client
7. Secretary's Certificate on non-existence of intra-corporate dispute (2) Original Copy	Applicant / Client
Remarks: *Refer to sample format through the following URL:* *https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf*	
8. Secretary's Certificate on waiver of pre-emptive rights of non-subscribing shareholders (2) Original Copy	Applicant / Client
Remarks: *Refer to sample format through the following URL:* *https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_Waiver_Pre_emptive_Rights.pdf*	
9. If the foreign equity is increased to more than 40%, compliance with registration under Foreign Investments Act (2) Original Copy	Applicant / Client
Remarks: *Refer to sample format through the following URL:* *https://www.sec.gov.ph/forms-and-fees/primary-registration/* *Look for: registered corporations increasing its foreign equity to more than 40% (F-101)*	
10. Monitoring Clearance (2) Photo Copy	SEC - Extension Office that has jurisdiction over the principal office address of the company
For Situational Requirement	
A. Conversion of Advances / Liabilities to Equity	
A.1. Audited Financial Statements (AFS) as of the last fiscal year received by BIR and SEC, if the advances are already reflected	SEC - EFAST

therein (1) Photo Copy	
A.2. A report to be rendered by an Independent CPA on the verification of the advances to be converted to equity, if not reflected in previous item (2) Original Copy	Applicant / Client
Remarks: *For guidance, refer to Memorandum Circular No. 6 series of 2008 – Guidelines on on-site verification of financial records relative to certain applications filed with the Commission - downloadable at SEC website through the following URL:* *https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/*	
A.3. Deed of Assignment of advances / liabilities (2) Original Copy	Applicant / Client
B. Land, buildings / condominium units	
B.1. Detailed schedule of property showing the registered owner, location, area, TCT/CCT no., tax declaration number and the basis of transfer value (market value, assessed value or zonal value) certified by the company accountant (2) Original Copy	Applicant / Client
B.2. Electronically certified copy of Transfer Certificate of Title / Condominium Certificate of Title (1) Certified True Copy And (1) Photo Copy	Registry of Deeds where the property is located - Cert. Copies and Verification Counter
B.3. Certified true copy of the Tax Declaration Sheet (1) Certified True Copy And (1) Photo Copy	LGU - Office of the City Assessor where the property is located
B.4. Latest zonal valuation certified by BIR, if transfer value is based on zonal value (1) Original Copy And (1) Photo Copy	Bureau of Internal Revenue - Revenue District Office where the real property is located
B.5. Appraisal report by a licensed real estate appraiser, if transfer value is based on appraised value (not more than 6 months old) (2) Original Copy	Applicant / Client
B.6. Deed of Assignment (2) Original Copy	Applicant / Client
B.7. If property is mortgaged, submit: a. Mortgagee/creditor's certification on the outstanding loan balance; b. Mortgagee/creditor's written consent to the transfer of property (2) Original Copy	Applicant / Client
B.8. For assignment of buildings where assignor is not the owner of the land, submit:a. Lease contract on the land (2 photocopies); b. Consent of the land owner to the transfer (2 originals) (2) Original Copy	Applicant / Client
B.9. Certification from the transferor stating that the improvements are existing and in good condition (2) Original Copy	Applicant / Client
B.10. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (2) Original Copy	Applicant / Client
Remarks:	

For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL:

https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/

C. Untitled Lands	
C.1. Certification of the Barangay Chairman where the property is located (1) Original Copy And (1) Photo Copy	Barangay where the property is located - Office of the Barangay Chairman
C.2. Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located (1) Original Copy And (1) Photo Copy	Barangay where the property is located - Office of the Barangay Chairman
C.3. Affidavit of at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least thirty (30) years and the possessor had introduced improvements thereon, if any (2) Original Copy	Applicant / Client
C.4. Tax declaration sheets (1) Certified True Copy And (1) Photo Copy	LGU - Office of the City Assessor where the property is located
C.5. Latest realty tax receipts (1) Certified True Copy And (1) Photo Copy	LGU - Office of the City Assessor where the property is located
C.6. Affidavit by the transferor attesting continuous and open possession of the property is located (2) Original Copy	Applicant / Client
C.7. Certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument affecting the property recorded in the Register of Deeds for the province of city where the land is situated (1) Certified True Copy And (1) Photo Copy	Registry of Deeds - where the property is located
C.8. Affidavit executed by the transferor attesting to the: Existence (or non-existence) of easements over the untitled property; Kind/description of the easement and its location; and Whether the transferor is the dominant estate or the servient estate, by virtue of such easements (2) Original Copy	Applicant / Client
C.9. Undertaking under oath of the transferor/subscriber to answer for any liability that the corporation might incur by virtue of the acceptance of said property as paid-up capital (2) Original Copy	Applicant / Client
C.10. Clearance or certification from the Department of Agrarian Reform attesting to the following: There is no other claimant to the untitled land it has not issued any Certificate of Land Ownership Award over the property to any other party or The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (1) Original Copy And (1) Photo Copy	DAR - Regional Office
C.11. Blue Print Survey of the Plan as approved by the Bureau of Lands (2) Certified True Copy	Bureau of Lands - Local Office
C.12. Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of	Applicant / Client

transfer value (market value/ assessed value / zonal value or appraised value) (2) Original Copy	
C.13. Latest zonal valuation certified by the Bureau of Internal Revenue, if transfer value is based on zonal value (1) Original Copy And (1) Photo Copy	BIR - Revenue District Office where the real property is located
C.14. Appraisal report by a licensed real estate appraiser, if transfer value is based on appraised value (not more than 6 months old) (2) Original Copy	Applicant / Client
C.15. Deed of Assignment (2) Original Copy	Applicant / Client
C.16. Affidavit of undertaking to submit certified true copy of the original certificate of title in the name of the transferee-corporation within one (1) year from the date of receipt of the approval of the application (2) Original Copy	Applicant / Client
D. Inventories / Furniture / Personal Properties	
D.1. Detailed schedule of property showing the description and the basis of transfer value (market value or book value) certified by the company accountant (2) Original Copy	Applicant / Client
D.2. Special Audit Report by an Independent CPA on the verification and valuation of property, if transfer value is based on book value (2) Original Copy	Applicant / Client
D.3. Deed of Assignment (2) Original Copy	Applicant / Client
D.4. Certification from the transferor stating that the properties are existing and in good condition (2) Original Copy	Applicant / Client
E. Heavy equipment and machinery	
E.1. Detailed schedule of the property showing the description and the transfer value certified by the company accountant (2) Original Copy	Applicant / Client
E.2. Appraisal report by a licensed appraiser (not more than 6 months old) (2) Original Copy	Applicant / Client
E.3. If the property is imported, a valuation report with description of the property (1) Original Copy And (1) Photo Copy	Bangko Sentral ng Pilipinas - Headquarters
E.4. Deed of Assignment (2) Original Copy	Applicant / Client
E.5. Certification from the transferor stating that the properties are existing and in good condition (2) Original Copy	Applicant / Client
F. Shares of Stock	
F.1. Detailed schedule of the shares of stock showing the stockholder, stock certificate number, no. of shares and the basis of transfer value (market or book value) certified by the company	Applicant / Client

accountant (2) Original Copy	
F.2. Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC (1) Photo Copy	SEC - EFAST
F.3. Deed of Assignment (2) Original Copy	Applicant / Client
F.4. Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the Assignor (2) Original Copy	Applicant / Client
F.5. Stock certificate (present original for verification) (2) Photo Copy	Applicant / Client
F.6. Latest market price quotation in the newspaper (2 photocopies) or Certification from the stock exchange/broker as to latest market price of the shares of stock (if listed in the Stock Exchange) (2) Original Copy	Applicant / Client
F.7. Affidavit of undertaking to submit the required proof of transfer within the prescribed period (2) Original Copy	Applicant / Client
Remarks: *For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL:* *https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/*	
G. Motor Vehicles	
G.1. Detailed schedule of the motor vehicle/s showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified by the company accountant (2) Original Copy	Applicant / Client
G.2. Certificate of registration and official receipt of annual registration fee (present original for verification) (2) Photo Copy	Land Transportation Office - Local Office
G.3. Appraisal report by a licensed appraiser (not more than 6 months old) (2) Original Copy	Applicant / Client
G.4. Deed of Assignment (2) Original Copy	Applicant / Client
G.5. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (2) Original Copy	Applicant / Client
Remarks: *For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL:*	

https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/	
G.6. Certification from the transferor stating that the motor vehicles are existing and in good running condition (2) Original Copy	Applicant / Client
H. Sea Vessel / Aircraft	
H.1. Detailed schedule of vessel/s/aircraft/s showing registered Owner, registry number, technical description and appraised value certified by the company accountant (2) Original Copy	Applicant / Client
H.2. Certificate of ownership (2) Certified True Copy	Applicant / Client
H.3. Appraisal report by licensed appraiser (not more than 6 months old) (2) Original Copy	Applicant / Client
H.4. Certificate of seaworthiness/airworthiness issued by appropriate government agency (1) Original Copy And (1) Photo Copy	Maritime Industry Authority/Civil Aviation Authority of the Philippines - Local Office
H.5. Deed of Assignment (2) Original Copy	Applicant / Client
H.6. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (2) Original Copy	Applicant / Client
Remarks: *For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL:* *https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/*	
I. Intangibles	
I.1. System Purchase Agreement or any proof of ownership (for software) (2) Photo Copy	Applicant / Client
I.2. Certificate of Registration of Intellectual Property Rights or intellectual property rights (2) Certified True Copy	Intellectual Property Office of the Philippines - Local Office
I.3. Mining permit for mining claims/rights for mining claims (2) Certified True Copy	Philippine Mines and Geosciences Bureau - Local Office
I.4. Appraisal report by an accredited appraisal company or by a licensed Filipino mining engineer for mining claims/rights (not more than 6 months old) (2) Original Copy	Applicant / Client
I.5. Deed of Assignment (2) Original Copy	Applicant / Client
I.6. Affidavit of undertaking by an officer of the company to submit proof of transfer of ownership within the prescribed period (2) Original Copy	Applicant / Client

Remarks: *For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL:* *https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/*	
J. Net Assets	
J.1. Audited financial statements of the applicant corporation as of the last fiscal year received by BIR and SEC (1) Photo Copy	SEC - EFAST
J.2. Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year (1) Certified True Copy	DTI/SEC - DTI Regional Office/SEC EFAST
J.3. Long-form audit report of previous item (2) Original Copy	Applicant / Client
J.4. Deed of Assignment of the assets and liabilities (2) Original Copy	Applicant / Client
J.5. List of creditors with the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant with written consent of creditors (2) Original Copy	Applicant / Client
J.6. Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant (2) Original Copy	Applicant / Client
J.7. Certificate of registration of the motor vehicles (present original for verification) (2) Photo Copy	Land Transportation Office - Local Office
J.8. Transfer Certificate of Title / Condominium Certificate of Title (1) Certified True Copy And (1) Photo Copy	Registry of Deeds where the property is located - Certified Copies and Verification Counter
J.9. Tax Declaration Sheet (1) Certified True Copy And (1) Photo Copy	LGU - Office of the City Assessor where the property is located
J.10. Stock certificates (present original for verification) (2) Photo Copy	Applicant / Client
J.11. DTI Certificate of Registration (for single proprietorship) (1) Certified True Copy And (1) Original Copy	DTI - Regional Office
J.12. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (2) Original Copy	Applicant / Client
Remarks: *For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL:* *https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/*	
K. Stock Dividends	

K.1. List of stockholders entitled to stock dividend with their respective outstanding shares and the allocation of stock dividend certified by the corporate secretary (2) Original Copy	Applicant / Client
K.2. Audited Financial Statements as of the last fiscal year received by BIR and SEC (1) Photo Copy	SEC - EFAST
K.3. Secretary's Certificate that on the basis of the computation of the Finance Officer, the allocation of stock dividends as indicated in the Certificate of Increase is in proportion to the shareholdings of stockholders as of date of meeting approving the dividend declaration or as of record date and the treatment of resulting fractional shares, if any, are true and correct (2) Original Copy	Applicant / Client
K.4. Secretary's Certificate on the Board's resolution to reverse the appropriated retained earnings (2) Original Copy	Applicant / Client
K.5. Reconciliation of Retained Earnings (2) Original Copy	Applicant / Client
Remarks: *Refer to sample format in Memorandum Circular No. 16 Series of 2023 through the following URL:* *https://www.sec.gov.ph/wp-content/uploads/2023/10/2023SEC-MC-No.-16,-s.-of-2023-Revised-Guidelines-on-the-Determination-of-Retained-Earnings%20-Available-for-Dividend-Declaration.pdf*	
L. Bangko Sentral ng Pilipinas-regulated corporations	
L.1. BSP endorsement (1) Original Copy And (1) Photo Copy	BSP - Financial Supervision Sector
Remarks: *For Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, or Remittance Services*	
M. Insurance Commission-regulated corporations	
M.1. IC endorsement (1) Original Copy And (1) Photo Copy	Insurance Commission - Licensing Division
Remarks: *For Insurance/Mutual Benefit Association/ Health Maintenance Organization*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

1. Submits requirements through email **Location:** mjacimafranca@sec.gov.ph	1.1. Receives and records the application for processing, examines whether the documents submitted are complete in form and in substance, forwards application for review	None	9 working day/s	• Securities Specialist II; Cebu Extension Office
	1.2. Reviews application		7 working day/s	• Securities Counsel II; Cebu Extension Office
	1.3. Instructs client to submit the hard copies		30 minute/s	• Securities Specialist II; Cebu Extension Office
2. Submits the hard copies of the document **Location:** SEC Cebu Extension Office Front Desk	2.1. Examines the hard copies of the documents previously submitted online and forwards to Director for final approval	None	2 working day/s	• Securities Specialist II; Cebu Extension Office
	2.2. Reviews application for final approval		1 working day/s	• Director II; Cebu Extension Office
	2.3. Prepares the Payment Assessment Form and sends to client		30 minute/s	• Securities Specialist II; Cebu Extension Office
3. Pays the filing fees via ESPAYSEC / Landbank and emails proof of payment **Location:** ESPAYSEC (https://espaysec.sec.gov.ph)/Landbank and mjacimafranca@sec.gov.ph	3.1. Receives and checks proof of payment, prepares the report and forwards application for certificate	**Standard Fees** Breakdown: Documentary stamp tax: PHP 60 Amended Articles of Incorporation : PHP 1010 Total: PHP 1070 **Possible Fees** Breakdown: For Corporations with FIA Application : PHP 3060	1 hour/s	• Securities Specialist II; Cebu Extension Office
	3.2. Prepares certificate and forward to Processors and Director for signature		3 hour/s	• SEC Confidential Assistant III; Cebu Extension Office
	3.3. Signs certificate		2 hour/s	• Director II; Cebu Extension Office

	3.4. Emails client to claim certificate	**Formula Fees** Breakdown: Legal Research FeeIncrease of Capital Stock	30 minute/s	• SEC Confidential Assistant III; Cebu Extension Office
	3.5. Releases the certificate		30 minute/s	• Securities Specialist I; Cebu Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1070 See other fees below		

Possible Fees

- **For Corporations with FIA Application** : 3060

Formula / Schedule of Fees

- **Legal Research Fee**

  1% of the computed filing fee for Increase of Capital Stock but not less than P10.00

- **Increase of Capital Stock**

  For corporation with par value –

  1/5 of 1% of the increase in capital stock but not less than P3,000.00 or the subscription price of the subscribed capital stock, whichever is higher

  For corporation without par value –

  1/5 of 1% of the increase in capital stock computed at P100.00 per share but not less than P3,000.00 or the issue value of the subscribed capital stock, whichever is higher

52. Increase of Capital Stock through payment other than cash of One Person Corporation (OPC through the eAMEND Portal (Regular Amendment) for Domestic Stock Corporations Classified as Philippine National

This service details the adopted online procedure and documentary requirements for application for Increase of Capital Stock by and Non Cash pursuant to Section 37 of the Revised Corporation Code of the Philippines through eAmend Portal.

This service is exclusively for One Person Corporations classified as Philippine National.

For the pre-processing of new applications, applicants who choose to file through the eAmend Portal must submit scanned copies of the notarized documents via the eAmend Portal. Applicants are advised to adhere to the prescribed steps outlined in the eAmend Portal for the proper uploading and submission of the required documents.

Alternatively, corporations that choose to submit their application via email may do so by sending all required documents directly to seccebu@sec.gov.ph. For detailed guidelines, please refer to the Citizen's Charter for Increase of Capital Stock by way of Cash through electronic mail submission.

Office or Division:	Cebu Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Unified Certification for Certificate of Increase of Capital Stock a. Certificate of Increase of Capital Stock; b. OPC Resolution; c. Schedule of Capital Structure as of date of OPC Resolution, indicating the nationality, no of shares and amount subscribed, and paid-up capital on the present authorized capital stock; and d. Non-existence of intra-corporate dispute. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks:

*Download the Unified Certification for **Increase of Capital Stock_OPC** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Unified-Certification-for-Increase-in-AC-OPC.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

2. Treasurer’s Affidavit (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download Treasurer's Affidavit for OPC through this link:* *https://www.sec.gov.ph/wp-content/uploads/2022/03/2022SECForm_TREASURERS-AFFIDAVIT.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
3. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Cebu Extension Office
Remarks: *CEBEO through the link:* • ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
B. For Financing and Lending Companies:	
B.1. Monitoring Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Cebu Extension Office
Remarks: *CEBEO through the link:* • ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
C. For Listed and Public Companies:	
C.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)
Remarks:	

Corporate Governance and Finance Department (CGFD) through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

D. Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
D.1. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Market and Securities Regulation Department (MSRD)

Remarks:

Market and Securities Regulation Department (MSRD) through the link:

eWATCH: *https://ewatch.sec.gov.ph/login*

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

E. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
E.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector

Remarks:

To request, please refer to BSP Citizen's Charter through this link:
https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

F. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
F.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group

Remarks:

To request, please refer to IC Citizen's Charter through this link:

https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

G. Additional Requirement if the consideration for issuance of shares is in the form of Previously incurred indebtedness (e.g., conversion of advances into equity / conversion of deposit for future subscription)	
G.1. Deed of Assignment of advances / liabilities (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks:

*Download the Deed of Assignment for **Advances** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Single-Assignor.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s	
G.a. If the advances/liabilities is not yet reflected in the Audited Financial Statements (AFS):	
G.a.1. A report to be rendered by an Independent CPA on the verification of the advances to be converted to equity (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

H. Additional Requirements if the payment for issuance of shares is by way of Stock Dividend:	
H.1. Reconciliation of Retained Earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

For guidance, please refer to SEC Memorandum Circular No. 16 Series of 2023- Revised Guidelines on the Determination of Retained Earnings Available for Dividend Declaration through this link: https://www.sec.gov.ph/wp-content/uploads/2023/10/2023SEC-MC-No.-16,-s.-of-2023-Revised-Guidelines-on-the-Determination-of-Retained-Earnings%20-Available-for-Dividend-Declaration.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s	
H.a. In case the unappropriated retained earnings is not sufficient to warrant the dividend declaration:	
H.a.1. Secretary's Certificate on the Board's resolution to reverse the appropriated retained earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

I. Additional Requirement if the consideration for issuance of shares is in the form of Land, buildings / condominium units:	
I.1. Detailed schedule of property showing the registered owner, location, area, TCT/CCT no., tax declaration number and the basis of transfer value (market value, assessed value or zonal value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks:

*Download the sample **Detailed Schedule for Land, Buldings/Condominium Units** below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=405110855#gid=405110855

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

I.2. Copy of TCT/CCT electronically certified and issued by Register of Deeds and tax declaration sheet certified Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

I.3. Deed of Assignment (a. Deed of Assignment; b. Certifying that the improvements are existing and in good condition ; c. Undertaking that the corporation will submit the required proof of transfer within the prescribed period) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks:

*Download the Deed of Assignment for **Increase of Capital Stock_Land, Buildings / Condominium Units** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Land-Buildings-Condo.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

I.a. If transfer value is based on appraised value:

I.a.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

I.a.2. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Electronic Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks:

Download the Affidavit of Undertaking re Section 64 (watered stocks) below:

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

I.b. If property is mortgaged:

I.b.1. Mortgagee/creditor's certification on the outstanding loan balance and his/her written consent to the transfer of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.c. For assignment of buildings where assignor is not the owner of the land:	
I.c.1. Lease contract on the land and consent of the land owner to the transfer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J. Additional Requirement if the consideration for issuance of shares is in the form of Untitled Lands:	
J.1. Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least twenty (20) years and the possessor had introduced improvements thereon, if any (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.2. Duplicate original or certified true copies of the tax declaration sheets (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.3. Latest realty tax receipts (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.4. Affidavit by the transferor attesting the following: 1. Continuous and open possession of the property is located; 2.a. Existence (or non-existence) of easements over the untitled property; b. Kind/description of the easement and its location; and c. Whether the transferor is the dominant estate or the servient estate, by virtue of such easements 3. That the transferor/subscriber to answer for any liability that the corporation might incur by virtue of the acceptance of said property as paid-up capital) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks:	

*Download **Transferor Affidavit for Untitled Land** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-the-Transferor_Untitled-Lands.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

J.5. Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

J.6. Duplicate original or certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument affecting the property recorded in the Register of Deeds for the province of city where the land is situated (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

J.7. Clearance or certification from the Department of Agrarian Reform (DAR) attesting to the following: (a) There is no other claimant to the untitled land; (b) it has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party; or (c) The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Department of Agrarian Reform (DAR) - Department of Agrarian Reform (DAR)

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

J.8. Blue Print Survey of the Plan as approved by the Bureau of Lands (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

J.9. Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/ assessed value / zonal value or appraised value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks:

*Download the sample **Detailed Schedule of Untitled Lands** below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=508694029#gid=508694029

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

J.10. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

J.11. Affidavit of undertaking to submit certified true copy of the original certificate of title in the name of the transferee-corporation within one (1) year from the date of receipt of the approval of the application (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

J.a. If transfer value is based on zonal value

J.a.1. Latest zonal valuation certified by BIR (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

J.b. If transfer value is based on appraised value

J.b.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

J.b.2. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks:

Download the Affidavit of Undertaking re Section 64 (watered stocks) below:

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

K. Additional Requirement if the consideration for issuance of shares is in the form of Inventories / Furniture / Personal Properties:

K.1. Detailed schedule of property showing the description and the basis of transfer value (market value or book value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks:

*Download the sample **Detailed Schedule of Inventories / Furniture / Personal Properties** below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1666788899#gid=1666788899

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

K.2. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks:

*Download the Deed of Assignment for **Increase of Capital Stock_Inventories / Furniture / Personal Properties** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Inventories-Furniture-Personal-Properties.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

K.a. If transfer value is based on book value:

K.a.1. Special Audit Report by an Independent CPA on the verification and valuation of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

L. Additional Requirement if the consideration for issuance of shares is in the form of Heavy equipment and machinery:

L.1. Detailed schedule of the property showing the description and the transfer value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks:

*Download the sample **Detailed Schedule of Heavy Equipment and Machinery** below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1745725976#gid=1745725976

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

L.2. Appraisal report by a licensed appraiser (not more than 6-month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

L.3. Deed of Assignment reflecting: a. Assignment of Heavy Equipment and Machineries; b. Certification from the transferor stating that the properties are existing and in good condition) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks:

Download the Deed of Assignment for ***Increase of Capital Stock_Heavy Equipment and Machinery*** *below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Heavy-Equipment-and-Machinery.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

L.a. In case the heavy equipment and machinery qualify as real property as defined under the New Civil Code.

L.a.1. Copy of the latest required Tax Declaration Sheet certified by the Assessor's Office. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

L.a.2. Copy of the TCT / CCT of the land on which the heavy equipment and machinery are located certified by the Register of Deeds. (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

The original copy and photo copy will be submitted upon payment of the corresponding fees.

L.b. If the assignor is not the owner of the land on which the heavy equipment and machinery are located as defined under the New Civil Code.

L.b.1. Lease contract on the land and consent of the land owner to the transfer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

The original copy and photo copy will be submitted upon payment of the corresponding fees.

L.c. If the transfer value is based on appraised value:	
L.c.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks:

Download the Affidavit of Undertaking re Section 64 (watered stocks) below:

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

M. Additional Requirement if the consideration for issuance of shares is in the form of Shares of Stock:	
M.1. Detailed schedule of the shares of stock showing the stockholder, stock certificate number, no. of shares and the basis of transfer value (market or book value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks:

*Download the sample **Detailed Schedule of Shares of Stock** below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1402851319#gid=1402851319

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

M.2. Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Information and Communications Technology Department (ICTD)

Remarks:

To be provided by the Company, in case the Company did not file

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

M.3. Deed of Assignment (a. Deed of Assignment ; b. Undertaking that the corporation will submit the required proof of transfer within the prescribed period). (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks:

*Download the Deed of Assignment for **Increase of Capital Stock_Shares of Stock** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Shares-of-Stocks.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.	
M.4. Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the assignor (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.5. Photocopy of the stock certificate (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
M.a. If listed in the Stock Exchange:	
M.a.1. Latest market price quotation in the newspaper or certification from the stock exchange/broker as to latest market price of the shares of stock (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N. Additional Requirement if by way of Motor Vehicles	
N.1. Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the sample* ***Detailed Schedule of Motor Vehicle*** *below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=318133614#gid=318133614* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.2. Photocopy of certificate of registration and official receipt of annual registration fee (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
N.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.4. Deed of Assignment reflecting: a. Assignment of Motor Vehicles; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period; c. Certification from the transferor stating that the motor vehicles are existing and in good running condition (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the Deed of Assignment for* ***Increase of Capital Stock_Motor Vehicle*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Motor-Vehicles.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
N.a. If the transfer value is based on appraised value:	
N.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O. Additional Requirement if by way of Sea Vessel / Aircraft:	
O.1. Detailed schedule of vessel/aircraft showing registered Owner, registry number, technical description and appraised value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the sample* ***Detailed Schedule of Sea Vessel / Aircraft*** *below:*	

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1212106110#gid=1212106110

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

O.2. Certified true copy of the certificate of ownership (1) Certified True Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The certified true copy and photo copy will be submitted upon payment of the corresponding fees.

O.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

O.4. Certificate of seaworthiness/airworthiness issued by appropriate government agency (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

O.5. Deed of Assignment reflecting: a. Assignment of Sea Vessel/Aircraft; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks:

*Download the Deed of Assignment for **Increase of Capital Stock_Sea Vessel / Aircraft** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Sea-Vessels-aircrafts.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

O.a. If the transfer value is based on appraised value:

O.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks:

Download the Affidavit of Undertaking re Section 64 (watered stocks) below:

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

P. Additional Requirement if the consideration for issuance of shares is in the form of Intangibles:	
P.1. Photocopy of System Purchase Agreement or any proof of ownership (for software) (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
P.2. Copy of Certificate of Registration of Intellectual Property Rights and mining permit for mining claims/rights (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
P.3. Appraisal report by an accredited appraisal company or by a licensed Filipino mining engineer for mining claims/rights (not more than 6 months old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P.4. Deed of Assignment reflecting: a. Assignment of Intangibles; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the Deed of Assignment for* ***Increase of Capital Stock_Intangibles*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Intangibles.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q. Additional Requirement if the consideration for issuance of shares is in the form of Net Assets:	
Q.1. Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
Q.2. Deed of Assignment of the assets and liabilities (a. Deed of Assignment; b. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period). (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the Deed of Assignment for* ***Increase of Capital Stock_Net Assets*** *below:*	

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Net-Assets.docx *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q.3. List of creditors with the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q.4. Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the sample **Detailed Schedule of Net Asset** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1662940848#gid=1662940848* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q.5. Photocopy of the certificate of registration of the motor vehicles (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
Q.6. Copy of TCT/CCT electronically certified and issued by the Register of Deeds and tax declaration sheets certified by the Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q.7. Photocopy of stock certificates (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Notes:

- *The original copy will be presented for verification during the processing stage.*
- *The two (2) photo copies will be submitted upon payment of the corresponding fees.*

Q.8. DTI Certificate of Registration (for single proprietorship) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

Q.a. If the transfer value is based on appraised value:

Q.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks:

Download the Affidavit of Undertaking re Section 64 (watered stocks) below:

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

R. Additional requirement if cash payment for subscription is not yet reflected in the Audited Financial Statements:

Sub Situational Requirement/s

R.a. Notarized Subscription Contract

R.a.1. A subscription contract, executed under oath among subscriber/s, treasurer and president for the corporation, stating the number of additional shares subscribed to and paid for (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks:

For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2026 – Subscription Contracts through this link: https://www.sec.gov.ph/mc-2026/sec-mc-no-06-series-of-2026/#gsc.tab=0

Or May download to the sample below:

https://www.sec.gov.ph/wp-content/uploads/2025/08/2025Forms_Subscription-Contract-for-Cash-Payment.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

R.b. If applicant corporation is/are: a) Listed companies; b) Public companies defined in the Securities Regulation Code; c) Companies that offer or sell securities to the public; d) Companies with secondary license; e) Others, pursuant to item no. 2 of SEC MC No. 6 of 2026	
R.b.1. Special Audit Report (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of complete requirements for new application. **Location:** **https://eamend.sec.gov.ph/** **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the Specialist shall	1.1. Verifies completeness of the required documents. Assigns the application to the specialist, if complete, then records the application.	None	4 hour/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office

revert the application informing the client of the deficiencies. For submission of compliance documents, the client must upload the documents through the eAmend Portal. The assigned Specialist will proceed to Agency Step 1.2. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		8 working day/s	• Securities Specialist II; Cebu Extension Office • SECURITIES COUNSEL II; Cebu Extension Office
	1.3. Reviews the Final Report and, if found in order, directs the Specialist to issue the		9 working day/s	• OFFICER-IN-CHARGE; Cebu Extension Office

prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given.	Payment Assessment Form (PAF).			
	1.4. Issues the Payment Assessment Form (PAF) to the applicant.		1 hour/s	• SECURITIES SPECIALIST II; Cebu Extension Office
2. Pay the corresponding filing fees and submit the complete application	2.1. Receives complete application requirements with proof of payment;	None	2 hour/s	• SECURITIES SPECIALIST II; Cebu

requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip). **Location:** CEBU EXTENSION OFFICE **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)*	verifies hard copies against online-submitted documents and, if found in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.			Extension Office
	2.2. Prepares and generates the Certificate.		4 hour/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
	2.3. Reviews the documents, signs, and approves the Certificate.		1 working day/s	• Officer-in-Charge; Cebu Extension Office
	2.4. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.		1 hour/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
	2.5. Tags the application for appointment through eAmend Portal indicating the date of release of the certificate.		2 hour/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
3. Present the Official Receipt and Appointment Letter. Then, fill out the logbook for released applications and claim the Certificates of Approval. **Location:** CEBU EXTENSION OFFICE	3. Calls the name of the corporation, assists the client in filling out the logbook, and releases the Certificates of Approval.	None	2 hour/s	• SECURITIES SPECIALIST I; Cebu Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		

53. Increase of Capital Stock through payment other than cash through electronic mail submission for Domestic Stock Corporations Classified as Philippine National (other than OPC)

This service details the adopted online procedure and documentary requirements on application for increase of capital stock by way of Non Cash, but not limited to the following:

1. *Previously incurred indebtedness (e.g. conversion of advances into equity / conversion of deposit for future subscriptions)*
2. *Stock Dividend*
3. *Land, building / condominium units*
4. *Untitled Lands*
5. *Inventories / Furniture / Personal Properties*
6. *Heavy equipments and machineries*
7. *Shares of stock in another corporation*
8. *Motor Vehicles*
9. *Sea vessels / aircrafts*
10. *Intangibles*
11. *Net assets*
12. *Other assets or generally accepted forms of consideration necessary or convenient for its use and lawful purposes*

This service is exclusively for Domestic Stock Corporations classified as Philippine National.

For the pre-processing of new applications, applicants who choose to file through email must submit scanned copies of the notarized documents via seccebu@sec.gov.ph. Applicants are advised to adhere to the prescribed steps outlined in the email for the proper submission of the required documents.

Alternatively, corporations that choose to submit their application via eAmend Portal may do so by submitting the notarized documents via the eAmend Portal. For detailed guidelines, please refer to the Citizen's Charter for Increase of Capital Stock through payment other than cash through the eAmend Portal.

Office or Division:	Cebu Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	

1. Unified Certification for Certificate of Increase of Capital Stock on: a. Certificate of Increase of Capital Stock; b. Director's Certificate; c. List of stockholders of record as of date of meeting approving the increase, indicating their nationalities and their respective subscribed and paid-up capital on the present authorized capital stock; d. Non-existence of intra-corporate dispute; e. Waiver of pre-emptive rights of non-subscribing shareholders (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the Unified Certification for* ***Increase of Capital Stock*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Unified-Certification-for-Increase-in-Authorized.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
2. Treasurer's Affidavit (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download Treasurer's Affidavit through this link:* *https://www.sec.gov.ph/wp-content/uploads/2025/06/2025Forms_Treasurers-Affidavit.doc* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
3. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Cebu Extension Office
Remarks: *CEBEO through the link:* • ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
B. For Financing and Lending Companies:	
B.1. Monitoring Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Cebu Extension Office
Remarks:	

CEBEO through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

C. For Listed and Public Companies:	
C.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)

Remarks:

Corporate Governance and Finance Department (CGFD) through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

D. Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
D.1. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Market and Securities Regulation Department (MSRD)

Remarks:

Market and Securities Regulation Department (MSRD) through the link:

eWATCH: *https://ewatch.sec.gov.ph/login*

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

E. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
E.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector

Remarks:

To request, please refer to BSP Citizen's Charter through this link:
https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

F. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
F.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group

Remarks: *To request, please refer to IC Citizen's Charter through this link:* *https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G. Additional Requirement if the consideration for issuance of shares is in the form of Previously incurred indebtedness (e.g., conversion of advances into equity / conversion of deposit for future subscription)	
G.1. Deed of Assignment of advances / liabilities (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the Deed of Assignment for **Advances** below:* *a. Single Assignor: https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Single-Assignor.docx* *b. Multiple Assignor: https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Multiple-Assignor.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
G.a. If the advances/liabilities is not yet reflected in the Audited Financial Statements (AFS):	
G.a.1. A report to be rendered by an Independent CPA on the verification of the advances to be converted to equity (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H. Additional Requirements if the payment for issuance of shares is by way of Stock Dividend:	
H.1. List of stockholders entitled to stock dividend with their respective outstanding shares and the allocation of stock dividend certified by the corporate secretary (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.2. Secretary's Certificate that on the basis of the computation of the Finance Officer, the allocation of stock dividends as indicated in the Certificate of Increase is in proportion to the shareholdings of	Applicant / Client

stockholders as of date of meeting approving the dividend declaration or as of record date and the treatment of resulting fractional shares, if any, are true and correct. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.3. Reconciliation of Retained Earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 16 Series of 2023- Revised Guidelines on the Determination of Retained Earnings Available for Dividend Declaration through this link: https://www.sec.gov.ph/wp-content/uploads/2023/10/2023SEC-MC-No.-16,-s.-of-2023-Revised-Guidelines-on-the-Determination-of-Retained-Earnings%20-Available-for-Dividend-Declaration.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
H.a. In case the unappropriated retained earnings is not sufficient to warrant the dividend declaration:	
H.a.1. Secretary's Certificate on the Board's resolution to reverse the appropriated retained earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I. Additional Requirement if the consideration for issuance of shares is in the form of Land, buildings / condominium units:	
I.1. Detailed schedule of property showing the registered owner, location, area, TCT/CCT no., tax declaration number and the basis of transfer value (market value, assessed value or zonal value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the sample **Detailed Schedule for Land, Buldings/Condominium Units** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=405110855#gid=405110855* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.2. Copy of TCT/CCT electronically certified and issued by Register of Deeds and tax declaration sheet certified Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.	
I.3. Deed of Assignment: a. Deed of Assignment; b. Certifying that the improvements are existing and in good condition ; c. Undertaking that the corporation will submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the Deed of Assignment for* ***Increase of Capital Stock_Land, Buildings / Condominium Units*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Land-Buildings-Condo.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
I.a. If transfer value is based on appraised value:	
I.a.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.a.2. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.b. If property is mortgaged:	
I.b.1. Mortgagee/creditor's certification on the outstanding loan balance and his/her written consent to the transfer of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.c. For assignment of buildings where assignor is not the owner of the land:	
I.c.1. Lease contract on the land and consent of the land owner to the transfer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J. Additional Requirement if the consideration for issuance of shares is in the form of Untitled Lands:	
J.1. Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least twenty (20) years and the possessor had introduced improvements thereon, if any (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.2. Duplicate original or certified true copies of the tax declaration sheets (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.3. Latest realty tax receipts (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.4. Affidavit by the transferor attesting the following: 1. Continuous and open possession of the property is located; 2.a. Existence (or non-existence) of easements over the untitled property; b. Kind/description of the easement and its location; and c. Whether the transferor is the dominant estate or the servient estate, by virtue of such easements 3. That the transferor/subscriber to answer for any liability that the corporation might incur by virtue of the acceptance of said property as paid-up capital) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download the **Transferor Affidavit for Untitled Land** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-the-Transferor_Untitled-Lands.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.5. Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

J.6. Duplicate original or certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument affecting the property recorded in the Register of Deeds for the province of city where the land is situated (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

J.7. Clearance or certification from the Department of Agrarian Reform (DAR) attesting to the following: (a) There is no other claimant to the untitled land; (b) it has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party; or (c) The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Department of Agrarian Reform (DAR) - Department of Agrarian Reform (DAR)

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

J.8. Blue Print Survey of the Plan as approved by the Bureau of Lands (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

J.9. Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/ assessed value / zonal value or appraised value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks:

*Download the sample **Detailed Schedule of Untitled Lands** below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=508694029#gid=508694029

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

J.10. Deed of Assignment reflecting: a. Assignment of Untitled Lands; b. Undertaking to submit certified true copy of the original certificate of title in the name of the transferee-corporation within one (1) year from the date of receipt of the approval of the application) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks:

*Download the Deed of Assignment for **Increase of Capital Stock_Untitled Lands** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Untitled-Lands.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s	
J.a. If transfer value is based on zonal value	
J.a.1. Latest zonal valuation certified by BIR (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.b. If transfer value is based on appraised value	
J.b.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.b.2. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K. Additional Requirement if the consideration for issuance of shares is in the form of Inventories / Furniture / Personal Properties:	
K.1. Detailed schedule of property showing the description and the basis of transfer value (market value or book value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the sample **Detailed Schedule of Inventories / Furniture / Personal Properties** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1666788899#gid=1666788899* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.*	

- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

K.2. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks:

*Download the Deed of Assignment for **Increase of Capital Stock_Inventories / Furniture / Personal Properties** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Inventories-Furniture-Personal-Properties.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

K.a. If transfer value is based on book value:

K.a.1. Special Audit Report by an Independent CPA on the verification and valuation of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

L. Additional Requirement if the consideration for issuance of shares is in the form of Heavy equipment and machinery:

L.1. Detailed schedule of the property showing the description and the transfer value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks:

*Download the sample **Detailed Schedule of Heavy Equipment and Machinery** below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1745725976#gid=1745725976

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

L.2. Appraisal report by a licensed appraiser (not more than 6-month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

L.3. Deed of Assignment reflecting: a. Assignment of Heavy Equipment and Machineries; b. Certification from the transferor	Securities and Exchange Commission - Cebu Extension

stating that the properties are existing and in good condition) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Office
Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Heavy Equipment and Machinery** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Heavy-Equipment-and-Machinery.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
L.a. In case the heavy equipment and machinery qualify as real property as defined under the New Civil Code.	
L.a.1. Copy of the latest required Tax Declaration Sheet certified by the Assessor's Office. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.a.2. Copy of the TCT / CCT of the land on which the heavy equipment and machinery are located certified by the Register of Deeds. (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.b. If the assignor is not the owner of the land on which the heavy equipment and machinery are located as defined under the New Civil Code.	
L.b.1. Lease contract on the land and consent of the land owner to the transfer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.c. If the transfer value is based on appraised value:	
L.c.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Ceby Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

M. Additional Requirement if the consideration for issuance of shares is in the form of Shares of Stock:	
M.1. Detailed schedule of the shares of stock showing the stockholder, stock certificate number, no. of shares and the basis of transfer value (market or book value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the sample **Detailed Schedule of Shares of Stock** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1402851319#gid=1402851319* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.2. Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Information and Communications Technology Department (ICTD)
Remarks: *To be provided by the Company, in case the Company did not file* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.3. Deed of Assignment (a. Deed of Assignment ; b. Undertaking that the corporation will submit the required proof of transfer within the prescribed period). (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Shares of Stock** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Shares-of-Stocks.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.4. Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the assignor (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.5. Photocopy of the stock certificate (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

Notes:

- *The original copy will be presented for verification during the processing stage.*
- *The two (2) photo copies will be submitted upon payment of the corresponding fees.*

Sub Situational Requirement/s	
M.a. If listed in the Stock Exchange:	
M.a.1. Latest market price quotation in the newspaper or certification from the stock exchange/broker as to latest market price of the shares of stock (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N. Additional Requirement if by way of Motor Vehicles	
N.1. Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the sample **Detailed Schedule of Motor Vehicle** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=318133614#gid=318133614* *Note:* - *An excel file is hereby requested be submitted together with the signed scanned copy.* - *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.2. Photocopy of certificate of registration and official receipt of annual registration fee (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* - *The original copy will be presented for verification during the processing stage.* - *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
N.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.4. Deed of Assignment reflecting: a. Assignment of Motor Vehicles; b. Undertaking by an officer of the corporation to submit	Securities and Exchange Commission - Cebu Extension

the required proof of transfer within the prescribed period; c. Certification from the transferor stating that the motor vehicles are existing and in good running condition (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Office
Remarks: *Download the Deed of Assignment for* ***Increase of Capital Stock_Motor Vehicle*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Motor-Vehicles.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
N.a. If the transfer value is based on appraised value:	
N.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O. Additional Requirement if by way of Sea Vessel / Aircraft:	
O.1. Detailed schedule of vessel/aircraft showing registered Owner, registry number, technical description and appraised value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the sample* ***Detailed Schedule of Sea Vessel / Aircraft*** *below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1212106110#gid=1212106110* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.2. Certified true copy of the certificate of ownership (1) Certified True Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The certified true copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.4. Certificate of seaworthiness/airworthiness issued by appropriate government agency (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.5. Deed of Assignment reflecting: a. Assignment of Sea Vessel/Aircraft; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the Deed of Assignment for* ***Increase of Capital Stock_Sea Vessel / Aircraft*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Sea-Vessels-aircrafts.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
O.a. If the transfer value is based on appraised value:	
O.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P. Additional Requirement if the consideration for issuance of shares is in the form of Intangibles:	
P.1. Photocopy of System Purchase Agreement or any proof of ownership (for software) (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
P.2. Copy of Certificate of Registration of Intellectual Property Rights and mining permit for mining claims/rights (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	

P.3. Appraisal report by an accredited appraisal company or by a licensed Filipino mining engineer for mining claims/rights (not more than 6 months old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P.4. Deed of Assignment reflecting: a. Assignment of Intangibles; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the Deed of Assignment for* ***Increase of Capital Stock_Intangibles*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Intangibles.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
P.a. If the transfer value is based on appraised value:	
P.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q. Additional Requirement if the consideration for issuance of shares is in the form of Net Assets:	
Q.1. Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
Q.2. Deed of Assignment of the assets and liabilities (a. Deed of Assignment; b. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period). (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Net Assets** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Net-Assets.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q.3. List of creditors with the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q.4. Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the sample **Detailed Schedule of Net Asset** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1662940848#gid=1662940848* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q.5. Photocopy of the certificate of registration of the motor vehicles (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
Q.6. Copy of TCT/CCT electronically certified and issued by the Register of Deeds and tax declaration sheets certified by the Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q.7. Photocopy of stock certificates (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

Notes:

- *The original copy will be presented for verification during the processing stage.*
- *The two (2) photo copies will be submitted upon payment of the corresponding fees.*

Q.8. DTI Certificate of Registration (for single proprietorship) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of complete requirements for new application. **Location:** seccebu@sec.gov.ph **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via email. For submission of compliance documents, the	1.1. Verifies completeness of the required documents, receives and records the application if complete, and sends an email confirming receipt and identifying the assigned Specialist.	None	4 hour/s	• SEC CONFIDENTIAL ASSISTANT III; Cebu Extension Office

client will directly send it to the assigned Specialist's e-mail. The assigned Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.2. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		8 working day/s	• Securities Specialist II; Cebu Extension Office • SECURITIES COUNSEL II; Cebu Extension Office
	1.3. Reviews the Final Report and, if found in order, directs the Specialist to issue the Payment Assessment Form (PAF).		9 working day/s	• OFFICER-IN-CHARGE; Cebu Extension Office

compliant with existing SEC laws, rules, and regulations • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given.				
	1.4. Sends the Payment Assessment Form (PAF) to the applicant. Then, informs the applicant to submit the original/hard copy upon payment.		1 hour/s	• Securities Specialist II; Cebu Extension Office
2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-	2.1. Receives complete application requirements with proof of payment; verifies hard copies against online-submitted documents and, if found in order, forwards the	None	2 hour/s	• SECURITIES SPECIALIST II; Cebu Extension Office

Official Receipt or LBP Oncoll Payment Slip). **Location:** CEBU EXTENSION OFFICE **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)*	application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.			
	2.2. Prepares Certificate		4 hour/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
	2.3. Reviews the documents, signs, and approves the Certificate.		1 working day/s	• Officer-in-Charge; Cebu Extension Office
	2.4. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.		1 hour/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
	2.5. Schedules and sends email notification to the applicant on the date of release of the certificate.		2 hour/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
3. Present the Official Receipt and Appointment Letter. Then, fill out the logbook for released applications and claim the Certificates of Approval. **Location:** CEBU EXTENSION OFFICE	3. Calls the name of the corporation, assists the client in filling out the logbook, and releases the Certificates of Approval.	None	2 hour/s	• SECURITIES SPECIALIST I; Cebu Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		

54. Increase of Capital Stock through payment other than cash through the eAMEND Portal for Domestic Stock Corporations Classified as Philippine National (other than OPC)

This service details the adopted online procedure and documentary requirements on application for increase of capital stock by way of Non Cash, but not limited to the following:

1. *Previously incurred indebtedness (e.g. conversion of advances into equity / conversion of deposit for future subscriptions)*
2. *Stock Dividend*
3. *Land, building / condominium units*
4. *Untitled Lands*
5. *Inventories / Furniture / Personal Properties*
6. *Heavy equipments and machineries*
7. *Shares of stock in another corporation*
8. *Motor Vehicles*
9. *Sea vessels / aircrafts*
10. *Intangibles*
11. *Net assets*
12. *Other assets or generally accepted forms of consideration necessary or convenient for its use and lawful purposes*

This service is exclusively for Domestic Stock Corporations classified as Philippine National.

For the pre-processing of new applications, applicants who choose to file through the eAmend Portal must submit scanned copies of the notarized documents via the eAmend Portal. Applicants are advised to adhere to the prescribed steps outlined in the eAmend Portal for the proper uploading and submission of the required documents.

Alternatively, corporations that choose to submit their application via email may do so by sending all required documents directly to seccebu@sec.gov.ph. For detailed guidelines, please refer to the Citizen's Charter for Increase of Capital Stock through payment other than cash through electronic mail submission.

Office or Division:	Cebu Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Unified Certification for Certificate of Increase of Capital Stock on: a. Certificate of Increase of Capital Stock; b. Director's Certificate; c.	Securities and Exchange Commission - Cebu Extension

List of stockholders of record as of date of meeting approving the increase, indicating their nationalities and their respective subscribed and paid-up capital on the present authorized capital stock; d. Non-existence of intra-corporate dispute; e. Waiver of pre-emptive rights of non-subscribing shareholders (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Office
Remarks: *Download the Unified Certification for* ***Increase of Capital Stock*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Unified-Certification-for-Increase-in-Authorized.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
2. Treasurer's Affidavit (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download Treasurer's Affidavit through this link:* *https://www.sec.gov.ph/wp-content/uploads/2025/06/2025Forms_Treasurers-Affidavit.doc* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
3. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Cebu Extension Office
Remarks: *CEBEO through the link:* • ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
B. For Financing and Lending Companies:	
B.1. Monitoring Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Cebu Extension Office
Remarks:	

CEBEO through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

C. For Listed and Public Companies:	
C.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)

Remarks:

Corporate Governance and Finance Department (CGFD) through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

D. Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
D.1. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Market and Securities Regulation Department (MSRD)

Remarks:

Market and Securities Regulation Department (MSRD) through the link:

eWATCH: *https://ewatch.sec.gov.ph/login*

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

E. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
E.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector

Remarks:

To request, please refer to BSP Citizen's Charter through this link:
https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

F. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
F.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group

Remarks: *To request, please refer to IC Citizen's Charter through this link:* *https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G. Additional Requirement if the consideration for issuance of shares is in the form of Previously incurred indebtedness (e.g., conversion of advances into equity / conversion of deposit for future subscription)	
G.1. Deed of Assignment of advances / liabilities (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the Deed of Assignment for **Advances** below:* *a. Single Assignor: https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Single-Assignor.docx* *b. Multiple Assignor: https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Multiple-Assignor.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
G.a. If the advances/liabilities is not yet reflected in the Audited Financial Statements (AFS):	
G.a.1. A report to be rendered by an Independent CPA on the verification of the advances to be converted to equity (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H. Additional Requirements if the payment for issuance of shares is by way of Stock Dividend:	
H.1. List of stockholders entitled to stock dividend with their respective outstanding shares and the allocation of stock dividend certified by the corporate secretary (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.2. Secretary's Certificate that on the basis of the computation of the Finance Officer, the allocation of stock dividends as indicated in the Certificate of Increase is in proportion to the shareholdings of	Applicant / Client

stockholders as of date of meeting approving the dividend declaration or as of record date and the treatment of resulting fractional shares, if any, are true and correct. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.3. Reconciliation of Retained Earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 16 Series of 2023- Revised Guidelines on the Determination of Retained Earnings Available for Dividend Declaration through this link: https://www.sec.gov.ph/wp-content/uploads/2023/10/2023SEC-MC-No.-16,-s.-of-2023-Revised-Guidelines-on-the-Determination-of-Retained-Earnings%20-Available-for-Dividend-Declaration.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
H.a. In case the unappropriated retained earnings is not sufficient to warrant the dividend declaration:	
H.a.1. Secretary's Certificate on the Board's resolution to reverse the appropriated retained earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I. Additional Requirement if the consideration for issuance of shares is in the form of Land, buildings / condominium units:	
I.1. Detailed schedule of property showing the registered owner, location, area, TCT/CCT no., tax declaration number and the basis of transfer value (market value, assessed value or zonal value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the sample* ***Detailed Schedule for Land, Buldings/Condominium Units*** *below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=405110855#gid=405110855* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.2. Copy of TCT/CCT electronically certified and issued by Register of Deeds and tax declaration sheet certified Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

I.3. Deed of Assignment: a. Deed of Assignment; b. Certifying that the improvements are existing and in good condition ; c. Undertaking that the corporation will submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks:

*Download the Deed of Assignment for **Increase of Capital Stock_Land, Buildings / Condominium Units** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Land-Buildings-Condo.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

I.a. If transfer value is based on appraised value:

I.a.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

I.a.2. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks:

Download the Affidavit of Undertaking re Section 64 (watered stocks) below:

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

I.b. If property is mortgaged:

I.b.1. Mortgagee/creditor's certification on the outstanding loan balance and his/her written consent to the transfer of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

I.c. For assignment of buildings where assignor is not the owner of the land:

I.c.1. Lease contract on the land and consent of the land owner to the transfer	Applicant / Client

(1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J. Additional Requirement if the consideration for issuance of shares is in the form of Untitled Lands:	
J.1. Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least twenty (20) years and the possessor had introduced improvements thereon, if any (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.2. Duplicate original or certified true copies of the tax declaration sheets (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.3. Latest realty tax receipts (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.4. Affidavit by the transferor attesting the following: 1. Continuous and open possession of the property is located; 2.a. Existence (or non-existence) of easements over the untitled property; b. Kind/description of the easement and its location; and c. Whether the transferor is the dominant estate or the servient estate, by virtue of such easements 3. That the transferor/subscriber to answer for any liability that the corporation might incur by virtue of the acceptance of said property as paid-up capital) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the **Transferor Affidavit for Untitled Land** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-the-Transferor_Untitled-Lands.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.5. Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.	
J.6. Duplicate original or certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument affecting the property recorded in the Register of Deeds for the province of city where the land is situated (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.7. Clearance or certification from the Department of Agrarian Reform (DAR) attesting to the following: (a) There is no other claimant to the untitled land; (b) it has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party; or (c) The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Department of Agrarian Reform (DAR) - Department of Agrarian Reform (DAR)
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.8. Blue Print Survey of the Plan as approved by the Bureau of Lands (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.9. Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/ assessed value / zonal value or appraised value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the sample **Detailed Schedule of Untitled Lands** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=508694029#gid=508694029* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.10. Deed of Assignment reflecting: a. Assignment of Untitled Lands; b. Undertaking to submit certified true copy of the original certificate of title in the name of the transferee-corporation within one (1) year from the date of receipt of the approval of the application) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks:	

*Download the Deed of Assignment for **Increase of Capital Stock_Untitled Lands** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Untitled-Lands.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s	
J.a. If transfer value is based on zonal value	
J.a.1. Latest zonal valuation certified by BIR (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.b. If transfer value is based on appraised value	
J.b.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.b.2. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K. Additional Requirement if the consideration for issuance of shares is in the form of Inventories / Furniture / Personal Properties:	
K.1. Detailed schedule of property showing the description and the basis of transfer value (market value or book value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the sample **Detailed Schedule of Inventories / Furniture / Personal Properties** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1666788899#gid=1666788899* *Note:*	

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

K.2. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks:

Download the Deed of Assignment for ***Increase of Capital Stock_Inventories / Furniture / Personal Properties*** *below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Inventories-Furniture-Personal-Properties.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

K.a. If transfer value is based on book value:

K.a.1. Special Audit Report by an Independent CPA on the verification and valuation of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

L. Additional Requirement if the consideration for issuance of shares is in the form of Heavy equipment and machinery:

L.1. Detailed schedule of the property showing the description and the transfer value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks:

Download the sample ***Detailed Schedule of Heavy Equipment and Machinery*** *below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1745725976#gid=1745725976

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

L.2. Appraisal report by a licensed appraiser (not more than 6-month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

L.3. Deed of Assignment reflecting: a. Assignment of Heavy Equipment and Machineries; b. Certification from the transferor	Securities and Exchange Commission - Cebu Extension

stating that the properties are existing and in good condition) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Office
Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Heavy Equipment and Machinery** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Heavy-Equipment-and-Machinery.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
L.a. In case the heavy equipment and machinery qualify as real property as defined under the New Civil Code.	
L.a.1. Copy of the latest required Tax Declaration Sheet certified by the Assessor's Office. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.a.2. Copy of the TCT / CCT of the land on which the heavy equipment and machinery are located certified by the Register of Deeds. (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.b. If the assignor is not the owner of the land on which the heavy equipment and machinery are located as defined under the New Civil Code.	
L.b.1. Lease contract on the land and consent of the land owner to the transfer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.c. If the transfer value is based on appraised value:	
L.c.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx*	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.	
M. Additional Requirement if the consideration for issuance of shares is in the form of Shares of Stock:	
M.1. Detailed schedule of the shares of stock showing the stockholder, stock certificate number, no. of shares and the basis of transfer value (market or book value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the sample **Detailed Schedule of Shares of Stock** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1402851319#gid=1402851319* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.2. Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Information and Communications Technology Department (ICTD)
Remarks: *To be provided by the Company, in case the Company did not file* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.3. Deed of Assignment (a. Deed of Assignment ; b. Undertaking that the corporation will submit the required proof of transfer within the prescribed period). (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Shares of Stock** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Shares-of-Stocks.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.4. Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the assignor (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

M.5. Photocopy of the stock certificate (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
M.a. If listed in the Stock Exchange:	
M.a.1. Latest market price quotation in the newspaper or certification from the stock exchange/broker as to latest market price of the shares of stock (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N. Additional Requirement if by way of Motor Vehicles	
N.1. Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the sample* ***Detailed Schedule of Motor Vehicle*** *below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=318133614#gid=318133614* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.2. Photocopy of certificate of registration and official receipt of annual registration fee (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
N.3. Appraisal report by licensed appraiser (not more than 6 month old)	Applicant / Client

(1) Original Copy And (1) Photo Copy And (1) Electronic Copy	

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

N.4. Deed of Assignment reflecting: a. Assignment of Motor Vehicles; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period; c. Certification from the transferor stating that the motor vehicles are existing and in good running condition (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks:

*Download the Deed of Assignment for **Increase of Capital Stock_Motor Vehicle** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Motor-Vehicles.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

N.a. If the transfer value is based on appraised value:

N.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks:

Download the Affidavit of Undertaking re Section 64 (watered stocks) below:

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx

The original copy and photo copy will be submitted upon payment of the corresponding fees.

O. Additional Requirement if by way of Sea Vessel / Aircraft:

O.1. Detailed schedule of vessel/aircraft showing registered Owner, registry number, technical description and appraised value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks:

*Download the sample **Detailed Schedule of Sea Vessel / Aircraft** below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1212106110#gid=1212106110

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*

- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

O.2. Certified true copy of the certificate of ownership (1) Certified True Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The certified true copy and photo copy will be submitted upon payment of the corresponding fees.

O.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

O.4. Certificate of seaworthiness/airworthiness issued by appropriate government agency (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

O.5. Deed of Assignment reflecting: a. Assignment of Sea Vessel/Aircraft; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks:

Download the Deed of Assignment for ***Increase of Capital Stock_Sea Vessel / Aircraft*** *below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Sea-Vessels-aircrafts.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

O.a. If the transfer value is based on appraised value:

O.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks:

Download the Affidavit of Undertaking re Section 64 (watered stocks) below:

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

P. Additional Requirement if the consideration for issuance of shares is in the form of Intangibles:

P.1. Photocopy of System Purchase Agreement or any proof of ownership (for software)	Applicant / Client

(2) Photo Copy And (1) Electronic Copy	
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
P.2. Copy of Certificate of Registration of Intellectual Property Rights and mining permit for mining claims/rights (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
P.3. Appraisal report by an accredited appraisal company or by a licensed Filipino mining engineer for mining claims/rights (not more than 6 months old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P.4. Deed of Assignment reflecting: a. Assignment of Intangibles; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the Deed of Assignment for* ***Increase of Capital Stock_Intangibles*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Intangibles.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
P.a. If the transfer value is based on appraised value:	
P.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q. Additional Requirement if the consideration for issuance of shares is in the form of Net Assets:	
Q.1. Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

Q.2. Deed of Assignment of the assets and liabilities (a. Deed of Assignment; b. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period). (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks:

*Download the Deed of Assignment for **Increase of Capital Stock_Net Assets** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Net-Assets.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Q.3. List of creditors with the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Q.4. Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks:

*Download the sample **Detailed Schedule of Net Asset** below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1662940848#gid=1662940848

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

Q.5. Photocopy of the certificate of registration of the motor vehicles (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note:

- *The original copy will be presented for verification during the processing stage.*
- *The two (2) photo copies will be submitted upon payment of the corresponding fees.*

Q.6. Copy of TCT/CCT electronically certified and issued by the Register of Deeds and tax declaration sheets certified by the Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q.7. Photocopy of stock certificates (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
Q.8. DTI Certificate of Registration (for single proprietorship) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of notarized requirements for new application to eAmend Portal. **Location:** **https://eamend.sec.gov.ph/** **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies.	1.1. Verifies completeness of the required documents. Assigns the application to the specialist, if complete, then records the application.	None	4 hour/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office

• If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the Specialist shall revert the application informing the client of the deficiencies. For submission of compliance documents, the client must upload the documents through the eAmend Portal. The assigned Specialist will proceed to Agency Step 1.2 • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The foregoing service may be deemed approved	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		8 working day/s	• Securities Specialist II; Cebu Extension Office • Securities Counsel II; Cebu Extension Office

pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of				
	1.3. Reviews the Final Report and, if found in order, directs the Specialist to issue the Payment Assessment Form (PAF).		9 working day/s	• OFFICER-IN-CHARGE; Cebu Extension Office
	1.4. Issues the Payment Assessment Form (PAF) to the applicant.		1 hour/s	• SECURITIES SPECIALIST II; Cebu Extension Office

another 20 working days in processing time, provided that a proper notice to the applicant was given.				
2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip). **Location:** CEBU EXTENSION OFFICE **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)*	2.1. Receives complete application requirements with proof of payment; verifies hard copies against online-submitted documents and, if found in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.	None	2 hour/s	• SECURITIES SPECIALIST II; Cebu Extension Office
	2.2. Prepares and generates the Certificate		4 hour/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
	2.3. Reviews the documents, signs, and approves the Certificate.		1 working day/s	• Officer-in-Charge; Cebu Extension Office
	2.4. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.		1 hour/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
	2.5. Tags the application for appointment through eAmend Portal indicating the date of release of the certificate.		2 hour/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
3. Present the Official Receipt and Appointment Letter. Then, fill out the logbook for released applications and claim the Certificates of Approval. **Location:** CEBU EXTENSION OFFICE	3. Calls the name of the corporation, assists the client in filling out the logbook, and releases the Certificates of Approval.	None	2 hour/s	• SECURITIES SPECIALIST I; Cebu Extension Office
Total Processing Time:		Working Days: 20 working day/s		

Total Processing Fee:	Total Standard Fee: None

55. Issuance of Plain/Authenticated Copies of Registration Documents Not Available in the Commission's Database

This service details the procedure on request for plain and/or authenticated copies of registration documents that are not yet uploaded in the Commission's database and are processed by the SEC-CEBEO within the current year. These registration documents are the Articles of Incorporation and By-Laws, Amended Articles of Incorporation, Amended By-Laws, Certificate of Increase and/or Decrease of Capital Stock, and Certificate of Voluntary Dissolution. These documents are requested as a requirement from other government agencies and private entities for accreditation, registration renewal, court filings, investigation, research and record filing purposes.

Office or Division:	Cebu Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	All
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Online Request (Sample: SEC-CEBEO Google Form: bit.ly/CEBEO_DocsRequest)	Securities and Exchange Commission - Cebu Extension Office (SEC-CEBEO)

Remarks:

SEC-CEBEO

Google Form: bit.ly/CEBEO_DocsRequest

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Opens the link bit.ly/CEBEO_DocsRequest, fills out the required information and submits **Location:** SEC-CEBEO Google Form: bit.ly/CEBEO_DocsRequest	1.1. Evaluates the request	None	3 minute/s	• Administrative Assistant II; Cebu Extension Office
	1.2. Checks the requested documents if available on file for retrieval		20 minute/s	• Administrative Assistant II; Cebu Extension Office
	1.3. Generates and sends a copy of the Payment Assessment Form (PAF) with instructions to email the		5 minute/s	• Administrative Assistant II; Cebu Extension Office

	proof of payment once paid.			
2. Pays the filing fees via ESPAYSEC https://espaysec.sec.gov.ph/ /Landbank and emails proof of payment **Location:** ESPAYSEC https://espaysec.sec.gov.ph/ or Landbank over-the-counter	2.1. Evaluates the proof of payment	**Formula Fees** Breakdown: Plain Copy or Authenticated Copy	5 minute/s	• Administrative Assistant II; Cebu Extension Office
	2.2. Prepares the requested documents and forwards to the Records Officer		15 minute/s	• Administrative Assistant II; Cebu Extension Office
	2.3. Releases the documents		5 minute/s	• Administrative Assistant II; Cebu Extension Office
Total Processing Time:		Working Days: 53 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Plain Copy or Authenticated Copy**

Plain Copy	**Fee**
Articles of Incorporation	P1,500.00
Amended Articles of Incorporation	P1,500.00
By-Laws/Amended By-Laws	P1,500.00
General Information Sheet	P1,500.00
Increase in Capital Stock	P1,500.00
Secretary's Certificate	P1,500.00

Authenticated Copy:	**Fee**
Articles of Incorporation	P2,000.00+ 30 DS

Amended Articles of Incorporation	P2,000.00+30 DS
By-Laws/Amended By-Laws	P2,000.00+30 DS
General Information Sheet	P2,000.00+30 DS

Authentication of document not mentioned above: refer to MC 10 series of 2023 :

https://www.sec.gov.ph/wp-content/uploads/2023/08/2023MC_SEC-MC-No.-10-s.-of-2023-SEC-Fees-and-Charges-for-Certain-IT-Related-Services-1.pdf

plus Documentary Stamp Tax of P30.00

56. Licensing of Foreign Corporations through the ESPARC (Electronic Simplified Processing of Application for Registration of Company)

This service outlines the procedure for applying for an SEC license to operate in the Philippines as a foreign branch office, representative office, regional operating headquarters (ROHQ), or regional/area headquarters (RHQ).

Office or Division:	Cebu Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *System-generated*	
2. Signed & notarized Application Form (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *System-generated* • *F-103 for stock branch office;* • *F-104 for stock representative office;* • *F-108 for non-stock branch/representative office, including foundations* *Note: **"Non-stock"** refers to a foreign corporation that conducts activities in its home country similar to those of a non-stock corporation in the Philippines. Non-stock corporations are typically organized for purposes such as charitable, religious, educational, professional, cultural, fraternal, literary, scientific, social, or civic service. They may also include organizations like trade, industry, or agricultural chambers, or any combination of these purposes.*	
For Situational Requirement	
A. For Foreign Branch and Representative Office	
A.1. Authenticated/Apostilled copy of the Board Resolution (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks:	

- *Authorizing the establishment of Branch/Representative Office in the Philippines;*
- *Designating the Resident Agent to whom summons and other legal processes may be served in behalf of the foreign corporation; and*
- *Stipulating that in the absence of such Agent or upon cessation of its business in the Philippines, any summons or legal processes may be served to SEC as if the same is made upon the corporation at its home office*

A.2. Authenticated/Apostilled copy of the Articles of Incorporation/Partnership/Association with an English translation thereof if in foreign language other than English (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

Remarks:

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

A.3. Authenticated/Apostilled Audited Financial Statements (FS) for the immediately preceding year at the time of filing of application (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

Remarks:

*Audited by an independent Certified Public Accountant of the home country *Authenticated before the Philippine Consulate/Embassy*

A.4. Compliance with Financial Ratios (1) Electronic Copy	Applicant / Client

Remarks:

Stock Branch Office

Ratio	***Formula***	***Benchmark Value***
Solvency	*Total assets/total liabilities*	*1:1*
Liquidity	*Current assets/current liabilities*	*1:1*
Debt to Equity	*Total liabilities/equity*	*3:1*

Stock Representative Office/Non-Stock Branch Office/Non-Stock Representative Office

Solvency	*Total assets/total liabilities*	*1:1*

Note:
If solvency is not within the Benchmark value - application is REJECTED
If Liquidity Ratio and / or Debt to Equity Ratio is/are not within the Benchmark Value/s - submit P1M Surety Bond

Surety bond must be conditioned upon faithful compliance of the Principal relative to the Licensing of the Foreign COrporation with Securities and Exchange Commission and the observance with the provisions

of the Corporation Code of the Philippines, the Securities Regulation Code, and its implementing rules and regulations, and other pertinent laws, and regulations implemented by the Commission.	
A.5. Affidavit of Undertaking to change corporate name, if not stated in the Application Form (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)*	
A.6. If Resident Agent is not the signatory in the Application Form, Resident's Agent Acceptance of Appointment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.7. Endorsement/Clearance from other SEC departments *Any of the following:*	
A.7.A. Corporate Governance and Finance Department (CGFD) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Corporate Governance and Finance Department
Remarks: *For Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation*	
---- OR ----	
A.7.B. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Markets and Securities Regulation Department
Remarks: *For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House*	
---- OR ----	
A.7.C. PhiliFintech Innovation Office (PIO) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office
Remarks: *For Financial Technology (FinTech) related business activities [Operators of payment systems; Payment Service Providers; Electronic Money Issuers (EMI); Non-bank EMIs; Alternative Credit Scoring Companies; AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); KYC/Security Companies (KYC Service Providers); Digital Banks; Digital Asset Exchanges; Virtual Asset Service Providers; Play-to-Earn Platforms; o E-Commerce Companies; Crowdfunding Platforms; RegTech Companies (RegTech Service Providers); SupTech Companies (SupTech Service Providers); and Digital Advisers/Robo-Advisers]*	
A.8. Endorsement from other government agencies *Any of the following:*	
A.8.A. Endorsement from Insurance Commission (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Insurance Commission - Legal Services Group - Licensing

	Division
Remarks: *For Insurance/Health Maintenance Organization*	
---- OR ----	
A.8.B. Endorsement from Bangko Sentral ng Pilipinas (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Bangko Sentral ng Pilipinas - Financial Supervision Sector
Remarks: *For Bank and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services*	
Sub Situational Requirement/s	
A.a. If the date of the AFS exceeds the one-year requirement	
A.a.1. Authenticated AFS that are available as of date of filing of the application (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.a.2. Authenticated Unaudited FS (AUFS) as of date not exceeding one (1) year immediately prior to the filing of the application signed by an officer of the foreign corporation (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b. For those whose home country does NOT REQUIRE AFS	
A.b.1. Authenticated Unaudited FS as of the date not exceeding one (1) year immediately prior to the filing of the application (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.2. Authenticated/Apostilled Certification signed under oath by an officer of a responsible regulatory institution or by the applicant's legal counsel that the applicant is not required to prepare and submit AFS, with citation of the law for verification purposes (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.c. For Stock Branch/Representative Office	
A.c.1. Notarized proof of Inward Remittance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *such as bank certificate of inward remittance or credit advances*	
A.d. For Non-Stock Branch/Representative Office Foundation	
A.d.1. Notarized Certificate of Bank Deposit of the amount of not less than P1,000,000.00 (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.d.2. Statement of Willingness to allow the Commission to conduct an audit (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
B. For Regional/Area Headquarters (RHQ)/ Regional Operating Headquarters (ROHQ)	

B.1. Certification from the Philippine Consulate/Embassy or the Philippine Commercial Office or from the equivalent office of the Philippine DTI in the applicant's home country that said foreign firm is an entity engaged in international trade with affiliates, subsidiaries, or branch offices in the Asia Pacific Region and other foreign markets (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *In case the Certification is issued by the equivalent office of the DTI, the same shall be authenticated by the Philippine Consulate/Embassy*	
B.2. Authenticated Certification from principal officer of the foreign entity to the effect that the said foreign entity has been authorized by its board of directors or governing body to establish its RHQ/ROHQ (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
B.3. Affidavit of Undertaking to change corporate name, if not stated in the Application Form (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)*	
B.4. Endorsement from Board of Investments (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Board of Investments - Legal and Compliance Service
Sub Situational Requirement/s	
B.a. For Financial Technology (FinTech) related business activities [Operators of payment systems; Payment Service Providers; Electronic Money Issuers (EMI); Non-bank EMIs; Alternative Credit Scoring Companies; AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); KYC/Security Companies (KYC Service Providers); Digital Banks; Digital Asset Exchanges; Virtual Asset Service Providers; Play-to-Earn Platforms; o E-Commerce Companies; Crowdfunding Platforms; RegTech Companies (RegTech Service Providers); SupTech Companies (SupTech Service Providers); and Digital Advisers/Robo-Advisers]	
B.a.1. PhiliFintech Innovation Office (PIO) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office
B.a.2. Enforcement and Investor Protection Department (EIPD) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department
C. If to engage as a foreign retailer	
C.1. Certification of Inward Remittance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *Certification of Inward Remittance of Foreign Exchange showing compliance of the foreign retailer with the minimum paid-up capital requirement of Twenty-Five Million Pesos (P25,000,000.00) or other proof, such as Bank Certification, certifying that such capital investment is deposited and maintained in a bank in the Philippines*	

C.2. Apostilled/authenticated Certificate of Reciprocity (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *to the effect that such State provides reciprocity to Filipinos*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ and encodes corporate information **Location:** https://esparc.sec.gov.ph/ **Notes/Instruction:** If the application is found to be for compliance during the evaluation stage, the applicant will have to go back to Step 1 for the submission of requirements/compliance	1.1. Verifies and approves proposed company name and/or trade name/s if compliant with SEC Memorandum Circular No. 13, Series of 2019	None	1 working day/s, 7 hour/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
	1.2. Assigns to processors		5 minute/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
	1.3. Reviews the application and issues Payment Assessment Form (PAF) if compliant		15 working day/s, 15 minute/s	• Securities Counsel II; Cebu Extension Office • Securities Counsel I; Cebu Extension Office • SECURITIES EXAMINER III; Cebu Extension Office
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the electronic Official Receipt via e-mail	**Standard Fees** Breakdown: Documentary Stamp Tax: PHP 30 Total: PHP 30 **Formula Fees** Breakdown: Legal Research FeeLicense Fee	1 working day/s	• Accounting Division; Financial Management Department (FMD)

3. Submits the documentary requirements with proof of payment to the Cebu Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** CEBU EXTENSION OFFICE	3.1. Officially receives and stamps the hard copies of the registration application and forwards to the Support Staff	None	10 minute/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
	3.2. Generates the Certificate		15 minute/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
	3.3. Reviews the application and signs the Certificate of Incorporation		22 working day/s	• OFFICER-IN-CHARGE; Cebu Extension Office
	3.4. Sends appointment through email indicating the date of release of the Certificate		10 minute/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
4. Proceeds to the Cebu Extension Office, presents the original proof of payment and receives the signed Certificate of Incorporation **Location:** CEBU EXTENSION OFFICE	4. Enters company name in the Masterlist, releases the Certificate together with registration application and stamps release the official receipt	None	5 minute/s	• SECURITIES SPECIALIST I; Cebu Extension Office
Total Processing Time:		Working Days: 40 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 30 See other fees below		

Formula / Schedule of Fees

- **Legal Research Fee**

  1% of the computed Filing Fees

- **License Fee**

  For Stock Foreign Corporations:

  Branch Office - 1% of the actual inward remittance of the corporation converted into Philippine currency, but not less than PHP 3,000

  Representative Office - 1/10 of 1% of the actual inward remittance of the corporation converted into Philippine currency, but not less than PHP 2,000

For Non-Stock Foreign Corporations:

Branch Office - PHP 3,000

Representative Office - PHP 2,000

57. Petition for Correction of Entries in the Articles of Incorporation and/or By-laws and subsequent amendments thereof of Domestic Corporations

This process details the procedure for correction of entries in the Articles of Incorporation and/or By-laws and subsequent amendments thereof of Domestic Stock and Nonstock corporations.

Office or Division:	Cebu Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	SEC registered corporations
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Verified Petition for Correction of Entries (2) Original Copy	Applicant / Client
2. Certificate of Non Forum Shopping (2) Original Copy	Applicant / Client
3. Certificate of Incorporation, Articles of Incorporation and By-Laws (2) Photo Copy	SEC - secexpress.ph
4. Secretary's Certificate regarding approval of the filing of the petition and the authorized signatory (2) Original Copy	Applicant / Client
5. Monitoring Clearance (2) Photo Copy	SEC - Extension Office that has jurisdiction over the principal office address of the company
6. Corrected Articles of Incorporation/By-laws/Amended Articles of Incorporation/Amended By-laws (2) Original Copy	Applicant / Client
Remarks: *Applicable uncorrected document may be used as a guide.*	
7. Other evidence (Affidavits, IDs, etc. depending on the nature of the corrections) (1) Original Copy And (1) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

1. Submits requirements through imessage **Location:** https://imessage.sec.gov.ph/	1.1. Records the application for pre-processing, examines if documents are complete in form, and forwards the application for assignment	None	30 minute/s	• Securities Counsel I / Securities Counsel II ; Cebu Extension Office
	1.2. Assigns the application to a processor		30 minute/s	• SEC Confidential Assistant III; Cebu Extension Office
	1.3. Examines whether the documents submitted are complete in form and in substance, prepares a draft Order and Notce and submits for review		14 working day/s	• Securities Counsel I / Securities Counsel II; Cebu Extension Office
	1.4. Reviews the draft Order and Notice and the documents submitted		4 working day/s	• Securities Examiner III; Cebu Extension Office
	1.5. Approves draft Order and Notice		1 working day/s, 4 hour/s	• Director II ; Cebu Extension Office
	1.6. Prepares and emails the Payment Assessment Form to client		1 hour/s	• Securities Counsel I / Securities Counsel II ; Cebu Extension Office
2. Pays the filing fees through ESPAYSEC/Landbank and emails proof of payment **Location:** Email of processor	2.1. Receives and acknowledges payment	**Standard Fees** Breakdown: Filing Fee: PHP 3000 Legal Research Fee: PHP 30 Documentary Stamp Tax per notarized document: PHP 30 Total: PHP 3060	15 minute/s	• Securities Counsel I / Securities Counsel II ; Cebu Extension Office
	2.2. Assigns SEC CEBEO Case number and records it to the logbook for Petition for Correction of Entries		15 minute/s	• SEC Administrative Officer IV; Cebu Extension Office
	2.3. Finalizes Order and Notice and forwards Order and Notice for review and signature		30 minute/s	• Securities Counsel I / Securities Counsel II ; Cebu

				Extension Office
	2.4. Signs Order and Notice		30 minute/s	• Director II ; Cebu Extension Office
	2.5. Emails the client that the Order and Notice with all annexes can be picked up		15 minute/s	• Securities Counsel I / Securities Counsel II ; Cebu Extension Office
	2.6. Releases the duly approved Order and Notice with all annexes		15 minute/s	• Securities Specialist I; Cebu Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 3060		

58. Petition to Lift Order of Revocation/Suspension

This process details the procedure for petitions to set aside orders of revocation or suspension of stock and nonstock corporations and licensed foreign corporations. Note that this remedy is applicable only to companies revoked or suspended due to noncompliance with reportorial requirements.

Office or Division:	Cebu Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	SEC-registered companies whose status is either revoked or suspended.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Verified Petition for Correction of Entries (2) Original Copy	Applicant / Client
2. Directors'/Trustees' Certificate (2) Original Copy	Applicant / Client
3. Latest Due Audited Financial Statements (1) Photo Copy	SEC - EFAST
4. Latest Due General Information Sheet (1) Photo Copy	SEC - EFAST
5. Proof of registration of the stock and transfer book or membership book (2) Photo Copy	Applicant / Client
6. Secretary's Certificate of No Intra-Corporate Controversy (2) Original Copy	Applicant / Client
Remarks: *Please see sample format at:* *https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf*	
7. Sworn Certification by External Auditor (2) Original Copy	Applicant / Client
8. Proof of operation for each year, starting from the date of revocation or date of incorporation (for a suspension order) up to the time of the filing of the petition, any of the following but not limited to: Audited Financial Statements; Income Tax Returns; Mayor's or Business Permits; Contracts; Receipts showing payment of Real Estate Tax; Certifications/Recognitions/Annual Conventions; or Any similar/related documents (2) Photo Copy	Applicant / Client
9. Latest Mayor's/Business Permit (2) Photo Copy	LGU - Business Permit and Licensing Office where the

	principal office address of the client is located
10. Certification Issued by the Corporate Secretary that the latest due Financial Statement and Income Tax Return was received by the SEC and BIR respectively (2) Original Copy	Applicant / Client
11. Certificate of Incorporation, latest Certificate of Filing of Amended Articles or By-Laws (if any) together with the latest Articles of Incorporation and By-Laws (2) Photo Copy	SEC - secexpress.ph
12. BIR Certificate of Registration (2) Photo Copy	BIR - RDO where the principal office address of the client is located
13. Monitoring Clearance (2) Photo Copy	SEC - Extension Office that has jurisdiction over the principal office address of the company

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits requirements in imessage **Location:** https://imessage.sec.gov.ph/	1.1. Records the application for pre-processing, examines if documents are complete in form, and forwards the application for assignment	None	30 minute/s	• Securities Counsel I / Securities Counsel II ; Cebu Extension Office
	1.2. Assigns the application to a processor		30 minute/s	• SEC Confidential Assistant III; Cebu Extension Office
	1.3. Examines whether the documents submitted are complete in form and in substance, prepares a draft Order and Notice and submits to the EO Director/OIC for review		11 working day/s	• Securities Counsel I / Securities Counsel II; Cebu Extension Office
	1.4. Reviews the draft Order and Notice and the documents submitted		4 working day/s	• Securities Examiner III; Cebu Extension Office
	1.5. Approves draft Order and Notice		1 working day/s	• Director II ; Cebu Extension Office

	1.6. Prepares and emails the Payment Assessment Form to client		1 hour/s	• Securities Counsel I / Securities Counsel II ; Cebu Extension Office
2. Pays the filing fees through ESPAYSEC/Landbank and emails proof of payment **Location:** Email of processor	2.1. Receives and acknowledges payment, and prepares Memo to be sent to Head Office	**Standard Fees** Breakdown: Filing Fee: PHP 3000 Legal Research Fee: PHP 30 Documentary Stamp Tax per notarized document: PHP 30 Total: PHP 3060	1 hour/s, 30 minute/s	• Securities Counsel I / Securities Counsel II ; Cebu Extension Office
	2.2. Reviews and signs the Memo		1 hour/s, 30 minute/s	• Director II ; Cebu Extension Office
	2.3. Emails the Memo and the documents for the Petition to Lift Order of Suspension or Revocation to Office of the Commissioner, including the draft Order		2 hour/s	• SEC Confidential Assistant III; Cebu Extension Office
	2.4. Signs draft Order and emails signed Order to Cebu Extension Office		3 working day/s	• Office of the Commissioner - Supervising Commissioner of Extension Offices; Any of requesting office / division
	2.5. Emails the signed Order to client		1 hour/s	• Securities Counsel I / Securities Counsel II ; Cebu Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 3060		

59. Post-Audit of eAMEND Applications approved under Simple Processing

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

Office or Division:	Cebu Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All applications submitted and approved under Simple Processing in the eAMEND Portal
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *With downloadable system-generated forms in the eAmend Portal*	
2. Amendment Form (2) Original Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: • *With downloadable system-generated forms in the eAmend Portal.* • *Original copies should be signed (wet signature) and notarized* • *notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed names*	
3. Monitoring Clearance (2) Original Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: • ***(not applicable for corporation sole)*** • *If there is no valid and available Monitoring Clearance, submit an Affidavit of Undertaking for Monitoring from the eAMEND System.* • *If you have previously used an Affidavit of Undertaking for your amendment application, kindly submit a valid Monitoring Clearance for your current application.* • *Original copies should be signed (wet signature) and notarized* *seccebu@sec.gov.ph*	

4. And other additional documentary requirements uploaded in the eAmend portal (2) Original Copy	Applicant / Client
5. Amended Articles of Incorporation/By-Laws (2) Original Copy	Applicant / Client

Remarks:

- ***two (2) copies shall be submitted together with all the documentary requirements uploaded in the eAMEND portal***

(Please submit the Amended Articles of Incorporation/By-laws incorporating the proposed provisions. The amendments must be clearly underlined and annotated with the phrase "(As amended on [date of meeting])" immediately following the amended provision. Kindly ensure that no established facts are removed or modified in the process.)

For Situational Requirement	
A. For Clearance from other SEC departments	
Sub Situational Requirement/s	
A.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
A.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
A.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
A.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
A.c. For Financial Technology (FinTech) related business activities	
A.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)

Remarks:

- *Operators of payment systems;*
- *Payment Service Providers;*
- *Electronic Money Issuers (EMI);*
- *Non-bank EMIs;*
- *Alternative Credit Scoring Companies;*
- *Online Lending Companies;*
- *Peer-to-peer Lending Companies;*
- *AI/Big Data Companies;*
- *InsurTech Companies (InsurTech Service Providers);*
- *KYC/Security Companies (KYC Service Providers);*
- *Digital Banks;*
- *Digital Asset Exchanges;*
- *Virtual Asset Service Providers;*
- *Play-to-Earn Platforms;*

- *E-Commerce Companies;*
- *Crowdfunding Platforms;*
- *RegTech Companies (RegTech Service Providers);*
- *SupTech Companies (SupTech Service Providers); and*
- *Digital Advisers/Robo-Advisers.*

A.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)

Remarks:

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

B. Endorsement from other government agencies	
Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For applications with Amendment of By-laws	
Sub Situational Requirement/s	
C.a. Air Transport	
C.a.1. Civil Aeronautics Board Endorsement (2) Original Copy And (1) Electronic Copy	Civil Aeronautics Board - Civil Aeronautics Board
C.b. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions	
C.b.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas

C.c. Educational Institution: (stock & non-stock)	
C.c.1. Department of Education Endorsement for Elementary (2) Original Copy And (1) Electronic Copy	Department of Education - Department of Education
C.c.2. Commission on Higher Education Endorsement for College, Tertiary Course (2) Original Copy And (1) Electronic Copy	College, Tertiary Course - College, Tertiary Course
C.c.3. Technical Education Skills and Development Authority Endorsement for Technical Vocational Course (2) Original Copy And (1) Electronic Copy	Technical Education Skills and Development Authority - Technical Education Skills and Development Authority
C.d. Electric Power Plant/Trading of Petroleum Products	
C.d.1. Department of Energy Endorsement (2) Original Copy And (1) Electronic Copy	Department of Energy - Department of Energy
C.e. Hospital, Dental, Medical Clinics	
C.e.1. Department of Health Endorsement (2) Original Copy And (1) Electronic Copy	Department of Health - Department of Health
C.f. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.f.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C.g. Money Changer and Remittance Services	
C.g.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.h. Non-Chartered Government Owned and Controlled Corporation	
C.h.1. Government Commission for Government-owned and Controlled Corporation Endorsement (2) Original Copy And (1) Electronic Copy	Government Commission for Government-owned and Controlled Corporation - Government Commission for Government-owned and Controlled Corporation
C.i. Professional Association	
C.i.1. Professional Regulation Commission Endorsement (2) Original Copy And (1) Electronic Copy	Professional Regulation Commission - Professional Regulation Commission
C.j. Radio, TV, Telephone, Internet Service Providers, Value-Added Service Provider	
C.j.1. National Telecommunications Commission Endorsement (2) Original Copy And (1) Electronic Copy	National Telecommunications Commission - National Telecommunications Commission
C.k. Recruitment for Overseas Employment	
C.k.1. Philippine Overseas Employment Administration Endorsement (2) Original Copy And (1) Electronic Copy	Philippine Overseas Employment Administration - Philippine Overseas Employment Administration
C.l. Security Agency/ Anti-Crime Task Force	
C.l.1. Philippine National Police Endorsement (2) Original Copy And (1) Electronic Copy	Philippine National Police - Philippine National Police

C.m. Tobacco Related Business	
C.m.1. National Tobacco Administration Endorsement (2) Original Copy And (1) Electronic Copy	National Tobacco Administration - National Tobacco Administration
C.n. Volunteer Fire Brigade	
C.n.1. Bureau of Fire Protection Endorsement (2) Original Copy And (1) Electronic Copy	Bureau of Fire Protection - Bureau of Fire Protection
C.o. Vessel/Ship Operation, Ship Management. Shipbuilding, Ship Repair, Shipping Agency, Ship Husbanding, Ship Chandling and other Maritime related activities	
C.o.1. Maritime Industry Authority Endorsement (2) Original Copy And (1) Electronic Copy	Maritime Industry Authority - Maritime Industry Authority
C.p. Water Service Providers and Waterworks	
C.p.1. Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems Endorsement (2) Original Copy And (1) Electronic Copy	Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems - Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems
D. For Amendment of Corporate Name	
D.1. Name Verification Slip for Amendment of Corporate Name with Proof of Payment of Reservation Fee (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *seccebu@sec.gov.ph*	
E. Affidavit of a director, trustees or officer undertaking to change corporate name, if not stated in the Articles of Incorporation	
E.1. Affidavit of a director, trustees or officer undertaking to change corporate name, if not stated in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the documentary requirements with proof of payment to the Cebu Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** CEBU EXTENSION OFFICE	1.1. Stamp receives the submitted documentary requirements	None	5 minute/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
	1.2. Prints Certificate of Amendment (Certificate)		15 minute/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
	1.3. Assigns to post-audit processor		10 minute/s	• Administrative Assistant II; Cebu

				Extension Office
	1.4. Post-evaluates the assigned application		6 working day/s, 7 hour/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office • SECURITIES SPECIALIST I; Cebu Extension Office • SECURITIES INVESTIGATOR; Cebu Extension Office • ADMINISTRATIVE OFFICER IV; Cebu Extension Office • SECURITIES COUNSEL I; Cebu Extension Office • SECURITIES COUNSEL II; Cebu Extension Office • OFFICER-IN-CHARGE; Cebu Extension Office
	1.5. Tags the application as complete in the eAmend portal		15 minute/s	• Administrative Assistant II; Cebu Extension Office • SECURITIES SPECIALIST I; Cebu Extension Office • SECURITIES INVESTIGATOR; Cebu Extension Office • ADMINISTRATIVE OFFICER IV; Cebu

				Extension Office • SECURITIES COUNSEL I; Cebu Extension Office • SECURITIES COUNSEL II; Cebu Extension Office
2. Proceeds to Cebu Extension Office for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Amended Articles of Incorporation and/or By-laws **Location:** CEBU EXTENSION OFFICE	2. Releases signed Certificate of Amended Articles of Incorporation and/or By-laws	None	15 minute/s	• SECURITIES SPECIALIST I; Cebu Extension Office
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		

60. Post-Evaluation of Regular eSPARC Applications

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

Office or Division:	Cebu Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All Natural and Juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (2) Original Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *System-generated*	
2. Articles of Incorporation (2) Original Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *System-generated* *Original copy should be signed (wet signature) and notarized/authenticated*	
3. By-Laws (2) Original Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: • *Original copy should be signed (wet signature)* • *For One Person Corporations, no by-laws required.*	
4. And other additional documentary requirements based on the mode of payment of the subscription of shares. (2) Original Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the documentary requirements with proof of payment to the Cebu	1.1. Stamp receives the submitted documentary requirements.	None	5 minute/s	• SECURITIES SPECIALIST I; Cebu

Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** CEBU EXTENSION OFFICE				Extension Office
	1.2. Prints Certificate of Incorporation (Certificate)		15 minute/s	• Administrative Assistant II; Cebu Extension Office
	1.3. Assigns to post-audit processor		5 minute/s	• Administrative Assistant II; Cebu Extension Office
	1.4. Post-evaluates the assigned application		6 working day/s, 7 hour/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office • SECURITIES SPECIALIST II; Cebu Extension Office • SECURITIES COUNSEL I; Cebu Extension Office • SECURITIES COUNSEL II; Cebu Extension Office
	1.5. Tags the application as complete in the Company Registration Encoding System		10 minute/s	• SECURITIES COUNSEL I; Cebu Extension Office • SECURITIES COUNSEL II; Cebu Extension Office • ADMINISTRATIVE OFFICER IV; Cebu Extension Office • ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
	1.6. Emails the applicant a Notice of Schedule of		15 minute/s	• ADMINISTRATIVE

	Appointment on the release of the Original Certificate.			ASSISTANT II; Cebu Extension Office
2. Proceeds to CRMD Releasing Section at Cebu Extension Office for presentment of the proof of payment issued by the eSPAYSEC or arranges the delivery of the Certificate through preferred courier **Location:** CEBU EXTENSION OFFICE	2. Releases original copy of the Certificate	None	10 minute/s	• SECURITIES SPECIALIST I; Cebu Extension Office
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		

61. Post-Evaluation of Simple Amendment of Articles of Incorporation and/or By-Laws of non-Philippine National Domestic Stock and Non-stock Corporations registered under FIA or before IPAs

This service outlines the post-evaluation procedure to verify the compliance, completeness, and accuracy of the hard copies of application documents against the uploaded documents, as a prerequisite for the issuance of the original Certificate of Approval.

Office or Division:	Cebu Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All domestic corporations registered under FIA (“Foreign Investment Act”) or before Investment Promotion Agencies (IPAs)
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Photo Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *System-generated document available for download through the eAMEND Portal*	
2. Amendment Form (2) Original Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: • *System-generated document available for download through the eAMEND Portal* • *Original copies should be signed (wet signature) and notarized*	
3. Monitoring Clearance (2) Original Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *CEBEO through seccebu@sec.gov.ph*	
4. And other additional documentary requirements uploaded in the eAmend portal (2) Original Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the documentary	1.1. Stamp receives the submitted documentary	None	10 minute/s	• ADMINISTRATIVE

requirements with proof of payment to the Cebu Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** CEBU EXTENSION OFFICE	requirements.			ASSISTANT II; Cebu Extension Office
	1.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		10 minute/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
	1.3. Prints Certificate of Amendment (Certificate)		10 minute/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
	1.4. Assigns to post-audit processor		10 minute/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
	1.5. Post-evaluates the assigned application		6 working day/s, 6 hour/s, 50 minute/s	• Securities Counsel II; Cebu Extension Office • Securities Counsel I; Cebu Extension Office • ADMINISTRATIVE ASSISTANT II; Cebu Extension Office • SECURITIES SPECIALIST I; Cebu Extension Office • SECURITIES INVESTIGATOR; Cebu Extension Office • ADMINISTRATIVE OFFICER IV; Cebu Extension Office • OFFICER-IN-CHARGE; Cebu

				Extension Office
	1.6. Tags the application as complete in the eAmend portal		10 minute/s	• Administrative Assistant II; Cebu Extension Office • SECURITIES SPECIALIST I; Cebu Extension Office • SECURITIES INVESTIGATOR; Cebu Extension Office • ADMINISTRATIVE OFFICER IV; Cebu Extension Office • SECURITIES COUNSEL II; Cebu Extension Office • SECURITIES COUNSEL I; Cebu Extension Office
	1.7. Tags the application for appointment through the eAMEND Portal indicating the date of release of the certificate		10 minute/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
2. Proceeds to Cebu Extension Office for presentment of the proof of payment issued by the eSPAYSEC or arranges the delivery of the Certificate through preferred courier **Location:** CEBU EXTENSION OFFICE	2. Releases original copy of the Certificate of Amended Articles of Incorporation and/or By-Laws	None	10 minute/s	• SECURITIES SPECIALIST I; Cebu Extension Office
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		

62. Post-Evaluation OneSEC eSPARC applications

This detail ensures compliance of the contents of the submitted hard copies of approved registration applications under eSPARC OneSEC in accordance with existing laws, rules, and regulations

Office or Division:	Cebu Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (2) Original Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *System-generated*	
2. Articles of Incorporation (2) Original Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *System-generated* *Original copy should be signed (wet signature) and notarized/authenticated*	
3. By-Laws (2) Original Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: • *Original copy should be signed (wet signature)* • *For One Person Corporations, no by-laws required.*	
4. And other additional documentary requirements based on the mode of payment of the subscription of shares. (2) Original Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the documentary requirements with proof of payment to the Cebu	1.1. Stamp receives the submitted documentary requirements.	None	5 minute/s	• SECURITIES SPECIALIST I; Cebu

Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** Cebu Extension Office				Extension Office
	1.2. Prints Certificate of Incorporation (Certificate)		15 minute/s	• Administrative Assistant II; Cebu Extension Office
	1.3. Assigns to post-audit processor		10 minute/s	• Administrative Assistant II; Cebu Extension Office
	1.4. Post-evaluates the assigned application		6 working day/s, 7 hour/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office • ADMINISTRATIVE OFFICER IV; Cebu Extension Office • SECURITIES COUNSEL I; Cebu Extension Office • SECURITIES COUNSEL II; Cebu Extension Office
	1.5. Tags the application as complete in the Company Registration Encoding System		10 minute/s	• SECURITIES COUNSEL I; Cebu Extension Office • SECURITIES COUNSEL II; Cebu Extension Office • ADMINISTRATIVE OFFICER IV; Cebu Extension Office • ADMINISTRATIVE ASSISTANT II; Cebu Extension Office

	1.6. Emails the applicant a Notice of Schedule of Appointment on the release of the Original Certificate.		5 minute/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
2. Proceeds to Cebu Extension Office for presentment of the proof of payment issued by the eSPAYSEC or arranges the delivery of the Certificate through preferred courier **Location:** Cebu Extension Office	2. Releases original copy of the Certificate	None	15 minute/s	• SECURITIES SPECIALIST I; Cebu Extension Office
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		

63. Primary Registration and Secondary License for Lending and Financing Company through the ESPARC (Electronic Simplified Processing of Application for Registration of Company)

The Electronic Simplified Processing of Application for Registration of Company (SEC – ESPARC) is a facility to cater application for registration of Lending and Financing Corporations of Domestic corporations with 2 or more incorporators who may either be natural person, partnership, association or corporations, singly or jointly with others but not more than fifteen (15) in number. The system allows the registrant or his duly appointed representative to submit the proposed company name and input the details of the Articles of Incorporation.

The following are the various company type to choose from:

- *Lending Corporation*
- *Financing Corporation*

Office or Division:	Cebu Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Coversheet (3) Original Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *System generated*	
2. Articles of Incorporation (1) Original Copy And (2) Photo Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Articles of Incorporation reflecting the:* • *Corporate name;* • *Business activity;* • *Principal office address;* • *Name, nationality, residences and Tax Identification Number (TIN) of Filipino or foreign incorporators, directors, stockholders including corporate subscribers, the foreign incorporators, directors and stockholders may also state their passport numbers* • *Capital structure;* • *Name of Treasurer and TIN;* • *Undertaking to change company name;* • *Printed names and Signature of incorporators;* • *Notarization/Authentication*	

*** System generated*	
3. By-laws (1) Original Copy And (2) Photo Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *System generated*	
4. Notarized Bank Certificate of Deposit (1) Original Copy And (2) Photo Copy	Applicant / Client
5. Joint Affidavit of Undertaking to Change Name, in case not incorporated in the Articles of Incorporation) (1) Original Copy And (2) Photo Copy	Applicant / Client
6. Affidavit of Relinquishment, in case the treasurer is a foreigner and the business activity of the registrant is a partly-nationalized activity (1) Original Copy And (2) Photo Copy	Applicant / Client
7. Authenticated/Apostilled Articles of Incorporation and By-Laws and supporting documents, if the same were executed in a foreign jurisdiction (1) Original Copy And (2) Photo Copy	Applicant / Client
8. For Clearance from other SEC departments, if applicable (1) Original Copy And (2) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO); Enforcement and Investor Protection Department (EIPD)
Remarks: *For Financial Technology (FinTech) related business activities* • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
9. Application Form (1) Original Copy And (2) Photo Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks:	

System generated	
10. Information Sheet (1) Original Copy And (2) Photo Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *System generated*	
11. Valid NBI Clearance of ALL Incorporators and Stockholders (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: • *With right thumb print and signature* • *Reflecting the residential*	
12. Additional Requirements for FOREIGN Directors and Officers (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *a. Photocopy of Alien Certificate of Registration Card/Immigrant Certificate of Residence Card** *b.Photocopy of Passport Showing Valid Visa or Stay in the Philippines** *c. Clearance from the Bureau of Immigration*	
13. Sworn Certification required under SEC Memorandum Circular No. 29, Series of 2020 (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: • *Shall include an undertaking that the applicant shall submit hard and soft copies of its MTPP to the AMLD-EIPD within ten (10) days from receipt of its Certificate of Registration and/or secondary license from the Commission* • *Stamped received by the Anti-Money Laundering Division of the Enforcement and Investor Protection Department (AMLD-EIPD)* **https://www.sec.gov.ph/mc-2020/mc-no-29-s-2020/*	
For Situational Requirement	
A. For Financing Corporations	
A.1. Personal Information Sheet of Directors & Officers (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *System generated*	
A.2. Additional Requirements for FOREIGN Directors and Officers	Applicant / Client

(1) Original Copy And (2) Photo Copy	
Remarks: • *Photocopy of Alien Certificate of Registration Card/Immigrant Certificate of Residence Card** • *Photocopy of Passport Showing Valid Visa or Stay in the Philippines** • *Clearance from the Bureau of Immigration*	
A.3. Clearance from Bangko Sentral ng Pilipinas (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *If applicant is a subsidiary or affiliate of a bank and/or non-bank financial institution with quasi-banking license*	
A.4. Manual on Corporate Governance (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *-If foreign participation in voting stock is more than 40%; or* *-If total assets is PhP50M or more; or* *-If commercial paper issue, either exempt or registered*	
A.5. Format of Disclosure Statement on Loan/Credit Transactions (1) Original Copy And (2) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph **Location:** Through https://esparc.sec.gov.ph	1.1. System receives submitted application.	None	15 minute/s	• Administrative Assistant II; Cebu Extension Office
	1.2. Approves or disapproves proposed company name and/or trade name/s in accordance with SEC Memorandum Circular No. 13, Series of 2019 and assigns the application to the Processors.		2 working day/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
	1.3. Processes and evaluates application for Registration		4 working day/s	• ADMINISTRATIVE OFFICER IV; Cebu Extension Office
	1.4. Issues Payment Assessment Form(PAF)		10 minute/s	• ADMINISTRATIVE

	to the applicant through eSPARC			OFFICER IV; Cebu Extension Office
2. Pays the assessed license fee attached in the email notification. **Location:** CEBU EXTENSION OFFICE	2. Issues payment confirmation containing Electronic Official Receipt via email.	**Possible Fees** Breakdown: By-Laws: PHP 1000 Documentary Stamp Tax: PHP 30 Name Verification: PHP 100 Registration of Stock and Transfer Book: PHP 150 **Formula Fees** Breakdown: Registration of CorporationLicense fees for Lending and Financing Cos	10 minute/s	• ADMINISTRATIVE OFFICER IV; Cebu Extension Office
3. Submits the documentary requirements with proof of payment to the Cebu Extension Office through the company's representatives or through courier of their choice (e.g. JRS, LBC, J&T etc.) **Location:** CEBU EXTENSION OFFICE	3. Officially receives and stamps the hard copies of the registration application and forwards them for generation of the Certificate	None	15 minute/s	• SECURITIES SPECIALIST I; Cebu Extension Office
4. Proceed to Cebu Extension Office for presentment of the original proof of payment and receive the signed Certificate of Lending/Financing Companies. **Location:** CEBU EXTENSION OFFICE	4. Release signed Certificate of Branch Office of Lending/Financing Companies.	None	15 minute/s	• SECURITIES SPECIALIST I; Cebu Extension Office
Total Processing Time:		Working Days: 6 working day/s, 1 hour/s, 5 minute/s		

Total Processing Fee:	Total Standard Fee: None See other fees below

Possible Fees

- **By-Laws** : 1000
- **Documentary Stamp Tax** : 30
- **Name Verification** : 100
- **Registration of Stock and Transfer Book** : 150

Formula / Schedule of Fees

- **Registration of Corporation**

  1/5 of 1% of the Authorized Capital Stock

- **License fees for Lending and Financing Cos**

  1/10 of1% of the Paid-Up Capital

64. Processing of Formal Complaints Filed Against Financing and Lending Companies

This service outlines the procedure for a citizen to file a formal complaint against covered companies.

Office or Division:	Cebu Extension Office
Classification:	Highly Technical
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	General Public *(Note: The Complainant is highly encouraged to communicate first or file a complaint with the concerned Financing Company or Lending Company before submitting a complaint to the SEC pursuant to the Financial Products and Services Consumer Protection Act or FCPA)*
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Registration with SEC-eSECURE (1) Electronic Copy	Applicant / Client
Remarks: *https://esecure.sec.gov.ph*	
2. Complaint form (for notarization) (1) Electronic Copy	Applicant / Client
Remarks: *Downloadable or can be provided by an SEC officer upon submission of the complaint through the SEC iMessage Portal at https://imessage.sec.gov.ph/*	
3. Supporting evidence/documents depending on the nature of the complaints; (1) Electronic Copy	Applicant / Client
Remarks: *1. Disclosure statement* *2. Amortization schedule* *3. Receipts/proof of payment* *4. Promissory notes* *5. Screenshot of the complaint company Uniform Resource Locator(URL)* *6. Copy of the harassment messages allegedly done by the Company (email or text messages)* *7. And other relevant documents in connection with your loan transaction that will help us evaluate your complaint.*	

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)

1. The Complainant must create an account / register with the SEC eSECURE website via https://imessage.sec.gov.ph/ **Location:** SEC Imessage Portal	1. The SEC officer will acknowledge the complaint, and a copy of the complaint form will be provided to the complainant.	None	10 minute/s	• Securities Investigator; Cebu Extension Office
2. The Complainant can file a complaint through SEC IMessage at https://imessage.sec.gov.ph/open.php. A ticket number shall be provided to the complainant. (The ticket number serves as a reference for follow-up and updates) **Location:** SEC Imessage Portal	2. The SEC officer will acknowledge the complaint, and a copy of the complaint form will be provided to the complainant.	None	10 minute/s	• Securities Investigator; Cebu Extension Office
3. Complainant must download the complaint form along with the details of the required documentary requirements/evidence once the SEC responds on the portal. **Location:** SEC Imessage Portal.	3. The SEC officer will acknowledge the complaint, and a copy of the complaint form will be provided to the complainant.	None	10 minute/s	• Securities Investigator; Cebu Extension Office
4. The Complainant must submit the accomplished/notarized complaint form, along with the required documentary documents/evidences, via https://imessage.sec.gov.ph/ **Location:** SEC Imessage Portal **Notes/Instruction:** Note: *Failure to submit the required evidence/attachments within 7 days from the receipt of the complaint*	4.1. Evaluates complaints with supporting documents and determines the jurisdiction under which EO will handle the complaint.	None	2 working day/s	• Securities Investigator; Cebu Extension Office
	4.2. Drafting of the Show Cause Letter against the concerned company.		3 working day/s	• Securities Investigator; Cebu Extension Office
	4.3. Review and further evaluation of the Show Cause Letter and attachments.		5 working day/s	• Securities Counsel II; Cebu Extension Office

letter will constrain the CEBEO to archive the complaint	4.4. Final review and signing of the Director.		2 working day/s	• Director/Officer-in-Charge; Cebu Extension Office
	4.5. The Show Cause Letter will be sent to the concerned company through its official email address using CEBEO's official email address: seccebu@sec.gov.ph		10 minute/s	• SEC Confidential Assistant III; Cebu Extension Office
Total Processing Time:		Working Days: 12 working day/s, 40 minute/s		
Total Processing Fee:		Total Standard Fee: None		

65. Property Dividend Declaration

This service details the procedure on application for approval of Property Dividend Declaration of stock corporations for properties that are no longer needed in the operations of the company.

Office or Division:	Cebu Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Stock corporations duly registered at Securities and Exchange Commission
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover sheet (2) Original Copy	Applicant / Client
Remarks: *Refer to sample format through the following URL:* *http://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Certification under oath by the Corporate Secretary on the board of directors' resolution declaring the property dividend (2) Original Copy	Applicant / Client
3. List of stockholders with their respective subscribed capital stock as of the date meeting approving the declaration of property dividend together with the allocation of property dividend certified under oath by the Corporate Secretary (2) Original Copy	Applicant / Client
4. Audited Financial Statements (AFS) as of the last fiscal year received by BIR and SEC (1) Photo Copy	SEC - EFAST
5. Detailed schedule of the property account appearing in the audited financial statements (2) Original Copy	Applicant / Client
6. Certification by the President that the property(ies) for dividend declaration is/are no longer needed in the operation of the company (2) Original Copy	Applicant / Client
7. Reconciliation of Retained Earnings (2) Original Copy	Applicant / Client
Remarks: *Refer to guidelines and sample format in Memorandum Circular No. 16 Series of 2023 through the following URL:*	

https://www.sec.gov.ph/wp-content/uploads/2023/10/2023SEC-MC-No.-16,-s.-of-2023-Revised-Guidelines-on-the-Determination-of-Retained-Earnings%20-Available-for-Dividend-Declaration.pdf	
8. Secretary's Certificate on non-existence of intra-corporate dispute (2) Original Copy	Applicant / Client
Remarks: *Refer to sample format through the following URL:* *https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf*	
9. Monitoring Clearance (2) Photo Copy	SEC - Extension Office that has jurisdiction over the principal office address of the company
For Situational Requirement	
A. Bangko Sentral ng Pilipinas-regulated corporations	
A.1. BSP endorsement (1) Original Copy And (1) Photo Copy	BSP - Financial Supervision Sector
Remarks: *For Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, or Remittance Services*	
B. Insurance Commission-regulated corporations	
B.1. IC endorsement (1) Original Copy And (1) Photo Copy	Insurance Commission - Licensing Division
Remarks: *For Insurance/Mutual Benefit Association/ Health Maintenance Organization*	
C. If reversal of Appropriated Retained Earnings to unappropriated is involved	
C.1. Notarized Secretary's Certificate of the Board Resolution as to the reversal of appropriated retained earnings to unappropriated retained earnings (2) Original Copy	Applicant / Client
D. In case where the property declared is in the form of investment in shares of another corporation	
D.1. Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the applicant corporation (2) Original Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

1. Submits requirements through email **Location:** mjacimafranca@sec.gov.ph	1.1. Receives and records the application for processing, examines whether the documents submitted are complete in form and in substance, forwards application for review	None	9 working day/s	• Securities Specialist II; Cebu Extension Office
	1.2. Reviews application		7 working day/s	• Securities Counsel II; Cebu Extension Office
	1.3. Instructs client to submit the hard copies		30 minute/s	• Securities Specialist II; Cebu Extension Office
2. Submits the hard copies of the document **Location:** SEC Cebu Extension Office Front Desk	2.1. Examines the hard copies of the documents previously submitted online and forwards to Director for final approval	None	2 working day/s	• Securities Specialist II; Cebu Extension Office
	2.2. Reviews application for final approval		1 working day/s	• Director II; Cebu Extension Office
	2.3. Prepares the Payment Assessment Form and sends to client		30 minute/s	• Securities Specialist II; Cebu Extension Office
3. Pays the filing fees via ESPAYSEC / Landbank and emails proof of payment **Location:** ESPAYSEC (https://espaysec.sec.gov.ph)/Landbank and mjacimafranca@sec.gov.ph	3.1. Receives and checks proof of payment, prepares the report and forwards application for certificate	**Standard Fees** Breakdown: Documentary stamp tax: PHP 30 Total: PHP 30 **Formula Fees** Breakdown: Property Dividend FeeLegal Research Fee	1 hour/s	• Securities Specialist II; Cebu Extension Office
	3.2. 3.2 Prepares certificate and forward to Processors and Director for signature		3 hour/s	• SEC Confidential Assistant III; Cebu Extension Office
	3.3. Signs certificate		2 hour/s	• Director II; Cebu Extension Office
	3.4. Emails client to claim certificate		30 minute/s	• SEC Confidential Assistant III; Cebu Extension Office

	3.5. Releases the certificate		30 minute/s	• Securities Specialist I; Cebu Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 30 See other fees below		

Formula / Schedule of Fees

- **Property Dividend Fee**

  1/5 of 1% of the amount declared but not less than PHP 1,000.00

- **Legal Research Fee**

  1% of the Property Dividend Fee but not less than PHP 10.00

66. Property Dividend Declaration - FOREIGN

This service details the adopted online procedure and documentary requirements on application for approval of Property Dividend Declaration pursuant to Section 42 of the Revised Corporation Code of the Philippines.

This service is exclusively for non-Philippine national Stock domestic corporations registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs).

Office or Division:	Cebu Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All domestic corporations registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs)
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover sheet (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Cebu Extension Office
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf* *Note: The two (2) original copies will be submitted upon payment of the corresponding fees.*	
2. Certification under oath by the Corporate Secretary on the board of directors' resolution declaring the property dividend (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
3. Audited Financial Statements (AFS) as of the last fiscal year stamped received by BIR and SEC (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Information and Communications Technology Department (ICTD)
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
4. List of stockholders with their respective nationalities, subscribed and paid up capital stock as of the date of meeting approving the declaration of property dividend together with the allocation of	Applicant / Client

property dividend certified under oath by the Corporate Secretary (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
5. Detailed schedule of the property account appearing in the audited financial statements (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
6. Certification by the President that the property(ies) for dividend declaration is/are no longer needed in the operation of the company (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
7. Reconciliation of Retained Earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 16 Series of 2023- Revised Guidelines on the Determination of Retained Earnings Available for Dividend Declaration through this link: https://www.sec.gov.ph/wp-content/uploads/2023/10/2023SEC-MC-No.-16,-s.-of-2023-Revised-Guidelines-on-the-Determination-of-Retained-Earnings%20-Available-for-Dividend-Declaration.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
8. Notarized Secretary's Certificate on non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Cebu Extension Office
Remarks: *Download Secretary's Certificate on non-existence of intra-corporate dispute through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. In case the unappropriated retained earnings is not sufficient to warrant the dividend declaration:	
A.1. Notarized Secretary's Certificate of the Board Resolution as to the reversal of appropriated retained earnings to unappropriated retained earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

B. In case where the property declared is in the form of investment in shares of another corporation	
B.1. A certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the applicant corporation (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
C. For Corporations with Primary Licenses:	
C.1. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Cebu Extension Office
Remarks: *https://imessage.sec.gov.ph/*	
D. For Financing and Lending Companies:	
D.1. Monitoring Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Cebu Extension Office
Remarks: *Please email your request at seccebu@sec.gov.ph* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
E. For Listed and Public Companies:	
E.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)
Remarks: *Please email your request at cgfd_fdn@sec.gov.ph* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
E.2. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Markets and Securities Regulation Department (MSRD)
Remarks: *Please email your request at msrdsubmission@sec.gov.ph* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
F. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	

F.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector

Remarks:

To request, please refer to BSP Citizen's Charter through this link: https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

G. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:

G.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group

Remarks:

To request, please refer to IC Citizen's Charter through this link:

https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of complete requirements at seccebu@sec.gov.ph **Location:** seccebu@sec.gov.ph **Notes/Instruction:** • The applicant may, if the application consists of voluminous documents, be advised to present the hard copies thereof. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via email. For submission of	1.1. Receives the required documents, checks the completeness, and records the application. Thereafter, sends an email confirming the receipt and indicating the name of the Specialist assigned to evaluate the application.	None	1 hour/s, 30 minute/s	• SEC CONFIDENTIAL ASSISTANT III; Cebu Extension Office

compliance documents, the client will directly send it to the assigned Specialist's e-mail. The assigned Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.2. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed terminated without prejudice to refiling. • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the				
	1.2. Examines online whether the documents submitted are complete in form and in substance, then prepares Final Report and forwards it to the Officer-in-Charge for review if compliant		14 working day/s	• Securities Specialist II; Cebu Extension Office • Securities Counsel II; Cebu Extension Office
	1.3. Reviews the final report, then orders the Specialist to issue Payment Assessment Form (PAF) if compliant		14 working day/s	• Officer-in-Charge; Cebu Extension Office
	1.4. Sends the Payment Assessment Form (PAF) to the applicant		30 minute/s	• Securities Specialist II; Cebu

person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period.				Extension Office
2. Pay the corresponding filing fees **Location:** Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide.	2. Issues payment confirmation containing the electronic Official Receipt via e-mail	**Formula Fees** Breakdown: Property Dividend	1 working day/s	• Accounting Division; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the Cebu Extension Office **Location:** CEBU EXTENSION OFFICE **Notes/Instruction:** ***Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)***	3.1. Receives and verifies documentary requirements and proof of payment.	None	10 minute/s	• SECURITIES SPECIALIST II; Cebu Extension Office
	3.2. Retrieves and prints the source documents and forwards the application to the Certification Officer		10 minute/s	• SECURITIES SPECIALIST II; Cebu Extension Office
	3.3. Prepares Certificate		1 working day/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
	3.4. Signs and approves the application		7 working day/s, 7 hour/s, 40 minute/s	• Officer-in-Charge; Cebu Extension Office
	3.5. Forwards the approved application to the Releasing Unit		2 hour/s	• SEC CONFIDENTIAL ASSISTANT III; Cebu Extension Office
	3.6. Schedules and sends email notification		1 working day/s	• ADMINISTRATIVE

	to the applicant on date of release of the certificate			ASSISTANT II; Cebu Extension Office
4. Proceeds to the Cebu Extension Office, presents the original proof of payment and receives the Certificate of Approval **Location:** CEBU EXTENSION OFFICE	4.1. Receives the Official Receipt	None	2 hour/s	• SECURITIES SPECIALIST I; Cebu Extension Office
	4.2. Releases the signed Certificate of Approval		2 hour/s	• SECURITIES SPECIALIST I; Cebu Extension Office
Total Processing Time:		Working Days: 40 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Property Dividend**

  1/5 of 1% of the value of the property being distributed as dividend but not less than P1,000.00

  plus

  Legal Research Fee – 1% of the amount of filing fee but not less than P10.00

  plus

  Documentary Stamp tax of P30.00

67. Property Dividend Declaration for Domestic Stock Corporations Classified as Philippine National

This service details the adopted online procedure and documentary requirements on application for approval of Property Dividend Declaration pursuant to Section 42 of the Revised Corporation Code of the Philippines.

This service is exclusively for Domestic Stock Corporations classified as Philippine National.

For pre-processing of new applications, scanned copies of the required documents shall be submitted through the following:

- ***Electronic mail:*** *seccebu@sec.gov.ph*
- ***iMessage:*** *imessage.sec.gov.ph*

Office or Division:	Cebu Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Combined Notarized Secretary's Certificate a. Board of directors' resolution declaring the property dividend; b. List of stockholders with their respective nationalities, subscribed and paid up capital stock as of the date of meeting approving the declaration of property dividend together with the allocation of property dividend; c. Board Resolution as to the reversal of appropriated retained earnings to unappropriated retained earnings, if applicable; d. Non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the Combined Secretary's Certificate for* ***Property Dividend Declaration for Domestic Stock Corporations Classified as Philippine National*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Property-Dividend.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
2. Detailed schedule of the property account appearing in the audited financial statements certified by the company accountant of the	Applicant / Client

applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
3. Certification by the President that the property(ies) for dividend declaration is/are no longer needed in the operation of the company (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
4. Reconciliation of Retained Earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 16 Series of 2023- Revised Guidelines on the Determination of Retained Earnings Available for Dividend Declaration through this link: https://www.sec.gov.ph/wp-content/uploads/2023/10/2023SEC-MC-No.-16,-s.-of-2023-Revised-Guidelines-on-the-Determination-of-Retained-Earnings%20-Available-for-Dividend-Declaration.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. In case where the property declared is in the form of investment in shares of another corporation	
A.1. A certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the applicant corporation (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
B. For Corporations with Primary Licenses:	
B.1. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Cebu Extension Office
Remarks: *CEBEO through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
C. For Financing and Lending Companies:	
C.1. Monitoring Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Cebu

	Extension Office
Remarks: *CEBEO through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
D. For Listed and Public Companies:	
D.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)
Remarks: *Corporate Governance and Finance Department (CGFD) through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
E. Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
E.1. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Markets and Securities Regulation Department (MSRD)
Remarks: *Markets and Securities Regulation Department (MSRD) through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
F. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
F.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector
Remarks: *To request, please refer to BSP Citizen's Charter through this link:* *https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	

G.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group

Remarks:

To request, please refer to IC Citizen's Charter through this link:

https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of complete requirements for new application **Location:** • **Electronic mail:** seccebu@sec.gov.ph OR • **iMessage:** imessage.sec.gov.ph **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the Specialist will prepare a checklist of deficiencies and	1.1. Verifies completeness of the required documents, receives and records the application if complete, and sends an email confirming receipt and identifying the assigned Specialist.	None	4 hour/s	• SEC CONFIDENTIAL ASSISTANT III; Cebu Extension Office

inform and return it to the applicant via email or imessage. For submission of compliance documents, the client will directly send it to the assigned Specialist's e-mail imessage. The assigned Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.2. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has				
	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		8 working day/s	• SECURITIES SPECIALIST II; Cebu Extension Office • SECURITIES COUNSEL II; Cebu Extension Office
	1.3. Reviews the Final Report and, if found in order, directs the Specialist to issue the		9 working day/s	• OFFICER-IN-CHARGE; Cebu Extension Office

failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations. • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given).	Payment Assessment Form (PAF).			
	1.4. Sends the Payment Assessment Form (PAF) to the applicant. Then, informs the applicant to submit the original/hard copy upon payment.		1 hour/s	• SECURITIES SPECIALIST II; Cebu Extension Office

2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip). **Location:** CEBU EXTENSION OFFICE **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)*	2.1. Receives complete application requirements with proof of payment; verifies hard copies against online-submitted documents and, if found in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.	None	2 hour/s	• SECURITIES SPECIALIST II; Cebu Extension Office
	2.2. Prepares Certificate		4 hour/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
	2.3. Reviews the documents, signs, and approves the Certificate.		1 working day/s	• Officer-in-Charge; Cebu Extension Office
	2.4. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.		1 hour/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
	2.5. Schedules and sends email notification to the applicant on date of release of the certificate.		2 hour/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
3. Present the Official Receipt and Appointment Letter. Then, fill out the logbook for released applications and claim the Certificates of Approval. **Location:** CEBU EXTENSION OFFICE	3. Calls the name of the corporation, assists the client in filling out the logbook, and releases the Certificates of Approval.	None	2 hour/s	• SECURITIES SPECIALIST I; Cebu Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		

68. Quasi-Reorganization - FOREIGN

This service details the adopted online procedure and documentary requirements on application for Quasi-Reorganization.

This service is exclusively for non-Philippine national Stock domestic corporations registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs).

Office or Division:	Cebu Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All domestic corporations registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs)
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover sheet (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Cebu Extension Office
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf* *Note: The two (2) original copies will be submitted upon payment of the corresponding fees.*	
2. Letter request to undergo quasi-reorganization signed by the Company's Officer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
3. Certification under oath by the Corporate Secretary on the board resolution approving the quasi reorganization plan (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
4. Audited Financial Statements (AFS) as of the last fiscal year stamped received by BIR and SEC (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Information and Communications Technology Department (ICTD)

Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
5. Schedule showing the details of appraised properties certified by the company accountant (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
6. Analysis of the revaluation increment certified by the company account (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
7. Projected Financial Statements for the next five (5) years certified by the Company Accountant (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
8. Certification by the President that the appraised properties are directly needed and actually used in business (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
9. Notarized Secretary's Certificate on non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Cebu Extension Office
Remarks: *Download Secretary's Certificate on non-existence of intra-corporate dispute through this link:* *https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. If appraisal increment is not yet reflected in the audited financial statements	
A.1. Appraisal report of the fixed assets (real properties, permanently installed fixed assets and machineries and equipment directly needed and actually used in the business) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
B. For Corporations with Primary Licenses:	
B.1. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Cebu Extension Office
Remarks: *https://imessage.sec.gov.ph/*	
C. For Financing and Lending Companies:	
C.1. Monitoring Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Cebu Extension Office
Remarks: *Please email your request at seccebu@sec.gov.ph* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
D. For Listed and Public Companies:	
D.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)
Remarks: *Please email your request at cgfd_fdn@sec.gov.ph* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
D.2. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Markets and Securities Regulation Department (MSRD)
Remarks: *Please email your request at msrdsubmission@sec.gov.ph* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
E. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
E.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector
Remarks: *To request, please refer to BSP Citizen's Charter through this link:* *https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx*	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

F. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
F.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group

Remarks:

To request, please refer to IC Citizen's Charter through this link:

https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of complete requirements at seccebu@sec.gov.ph **Location:** seccebu@sec.gov.ph **Notes/Instruction:** • The applicant may, if the application consists of voluminous documents, be advised to present the hard copies thereof. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via email. For submission of compliance documents, the client will directly send it to the assigned Specialist's e-mail. The assigned	1.1. Receives the required documents, checks the completeness, and records the application. Thereafter, sends an email confirming the receipt and indicating the name of the Specialist assigned to evaluate the application.	None	1 hour/s, 30 minute/s	• SEC CONFIDENTIAL ASSISTANT III; Cebu Extension Office
	1.2. Examines online whether the documents submitted are complete in form and in substance,		14 working day/s	• SEC Securities Specialist II; Cebu

Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.2. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed terminated without prejudice to refiling. • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go	then prepares Final Report and forwards it to the Officer-in-Charge for review if compliant			Extension Office • Securities Counsel II; Cebu Extension Office
	1.3. Reviews the final report, then orders the Specialist to issue Payment Assessment Form (PAF) if compliant		14 working day/s	• Officer-in-Charge; Cebu Extension Office
	1.4. Sends the Payment Assessment Form (PAF) to the applicant		30 minute/s	• Securities Specialist II; Cebu Extension Office

beyond twenty (20) working days unless exceptional circumstances warrant a longer period.				
2. Pay the corresponding filing fees **Location:** Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide.	2. Issues payment confirmation containing the electronic Official Receipt via e-mail	**Formula Fees** Breakdown: Quasi-Reorganization	1 working day/s	• Accounting Division; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the Cebu Extension Office **Location:** CEBU EXTENSION OFFICE **Notes/Instruction:** ***Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)***	3.1. Receives and verifies documentary requirements and proof of payment.	None	10 minute/s	• SECURITIES SPECIALIST II; Cebu Extension Office
	3.2. Retrieves and prints the source documents and forwards the application to the Certification Officer		10 minute/s	• SECURITIES SPECIALIST II; Cebu Extension Office
	3.3. Prepares Certificate		1 working day/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
	3.4. Signs and approves the application		7 working day/s, 7 hour/s, 40 minute/s	• Officer-in-Charge; Cebu Extension Office
	3.5. Forwards the approved application to the Releasing Unit		2 hour/s	• SEC CONFIDENTIAL ASSISTANT III; Cebu Extension Office
	3.6. Schedules and sends email notification to the applicant on date of release of the certificate		1 working day/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
4. Proceeds to the Cebu Extension Office, presents the original	4.1. Receives the Official Receipt	None	2 hour/s	• SECURITIES SPECIALIST I; Cebu

proof of payment and receives the Certificate of Approval **Location:** CEBU EXTENSION OFFICE				Extension Office
	4.2. Releases the signed Certificate of Approval		2 hour/s	• SECURITIES SPECIALIST I; Cebu Extension Office
Total Processing Time:		Working Days: 40 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Quasi-Reorganization**

  Filling fee- P5,000.00

  plus

  Legal Research Fee – 1% of the amount of filing fee but not less than P10.00

  plus

  Documentary Stamp tax of P30.00

69. Quasi-Reorganization for Domestic Stock Corporations Classified as Philippine National

This service details the adopted online procedure and documentary requirements on application for Quasi-Reorganization.

This service is exclusively for Domestic Stock Corporations classified as Philippine National.

For pre-processing of new applications, scanned copies of the required documents shall be submitted through the following:

- ***Electronic mail:*** *seccebu@sec.gov.ph*
- ***iMessage:*** *imessage.sec.gov.ph*

Office or Division:	Cebu Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Combined Notarized Secretary's Certificate a. Request of Application; b. Board resolution approving the quasi reorganization plan; c. Non-existence of intra-corporate dispute; d. Affidavit of undertaking to Comply with the Guidelines for Quasi-Reorganization) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *Download the Combined Secretary's Certificate for* ***Quasi-Reorganization for Domestic Stock Corporations Classified as Philippine National*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Quasi-Reorganization.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
2. Certification by the President that the appraised properties are directly needed and actually used in business. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

3. Projected Financial Statements for the next five (5) years certified by the Company Accountant (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
4. Analysis of the revaluation increment certified by the company account (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
5. Schedule showing the details of appraised properties certified by the company accountant (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. If appraisal increment is not yet reflected in the audited financial statements	
A.1. Appraisal report of the fixed assets (real properties, permanently installed fixed assets and machineries and equipment directly needed and actually used in the business) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
B. For Corporations with Primary Licenses:	
B.1. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Cebu Extension Office
Remarks: *CEBEO through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
C. For Financing and Lending Companies:	
C.1. Monitoring Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Cebu Extension Office
Remarks:	

CEBEO through the link: ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
D. For Listed and Public Companies:	
D.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)
Remarks: *Corporate Governance and Finance Department (CGFD) through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
E. Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
E.1. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Markets and Securities Regulation Department (MSRD)
Remarks: *Markets and Securities Regulation Department (MSRD) through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
F. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
F.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector
Remarks: *To request, please refer to BSP Citizen's Charter through this link:* *https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
G.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group

Remarks:

To request, please refer to IC Citizen's Charter through this link:

https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of complete requirements for new application **Location:** • **Electronic mail:** seccebu@sec.gov.ph OR • **iMessage:** imessage.sec.gov.ph **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via	1.1. Verifies completeness of the required documents, receives and records the application if complete, and sends an email confirming receipt and identifying the assigned Specialist.	None	4 hour/s	• SEC CONFIDENTIAL ASSISTANT III; Cebu Extension Office • SECURITIES INVESTIGATOR; Cebu Extension Office

email or imessage. For submission of compliance documents, the client will directly send it to the assigned Specialist's e-mail imessage. The assigned Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.2. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application				
	1.2. Reviews online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		8 working day/s	• Securities Specialist II; Cebu Extension Office • SECURITIES COUNSEL II; Cebu Extension Office
	1.3. Reviews the Final Report and, if found in order, directs the		9 working day/s	• OFFICER-IN-CHARGE; Cebu

within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations. • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given).	Specialist to issue the Payment Assessment Form (PAF).			Extension Office
	1.4. Sends the Payment Assessment Form (PAF) to the applicant. Then, informs the applicant to submit the original/hard copy upon payment.		1 hour/s	• Securities Specialist II; Cebu Extension Office
2. Pay the corresponding filing fees and submit the complete application	2.1. Receives complete application requirements with proof of payment;	None	2 hour/s	• SECURITIES SPECIALIST II; Cebu

requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip). **Location:** CEBU EXTENSION OFFICE **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)*	verifies hard copies against online-submitted documents and, if found in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.			Extension Office
	2.2. Prepares Certificate		4 hour/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
	2.3. Reviews the documents, signs, and approves the Certificate.		1 working day/s	• Officer-in-Charge; Cebu Extension Office
	2.4. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.		1 hour/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
	2.5. Schedules and sends email notification to the applicant on date of release of the certificate.		2 hour/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
3. Present the Official Receipt and Appointment Letter. Then, fill out the logbook for released applications and claim the Certificates of Approval. **Location:** CEBU EXTENSION OFFICE	3. Calls the name of the corporation, assists the client in filling out the logbook, and releases the Certificates of Approval.	None	2 hour/s	• SECURITIES SPECIALIST I; Cebu Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		

70. Reclassification / Declassification / Conversion of Shares

This service details the procedure on application for Reclassification / Declassification / Conversion of Shares of stock corporations.

Office or Division:	Cebu Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Stock corporations duly registered at Securities and Exchange Commission
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover sheet (2) Original Copy	Applicant / Client
Remarks: *Refer to sample format through the following URL:* *http://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Directors' certificate (2) Original Copy	Applicant / Client
Remarks: *Refer to sample format through the following URL:* *Directors' Certificate - http://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf*	
3. Amended Articles of Incorporation (2) Original Copy	Applicant / Client
4. List of stockholders showing the names, nationalities and stockholdings before and after the reclassification /declassification /conversion, as certified by the corporate secretary (2) Original Copy	Applicant / Client
5. Audited Financial Statements (AFS) as of the last fiscal year received by BIR and SEC (1) Photo Copy	SEC - EFAST
6. Secretary's Certificate regarding treatment on resulting fractional shares (2) Original Copy	Applicant / Client
7. Secretary's Certificate on non-existence of intra-corporate dispute (2) Original Copy	Applicant / Client
Remarks: *Refer to sample format through the following URL:*	

https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf	
8. Monitoring Clearance (2) Photo Copy	SEC - Extension Office that has jurisdiction over the principal office address of the company
For Situational Requirement	
A. Bangko Sentral ng Pilipinas-regulated corporations	
A.1. BSP endorsement (1) Original Copy And (1) Photo Copy	BSP - Financial Supervision Sector
Remarks: *For Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, or Remittance Services*	
B. Insurance Commission-regulated corporations	
B.1. IC endorsement (1) Original Copy And (1) Photo Copy	Insurance Commission - Licensing Division
Remarks: *For Insurance/Mutual Benefit Association/ Health Maintenance Organization*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits requirements through email **Location:** mjacimafranca@sec.gov.ph	1.1. Receives and records the application for processing, examines whether the documents submitted are complete in form and in substance, forwards application for review	None	9 working day/s	• Securities Specialist II; Cebu Extension Office
	1.2. Reviews application		7 working day/s	• Securities Counsel II; Cebu Extension Office
	1.3. Instructs client to submit the hard copies		30 minute/s	• Securities Specialist II; Cebu Extension Office
2. Submits the hard copies of the document **Location:** SEC Cebu Extension Office Front Desk	2.1. Examines the hard copies of the documents previously submitted online and forwards to Director for final approval	None	2 working day/s	• Securities Specialist II; Cebu Extension Office

	2.2. Reviews application for final approval		1 working day/s	• Director II; Cebu Extension Office
	2.3. Prepares the Payment Assessment Form and sends to client		30 minute/s	• Securities Specialist II; Cebu Extension Office
3. Pays the filing fees via ESPAYSEC / Landbank and emails proof of payment **Location:** ESPAYSEC (https://espaysec.sec.gov.ph)/Landbank and mjacimafranca@sec.gov.ph	3.1. Receives and checks proof of payment, prepares the report and forwards application for certificate	**Standard Fees** Breakdown: Amended Articles of Incorporation: PHP 2070 Total: PHP 2070	1 hour/s	• Securities Specialist II; Cebu Extension Office
	3.2. 3.2 Prepares certificate and forward to Processors and Director for signature		3 hour/s	• SEC Confidential Assistant III; Cebu Extension Office
	3.3. Signs certificate		2 hour/s	• Director II; Cebu Extension Office
	3.4. Emails client to claim certificate		30 minute/s	• SEC Confidential Assistant III; Cebu Extension Office
	3.5. Releases the certificate		30 minute/s	• Securities Specialist I; Cebu Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 2070		

71. Reclassification / Declassification / Conversion of Shares / Change in par value - FOREIGN

This service details the adopted online procedure and documentary requirements on application for Reclassification, Declassification, Conversion of Shares, or Change in par value pursuant to Section 6 and 15 of the Revised Corporation Code of the Philippines.

This service is exclusively for non-Philippine national Stock domestic corporations registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs).

Office or Division:	Cebu Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All domestic corporations registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs)
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover sheet (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Cebu Extension Office
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf* *Note: The two (2) original copies will be submitted upon payment of the corresponding fees.*	
2. Directors' certificate (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Cebu Extension Office
Remarks: *Download Director's Certificate through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
3. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	

4. List of stockholders showing the names, nationalities and stockholdings before and after the reclassification/declassification/conversion/change in par value as certified by the corporate secretary (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
5. Audited Financial Statements (AFS) as of the last fiscal year stamped received by BIR and SEC (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Information and Communications Technology Department (ICTD)
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
6. Secretary's Certificate re: treatment on resulting fractional shares (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
7. Notarized Secretary's Certificate on non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Cebu Extension Office
Remarks: *Download Secretary's Certificate on non-existence of intra-corporate dispute through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Cebu Extension Office
Remarks: *https://imessage.sec.gov.ph/*	
B. For Financing and Lending Companies:	
B.1. Monitoring Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Cebu Extension Office
Remarks: *Please email your request at seccebu@sec.gov.ph*	

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

C. For Listed and Public Companies:	
C.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)

Remarks:

Please email your request at cgfd_fdn@sec.gov.ph

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

C.2. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Markets and Securities Regulation Department (MSRD)

Remarks:

Please email your request at msrdsubmission@sec.gov.ph

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

D. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
D.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector

Remarks:

To request, please refer to BSP Citizen's Charter through this link:
https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

E. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
E.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group

Remarks:

To request, please refer to IC Citizen's Charter through this link:

https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of complete	1.1. Receives the required documents, checks the	None	1 hour/s, 30 minute/s	• SEC CONFIDENTIAL

requirements at seccebu@sec.gov.ph **Location:** seccebu@sec.gov.ph **Notes/Instruction:** • The applicant may, if the application consists of voluminous documents, be advised to present the hard copies thereof. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via email. For submission of compliance documents, the client will directly send it to the assigned Specialist's e-mail. The assigned Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.2. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be	completeness, and records the application. Thereafter, sends an email confirming the receipt and indicating the name of the Specialist assigned to evaluate the application.			ASSISTANT III; Cebu Extension Office
	1.2. Examines online whether the documents submitted are complete in form and in substance, then prepares Final Report and forwards it to the Officer-in-Charge for review if compliant		14 working day/s	• Securities Specialist II; Cebu Extension Office • Securities Counsel II; Cebu Extension Office

major, the application will be returned to the applicant corporation and will be notified that the application is deemed terminated without prejudice to refiling. • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period.				
	1.3. Reviews the final report, then orders the Specialist to issue Payment Assessment Form (PAF) if compliant		14 working day/s	• Officer-in-Charge; Cebu Extension Office
	1.4. Sends the Payment Assessment Form (PAF) to the applicant		30 minute/s	• Securities Specialist II; Cebu Extension Office
2. Pay the corresponding filing fees **Location:** Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide.	2. Issues payment confirmation containing the electronic Official Receipt via e-mail	**Formula Fees** Breakdown: Amended Articles of Incorporation	1 working day/s	• Accounting Division; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the Cebu Extension Office	3.1. Receives and verifies documentary requirements and proof of payment.	None	10 minute/s	• SECURITIES SPECIALIST II; Cebu

Location: CEBU EXTENSION OFFICE **Notes/Instruction:** ***Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)***				Extension Office
	3.2. Retrieves and prints the source documents and forwards the application to the CPRD Certification Officer		10 minute/s	• SECURITIES SPECIALIST II; Cebu Extension Office
	3.3. Prepares Certificate of Amended Articles of Incorporation		1 working day/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
	3.4. Signs and approves the application		7 working day/s, 7 hour/s, 40 minute/s	• OFFICER-IN-CHARGE; Cebu Extension Office
	3.5. Records and forwards the approved Amended Articles of Incorporation to the Releasing Unit		2 hour/s	• SEC CONFIDENTIAL ASSISTANT III; Cebu Extension Office
	3.6. Schedules and sends email notification to the applicant on date of release of the certificate		1 working day/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
4. Proceeds to the Cebu Extension Office, presents the original proof of payment and receives the Certificate of Approval **Location:** CEBU EXTENSION OFFICE	4.1. Receives the Official Receipt	None	2 hour/s	• SECURITIES SPECIALIST I; Cebu Extension Office
	4.2. Releases the signed Certificate of Approval		2 hour/s	• SECURITIES SPECIALIST I; Cebu Extension Office
Total Processing Time:		Working Days: 40 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Amended Articles of Incorporation**

  Filing Fee- P2,000.00

  plus

Legal Research Fee (LRF)- 1% of computed filing fee but not less than P10.00

plus

Documentary stamp tax of P30.00

72. Reclassification / Declassification / Conversion of Shares / Change in par value for Domestic Stock Corporations Classified as Philippine National

This service details the adopted online procedure and documentary requirements on application for Reclassification, Declassification, Conversion of Shares, or Change in par value pursuant to Section 6 and 15 of the Revised Corporation Code of the Philippines.

This service is exclusively for Domestic Stock Corporations classified as Philippine National.

For pre-processing of new applications, scanned copies of the required documents shall be submitted via e-mail through seccebu@sec.gov.ph or imessage through imessage.sec.gov.ph.

Office or Division:	Cebu Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Directors' certificate (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Cebu Extension Office
Remarks: *Download Director's Certificate through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
2. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
3. Combined Notarized Secretary's Certificate (a. List of stockholders showing the names, nationalities and stockholdings before and after the reclassification/declassification/conversion/change in par value ; b.Treatment on resulting fractional shares; c. Non-existence of intra-corporate dispute) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks: *Download the **Combined Notarized Secretary's for Reclassification / Conversion of Shares** Certificate below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Reclassification.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Cebu Extension Office
Remarks: *CEBEO through the link:* ***eWATCH:** https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
B. For Financing and Lending Companies:	
B.1. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Cebu Extension Office
Remarks: *CEBEO through the link:* ***eWATCH:** https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
C. For Listed and Public Companies:	
C.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)
Remarks: *Corporate Governance and Finance Department (CGFD) through the link:* ***eWATCH:** https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	

D. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
D.1. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Market and Securities Regulation Department (MSRD)
Remarks: *Market and Securities Regulation Department (MSRD) through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
E. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
E.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector
Remarks: *To request, please refer to BSP Citizen's Charter through this link:* *https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
F. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
F.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group
Remarks: *To request, please refer to IC Citizen's Charter through this link:* *https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of complete requirements for new application. **Location:** • **Electronic mail:** seccebu@sec.gov.ph OR • **iMessage:** imessage.sec.gov.ph	1.1. Receives the required documents, checks if everything is complete, and records the application if it is. Then, assigns the application to the Specialist.	None	4 hour/s	• SEC CONFIDENTIAL ASSISTANT III; Cebu Extension Office • SECURITIES INVESTIGATOR; Cebu Extension Office

Notes/Instruction: • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via email or imessage. For submission of compliance documents, the client will directly send it to the assigned Specialist's e-mail or imessage. The assigned Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.4. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules				
	1.2. Reviews online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		8 working day/s	• Securities Specialist II; Cebu Extension Office • SECURITIES COUNSEL II; Cebu Extension Office

and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or				
	1.3. Reviews the Final Report and, if found in order, directs the Specialist to issue the Payment Assessment Form (PAF).		9 working day/s	• OFFICER-IN-CHARGE; Cebu Extension Office

other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)				
	1.4. Issues the Payment Assessment Form (PAF) to the applicant. Then, informs the applicant to submit the original/hard copy upon payment.		1 hour/s	• Securities Specialist II; Cebu Extension Office
2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip). **Location:** CEBU EXTENSION OFFICE **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)*	2.1. Receives complete application requirements with proof of payment; verifies hard copies against online-submitted documents and, if found in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.	None	2 hour/s	• SECURITIES SPECIALIST II; Cebu Extension Office
	2.2. Prepares the Certificate		4 hour/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
	2.3. Reviews the documents, signs, and approves the Certificate.		1 working day/s	• Officer-in-Charge; Cebu Extension Office
	2.4. Sorts and organizes the documents of approved applications		1 hour/s	• ADMINISTRATIVE ASSISTANT

	prior to the release of the Certificates of Approval.			II; Cebu Extension Office
	2.5. Schedules and sends email notification to the applicant on the date of release of the certificate.		2 hour/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
3. Present the Official Receipt and Appointment Letter.Then, fill out the logbook for released applications and claim the Certificates of Approval. **Location:** CEBU EXTENSION OFFICE	3. Calls the name of the corporation, assists the client in filling out the logbook, and releases the Certificates of Approval.	None	2 hour/s	• SECURITIES SPECIALIST I; Cebu Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		

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

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

The following are the various company type to choose form:

- *General Partnership*
- *Professional Partnership*
- *Limited Partnership*

Type of partnership based on foreign equity participation:

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

Office or Division:	Cebu Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *System-generated*	
2. Articles of Partnership (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *System-generated* *Original copy should be signed (wet signature) and notarized*	
For Situational Requirement	
A. Endorsement/Clearance from other government agencies	
Sub Situational Requirement/s	

A.a. Money Changer and Remittance Services	
A.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
A.a.2. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
B. For Clearance from other SEC departments	
Sub Situational Requirement/s	
B.a. For Financial Technology (FinTech) related business activities	
B.a.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Alternative Credit Scoring Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
B.a.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)
Remarks: • *Alternative Credit Scoring Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
C. Additional requirement, if applicable;	
Sub Situational Requirement/s	
C.a. If the Partner is a Juridical Entity	
C.a.1. Authenticated/Apostilled Board Resolution approving the Corporation to be a partner and appointing their authorized representative (2) Original Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Board Resolution of the Juridical Entity allowing it to invest in the said Corporation

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ **Location:** https://esparc.sec.gov.ph/	1.1. Approves proposed company name and/or trade name/s in accordance with SEC Memorandum Circular No. 13, Series of 2019	None	2 hour/s	• Administrative Assistant II; Cebu Extension Office
	1.2. Pre-processes all corporate information submitted		2 working day/s, 7 hour/s, 45 minute/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office • ADMINISTRATIVE OFFICER IV; Cebu Extension Office • SECURITIES COUNSEL I; Cebu Extension Office • SECURITIES COUNSEL II; Cebu Extension Office • SECURITIES EXAMINER III; Cebu Extension Office
	1.3. Processor prepares and issues the Payment Assessment Form (PAF)		5 minute/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office • ADMINISTRATIVE OFFICER IV; Cebu Extension Office • SECURITIES COUNSEL I; Cebu

				Extension Office • SECURITIES COUNSEL II; Cebu Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** Aespaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Formula Fees** Breakdown: Articles of PartnershipName ReservationLegal Research FeeDocumentary Stamp Tax	5 minute/s	• Accounting Division; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the Cebu Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** CEBU EXTENSION OFFICE	3.1. Officially receives and stamps the hard copies of the registration application and forwards for generation of the Certificate	None	5 minute/s	• SECURITIES SPECIALIST I; Cebu Extension Office
	3.2. Generates the Certificate and forwards the same with the submitted proof of payment and documentary requirements to the authorized signatory		10 minute/s	• Administrative Assistant II; Cebu Extension Office
	3.3. Reviews the application and signs the Certificate;		3 working day/s, 5 hour/s, 30 minute/s	• OFFICER-IN-CHARGE; Cebu Extension Office
	3.4. Sends appointment through email indicating the date of release of the Certificate		10 minute/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
4. Proceeds to Cebu Extension Office for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate **Location:** CEBU EXTENSION OFFICE	4. Enters company name in the Masterlist and releases the Certificate together with registration application then stamps release the official receipt	None	10 minute/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office

Total Processing Time:	Working Days: 7 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

- **Articles of Partnership**

  ⅕ of 1% of the Partnership's Capital but not less than PHP 2,000

- **Name Reservation**

  PHP 100 per Corporate Name

  *Additional Php 100 per trade name/s

- **Legal Research Fee**

  1% of the computed Filing Fees

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

74. Registration of Corporations through One-day Submission and E-registration of Companies (OneSEC) with ZERO Processing for DOMESTIC STOCK CORPORATIONS

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

a. *The company classification is All Filipino, .01 to 40%, and more than 40% to 100% foreign equity participation;*
b. *The proposed corporate name may comply to the following: (a) has a name descriptor according to its industry classification; (b) does not contain any Trade Name/s ; and (c) not subject to any Letter of Appeal for reconsideration; and (d) in explicit form (any set or group of letters does not contain any acronym or meaning);*
c. *The primary purpose or main activity is predetermined and is not subject to any modification/correction;*
d. *The corporate term of existence may be determined by the applicant.*
e. *The incorporator/s, members of the Board of Directors and subscribers are Natural Person/s, of legal age;*
f. *The applicant corporation is not located in any of the economic zones, if located within an economic zone, then proceed to eSPARC ZERO Regular processing;*
g. *The share type classification contains the following : (a) Common Shares; (b) with Par Value and (c) Amount of par value is not less than P1.00 and in non-decimal currency;*
h. *The Mode of Payment for the subscription of shares is CASH;*
i. *Once the application is completed, the registration fees are paid immediately through the SEC eSPAYSEC;*
j. *The applicant corporation is not required to secure clearance/endorsement from any Department of SEC and/or other government agency/ies, if clearance/endorsement is needed please proceed to eSPARC ZERO Regular processing;*
k. *None of the incorporators, stockholders/members, directors/trustees, beneficial owners, and officers of the applicant corporation have been convicted of or have pending criminal or administrative case of felony or misdemeanor involving investment or investment-related business, fraud, false statements or omissions, wrongful taking of property, bribery, forgery, counterfeiting or extortion, or other felonies;*
l. *None of the incorporators, stockholders/members, directors/trustees, beneficial owners, and officers of the applicant corporation are included in pertinent sanctions list circularized by the Bangko Sentral ng Pilipinas (BSP), the Anti-Money Laundering Council (AMLC), the Anti-Terrorism Council (ATC), and other domestic and/or international entities or organizations, such as the Office of Foreign Assets Control (OFAC) of the U.S. Department of Treasury and the United Nations Sanctions List;*

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

Activities of Employment Agency Activities

1. *Activities of Employment Agency Activities*
2. *Activities of a Holding Company*
3. *Advertising*
4. *Agriculture*
5. *Air transportation*
6. *Arrastre and Stevedoring services*
7. *Business process outsourcing*
8. *Cargo consolidator*
9. *Cargo Sales Agent or Breakbulk Sales Agent*
10. *Cockpit*
11. *Combined Facilities Support Activities (Cleaning Activities)*
12. *Computer Programming*
13. *Construction*
14. *Courier services*

15. *Creative Arts and Entertainment of Activities*
16. *Customs Brokerage*
17. *Deep Sea Commercial Fishing*
18. *Domestic Airfreight Forwarder*
19. *Domestic Agricultural Aerial Spraying Services*
20. *Domestic Agricultural Aerial Spraying Services using Remotely Piloted Aircraft (RPA)*
21. *Domestic Non-Scheduled Air Transportation Services*
22. *Domestic Scheduled Air Transportation Services*
23. *Drugstore*
24. *Electric generation*
25. *Film production*
26. *Fishery*
27. *Funeral and Related Services*
28. *Gambling and Betting Activities*
29. *Gas station*
30. *General Sales Agent for Cargo*
31. *General Sales Agent for Passenger*
32. *Hotel*
33. *Hospital*
34. *International Airfreight Forwarder*
35. *International Non-Scheduled Air Transportation Services*
36. *International Non-Scheduled All-Cargo Air Transportation Services*
37. *International Scheduled Air Transportation Services*
38. *IT – TNVs*
39. *IT/Software applications*
40. *Landscape care and maintenance service activities*
41. *Land transportation*
42. *Laundry Services*
43. *Logistic*
44. *Management Consultancy*
45. *Mining*
46. *Non-Vessel Operating Common Carrier*
47. *Organization of Convention and Trade Shows*
48. *Other Residential Care Activities*
49. *Personal Services for Wellness except Sports Activities*
50. *Photographic Activities*
51. *Printing and Publishing*
52. *Property Management*
53. *Radio Broadcasting*
54. *Real Estate*
55. *Recruitment*
56. *Renting and Leasing Machinery*
57. *Renting and Leasing Motor Vehicles*
58. *Renting and Leasing of Personal and Household Goods*
59. *Repairs of Computers and Communications Equipment*
60. *Repair of Household Appliances and Home and Garden*
61. *Residential care activities for mental retardation, mental health and substance abuse*
62. *Residential care activities for the elderly and disabled*
63. *Residential Nursing Care Facilities*
64. *Restaurant*
65. *Retail trading of goods*
66. *Retail via mail/telephone order houses via the internet*
67. *Schools*
68. *Sea transportation*
69. *Security agency*
70. *Security Facility Sales and Installation Activities*
71. *Shipping Agency*
72. *Sound Recording*
73. *Sports Activities*
74. *Technical testing/analysis*

75. *Telecommunications*
76. *Television Programming and Broadcasting Activities*
77. *Travel agency*
78. *Veterinary Activities*
79. *Waste Collection/Disposal/Management*
80. *Wholesale and retail trading of goods*
81. *Wholesale trading of goods*
82. *Parking Spaces*
83. *Materials Recycling Facility (MRF) / Junkshop*
84. *Automotive Repair*
85. *Glass, Aluminum, and Other Metal Installations*
86. *Woodworking and Carpentry Business*
87. *Tailoring and Dressmaking Business*
88. *Hauling and Trucking Business*
89. *Storage and Warehousing Facilities Rental*
90. *Motor Vehicle Rental Business*
91. *Manufacturing and Assembly of Electronics and Semiconductor Business*
92. *Manufacturing/Assembly of Automotive Parts Business*
93. *Garment and Textile Business*
94. *Manufacturing of Medical Devices and Parts*
95. *Operation of Fishpond*
96. *Memorial Parks*
97. *Games and Amusement Activities*
98. *Bakeshop*
99. *Beauty Salon*
100. *Cold Storage*

Office or Division:	Cebu Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business)
Who may avail:	All Natural and Juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Cover Sheet for Registration (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *System-generated*	
2. Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *System-generated*	
3. By-Laws (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks:

- *System-generated*
- ***Not applicable for One Persion Corporation (OPC)***

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ and encodes the data required. **Location:** https://esparc.sec.gov.ph/	1. ESPARC System issues the payment assessment form	None	2 working day/s, 6 hour/s	• eSPARC system; Cebu Extension Office
2. Pays the assessed registration fee through eSPAYSEC and receives the Digital copy of the Certificate of Incorporation in the email provided in the system **Location:** https://espaysec.sec.gov.ph/	2. The system issues the electronic receipt of the payment of filing fees.	**Standard Fees** Breakdown: Articles of Incorporation: PHP 2000 By-Laws: PHP 1000 Documentary Stamp Tax: PHP 60 Legal Research Fee: PHP 20 Total: PHP 3080 **Possible Fees** Breakdown: Stock and Transfer Book: PHP 150 Membership Book: PHP 75 **Formula Fees** Breakdown: Filing FeeName Verification Fee	1 hour/s	• eSPARC System; Cebu Extension Office

3. Generates the Digital Certificate **Location:** esoparc	3. The system issues the Digital Certificate of Incorporation	None	1 hour/s	• eSPARC System; Cebu Extension Office
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 3080 See other fees below		

Possible Fees

- **Stock and Transfer Book** : 150
- **Membership Book** : 75

Formula / Schedule of Fees

- **Filing Fee**

  Stock corporation with par value - ⅕ of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher

  Stock corporation without par value - ⅕ of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher

  Non- Stock corporation – PHP 1,000

- **Name Verification Fee**

  Php100.00 per Corporate Name

  *additional fee of Php100.00 for each trade name/s.

75. Registration of Corporations through the Electronic Simplified Processing of Application for Registration of Company (eSPARC)

This service details the procedure on the online registration of One Person Corporation (OPC), 2-4 incorporators and 5-15 incorporators pursuant to the Revised Corporation Code (R.A. No. 11232)

Office or Division:	Cebu Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. For 2 to 4 incorporators and 5 to 15 incorporators: Articles of Incorporation with Cover Sheet, By-laws, and Certificate of Authentication. For One Person Corporations: Articles of Incorporation with Cover Sheet, Acceptance letter of nominee and alternate nominee, and Certificate of Authentication (2) Original Copy	SEC ICTD - https:esparc.sec.gov.ph/application
For Situational Requirement	
A. For corporations with more than 40% foreign equity whose paid-up capital is CASH	
A.1. SEC Form F-100 (2) Original Copy	SEC ICTD - esparc.sec.gov.ph/application
B. Bangko Sentral ng Pilipinas-regulated corporations	
B.1. BSP endorsement (1) Original Copy And (1) Photo Copy	BSP - Financial Supervision Sector
C. Insurance Commission-regulated corporations	
C.1. IC endorsement (1) Original Copy And (1) Photo Copy	Insurance Commission - Licensing Division
D. PEZA Locators	
D.1. PEZA endorsement (1) Original Copy And (1) Photo Copy	PEZA - MEZ/Cebu IT Park Office
E. For Partnerships as incorporators	
E.1. Partners' Affidavit duly notarized stating that they have authorized the partnership to invest in the corporation about to be formed and designating one of the partners as the signatory of the corporation. (2) Original Copy	Applicant / Client
E.2. Copy of the Certificate of Registration (2) Photo Copy	SEC - secexpress.ph
F. For Domestic Corporations as incorporators	

F.1. Board Resolution, Directors'/ Trustees' Certificate or Secretary's Certificate, indicating the necessary approvals of the investment, as well as the authorized signatory to the incorporation documents, executed under oath (2) Original Copy	Applicant / Client
F.2. Copy of the Certificate of Registration (2) Photo Copy	SEC - secexpress.ph
F.3. Latest General Information Sheet (1) Photo Copy	SEC - EFAST
G. For Foreign Corporation as incorporators	
G.1. Board Resolution, Directors'/ Trustees' Certificate or Secretary's Certificate, duly authenticated by a Philippine Consulate or with an Apostille affixed thereto, authorizing the foreign corporation to invest in the corporation being formed and specifically naming the designated signatory on behalf of the foreign (1) Original Copy And (1) Photo Copy	Applicant / Client
H. For Foreign Corporation as subscribers	
H.1. Board Resolution, Directors'/ Trustees' Certificate or Secretary's Certificate, duly authenticated by a Philippine Consulate or with an Apostille affixed thereto, authorizing the foreign corporation to invest in the corporation being formed (1) Original Copy And (1) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Creates application through https://esparc.sec.gov.ph /application for online registration and name verification **Location:** https://esparc.sec.gov.ph /application	1.1. Verifies the proposed corporate name and assigns the application to a processor	None	2 working day/s	• Administrative Assistant II; Cebu Extension Office
	1.2. Evaluates the application summary		2 working day/s	• Administrative Assistant II / Securities Counsel I / Securities Counsel II / Securities Specialist II / SEC Administrative Officer IV; Cebu Extension Office
	1.3. Reviews the application summary		2 working day/s	• Securities Examiner III; Cebu Extension Office
	1.4. Pre-approves the application		7 hour/s	• Administrative Assistant II

				/ Securities Counsel I / Securities Counsel II / Securities Specialist II / SEC Administrative Officer IV; Cebu Extension Office
2. Uploads signed and notarized registration documents **Location:** https://esparc.sec.gov.ph/application	2. Reviews the uploaded documents and approves the application which automatically creates the Payment Assessment Form	None	30 minute/s	• Administrative Assistant II / Securities Counsel I / Securities Counsel II / Securities Specialist II / SEC Administrative Officer IV; Cebu Extension Office
3. Pays the assessment fee attached in the email through Landbank or through ESPAYSEC and uploads proof of payment **Location:** ESPAYSEC (https://espaysec.sec.gov.ph)/Landbank	3. Receives, checks, and approves the proof of payment	**Standard Fees** Breakdown: Bylaws: PHP 1000 Legal Research Fee: PHP 20 Documentary Stamp Tax: PHP 30 --- Total: PHP 1050 **Possible Fees** Breakdown: Name Reservation Fee (per name/trade name): PHP 100 SEC Form 100 (FIA): PHP 3000 Documentary Stamp Tax: PHP 30 **Formula Fees**	30 minute/s	• Administrative Assistant II / Securities Counsel I / Securities Counsel II / Securities Specialist II / SEC Administrative Officer IV; Cebu Extension Office

		Breakdown: Filing FeeLegal Research Fee		
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1050 See other fees below		

Possible Fees

- **Name Reservation Fee (per name/trade name)** : 100
- **SEC Form 100 (FIA)** : 3000
- **Documentary Stamp Tax** : 30

Formula / Schedule of Fees

- **Filing Fee**

  For stock corporation based on the authorized capital stock:

  With par value: 1/5 of 1% of the authorized capital stock but not less than P 2,000 or the subscription price of the subscribed capital stock whichever is higher

  Without par value: 1/5 of 1% of the authorized capital stock computed at P100 per share but not less than P 2,000 or the issue value of the subscribed capital stock whichever is higher

  For non-stock corporation: P 1,000

- **Legal Research Fee**

  1% of the Filing Fee but not less than Ten Pesos (P 10.00)

76. Registration of Corporations through the Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular with ZERO Processing

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

The following are the various company type to choose form:

1. *Stock Corporation*

As to composition:

1. *One Person Corporation*
2. *Corporation with 2 to 15 incorporators*

As to ownership:

1. *All Filipino*
2. *With Foreign equity participation*

As to Company type:

1. *Domestic Corporations*

1. *Non-stock Corporation*

As to Company sub-types:

1. *Corporation Sole*
2. *Non-stock/Non-profit*
3. *Foundation*
4. *Federation*
5. *Microfinance*
6. *Religious Aggregate*
7. *Condominium Corporation*

As to ownership:

1. *All Filipino*
2. *With foreign equity participation*

Office or Division:	Cebu Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives

Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *System-generated*	
2. Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *System-generated* • *Original copy should be signed (wet signature) and notarized* • *corporate name;* • *business activity;* • *principal office address;* • *names, nationality, residences and Tax Identification Numbers (TIN) of natural Filipino incorporators/officer (for corporations composed of 2-15 incorporators) or single incorporator, nominee and alternate nominee (for One Person Corporation).* • *capital structure;* • *name of treasurer and TIN;* • *Undertaking to change company name;* • *Printed names and with original signatures of the single stockholder, nominee and alternate nominee of all incorporators for corporations with 2-15 incorporators or single stockholder, nominee and alternate nominee for One Person Corporation;* • *Notarization or Authentication*	
3. By-Laws (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: • *System-generated* • *Original copy should be signed (wet signature)* • *Needs to be submitted for corporations with 2 -15 incorporators only. For One Person Corporations, no by-laws required.*	
For Situational Requirement	
A. For Initial Processing of Ordinary Corporations	
A.1. Joint Affidavit of Undertaking to Change Name, in case not incorporated in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)*	

- *Original copy should be signed (wet signature) and notarized*

Sub Situational Requirement/s	
A.a. If Articles of Incorporation and By-Laws are executed in a foreign jurisdiction	
A.a.1. Authenticated/Apostilled Articles of Incorporation and By-Laws and supporting documents (1) Original Copy And (1) Electronic Copy	Applicant / Client
A.b. If Incorporator/s is/are a Juridical Entity	
A.b.1. Board Resolution/Directors'/Trustees' Certificate or Secretary's Certificate (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Authenticated/Apostilled (if executed in a foreign jurisdiction)*	
B. Endorsement/Clearance from other government agencies	
Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For Clearance from other SEC departments	
Sub Situational Requirement/s	
C.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
C.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
C.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
C.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD
C.c. For Financial Technology (FinTech) related business activities	
C.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Operators of payment systems;*	

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

C.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)

Remarks:

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

D. For Foundation	
D.1. Notarized certificate of bank deposit of the contribution (2) Original Copy And (1) Electronic Copy	Applicant / Client

Remarks:

which shall not be less than P1,000,000.00

D.2. Statement of Willingness to allow the Commission to conduct an audit (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks:

System-generated

E. For Federation	
E.1. of Member-Associations certified by the Corporate Secretary and attested by the President (2) Original Copy And (1) Electronic Copy	Applicant / Client
F. For Confederation	
F.1. List of Member-Federations certified by the Corporate Secretary and attested by the President (2) Original Copy And (1) Electronic Copy	Applicant / Client
G. For Condominium Corporation/Association	
G.1. Notarized Copy of the Master Deed with primary entry of the Register of Deeds (2) Original Copy And (1) Electronic Copy	Applicant / Client
G.2. Certification that there is no existing similar condominium association within the condominium project (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks:

System-generated

Applicant Condominium Corporation/Association to be executed by the Corporate Secretary

H. For Non-Stock Religious Aggregate	
H.1. Affidavit of Affirmation/Verification by the chief priest, rabbi, minister, or presiding elder, (not required if already part of the Articles of Incorporation) (2) Original Copy And (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ **Location:** https://esparc.sec.gov.ph/	1.1. Approves proposed company name and/or trade name/s in accordance with SEC Memorandum Circular No. 13, Series of 2019	None	2 working day/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
	1.2. Pre-processes all corporate information submitted		4 working day/s, 7 hour/s, 45 minute/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office • ADMINISTRATIVE OFFICER IV; Cebu Extension Office

				• SECURITIES COUNSEL I; Cebu Extension Office • SECURITIES COUNSEL II; Cebu Extension Office • SECURITIES EXAMINER III; Cebu Extension Office
	1.3. Processor prepares and issues the Payment Assessment Form (PAF)		5 minute/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office • ADMINISTRATIVE OFFICER IV; Cebu Extension Office • SECURITIES COUNSEL I; Cebu Extension Office • SECURITIES COUNSEL II; Cebu Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: By-Laws: PHP 1000 Total: PHP 1000 **Formula Fees** Breakdown: Filing FeeRegistration of Stock and Transfer Book/Membership BookName ReservationLegal Research	5 minute/s	• Accounting Division; Financial Management Department (FMD)

		FeeDocumentary Stamp Tax		
3. Generates and prints the Digital Certificate **Location:** eSPARC	3. The eSPARC system issues the Digital Certificate	None	5 minute/s	• eSPARC System; Cebu Extension Office
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1000 See other fees below		

Formula / Schedule of Fees

- **Filing Fee**

  Stock corporation with par value - ⅕ of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher

  Stock corporation without par value - ⅕ of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher

  Non- Stock corporation – PHP 1,000

- **Registration of Stock and Transfer Book/Membership Book**

  Stock and Transfer Book – PHP 150

  Membership Book – PHP 75

- **Name Reservation**

  PHP 100 per Corporate Name

  *Additional Php100 per trade name/s

- **Legal Research Fee**

  1% of the computed Filing Fees for Amended Articles of Incorporation and/or By-Laws

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

77. Registration of Corporations through the Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular ZERO where payment for subscription is other than Cash

This service details the procedure for registration of Stock Corporation where payment for subscription is other than Cash through Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular Zero.

Office or Division:	Cebu Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *System-generated*	
2. Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *System Generated*	
3. By-Laws (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *System-generated*	
For Situational Requirement	
A. Additional requirements based on kind of payment for subscription	
Sub Situational Requirement/s	
A.a. If subscription payment is through Land and/ Building/Condominium Unit	
A.a.1. Detailed schedule of the property showing the registered owner, location, area, TCT/CCT No., tax declaration number and the basis of transfer value (appraised/market value/assessed	Applicant / Client

value/zonal value) certified by the treasurer (2) Original Copy And (1) Electronic Copy	
A.a.2. Copy of TCT/CCT and tax declaration sheet certified by Register of Deeds and Assessor's Office, respectively (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.a.3. Latest zonal value certified by BIR, if transfer value is based on zonal value (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.a.4. Appraisal report by authorized appraiser, if transfer value is based on appraised value (not more than 6 months old) (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.a.5. Deed of Assignment (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.a.6. If property is mortgaged, submit mortgage/creditor's certification on the outstanding loan balance and written consent to the transfer of property (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.a.7. For assignment of building where assignor is not owner of the land, submit lease contract on land and consent of landowner to the transfer (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.a.8. Affidavit of Undertaking by an incorporator of the corporation to submit the proof of transfer to the corporation within the prescribed period (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.b. If subscription payment is through Untitled Lands	
A.b.1. Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least thirty (30) years and the possessor had introduced improvements thereon, if any (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.b.2. Duplicate original or certified true copies of the tax declaration sheets (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.b.3. Latest realty tax receipts (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.4. Affidavit by the transferor attesting continuous and open possession of the property and that the property is not tenanted (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.5. Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.6. Duplicate original or certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument affecting the property recorded in the Register of Deeds for the province or city where the land is situated (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

A.b.7. Affidavit executed by the transferor (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *attesting to the:* *1. Existence (or non-existence) of easements over the untitled property* *2. Kind/description of the easement and its location* *3. Whether the transferor is the dominant estate or the servient estate, by virtue of such easements*	
A.b.8. Under oath undertaking of the transferor/subscribed to answer for any liability that the corporation might incur by virtue if the acceptance of said property paid-up capital (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.9. Clearance or certification from the Department of Agrarian Reform (DAR) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Department of Agrarian Reform - Documentation and Coordination Division
Remarks: *attesting the following:* *1. There is no other claimant to the untitled land* *2. It has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party or* *3. The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP)*	
A.b.10. Blue Print Survey of the Plan as approved by the Bureau of Lands (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.11. Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/assessed value/zonal value or appraised value) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.12. Latest zonal valuation certified by BIR, if transfer value is based on zonal value (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.13. Appraisal report by authorized appraiser, if transfer value is based on appraised value (not more than 6 month old) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.14. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.15. Affidavit of undertaking to submit certified true copy of the original certificate of title in the name of transferee-corporation within one (1) year from the date of receipt of the approval of the application (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.c. If subscription payment is through Inventories/Furniture/Personal Properties	
A.c.1. Detailed schedule of the property showing the description and transfer value certified by the treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

A.c.2. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.d. If subscription payment is through Heavy Equipment and Machinery	
A.d.1. Detailed schedule of the properties showing the description and the transfer value certified by the treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.d.2. Appraisal report by authorized appraiser (not more than 6 months old). If the property is imported, a valuation report with description of the property by the Bangko Ng Pilipinas (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.d.3. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.e. If subscription payment is through Shares of Stock	
A.e.1. Detailed schedule of the shares of stock showing the name of stockholder, stock certificate number, number of shares and the basis of transfer value whether market or book value certified by the treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.e.2. Audited financial statements of the investee company as of the last fiscal year stamped received by BIR and SEC (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.e.3. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.e.4. Certification by the Corporate Secretary of the investee company that the shares of stock are outstanding in the name of assignor (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.e.5. Photocopy of the stock certificate (present original for verification) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.e.6. Latest market quotation in newspaper or certification from stock exchange/broker as to latest market price of the shares of stock (if listed in the Stock Exchange) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.e.7. Affidavit of Undertaking by an incorporator of the corporation to submit the required proof of transfer within the prescribed period (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.f. If subscription payment is through Motor Vehicle	
A.f.1. Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified by the treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.f.2. Photocopy of the Certificate of Registration and latest Official Receipt of Registration (present the original for verification) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.f.3. Appraisal report by authorized appraiser (not more than six month old)	Applicant / Client

(1) Electronic Copy And (1) Original Copy And (1) Photo Copy	
A.f.4. Deed of assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.f.5. Affidavit of undertaking by an incorporator of the corporation to submit the required proof of transfer within the prescribed period (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.g. If subscription payment is through Sea Vessel/Aircraft	
A.g.1. Detailed schedule of the vessel/aircraft showing registered owner, registry number, technical description, and appraised value certified by the treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.g.2. Certified true copy of the certificate of ownership (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.g.3. Appraisal report by authorized appraiser (not more than 6 month old) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.g.4. Certificate of seaworthiness/airworthiness issued by appropriate government agency (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.g.5. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.g.6. Affidavit of Undertaking by an incorporator of the corporation to submit the required proof of transfer within the prescribed period (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.h. If subscription payment is Intangible	
A.h.1. Photocopy of the System Purchase Agreement or any documents as proof of ownership (for a software) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.h.2. Copy of Certificate of Registration of Intellectual Property Rights, mining permit for mining claims or rights (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.h.3. Appraisal report by an accredited appraisal company or licensed Filipino mining engineer for mining rights/claims (not more than 6 month old) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.h.4. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.i. If subscription payment is through Net Assets by way of conversion of single proprietorship/partnership into corporation	
A.i.1. Audited Financial Statements (AFS) of single proprietorship partnership/division of a corporation for spin-off as of last fiscal year (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.i.2. Long-form audit report of item no. 1 (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.i.3. Deed of Assignment of the assets and liabilities to the corporation	Applicant / Client

(1) Electronic Copy And (1) Original Copy And (1) Photo Copy	
A.i.4. ist of creditors showing the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.i.5. Detailed schedule of properties with certificates of registration/title and their respective book values certified by the company accountant (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.i.6. Photocopy of the certificate of registration of the motor vehicles (present original for verification) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.i.7. Copy of TCT/CCT and tax declaration sheets certified by the Register of Deeds and Assessor's Office, respectively (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.i.8. Photocopy of stock certificate (present original for verification) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.i.9. DTI Certificate of Registration (for single proprietorship) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Department of Trade and Industry - DTI Regional and Provincial Offices
A.i.10. Affidavit of Undertaking by an incorporator of the corporation to submit the required proof of transfer within the prescribed period (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.j. If subscription payment is Lands	
A.j.1. Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/assessed value/zonal value or appraised value) (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.j.2. Latest zonal valuation certified by BIR, if transfer value is based on zonal value (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.j.3. Appraisal report by authorized appraiser, if transfer value is based on appraised value (not more than 6 month old) (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.j.4. Deed of Assignment (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.j.5. Affidavit of undertaking to submit certified true copy of the original certificate of title in the name of transferee-corporation within one (1) year from the date of receipt of the approval of the application (2) Original Copy And (1) Electronic Copy	Applicant / Client
B. For One Person Corporation	
B.1. Letter of Acceptance of the Nominee and Alternate Nominee (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Sub Situational Requirement/s	

B.a. If single stockholder is a trustee, administrator, executor, guardian, conservator, custodian, or other person exercising fiduciary duties	
B.a.1. Proof of Authority (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
C. Endorsement from other government agencies	
Sub Situational Requirement/s	
C.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
C.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
D. For Clearance from other SEC departments	
Sub Situational Requirement/s	
D.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
D.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
D.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
D.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
D.c. For Financial Technology (FinTech) related business activities	
D.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)

Remarks:

- *Operators of payment systems;*
- *Payment Service Providers;*
- *Electronic Money Issuers (EMI);*
- *Non-bank EMIs;*
- *Alternative Credit Scoring Companies;*
- *Online Lending Companies;*
- *Peer-to-peer Lending Companies;*
- *AI/Big Data Companies;*
- *InsurTech Companies (InsurTech Service Providers);*
- *KYC/Security Companies (KYC Service Providers);*
- *Digital Banks;*
- *Digital Asset Exchanges;*
- *Virtual Asset Service Providers;*
- *Play-to-Earn Platforms;*
- *E-Commerce Companies;*
- *Crowdfunding Platforms;*

- *RegTech Companies (RegTech Service Providers);*
- *SupTech Companies (SupTech Service Providers); and*
- *Digital Advisers/Robo-Advisers.*

D.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)

Remarks:

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

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph **Location:** https://esparc.sec.gov.ph/ **Notes/Instruction:** *If payment for subscription is other than cash, additional documentary requirements should be submitted.*	1.1. Approves proposed company name and/or trade name/s in accordance with SEC Memorandum Circular No. 13, Series of 2019	None	2 working day/s	• Administrative Assistant II; Cebu Extension Office
	1.2. Processes and evaluates the legal aspects of the dissolution application.		8 working day/s, 7 hour/s, 45 minute/s	• SECURITIES COUNSEL II; Cebu Extension Office
	1.3. Processes and evaluates the financial aspects of the dissolution application.		9 working day/s	• SECURITIES SPECIALIST II; Cebu Extension Office • SECURITIES COUNSEL II; Cebu Extension Office

	1.4. Issues Payment Assessment Form (PAF) to the applicant		5 minute/s	• SECURITIES SPECIALIST II; Cebu Extension Office
2. Pays the filing fee through through eSPAYSEC **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: By-Laws: PHP 1000 Total: PHP 1000 **Formula Fees** Breakdown: Registration of CorporationRegistration of Stock and Transfer Book/Membership BookName ReservationLegal Research FeeDocumentary Stamp Tax	5 minute/s	• Accounting Division; Financial Management Department (FMD)
3. Generates and prints the Digital Certificate **Location:** eSPARC **Notes/Instruction:** Remarks: To secure the original copy of the Certificate, clients shall submit two (2) sets of originally signed documentary requirements with original proof of payment within sixty (60) calendar days from the date of issuance of the Digital Certificate	3. The eSPARC system issues the Digital Certificate	None	5 minute/s	• eSPARC System; Cebu Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1000 See other fees below		

Formula / Schedule of Fees

- **Registration of Corporation**

Stock corporation with par value - ⅕ of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher

Stock corporation without par value - ⅕ of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher

Non- Stock corporation – PHP 1,000

- **Registration of Stock and Transfer Book/Membership Book**

  Stock and Transfer Book – PHP 150

  Membership Book – PHP 75

- **Name Reservation**

  PHP 100 per Corporate Name

  *Additional Php 100 per trade name

- **Legal Research Fee**

  1% of the computed Filing Fees for Amended Articles of Incorporation and/or By-Laws

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

78. Registration of Corporations, with more than 40% foreign equity, through the ESPARC (Electronic Simplified Processing of Application for Registration of Company) where payment for subscription is Cash except Licensing of Foreign Corporations, Registration of Partnerships, and Licensing of Lending and Financing Companies

This service details the procedure in applying for registration of a non-Philippine national domestic corporation

Non-Philippine National shall mean a corporation organized under the laws of the Philippines of which at least 60% of the capital stock outstanding and entitled to vote is owned and held by citizens of the Philippines

Office or Division:	Cebu Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 7 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *System-generated*	
2. Articles of Incorporation (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *System-generated*	
3. Foreign Investments Act (FIA) Application Form (F-100) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *SEC Website* *(https://www.sec.gov.ph/wp-content/uploads/2019/11/SEC_Form_No.F-100.pdf)*	
For Situational Requirement	
A. For Ordinary Stock and Non-Stock Corporation	

A.1. By-Laws (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *System-generated* **except for Corporation Sole*	
A.2. Joint Affidavit of Undertaking to Change Name, in case not incorporated in the Articles of Incorporation (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)*	
Sub Situational Requirement/s	
A.a. In case the treasurer is a foreigner and the business activity of the registrant is a partly-nationalized activity	
A.a.1. Affidavit of Relinquishment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b. If Articles of Incorporation and By-Laws are executed in a foreign jurisdiction	
A.b.1. Authenticated/Apostilled Articles of Incorporation and By-Laws and supporting documents (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.c. If Incorporator/s is/are a Juridical Entity	
A.c.1. Board Resolution/Directors'/Trustees' Certificate or Secretary's Certificate (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *Authenticated/Apostilled if executed in a foreign jurisdiction*	
A.c.2. Certificate of Incorporation and Articles of Incorporation or latest General Information Sheet (GIS) of Filipino corporate subscriber/s (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.c.3. Proof of existence/registration of foreign corporate subscriber/s (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
B. For One Person Corporation	
B.1. Letter of Acceptance of the Nominee and Alternate Nominee (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Sub Situational Requirement/s	
B.a. If single stockholder is a trustee, administrator, executor, guardian, conservator, custodian, or other person exercising fiduciary duties	

B.a.1. Proof of Authority (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
C. For Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies, and foundation	
C.1. Clearance from Corporate Governance and Finance Department (CGFD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Corporate Governance and Finance Department
D. For Capital Market Institutions	
D.1. Clearance from Markets and Securities Regulation Department (MSRD) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Markets and Securities Regulation Department
E. For Financial Technology (FinTech) related business activities [Operators of payment systems; Payment Service Providers; Electronic Money Issuers (EMI); Non-bank EMIs; Alternative Credit Scoring Companies; AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); KYC/Security Companies (KYC Service Providers); Digital Banks; Digital Asset Exchanges; Virtual Asset Service Providers; Play-to-Earn Platforms; o E-Commerce Companies; Crowdfunding Platforms; RegTech Companies (RegTech Service Providers); SupTech Companies (SupTech Service Providers); and Digital Advisers/Robo-Advisers]	
E.1. PhiliFintech Innovation Office (PIO) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office
E.2. Enforcement and Investor Protection Department (EIPD) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department
F. For Bank and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
F.1. Endorsement from Bangko Sentral ng Pilipinas (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Bangko Sentral ng Pilipinas - Financial Supervision Sector
G. For Insurance/Health Maintenance Organization	
G.1. Endorsement from Insurance Commission (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Insurance Commission - Legal Services Group - Licensing Division
H. For foreign retailer	
H.1. Certification of Inward Remittance of Foreign Exchange showing compliance of the foreign retailer with the minimum paid-up capital requirement of Twenty-Five Million Pesos (P25,000,000.00) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
H.2. Apostilled/authenticated Certification that the Home State of the Foreign Retailer provides reciprocity to Filipinos (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of	1.1. Verifies and approves proposed company name and/or trade name/s if compliant	None	1 working day/s	• Administrative Assistant II; Cebu

Company) through https://esparc.sec.gov.ph/ and encodes corporate information **Location:** https://esparc.sec.gov.ph/	with SEC Memorandum Circular No. 13, Series of 2019			Extension Office
	1.2. Assigns to processors		5 minute/s	• SEC Administrative Assistant II; Corporate Filing and Records Division (CFRD) • ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
	1.3. Reviews the application and issues Payment Assessment Form (PAF) if compliant		5 working day/s, 15 minute/s	• Securities Counsel II; Cebu Extension Office • ADMINISTRATIVE ASSISTANT II; Cebu Extension Office • Securities Counsel I; Cebu Extension Office • ADMINISTRATIVE OFFICER IV; Cebu Extension Office • SECURITIES EXAMINER III; Cebu Extension Office
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the electronic Official Receipt via e-mail	**Standard Fees** Breakdown: By-Laws: PHP 1000 Foreign Investments Act: PHP 3000 Total: PHP 4000 **Formula Fees**	1 working day/s	• Accounting Division; Financial Management Department (FMD)

		Breakdown: Registration of CorporationRegistration of Stock and Transfer Book/Membership BookName ReservationLegal Research FeeDocumentary Stamp Tax		
3. Submits the documentary requirements with proof of payment to the Cebu Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** CEBU EXTENSION OFFICE	3.1. Officially receives and stamps the hard copies of the registration application and forwards to the Support Staff	None	10 minute/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
	3.2. Generates the Certificate of Incorporation		10 minute/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
	3.3. Reviews the application and signs the Certificate of Incorporation		6 working day/s, 7 hour/s	• OFFICER-IN-CHARGE; Cebu Extension Office
	3.4. Sends appointment through email indicating the date of release of the Certificate		10 minute/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
4. Proceeds to the Cebu Extension Office, presents the original proof of payment and receives the signed Certificate of Incorporation **Location:** CEBU EXTENSION OFFICE	4. Enters company name in the Masterlist, releases the Certificate together with registration application and stamps release the official receipt	None	10 minute/s	• SECURITIES SPECIALIST I; Cebu Extension Office
Total Processing Time:		Working Days: 14 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 4000 See other fees below		

Formula / Schedule of Fees

- **Registration of Corporation**

Stock corporation with par value - ⅕ of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher

Stock corporation without par value - ⅕ of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher

Non- Stock corporation – PHP 1,000

- **Registration of Stock and Transfer Book/Membership Book**

  Stock and Transfer Book – PHP 150

  Membership Book – PHP 75

- **Name Reservation**

  PHP 100 per proposed name/s or trade name/s

- **Legal Research Fee**

  1% of the computed Filing Fees for Amended Articles of Incorporation and/or By-Laws

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

79. Registration of Corporations, with more than 40% foreign equity, through the ESPARC (Electronic Simplified Processing of Application for Registration of Company) where payment for subscription is other than Cash except Licensing of Foreign Corporations, Registration of Partnerships, and Licensing of Lending and Financing Companies

This service details the procedure in applying for registration of a non-Philippine national domestic corporation

Non-Philippine National shall mean a corporation organized under the laws of the Philippines of which at least 60% of the capital stock outstanding and entitled to vote is owned and held by citizens of the Philippines

Office or Division:	Cebu Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *System-generated*	
2. Articles of Incorporation (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *System-generated*	
3. Foreign Investments Act (FIA) Application Form (F-100) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *SEC Website* *(https://www.sec.gov.ph/wp-content/uploads/2019/11/SEC_Form_No.F-100.pdf)*	
For Situational Requirement	
A. For Ordinary Stock and Non-Stock Corporation	

A.1. By-Laws (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *System-generated* **except for Corporation Sole*	
A.2. Joint Affidavit of Undertaking to Change Name, in case not incorporated in the Articles of Incorporation (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)*	
Sub Situational Requirement/s	
A.a. In case the treasurer is a foreigner and the business activity of the registrant is a partly-nationalized activity	
A.a.1. Affidavit of Relinquishment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b. If Articles of Incorporation and By-Laws are executed in a foreign jurisdiction	
A.b.1. Authenticated/Apostilled Articles of Incorporation and By-Laws and supporting documents (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.c. If subscription payment is through Building/Condominium Unit	
A.c.1. Detailed schedule of the property showing the registered owner, location, area, TCT/CCT No., tax declaration number and the basis of transfer value (appraised/market value/assessed value/zonal value) certified by the treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.c.2. Copy of TCT/CCT and tax declaration sheet certified by Register of Deeds and Assessor's Office, respectively (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.c.3. Appraisal report by authorized appraiser, if transfer value is based on appraised value (not more than 6 months old) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.c.4. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.c.5. If property is mortgaged, submit mortgage/creditor's certification on the outstanding loan balance and written consent to the transfer of property (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.c.6. For assignment of building where assignor is not owner of the land, submit lease contract on land and consent of landowner to the transfer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

A.c.7. Affidavit of Undertaking by an incorporator of the corporation to submit the proof of transfer to the corporation within the prescribed period (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.d. If subscription payment is through Inventories/Furniture/Personal Properties	
A.d.1. Detailed schedule of the property showing the description and transfer value certified by the treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.d.2. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.e. If subscription payment is through Heavy Equipment and Machinery	
A.e.1. Detailed schedule of the properties showing the description and the transfer value certified by the treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.e.2. Appraisal report by authorized appraiser (not more than 6 months old). If the property is imported, a valuation report with description of the property by the Bangko Ng Pilipinas (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.e.3. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.e.4. Affidavit of undertaking by the transferor that the machinery is in good running condition (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.f. If subscription payment is through Shares of Stock	
A.f.1. Detailed schedule of the shares of stock showing the name of stockholder, stock certificate number, number of shares and the basis of transfer value whether market or book value certified by the treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.f.2. Audited financial statements of the investee company as of the last fiscal year stamped received by BIR and SEC (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.f.3. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.f.4. Certification by the Corporate Secretary of the investee company that the shares of stock are outstanding in the name of assignor (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.f.5. Photocopy of the stock certificate (present original for verification) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.f.6. Latest market quotation in newspaper or certification from stock exchange/broker as to latest market price of the shares of stock (if listed in the Stock Exchange) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.f.7. Affidavit of Undertaking by an incorporator of the corporation to submit the required proof of transfer within the prescribed period (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

A.g. If subscription payment is through Motor Vehicle	
A.g.1. Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified by the treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.g.2. Photocopy of the Certificate of Registration and latest Official Receipt of Registration (present the original for verification) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.g.3. Appraisal report by authorized appraiser (not more than six month old) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.g.4. Deed of assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.g.5. Affidavit of undertaking by an incorporator of the corporation to submit the required proof of transfer within the prescribed period (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.g.6. Affidavit of undertaking by the transferor that the motor vehicle is in good running condition (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.h. If subscription payment is through Sea Vessel/Aircraft	
A.h.1. Detailed schedule of the vessel/aircraft showing registered owner, registry number, technical description, and appraised value certified by the treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.h.2. Certified true copy of the certificate of ownership (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.h.3. Appraisal report by authorized appraiser (not more than 6 month old) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.h.4. Certificate of seaworthiness/airworthiness issued by appropriate government agency (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.h.5. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.h.6. Affidavit of Undertaking by an incorporator of the corporation to submit the required proof of transfer within the prescribed period (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.i. If subscription payment is Intangible	
A.i.1. Photocopy of the System Purchase Agreement or any documents as proof of ownership (for a software) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.i.2. Copy of Certificate of Registration of Intellectual Property Rights, mining permit for mining claims or rights (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.i.3. Appraisal report by an accredited appraisal company or licensed Filipino mining engineer for mining rights/claims (not more	Applicant / Client

than 6 month old) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	
A.i.4. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.j. If subscription payment is through Net Assets by way of conversion of single proprietorship/partnership into corporation	
A.j.1. Audited Financial Statements (AFS) of single proprietorship partnership/division of a corporation for spin-off as of last fiscal year (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.j.2. Long-form audit report of item no. 1 (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.j.3. Deed of Assignment of the assets and liabilities to the corporation (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.j.4. ist of creditors showing the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.j.5. Detailed schedule of properties with certificates of registration/title and their respective book values certified by the company accountant (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.j.6. Photocopy of the certificate of registration of the motor vehicles (present original for verification) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.j.7. Copy of TCT/CCT and tax declaration sheets certified by the Register of Deeds and Assessor's Office, respectively (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.j.8. Photocopy of stock certificate (present original for verification) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.j.9. DTI Certificate of Registration (for single proprietorship) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Department of Trade and Industry - DTI Regional and Provincial Offices
A.j.10. Affidavit of Undertaking by an incorporator of the corporation to submit the required proof of transfer within the prescribed period (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.k. If Incorporator/s is/are a Juridical Entity	
A.k.1. Board Resolution/Directors'/Trustees' Certificate or Secretary's Certificate (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *Authenticated/Apostilled if executed in a foreign jurisdiction*	
A.k.2. Certificate of Incorporation and Articles of Incorporation or latest General Information Sheet (GIS) of Filipino corporate	Applicant / Client

subscriber/s (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	
A.k.3. Proof of existence/registration of foreign corporate subscriber/s (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
B. For One Person Corporation	
B.1. Letter of Acceptance of the Nominee and Alternate Nominee (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Sub Situational Requirement/s	
B.a. If single stockholder is a trustee, administrator, executor, guardian, conservator, custodian, or other person exercising fiduciary duties	
B.a.1. Proof of Authority (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
C. For Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies, and foundation	
C.1. Clearance from Corporate Governance and Finance Department (CGFD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Corporate Governance and Finance Department
D. For Capital Market Institutions	
D.1. Clearance from Markets and Securities Regulation Department (MSRD) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Markets and Securities Regulation Department
E. For Financial Technology (FinTech) related business activities [Operators of payment systems; Payment Service Providers; Electronic Money Issuers (EMI); Non-bank EMIs; Alternative Credit Scoring Companies; AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); KYC/Security Companies (KYC Service Providers); Digital Banks; Digital Asset Exchanges; Virtual Asset Service Providers; Play-to-Earn Platforms; o E-Commerce Companies; Crowdfunding Platforms; RegTech Companies (RegTech Service Providers); SupTech Companies (SupTech Service Providers); and Digital Advisers/Robo-Advisers]	
E.1. PhiliFintech Innovation Office (PIO) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office
E.2. Enforcement and Investor Protection Department (EIPD) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department
F. For Bank and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
F.1. Endorsement from Bangko Sentral ng Pilipinas (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Bangko Sentral ng Pilipinas - Financial Supervision Sector
G. For Insurance/Health Maintenance Organization	
G.1. Endorsement from Insurance Commission (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Insurance Commission - Legal Services Group - Licensing Division
H. For foreign retailer	

H.1. Certification of Inward Remittance of Foreign Exchange showing compliance of the foreign retailer with the minimum paid-up capital requirement of Twenty-Five Million Pesos (P25,000,000.00) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy			Applicant / Client	
H.2. Apostilled/authenticated Certification that the Home State of the Foreign Retailer provides reciprocity to Filipinos (1) Electronic Copy And (1) Original Copy And (1) Photo Copy			Applicant / Client	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ and encodes corporate information **Location:** https://esparc.sec.gov.ph/	1.1. Verifies and approves proposed company name and/or trade name/s if compliant with SEC Memorandum Circular No. 13, Series of 2019	None	1 working day/s	• Administrative Assistant II; Cebu Extension Office
	1.2. Assigns to processors		5 minute/s	• Administrative Assistant II; Cebu Extension Office
	1.3. Examines online whether the documents submitted are complete in form and in substance, then forwards it to the Officer-in-Charge for further review		13 working day/s, 15 minute/s	• SECURITIES SPECIALIST II; Cebu Extension Office • SECURITIES COUNSEL II; Cebu Extension Office
	1.4. Reviews the application, then orders the Specialist to issue Payment Assessment Form (PAF) if compliant		14 working day/s	• Officer-in-Charge; Cebu Extension Office
	1.5. Sends the Payment Assessment Form (PAF) to the applicant		30 minute/s	• Securities Specialist II; Cebu Extension Office
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the electronic Official Receipt via e-mail	**Standard Fees** Breakdown: By-Laws: PHP 1000 Foreign Investments Act: PHP 3000 Total: PHP 4000	1 working day/s	• Accounting Division; Financial Management Department (FMD)

		Formula Fees Breakdown: Registration of CorporationRegistration of Stock and Transfer Book/Membership BookName ReservationLegal Research FeeDocumentary Stamp Tax		
3. Submits the documentary requirements with proof of payment to the Cebu Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** CEBU EXTENSION OFFICE	3.1. Officially receives and stamps the hard copies of the registration application and forwards to the Support Staff	None	10 minute/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
	3.2. Generates the Certificate of Incorporation		10 minute/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
	3.3. Reviews the application and signs the Certificate of Incorporation		10 working day/s, 6 hour/s, 30 minute/s	• OFFICER-IN-CHARGE; Cebu Extension Office
	3.4. Sends appointment through email indicating the date of release of the Certificate		10 minute/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
4. Proceeds to the Cebu Extension Office, presents the original proof of payment and receives the signed Certificate of Incorporation **Location:** CEBU EXTENSION OFFICE	4. Enters company name in the Masterlist, releases the Certificate together with registration application and stamps release the official receipt	None	10 minute/s	• SECURITIES SPECIALIST I; Cebu Extension Office
Total Processing Time:		Working Days: 40 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 4000 See other fees below		

Formula / Schedule of Fees

- **Registration of Corporation**

  Stock corporation with par value - ⅕ of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher

  Stock corporation without par value - ⅕ of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher

  Non- Stock corporation – PHP 1,000

- **Registration of Stock and Transfer Book/Membership Book**

  Stock and Transfer Book – PHP 150

  Membership Book – PHP 75

- **Name Reservation**

  PHP 100 per proposed name/s or trade name/s

- **Legal Research Fee**

  1% of the computed Filing Fees for Amended Articles of Incorporation and/or By-Laws

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

80. Registration of Non-Stock Corporations through the Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular Only (with Digital Certificate and Post-Audit Evaluation)

This service details the procedure for registration of the following non-stock corporation through Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular Only;

As to Company sub-types:

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

As to ownership:

a. All Filipino
b. With foreign equity participation

Office or Division:	Cebu Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *System-generated*	
2. Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *System-generated* • *Original copy should be signed (wet signature) and notarized* • *corporate name;*	

- *business activity;*
- *principal office address;*
- *names, nationality, residences and Tax Identification Numbers (TIN) of natural Filipino incorporators/officer (for corporations composed of 2-15 incorporators) or single incorporator, nominee and alternate nominee (for One Person Corporation).*
- *capital structure;*
- *name of treasurer and TIN;*
- *Undertaking to change company name;*
- *Printed names and with original signatures of the single stockholder, nominee and alternate nominee of all incorporators for corporations with 2-15 incorporators or single stockholder, nominee and alternate nominee for One Person Corporation;*
- *Notarization or Authentication*

3. By-Laws (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks:

- *System-generated*
- *Original copy should be signed (wet signature)*
- *Needs to be submitted for corporations with 2 -15 incorporators only. For One Person Corporations, no by-laws required.*

For Situational Requirement

A. Additional Requirement, if applicable;

A.1. Joint Affidavit of Undertaking to Change Name, in case not incorporated in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks:

SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)

- *Original copy should be signed (wet signature) and notarized*

Sub Situational Requirement/s

A.a. If Articles of Incorporation and By-Laws are executed in a foreign jurisdiction

A.a.1. Authenticated/Apostilled Articles of Incorporation and By-Laws and supporting documents (1) Original Copy And (1) Electronic Copy	Applicant / Client

A.b. If Incorporator/s is/are a Juridical Entity

A.b.1. Board Resolution/Directors'/Trustees' Certificate or Secretary's Certificate (2) Original Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Authenticated/Apostilled (if executed in a foreign jurisdiction)

A.c. For non-stock religious aggregate

A.c.1. Affidavit of Affirmation/Verification by the chief priest, rabbi, minister, or presiding elder, (not required if already part of the	Applicant / Client

Articles of Incorporation) (2) Original Copy And (1) Electronic Copy	
A.d. For foundation	
A.d.1. Notarized certificate of bank deposit of the contribution, which shall not be less than P1,000,000.00 Statement of Willingness to allow the Commission to conduct an audit (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.e. For federation	
A.e.1. List of Member-Associations certified by the Corporate Secretary and attested by the President (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.f. For confederation	
A.f.1. List of Member-Federations certified by the Corporate Secretary and attested by the President (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.g. For condominium corporation/association	
A.g.1. Notarized Copy of the Master Deed with primary entry of the Register of Deeds (2) Original Copy And (1) Electronic Copy	Condominium Developer and Register of Deeds - Condominium Developer and Register of Deeds
A.g.2. Certification that there is no existing similar condominium association within the condominium project (2) Original Copy And (1) Electronic Copy	Applicant Condominium Corporation/Association - to be executed by the Corporate Secretary
B. Endorsement/Clearance from other government agencies	
Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For Clearance from other SEC departments	
Sub Situational Requirement/s	
C.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
C.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
C.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
C.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and

	Securities Regulation Department (MSRD)
C.c. For Financial Technology (FinTech) related business activities	
C.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
C.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

				(Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ **Location:** https://esparc.sec.gov.ph/	1.1. Approves proposed company name and/or trade name/s in accordance with SEC Memorandum Circular No. 13, Series of 2019	None	2 working day/s	• Administrative Assistant II; Cebu Extension Office
	1.2. Pre-processes all corporate information submitted		4 working day/s, 7 hour/s, 40 minute/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office • ADMINISTRATIVE OFFICER IV; Cebu Extension Office • SECURITIES COUNSEL I; Cebu Extension Office • SECURITIES COUNSEL II; Cebu Extension Office • SECURITIES EXAMINER III; Cebu Extension Office
	1.3. Forward the application to for review of the payment for subscription other than cash		5 minute/s	• SECURITIES SPECIALIST II; Cebu Extension Office
	1.4. Processor prepares and issues the Payment Assessment Form (PAF)		5 minute/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office • ADMINISTRATIVE OFFICER IV; Cebu Extension Office • SECURITIES COUNSEL I; Cebu Extension Office

				• SECURITIES COUNSEL II; Cebu Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: By-Laws: PHP 1000 --- Total: PHP 1000 **Formula Fees** Breakdown: Registration of CorporationRegistration of Stock and Transfer Book/Membership BookName ReservationLegal Research FeeDocumentary Stamp Tax	5 minute/s	• Accounting Division; Financial Management Department (FMD)
3. Generates and prints the Digital Certificate **Location:** eSPARC **Notes/Instruction:** To secure the original copy of the Certificate, clients shall submit four (4) sets of originally signed documentary requirements with original proof of payment within sixty (60) calendar days from the date of issuance of the Digital Certificate	3. The eSPARC system issues the Digital Certificate	None	5 minute/s	• eSPARC System; Cebu Extension Office
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1000 See other fees below		

Formula / Schedule of Fees

- **Registration of Corporation**

Stock corporation with par value - ⅕ of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher

Stock corporation without par value - ⅕ of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher

Non- Stock corporation – PHP 1,000

- **Registration of Stock and Transfer Book/Membership Book**

  Stock and Transfer Book – PHP 150

  Membership Book – PHP 75

- **Name Reservation**

  PHP 100 per Corporate Name

  *Additional Pgp100 per trade name

- **Legal Research Fee**

  1% of the computed Filing Fees for Amended Articles of Incorporation and/or By-Laws

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

81. Registration of Partnerships, with 0.01% foreign equity or more, through the ESPARC (Electronic Simplified Processing of Application for Registration of Company)

This service details the procedure in applying for registration of a non-Philippine national domestic partnerships

Non-Philippine National shall mean a domestic partnership that is wholly owned by citizens of the Philippines

Office or Division:	Cebu Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 7 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *System-generated*	
2. Signed & Notarized Articles of Partnership (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *System-generated* **with Tax Identification Numbers (TIN) of Filipino partners including domestic partnership (to be written in the Articles of partnership and applicable document/s) and/or Tax Identification Numbers (TIN) or passport numbers of foreign partners (to be written in the Articles of Partnership and applicable document/s)* **must be Authenticated/Apostilled, if executed in a foreign jurisdiction*	
3. Foreign Investments Act (FIA) Application Form (F-105) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2019/11/F-105.doc)* **must be Authenticated/Apostilled, if executed in a foreign jurisdiction*	
For Situational Requirement	

A. If a partner in the partnership is a Foreign Company	
A.1. Proof of existence of foreign company (if a partner in the partnership agreement is signed in the home country) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.2. Board Resolution of the Foreign Company authorizing it to be a partner in a Contract of Partnership (Authenticated/Apostilled Document) and designating the authorized signatures (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
B. For Financial Technology (FinTech) related business activities [Operators of payment systems; Payment Service Providers; Electronic Money Issuers (EMI); Non-bank EMIs; Alternative Credit Scoring Companies; AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); KYC/Security Companies (KYC Service Providers); Digital Banks; Digital Asset Exchanges; Virtual Asset Service Providers; Play-to-Earn Platforms; o E-Commerce Companies; Crowdfunding Platforms; RegTech Companies (RegTech Service Providers); SupTech Companies (SupTech Service Providers); and Digital Advisers/Robo-Advisers]	
B.1. PhiliFintech Innovation Office (PIO) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office
B.2. Enforcement and Investor Protection Department (EIPD) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department
C. For Bank and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
C.1. Endorsement from Bangko Sentral ng Pilipinas (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Bangko Sentral ng Pilipinas - Financial Supervision Sector
D. For Insurance/Health Maintenance Organization	
D.1. Endorsement from Insurance Commission (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Insurance Commission - Legal Services Group - Licensing Division
E. For foreign retailer	
E.1. Certification of Inward Remittance of Foreign Exchange showing compliance of the foreign retailer with the minimum paid-up capital requirement of Twenty-Five Million Pesos (P25,000,000.00) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
E.2. Apostilled/authenticated Certification that the Home State of the Foreign Retailer provides reciprocity to Filipinos (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ and encodes corporate information	1.1. Verifies and approves proposed company name and/or trade name/s if compliant with SEC Memorandum Circular No. 13, Series of 2019	None	1 working day/s	• Administrative Assistant II; Cebu Extension Office

Location:

https://esparc.sec.gov.ph/ **Notes/Instruction:** If the application is found to be for compliance during the evaluation stage, the applicant will have to go back to Step 1 for the submission of requirements	1.2. Assigns to processors		5 minute/s	• Cebu Extension Office; Cebu Extension Office
	1.3. Reviews the application and issues Payment Assessment Form (PAF) if compliant		5 working day/s, 15 minute/s	• Securities Counsel II; Cebu Extension Office • Securities Counsel I; Cebu Extension Office • ADMINISTRATIVE ASSISTANT II; Cebu Extension Office • ADMINISTRATIVE OFFICER IV; Cebu Extension Office • SECURITIES EXAMINER III; Cebu Extension Office
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the electronic Official Receipt via e-mail	**Standard Fees** Breakdown: Foreign Investments Act: PHP 3000 Total: PHP 3000 **Formula Fees** Breakdown: Articles of PartnershipName ReservationLegal Research FeeDocumentary Stamp Tax	1 working day/s	• Accounting Division; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the Cebu Extension Office through the company's	3.1. Officially receives and stamps the hard copies of the registration application and forwards to the Support Staff	None	10 minute/s	• ADMINISTRATIVE ASSISTANT II; Cebu

representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** CEBU EXTENSION OFFICE				Extension Office
	3.2. Generates the Certificate		10 minute/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
	3.3. Reviews the application and signs the Certificate of Incorporation		6 working day/s, 7 hour/s	• OFFICER-IN-CHARGE; Cebu Extension Office
	3.4. Sends appointment through email indicating the date of release of the Certificate		10 minute/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
4. Proceeds to the Cebu Extension Office, presents the original proof of payment and receives the signed Certificate of Incorporation **Location:** CEBU EXTENSION OFFICE	4. Enters company name in the Masterlist, releases the Certificate together with registration application and stamps release the official receipt	None	10 minute/s	• SECURITIES SPECIALIST I; Cebu Extension Office
Total Processing Time:		Working Days: 14 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 3000 See other fees below		

Formula / Schedule of Fees

- **Articles of Partnership**

  ⅕ of 1% of the Partnership's Capital but not less than PHP 2,000

- **Name Reservation**

  PHP 100 per proposed name/s or trade name/s

- **Legal Research Fee**

  1% of the computed Filing Fees

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

82. Request for Affirmative Certification - For General Public

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

Office or Division:	Cebu Extension Office
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	General Public
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Signed request letter (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)

1. Creates a new ticket in the iMessage portal and attaches signed letter request **Location:** https://imessage.sec.gov.ph a. Log-in to the **iMessage**. b. Click the tab "**Services by Department"** and choose "**Cebu Extension Office".** *c.* Click "**Create Ticket"** and choose the Service* : "**Request for Affirmative Certification For Profit Making Government Agencies - Cebu"** **Notes/Instruction:** All filers must have an active **eSECURE** account to access **iMessage** eSECURE: https://esecure.sec.gov.ph	1.1. Checks completeness of the information needed and determines request feasibility	None	5 minute/s	• SEC Administrative Assistant II; Cebu Extension Office
	1.2. Issues a Payment Assessment Form (PAF) through iMessage ticket, if with complete information and if the request is feasible		5 minute/s	• SEC Administrative Assistant II; Cebu Extension Office
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home or SEC accredited Land Bank branches	2. Issues payment confirmation containing the electronic Official Receipt via email	**Standard Fees** Breakdown: Certification Fee: PHP 500 Documentary Stamp Tax: PHP 30 Total: PHP 530	1 minute/s	• Financial Management Department; Financial Management Department (FMD)
3. Submits proof of payment through iMessage ticket **Location:** https://imessage.sec.gov.ph	3.1. Checks the completeness and legitimacy of payment details.	None	5 minute/s	• SEC Administrative Assistant II; Cebu Extension Office
	3.2. Validates the inquiry, the availability of information in online		37 minute/s	• SEC Administrative Assistant II; Cebu

		facilities and other records		Extension Office
		3.3. Routes request to the Monitoring Officer for the monitoring of the corporate status	1 working day/s, 5 hour/s, 30 minute/s	• SEC Administrative Assistant II; Cebu Extension Office • SEC Monitoring Specialist I; Cebu Extension Office
		3.4. Drafts the Certification	1 hour/s	• SEC Administrative Assistant II; Cebu Extension Office
		3.5. Reviews and sign the Certification	1 working day/s	• SEC Officer-in-Charge/Director; Cebu Extension Office
		3.6. Scan the signed certification	5 minute/s	• SEC Administrative Assistant II; Cebu Extension Office
		3.7. Upload the scanned Certification in the Document Verification System to generate QR Code	5 minute/s	• SEC Administrative Assistant II; Cebu Extension Office
		3.8. Prints the Certification with generated QR Code	5 minute/s	• SEC Administrative Assistant II; Cebu Extension Office
		3.9. Seals the Certification	4 minute/s	• SEC Administrative Administrative Assistant II; Cebu Extension Office
		3.10. Sends instructions in the iMessage ticket for	10 minute/s	• SEC Administrativ

	releasing appointment			e Assistant II; Cebu Extension Office
4. Goes to the SEC-Cebu Extension Office and presents original signed letter request, Proof of Payment and printed releasing appointment for the release of the requested Certification **Location:** Records Counter of the SEC-Cebu Extension Office, 12th Floor , AppleOne-Equicom Tower, Mindanao Ave. Cor. Biliran St., Cebu Business Park, Bo. Luz, Cebu City, 6000 Cebu	4.1. Receives the original signed letter request, printed Proof of Payment and Appointment Letter	None	3 minute/s	• SEC Administrative Assistant II; Cebu Extension Office
	4.2. Releases the Certification		5 minute/s	• SEC Administrative Assistant II; Cebu Extension Office
General Remarks The 3-days processing time is for one client/request being served at one time. The time is extended when there are more clients/requests.				
Total Processing Time:	Working Days: 3 working day/s			
Total Processing Fee:	Total Standard Fee: PHP 530			

83. Request for Affirmative Certification - For Non-Profit Making Government Agencies

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

Office or Division:	Cebu Extension Office
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	Other government agencies -all non profit-making agencies
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Signed letter request (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Creates a new ticket in the iMessage portal and attach request letter **Location:** https://imessage.sec.gov.ph a. Log-in to the **iMessage**. b. Click the tab "**Services by Department"** and choose "**Cebu Extension Office".** *c.* Click "**Create Ticket"** and choose the Service* : "**Request for Affirmative Certification For Non-Profit Making Government Agencies - Cebu"** **Notes/Instruction:** All filers must have an active **eSECURE** account to access **iMessage**	1.1. Acknowledges receipt of request through iMessage	None	5 minute/s	• SEC Administrative Assistant II; Cebu Extension Office
	1.2. Validates the inquiry, the availability of information in online facilities and other records		20 minute/s	• SEC Administrative Assistant II; Cebu Extension Office
	1.3. Routes request to the Monitoring Officer for the monitoring of the corporate status		2 working day/s, 6 hour/s	• SEC Administrative Assistant II; Cebu Extension Office • SEC Securities Specialist I; Cebu Extension Office
	1.4. Drafts Certification		1 hour/s	• SEC Administrative Assistant II; Cebu Extension Office

eSECURE: https://esecure.sec.gov.ph	1.5. Reviews and signs the Certification		5 minute/s	• SEC Officer-in-Charge/Director; Cebu Extension Office
	1.6. Uploads the scanned Certification to the Document Verification System to generate QR Code		5 minute/s	• SEC Administrative Assistant II; Cebu Extension Office
	1.7. Prints the Certification with generated QR Code		5 minute/s	• SEC Administrative Assistant II; Cebu Extension Office
	1.8. Seals the certification		5 minute/s	• SEC Administrative Assistant II; Cebu Extension Office
	1.9. Sends instructions in the iMessage ticket for releasing appointment		7 minute/s	• SEC Administrative Assistant II; Cebu Extension Office
2. Goes to the SEC-Cebu Extension Office and presents the original signed letter request and printed releasing appointment for the release of the requested Certification **Location:** Records Counter of the SEC-Cebu Extension Office, 12th Floor , AppleOne-Equicom Tower, Mindanao Ave. Cor. Biliran St., Cebu Business Park, Bo. Luz, Cebu City, 6000 Cebu	2.1. Receives the original signed letter request and appointment letter	None	3 minute/s	• SEC Administrative Assistant II; Cebu Extension Office
	2.2. Releases the Certification		5 minute/s	• SEC Administrative Assistant II; Cebu Extension Office
General Remarks The 3-days processing time is for one agency/request being served at one time. The time is extended when there are more agencies/requests.				
Total Processing Time:		Working Days: 3 working day/s		

Total Processing Fee:	Total Standard Fee: None

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

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

Office or Division:	Cebu Extension Office
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	Other government agencies - Pag-IBIG, PhilHealth, Social Security System (SSS), Bureaus of Internal Revenue (BIR), Government Service Insurance System (GSIS) and other profit-making agencies
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Signed letter request (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Creates a new ticket in the iMessage portal and attach request letter **Location:** https://imessage.sec.gov.ph a. Log-in to the **iMessage**. b. Click the tab "**Services by Department"** and choose "**Cebu Extension Office".** *c.* Click "**Create Ticket"** and choose the Service* : "**Request for Affirmative Certification For Profit Making Government Agencies - Cebu"** **Notes/Instruction:** All filers must have an active **eSECURE** accoun t to access **iMessage**	1.1. Acknowledges receipt of request through iMessage ticket	None	5 minute/s	• SEC Administrativ e Assistant II; Cebu Extension Office
	1.2. Issues a Payment Assessment Form (PAF) through iMessage ticket		5 minute/s	• SEC Administrativ e Assistant II; Cebu Extension Office

eSECURE: https://esecure.sec.gov.ph				
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home or SEC accredited Land Bank branches	2. Issues payment confirmation containing the electronic Official Receipt via email	**Standard Fees** Breakdown: Certification Fee: PHP 500 Documentary Stamp Tax: PHP 30 --- Total: PHP 530	1 minute/s	• Accounting Division - Financial Management Department; Cebu Extension Office
3. Submits proof of payment through iMessage ticket **Location:** https://imessage.sec.gov.ph	3.1. Acknowledges receipt of proof of payment in the iMessage ticket with instruction to wait for the releasing appointment that will be issued through iMessage ticket	None	5 minute/s	• SEC Administrative Assistant II; Cebu Extension Office
	3.2. Validates the inquiry, the availability of information in online facilities and other records		25 minute/s	• SEC Administrative Assistant II; Cebu Extension Office
	3.3. Routes request to the Monitoring Officer for the monitoring of the corporate status		1 working day/s, 6 hour/s	• SEC Administrative Assistant II; Cebu Extension Office • SEC Monitoring Specialist I; Cebu Extension Office
	3.4. Drafts Certification		50 minute/s	• SEC Administrative Assistant II; Cebu Extension Office
	3.5. Reviews and signs the Certification		1 working day/s	• SEC Officer-in-Charge/Director; Cebu Extension Office

	3.6. Uploads the scanned Certification to the Document Verification System to generate QR Code		5 minute/s	• SEC Administrative Assistant II; Cebu Extension Office
	3.7. Prints the Certification with generated QR Code		5 minute/s	• SEC Administrative Assistant II; Cebu Extension Office
	3.8. Seals the certification		2 minute/s	• SEC Administrative Assistant II; Cebu Extension Office
	3.9. Sends instructions in the iMessage ticket for releasing appointment		9 minute/s	• SEC Administrative Assistant II; Cebu Extension Office
4. Goes to the SEC-Cebu Extension Office and presents the original signed letter request and printed releasing appointment for the release of the requested Certification **Location:** Records Counter of the SEC-Cebu Extension Office, 12th Floor , AppleOne-Equicom Tower, Mindanao Ave. Cor. Biliran St., Cebu Business Park, Bo. Luz, Cebu City, 6000 Cebu	4.1. Receives the original signed letter request and appointment letter	None	3 minute/s	• SEC Administrative Assistant II; Cebu Extension Office
	4.2. Releases the Certification		5 minute/s	• SEC Administrative Assistant II; Cebu Extension Office

General Remarks

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

Total Processing Time:	Working Days: 3 working day/s
Total Processing Fee:	Total Standard Fee: PHP 530

85. Request for Case Status Update (via email) - for one-party petitions

This service refers to the request for case status update through email for one-party petitions (seccebu@sec.gov.ph) which are currently pending and tagged in the Cebu Extension Office.

***One-party petitions** are those with only one party is concerned such as: Verified Petition to Correct Entries in the Company Registration Documents; Verified Petition on matters with respect to the payment in the form of property other than cash for the subscription of shares that is used as part of the paid-up capital of a corporation; and Petition for Revival of Corporate Existence.*

Note: Request for Case Status Update shall be strictly confined to procedural matters and shall under no circumstances include legal advice, interpretation, or the release of pleadings, and any request shall be outrightly denied for failure to present sufficient and satisfactory proof of the requesting party's identity or authority.

Office or Division:	Cebu Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Parties to the Case
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Proof of identity of the requesting party; (1) Electronic Copy	Applicant / Client
2. Email request using the email address of the requesting party based on the records of the case (1) Electronic Copy	Applicant / Client
3. If through a representative, clean Scanned Copy of the Special Power of Attorney, Secretary's Certificate or Director's Certificate. If through a counsel, clean Scanned Copy of the Formal Entry of Appearance with conforme of the client if still not counsel of record. (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Send an email request to seccebu@sec.gov.ph and attach the requirements indicating the name of the corporation involved in the subject. **Location:** seccebu@sec.gov.ph	1.1. Refer the email request to the handling lawyer for their instruction.	None	3 working day/s	• SEC CONFIDENTIAL ASSISTANT III; Cebu Extension Office • Securities Counsel I; Cebu Extension Office

				• Securities Counsel II; Cebu Extension Office
	1.2. Provide updates on the status of the case to the requesting party, upon instruction of the handling lawyer.		2 working day/s	• SEC CONFIDENTIAL ASSISTANT III; Cebu Extension Office
Total Processing Time:		Working Days: 5 working day/s		
Total Processing Fee:		Total Standard Fee: None		

86. Request for Case Status Update (via email) - for two-party complaints

This service refers to the request for case status update through email for two-party complaints (seccebu@sec.gov.ph) which are currently pending and tagged in the Cebu Extension Office.

***Two-party complaints** are those with two or more parties are concerned such as: Verified Petition for Revocation of Certificate of Incorporation; Verified Complaint to Mark the General Information Sheet (GIS) as Disputed; Verified Complaint for Violation of Right to Inspect and/or Reproduce Corporate Books/Records, except those falling within the authority of other Operating Departments; and Verified Petition for Disqualification of Directors, Trustees, and Officers of a Corporation, except those falling within the authority of other Operating Departments.*

Note: Request for Case Status Update shall be strictly confined to procedural matters and shall under no circumstances include legal advice, interpretation, or the release of pleadings, and any request shall be outrightly denied for failure to present sufficient and satisfactory proof of the requesting party's identity or authority.

Office or Division:	Cebu Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Parties to the Case
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Proof of identity of the requesting party; (1) Electronic Copy	Applicant / Client
2. Email request using the email address of the requesting party based on the records of the case (1) Electronic Copy	Applicant / Client
3. If through a representative, clean Scanned Copy of the Special Power of Attorney, Secretary's Certificate or Director's Certificate. If through a counsel, clean Scanned Copy of the Formal Entry of Appearance with conforme of the client if still not counsel of record. (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Send an email request to seccebu@sec.gov.ph with attached requirements. Note: Subject title in the email must be: "NAME OF THE CORPORATION - FOR THE PETITIONER/ COMPLAINANT/ RESPONDENT" ex. XYZ CORPORATION - FOR	1.1. Refer the email request to the handling lawyer for their instruction.	None	3 working day/s	• SEC CONFIDENTIAL ASSISTANT III; Cebu Extension Office • Securities Counsel I; Cebu

THE PETITIONER; XYZ CORPORATION - FOR THE COMPLAINANT; XYZ CORPORATION - FOR THE RESPONDENT; **Location:** seccebu@sec.gov.ph				Extension Office • Securities Counsel II; Cebu Extension Office
	1.2. Provide updates on the status of the case to the requesting party, upon instruction of the handling lawyer.		2 working day/s	• SEC CONFIDENTIAL ASSISTANT III; Cebu Extension Office
Total Processing Time:		Working Days: 5 working day/s		
Total Processing Fee:		Total Standard Fee: None		

87. Request for Case Status Update (Walk-in Inquiry)

This service allows walk-in clients who are a party to the case to request a case status update for cases that are currently pending and tagged in the Cebu Extension Office, including one-party petitions and two-party complaints.

***One-party petitions** are those with only one party is concerned such as: Verified Petition to Correct Entries in the Company Registration Documents; Verified Petition on matters with respect to the payment in the form of property other than cash for the subscription of shares that is used as part of the paid-up capital of a corporation; and Petition for Revival of Corporate Existence.*

***Two-party complaints** are those with two or more parties are concerned such as: Verified Petition for Revocation of Certificate of Incorporation; Verified Complaint to Mark the General Information Sheet (GIS) as Disputed; Verified Complaint for Violation of Right to Inspect and/or Reproduce Corporate Books/Records, except those falling within the authority of other Operating Departments; and Verified Petition for Disqualification of Directors, Trustees, and Officers of a Corporation, except those falling within the authority of other Operating Departments.*

Note: Request for Case Status Update shall be strictly confined to procedural matters and shall under no circumstances include legal advice, interpretation, or the release of pleadings, and any request shall be outrightly denied for failure to present sufficient and satisfactory proof of the requesting party's identity or authority.

Office or Division:	Cebu Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Parties to the Case
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Proof of identity of the requesting party; (1) Electronic Copy Or (1) Original Copy Or (1) Photo Copy	Applicant / Client
2. Case information such as CEBEO Case Docket Number, Case Title and Names of the Parties (1) Electronic Copy Or (1) Photo Copy	Applicant / Client
3. If through the authorized representative, one (1) Original Copy of the Special Power of Attorney, Secretary's Certificate or Director's Certificate. If through a counsel, one (1) Original Copy of the Formal Entry of Appearance with conforme of the client if still not counsel of record. (1) Original Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)

1. Present the requirements to the Officer of the Day (OD) **Location:** CEBU EXTENSION OFFICE	1.1. Verify the completion of the requirements and the identity of the requesting party.	None	1 hour/s	• ADMINISTRATIVE OFFICER IV; Cebu Extension Office
	1.2. OD to discuss with the handling lawyer for their instruction.		1 hour/s	• Securities Counsel II; Cebu Extension Office • Administrative Officer II; Cebu Extension Office • ADMINISTRATIVE OFFICER IV; Cebu Extension Office
	1.3. Provide updates on the status of the case to the requesting party.		1 hour/s	• ADMINISTRATIVE OFFICER IV; Cebu Extension Office
Total Processing Time:		Working Days: 3 hour/s		
Total Processing Fee:		Total Standard Fee: None		

88. Request for Certificate of No Derogatory Information

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

Office or Division:	Cebu Extension Office
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	All SEC Registered Entities
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Duly accomplished SEC Form 2015-001 (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *https://www.sec.gov.ph/wp-content/uploads/2024/03/2024Forms_Revised-Certificate-of-No-Derogatory-Information.pdf*	
For Situational Requirement	
A. For Corporations with Primary Licenses	
A.1. Monitoring Clearance (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *All filers must have an active **eSECURE** account to access **eWatch**.* *eWatch: https://ewatch.sec.gov.ph* *eSECURE: https://esecure.sec.gov.ph*	
B. For Corporations with Secondary Licenses	
B.1. Monitoring Clearance (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *All filers must have an active **eSECURE** account to access e**Watch**.* *eWatch: https://ewatch.sec.gov.ph* *eSECURE: https://esecure.sec.gov.ph*	
C. For Foundation	

C.1. Monitoring Clearance (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *All filers must have an active **eSECURE** account to access **eWatch**.* *eWatch: https://ewatch.sec.gov.ph* *eSECURE: https://esecure.sec.gov.ph*	
D. For Financing/Lending	
D.1. Monitoring Clearance (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *All filers must have an active **eSECURE** account to access **eWatch**.* *eWatch: https://ewatch.sec.gov.ph* *eSECURE: https://esecure.sec.gov.ph*	
E. For Partnership	
E.1. Articles of Partnership or latest Amended Articles of Partnership, if any (1) Electronic Copy	Securities and Exchange Commission - *
Remarks: *https://secexpress.ph*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Creates a new ticket in the iMessage portal and attach requirements **Location:** https://imessage.sec.gov.ph 1. Log-in to the **iMessage**. 2. Click the tab **Services by Department** and choose **Cebu Extension Office.** *3.* Click **Create Ticket** and choose the Service* : **Request for Certificate of No**	1.1. Checks completeness of the requirements and verifies status of corporation through the Certification Issuance System-Unified Reference Database (CIS-URDB)	None	15 minute/s	• SEC Administrative Assistant II; Cebu Extension Office

Derogatory Information - Cebu **Notes/Instruction:** All filers must have an active eSECURE account to access iMessage eSECURE: https://esecure.sec.gov.ph	1.2. Issues a Payment Assessment Form (PAF) through iMessage ticket, if with complete requirements and status in CIS-URDB is cleared		15 minute/s	• SEC Administrative Assistant II; Cebu Extension Office
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the electronic Official Receipt via email	**Standard Fees** Breakdown: Certification Fee: PHP 500 Documentary Stamp Tax: PHP 30 --- Total: PHP 530	6 hour/s	• Accounting Division; Financial Management Department (FMD)
3. Submits proof of payment through iMessage ticket. **Location:** https://imessage.sec.gov.ph	3.1. Acknowledges receipt of proof of payment with instruction to wait for the releasing appointment that will be issued through iMessage ticket	None	10 minute/s	• SEC Administrative Assistant II; Cebu Extension Office
	3.2. Prints the submitted SEC Form 2015-001, monitoring clearance and proof of payment		25 minute/s	• SEC Administrative Assistant II; Cebu Extension Office
	3.3. Prints the Certificate of No Derogatory Information through the CIS-URDB		25 minute/s	• SEC Administrative Assistant II; Cebu Extension Office
	3.4. Reviews the application and signs the Certificate of No Derogatory Information		2 working day/s	• Officer-in-Charge/Director; Cebu Extension Office
	3.5. Seals the Certificate of No Derogatory Information with the SEC logo		10 minute/s	• SEC Administrative Assistant II; Cebu Extension Office

	3.6. Sends instructions in the iMessage ticket for releasing appointment		10 minute/s	• SEC Administrative Assistant II; Cebu Extension Office
4. Goes to the SEC-Cebu Extension Office and presents the proof of payment and printed releasing appointment for the release of the requested Certificate **Location:** Records Counter of the SEC-Cebu Extension Office, 12th Floor, AppleOne-Equicom Tower, Mindanao Ave. Cor. Biliran St., Cebu Business Park, Bo. Luz, Cebu City, 6000 Cebu	4.1. Receives the proof of payment and printed releasing appointment for the release of the requested Certificate	None	5 minute/s	• SEC Administrative Assistant II; Cebu Extension Office
	4.2. Releases the Certificate of No Derogatory Information (CNDI) to the applicant		5 minute/s	• SEC Administrative Assistant II; Cebu Extension Office
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 530		

89. Request for Clearance for Financing and Lending Companies

This service details the procedure on how Financing and Lending Companies can request monitoring clearance.

Office or Division:	Cebu Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Financing Companies, Lending Companies
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Basic Requirements : One (1) of each document: (1) Electronic Copy	Applicant / Client

Remarks:

For FCs and LCs:

1. *Approved Application to do business under the Foreign Investments Act of 1991 (RA 7042), if applicable*
2. *General Information Sheet*
3. *MC 28 proof of receipt*
4. *Audited Financial Statements*
5. *Financing/Lending Companies Special Forms of Financial Statements*
6. *Financing/Lending Companies Interim Financial Statements*
7. *Anti-Money Laundering Council Certificate of Registration*
8. *Proof of Money Laundering and Terrorism Financing Prevention Program Submission*
9. *Annual Information Statements*
10. *Sworn Certification in compliance with Section 4 of the Prohibition on Unfair Debt Collection Practices of Financing Companies and Lending Companies (SEC Memorandum Circular No. 18, series of 2019)*
11. *Affidavit of Compliance in compliance with Section 3 of the Disclosure Requirements on Advertisements of Financing Companies and Lending Companies and Reporting of Online Lending Platforms (SEC Memorandum Circular No. 19, series of 2019)*
12. *Business Plan (SEC MC3 Series of 2022)*
13. *Impact Evaluation Report (Sec.3 of SEC MC3 Series of 2022) per SEC Notice dated 19 January 2024*
14. *List of Third-Party Service Providers in compliance with SEC Order dated 08 June 2023*
15. *Registration to the Credit Information Corporation in compliance with SEC Order dated 06 July 2023 (with Online Lending Platform/s only)*
16. *Complaints Handling details and Mechanism in compliance of SEC Order dated 07 February 2024*
17. *Proof of the billing statement for landline/telephone line in compliance with SEC Order dated 20 June 2025 (with Online Lending Platform/s only)*
18. *Previous Monitoring Sheet issued by SEC, if any.*

Prescribed form downloadable in the SEC Website

LC: https://www.sec.gov.ph/reportorial-requirements/corporations-with-secondary-licenses/lending-companies/#gsc.tab=0

FCs:https://www.sec.gov.ph/reportorial-requirements/corporations-with-secondary-licenses/financing-companies/#gsc.tab=0

2. Additional Requirements one (1) of each document: (1) Electronic Copy	Applicant / Client

Remarks:

For FCs only:

1. *Revised Manual on Corporate Governance (if with total assets of P50 Million or more; and/or have more than 40% foreign participation in their voting stock; and/or have issued exempt or registered commercial papers).*
2. *Compliance Officer's Certificate on the extent of compliance with the Manual on Corporate Governance for the last two (2) years.*

Prescribed form downloadable in the SEC Website

FC:https://www.sec.gov.ph/reportorial-requirements/corporations-with-secondary-licenses/financing-companies/#gsc.tab=0

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit request through eWatch. **Location:** *https://ewatch.sec.gov.ph* **Notes/Instruction:** **Note:** *Monitoring will only commence upon submission of complete documents.The Company is given seven (7) days to submit the requirements upon receipt of email on the deficiencies noted After the lapse of the aforecited period that the company failed to comply with ALL the required, their request shall be deemed abandoned.*	1.1. Evaluate the compliance of the Company and prepare the Tentative Monitoring Sheet	None	13 working day/s	• Securities Specialist I; Cebu Extension Office • Securities Investigator; Cebu Extension Office
	1.2. Review of the Tentative Monitoring Sheet		4 working day/s	• Director/Officer-in-Charge; Cebu Extension Office
	1.3. Prepare Payment Assessment Form (PAF) for penalty, if any.		2 hour/s	• Securities Specialist I; Cebu Extension Office • Securities Investigator ; Cebu Extension Office
	1.4. Review the final Monitoring Sheet, with		1 working day/s, 2 hour/s	• Director/Officer-in-Charge; Cebu

	attached receipt (if applicable)			Extension Office
	1.5. Final Review/Approval of Monitoring Clearance, with attached receipt (if applicable).		1 working day/s, 2 hour/s	• Director/Officer-in-Charge; Cebu Extension Office
2. Receives the Monitoring Clearance. **Location:** through eWatch (*https://ewatch.sec.gov.ph)*	2. QR Code and Issuance of Monitoring Clearance.	None	2 hour/s	• Securities Specialist I; Cebu Extension Office • Securities Investigator; Cebu Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		

90. Request for Name Verification for Amendment

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

Office or Division:	Cebu Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All SEC Registered Entities
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Creation of ticket in the iMessage Portal (1) Electronic Copy	Applicant / Client

Remarks:

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

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Creates a new ticket in the iMessage portal with the following information: - proposed name/s - name to be amended - SEC Number - meaning of acronym (if applicable) - name reservation term (number of days) - name of requesting party **Location:** https://imessage.sec.gov.ph a. Log-in to the **iMessage**. b. Click the tab "**Services by Department"** and choose "**Cebu Extension Office".** *c.* Click "**Create Ticket"** and choose the Service* :	1.1. Acknowledges receipt of the ticket request and forwards to encoder	None	10 minute/s	• SEC Securities Specialist I; Cebu Extension Office

Request for Name Verification for Amendment - Cebu Extension Office **Notes/Instruction:** *All filers must have an active **eSECURE** accoun t to access **iMessage*** *eSECURE: https://esecure.sec.gov.ph*	1.2. Encode request through CORES and issues Payment Assessment Form (PAF)		1 working day/s	• SEC Securities Specialist I; Cebu Extension Office
2. Pays the filing fees online via eSPAYSEC or Landbank and sends proof of payment in the iMessage ticket **Location:** eSPAYSEC - https://espaysec.sec.gov.ph or any Landbank branch	2.1. Receives and checks proof of payment in the iMessage ticket	**Standard Fees** Breakdown: Name Reservation Fee per name: PHP 100 Total: PHP 100	1 working day/s	• SEC Securities Specialist I; Cebu Extension Office
	2.2. Approves or denies proposed name/s or trade name/s		4 working day/s, 30 minute/s	• SEC Securities Specialist I; Cebu Extension Office
3. If name is rejected, registrant may appeal for the proposed corporate name **Location:** imessage.sec.gov.ph	3. Approves or denies appeal for the proposed name/s or trade name/s	None	7 hour/s, 20 minute/s	• SEC Securities Specialist I; Cebu Extension Office
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 100		

91. Request for Negative Certification - For General Public

This service details the procedure on request for Negative Certifications.

Office or Division:	Cebu Extension Office
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	General Public
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Signed request letter (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Creates a new ticket in the iMessage portal and attaches the signed request letter **Location:** https://imessage.sec.gov.ph a. Log-in to the **iMessage**. b. Click the tab "**Services by Department"** and choose "**Cebu Extension Office".** *c.* Click "**Create Ticket"** and choose the Service* : **Request for Negative Certification - For General Public - Cebu Extension Office** **Notes/Instruction:** *All filers must have an active **eSECURE** accoun t to access **iMessage*** *eSECURE: https://esecure.sec.gov.ph*	1.1. Checks completeness of the information needed and determines request feasibility	None	5 minute/s	• SEC Administrative Assistant II; Cebu Extension Office
	1.2. Issues a Payment Assessment Form (PAF) through iMessage ticket, if with complete information and if the request is feasible		5 minute/s	• SEC Administrative Assistant II; Cebu Extension Office

2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home or SEC accredited Land Bank branches	2. Issues payment confirmation containing the electronic Official Receipt via email	**Standard Fees** Breakdown: Certification Fee: PHP 500 Documentary Stamp Ta: PHP 30 Total: PHP 530	1 minute/s	• Financial Management Department; Financial Management Department (FMD)
3. Submits proof of payment through iMessage ticket **Location:** https://imessage.sec.gov.ph	3.1. Checks the completeness and legitimacy of payment details.	None	5 minute/s	• SEC Administrative Assistant II; Cebu Extension Office
	3.2. Validates the inquiry, the availability of information in online facilities and other records.		35 minute/s	• SEC Administrative Assistant II; Cebu Extension Office
	3.3. Routes request to other facilities / database for further verification of the existence of the entity being requested		1 working day/s, 5 hour/s, 30 minute/s	• SEC Administrative Assistant II; Cebu Extension Office • SEC Securities Specialist I; Cebu Extension Office • SEC Administrative Assistant II; Cebu Extension Office
	3.4. Drafts the Certification		1 hour/s	• SEC Administrative Assistant II; Cebu Extension Office
	3.5. Reviews and sign the Certification		1 working day/s	• SEC Officer-in-Charge/Director; Cebu Extension Office

	3.6. Scan the signed certification		5 minute/s	• SEC Administrative Assistant II; Cebu Extension Office
	3.7. Upload the scanned Certification in the Document Verification System to generate QR Code		5 minute/s	• SEC Administrative Assistant II; Cebu Extension Office
	3.8. Prints the Certification with generated QR Code		5 minute/s	• SEC Administrative Assistant II; Cebu Extension Office
	3.9. Seals the Certification		4 minute/s	• SEC Administrative Assistant II; Cebu Extension Office
	3.10. Sends instructions in the iMessage ticket for releasing appointment		10 minute/s	• SEC Administrative Assistant II; Cebu Extension Office
4. Goes to the SEC-Cebu Extension Office and presents the original signed letter, Proof of Payment and printed releasing appointment for the release of the requested Certification **Location:** Records Counter of the SEC-Cebu Extension Office, 12th Floor , AppleOne-Equicom Tower, Mindanao Ave. Cor. Biliran St., Cebu Business Park, Bo. Luz, Cebu City, 6000 Cebu	4.1. Receives the original signed letter, printed Proof of Payment and Appointment Letter	None	5 minute/s	• SEC Administrative Assistant II; Cebu Extension Office
	4.2. Releases the Certification		5 minute/s	• SEC Administrative Assistant II; Cebu Extension Office
General Remarks The 3-days processing time is for one client/request being served at one time. The time is extended when there are more clients/requests.				
Total Processing Time:		Working Days: 3 working day/s		

Total Processing Fee:	Total Standard Fee: PHP 530

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

This service details the procedure on request for Negative Certifications.

Office or Division:	Cebu Extension Office
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	Other government agencies - all non profit-making agencies
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Signed letter request (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Creates a new ticket in the iMessage portal and attach request letter **Location:** https://imessage.sec.gov.ph a. Log-in to the **iMessage**. b. Click the tab "**Services by Department"** and choose "**Cebu Extension Office".** *c.* Click "**Create Ticket"** and choose the Service* : **Request for Negative Certification - For Non-Profit Making Government Agencies - Cebu Extension Office** **Notes/Instruction:** All filers must have an active **eSECURE** account to access **iMessage**	1.1. Acknowledges receipt of request through iMessage	None	5 minute/s	• SEC Administrative Assistant II; Cebu Extension Office
	1.2. Validates the inquiry, the availability of information in online facilities and other records		20 minute/s	• SEC Administrative Assistant II; Cebu Extension Office
	1.3. Routes request to other facilities / database for further verification of the existence of the entity being requested		2 working day/s, 6 hour/s	• SEC Administrative Assistant II; Cebu Extension Office • SEC Securities Specialist I; Cebu Extension Office
	1.4. Drafts Certification		1 hour/s	• SEC Administrative Assistant II; Cebu

eSECURE: https://esecure.sec.gov.ph				Extension Office
	1.5. Reviews and signs the Certification		5 minute/s	• SEC Officer-in-Charge/Director; Cebu Extension Office
	1.6. Uploads the scanned Certification to the Document Verification System to generate QR Code		5 minute/s	• SEC Administrative Assistant II; Cebu Extension Office
	1.7. Prints the Certification with generated QR Code		5 minute/s	• SEC Administrative Assistant II; Cebu Extension Office
	1.8. Seals the certification		5 minute/s	• SEC Administrative Assistant II; Cebu Extension Office
	1.9. Sends instructions in the iMessage ticket for releasing appointment		7 minute/s	• SEC Administrative Assistant II; Cebu Extension Office
2. Goes to the SEC-Cebu Extension Office and presents the original signed letter request and printed releasing appointment for the release of the requested Certification **Location:** Records Counter of the SEC-Cebu Extension Office, 12th Floor , AppleOne-Equicom Tower, Mindanao Ave. Cor. Biliran St., Cebu Business Park, Bo. Luz, Cebu City, 6000 Cebu	2.1. Receives the original signed letter request and appointment letter	None	3 minute/s	• SEC Administrative Assistant II; Cebu Extension Office
	2.2. Releases the Certification		5 minute/s	• SEC Administrative Assistant II; Cebu Extension Office

General Remarks

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

Total Processing Time:	Working Days: 3 working day/s
Total Processing Fee:	Total Standard Fee: None

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

This service details the procedure on request for Negative Certifications

Office or Division:	Cebu Extension Office
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	Other government agencies - Pag-IBIG, PhilHealth, Social Security System (SSS), Bureaus of Internal Revenue (BIR), Government Service Insurance System (GSIS) and other profit-making agencies
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Signed letter request (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Creates a new ticket in the iMessage portal and attach request letter **Location:** https://imessage.sec.gov.ph a. Log-in to the **iMessage**. b. Click the tab "**Services by Department"** and choose "**Cebu Extension Office".** *c.* Click "**Create Ticket"** and choose the Service* : **"Request for Negative Certification - For Profit Making Government Agencies - Cebu Extension Office"** **Notes/Instruction:** *All filers must have an active **eSECURE** accoun t to access **iMessage***	1.1. Acknowledges receipt of request through iMessage ticket	None	5 minute/s	• SEC Administrative Assistant II; Cebu Extension Office
	1.2. Issues a Payment Assessment Form (PAF) through iMessage ticket		5 minute/s	• SEC Administrative Assistant II; Cebu Extension Office

eSECURE: https://esecure.sec.gov.ph				
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home or SEC accredited Land Bank branches	2. Issues payment confirmation containing the electronic Official Receipt via email	**Standard Fees** Breakdown: Certification Fee: PHP 500 Documentary Stamp Tax: PHP 30 Total: PHP 530	1 minute/s	• Financial Management Department; Financial Management Department (FMD)
3. Submits proof of payment through iMessage ticket **Location:** https://imessage.sec.gov.ph	3.1. Acknowledges receipt of proof of payment in the iMessage ticket with instruction to wait for the releasing appointment that will be issued through iMessage ticket	None	5 minute/s	• SEC Administrative Assistant II; Cebu Extension Office
	3.2. Validates the inquiry, the availability of information in online facilities and other records		20 minute/s	• SEC Administrative Assistant II; Cebu Extension Office
	3.3. Routes request to other facilities / database for further verification of the existence of the entity being requested		1 working day/s, 6 hour/s	• SEC Administrative Assistant II; Cebu Extension Office • SEC Securities Specialist I; Cebu Extension Office
	3.4. Drafts the Certification		50 minute/s	• SEC Administrative Assistant II; Cebu Extension Office
	3.5. Reviews and signs the Certification		1 working day/s	• SEC Officer-in-Charge/Director; Cebu Extension Office

	3.6. Uploads the scanned Certification to the Document Verification System to generate QR Code		5 minute/s	• SEC Administrative Assistant II; Cebu Extension Office
	3.7. Prints the Certification with generated QR Code		5 minute/s	• SEC Administrative Assistant II; Cebu Extension Office
	3.8. Seals the Certification		4 minute/s	• SEC Administrative Assistant II; Cebu Extension Office
	3.9. Sends instructions in the iMessage ticket for releasing appointment		10 minute/s	• SEC Administrative Assistant II; Cebu Extension Office
4. Goes to the SEC-Cebu Extension Office and presents the original signed letter request and printed releasing appointment for the release of the requested Certification **Location:** Records Counter of the SEC-Cebu Extension Office, 12th Floor , AppleOne-Equicom Tower, Mindanao Ave. Cor. Biliran St., Cebu Business Park, Bo. Luz, Cebu City, 6000 Cebu	4.1. Receives the original signed letter request and appointment letter	None	5 minute/s	• SEC Administrative Assistant II; Cebu Extension Office
	4.2. Releases the Certification		5 minute/s	• SEC Administrative Assistant II; Cebu Extension Office

General Remarks

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

Total Processing Time:	Working Days: 3 working day/s
Total Processing Fee:	Total Standard Fee: PHP 530

94. Request for Payment Assessment Form for Payment of Annual Fees

This service details the procedure on how a citizen can request a Payment Assessment Form for payment of Annual Fees

Office or Division:	Cebu Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business)
Who may avail:	Financing and Lending Companies
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Any one (1) of the valid Government-Issued Identification Card. Any one (1) of the valid Government-Issued Identification Card • PhilSys ID (National ID): Philippine Statistics Authority (PSA) • Passport: Department of Foreign Affairs (DFA) • Driver's License: Land Transportation Office (LTO) • SSS Card: Social Security System (SSS) • UMID Card: Social Security System (SSS) • PRC ID: Professional Regulation Commission (PRC) • Postal ID: Philippine Postal Corporation (PhilPost) • Voter's ID: Commission on Elections (COMELEC) Other Government IDs • Senior Citizen ID: Local Government Unit (LGU) where the senior citizen resides • PWD ID: National Council on Disability Affairs (NCDA) • OWWA E-Card: Overseas Workers Welfare Administration (OWWA) • PhilHealth ID: Philippine Health Insurance Corporation (PhilHealth)	

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Accomplish the request slip via imessage and submit the complete documentary requirements. **Location:** https://imessage.sec.gov.ph/	1.1. Evaluates/Assesses the request and documents submitted by the Client	None	1 hour/s	• SEC Administrative Officer IV; Cebu Extension Office • Securities Investigator; Cebu Extension Office • Securities Specialist I ; Cebu

				Extension Office
	1.2. Generates and issues Payment Assessment Form (PAF). Directs client to pay at the Landbank or eSPAYSEC.		30 minute/s	• SEC Administrative Officer IV; Cebu Extension Office • Securities Investigator; Cebu Extension Office • Securities Specialist I; Cebu Extension Office
	1.3. Client to be advised to return and submit the original Payment Assessment Form (PAF) with machine validation and photocopy of the Electronic Official Receipt (eOR).		10 minute/s	• SEC Administrative Officer IV ; Cebu Extension Office • Securities Investigator; Cebu Extension Office • Securities Specialist I ; Cebu Extension Office
2. Received the Payment Assessment Form (PAF) and pays the filing fees to Landbank or via eSPAYSEC. **Location:** Lanbank or SEC website > Online Services > eSPAYSEC. *https://espaysec.sec.gov.ph/*	2. Receives payment and issues Electronic Official Receipt (eOR). If paid via SEC Payment Portal, an (eOR is generated which will serve as the official copy of the Client).	**Formula Fees** Breakdown: Annual Fee:	15 minute/s	• Landbank or eSPAYSEC through the SEC Financial Management Department;
3. Submits the Electronic Official Receipt (eOR) to https://imessage.sec.gov.ph/ if payment is made through Landbank. **Location:**	3. Received proof payment.	None	5 minute/s	• SEC Administrative Officer IV ; Cebu Extension Office • Securities Investigator ;

https://imessage.sec.gov.ph/				Cebu Extension Office • Securities Specialist I ; Cebu Extension Office
Total Processing Time:		Working Days: 2 hour/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Annual Fee:**

  1/8 of 1% of the required paid-up capital (Head Office and Branches) + 1% Legal Research Fee (LRF)

95. Request for Payment of Fines in Installment Basis

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

Office or Division:	Cebu Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	General transacting public and business entities for stock and non-stock registered corporations.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Request letter for the installment (1) Electronic Copy	Applicant / Client
2. Copy of Monitoring Sheet (MS) with final assessment (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks:

The client may be asked to provide the copy if it is not available in the online database.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Sends a letter requesting for installment of payment of fines together with attachments to iMessage portal **Location:** https://imessage.sec.gov.ph a. Log-in to the **iMessage**. b. Click the tab "**Services by Department"** and choose "**Cebu Extension Office".** *c.* Click "**Create Ticket"** and choose the Service* :	1.1. Assigns the ticket of request letter	None	15 minute/s	• SEC Administrative Assistant II; Cebu Extension Office
	1.2. Reviews the request if it will qualify for installment of payment of fines.		1 hour/s	• SEC Securities Specialist I/Administrative Assistant II; Cebu Extension Office
	1.3. Prepares Memorandum to the Commission En Banc. Note: For corporations with Petition to Lift Order of Revocation/ Suspension and requesting for payment		1 working day/s	• SEC Securities Specialist I/Administrative Assistant II; Cebu Extension Office

Request for Payment of Fines in Installment Basis - Cebu Extension Office **Notes/Instruction:** *All filers must have an active **eSECURE** accoun t to access **iMessage*** *eSECURE: [https://esecu re.sec.gov.ph](https://esecure.sec.gov.ph)*	in installment, the Memorandum shall be through the Supervising Commissioner of the Department.			
	1.4. Reviews and signs the Memorandum. Note: If there are corrections, return the Memorandum to the Monitoring Officer for revision; if no corrections, signs and forwards the Memorandum to the Supervising Commissioner		1 working day/s, 4 hour/s	• SEC 0fficer-in-Charge/Direc tor; Cebu Extension Office
	1.5. Presents the request to the Commission en Banc through the Supervising Commissioner as the case may be, for approval. Note: The processing time varies on the schedule of presentation to the Commission En Banc.		16 working day/s	• SEC Officer-in-Charge/Direc tor; Cebu Extension Office
	1.6. Approves the request for payment in installment of fines.		20 minute/s	• Commission En Banc; Office of the SEC Chairperson • Supervising Commission er; Office of the Commission er
	1.7. Secures a copy of the En Banc Resolution from the Commission Secretary.		1 working day/s	• SEC Confidential Assistant III; Cebu Extension Office • Administrativ e Officer; Office of the Commission Secretary (OCS)

	1.8. Prepares the draft letter informing the applicant about the decision of the Commission En Banc and/or Supervising Commissioner. Note: The MS shall be issued upon full payment of fines.		30 minute/s	• SEC Specialist I/Administrative Assistant II; Cebu Extension Office
	1.9. Reviews and signs the draft letter		45 minute/s	• SEC Officer-in-Charge/Director; Cebu Extension Office
	1.10. Sends the letter directly to the iMessage ticket		10 minute/s	• SEC Securities Specialist I/Administrative Assistant II; Cebu Extension Office
2. Request for the Payment Assessment Form (PAF). **Location:** Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home **Notes/Instruction:** 2.2. Pay the first and/or subsequent installments. Note: Assigned monitor will check monthly compliance of the particular corporation on their staggered payments.	2.1. Receives the Official Receipt from the applicant	**Formula Fees** Breakdown: Penalties/Fines	10 minute/s	• SEC Securities Specialist I/Administrative Assistant II; Cebu Extension Office
	2.2. Forwards the PAF and/or Monitoring Sheet to the Officer-in-Charge/Director, for review and for signature.		10 minute/s	• SEC Securities Specialist/Administrative Assistant II; Cebu Extension Office
	2.3. Reviews and signs MS upon full payment of fines. Note: Signed MS is issued only upon full payment; For corporations with Petition to Lift the Order of Revocation/Suspension, the signed MS and the Order granting the Petition shall be withheld until full payment of fines.		30 minute/s	• SEC Officer-in-Charge/Director; Cebu Extension Office

3. Receives the Monitoring Sheet **Location:** Cebu Extension Office https://imessage.sec.gov.ph	3. Releases the Monitoring Sheet to the iMessage ticket	None	10 minute/s	• SEC Securities Specialist I/Administrative Assistant II; Cebu Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Penalties/Fines**

  Guidelines on the Imposition of fines or penalties for non-compliance with reportorial requirements; Memorandum Circular No. 06, series of 2024

  SEC Resolution No. 756, s. 2013 and

  SEC Resolution No. 757, s. 2013

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

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

Office or Division:	Cebu Extension Office
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	Other government agencies - all non profit-making agencies
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Signed request letter (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Creates a new ticket in the iMessage portal and attaches the signed request letter **Location:** https://imessage.sec.gov.ph a. Log-in to the **iMessage**. b. Click the tab "**Services by Department"** and choose "**Cebu Extension Office".** *c.* Click "**Create Ticket"** and choose the Service* : **Request for Plain/Authenticated Copies of Documents for Government Agencies - For Non-Profit Making Government Agencies - Cebu Extension Office** **Notes/Instruction:**	1.1. Acknowledges receipt of iMessage ticket	None	5 minute/s	• SEC Administrative Assistant II; Cebu Extension Office
	1.2. Validates the inquiry, the availability of information in online facilities and other records		15 minute/s	• SEC Administrative Assistant II; Cebu Extension Office
	1.3. Prepares the requested documents		1 working day/s	• SEC Administrative Assistant II; Cebu Extension Office
	1.4. Prints the requested documents		6 hour/s	• SEC Administrative Assistant II; Cebu Extension Office
	1.5. If Authenticated Copy/ies, authenticates the printed documents through stamping		1 hour/s	• SEC Administrative Assistant II; Cebu

*All filers must have an active **eSECURE** account to access **iMessage*** *eSECURE: https://esecure.sec.gov.ph*				Extension Office
	1.6. Prepares the transmittal / reply letter		20 minute/s	• SEC Administrative Assistant II; Cebu Extension Office
	1.7. Signs the printed documents and transmittal / reply letter		1 working day/s	• SEC Administrative Assistant II; Cebu Extension Office • SEC Securities Counsel I/SEC Securities Specialist I; Cebu Extension Office
	1.8. Sends instructions in the iMessage ticket for releasing appointment		10 minute/s	• SEC Administrative Assistant II; Cebu Extension Office
2.Releasing of Documents				
***For On-site release of documents** 2.A.(if for pick-up) Goes to the SEC-Cebu Extension Office and presents the original signed request letter, proof of payment and printed releasing appointment for the release of the requested Certification **Location:** Records Counter of the SEC-Cebu Extension Office, 12th Floor , AppleOne-Equicom Tower, Mindanao Ave. Cor. Biliran St., Cebu Business Park, Bo. Luz, Cebu City, 6000 Cebu **Notes/Instruction:**	2.A.1. Receives the original signed request letter and appointment letter	None	5 minute/s	• SEC Administrative Assistant II; Cebu Extension Office
	2.A.2. Releases the reply letter with the requested document/s		5 minute/s	• SEC Administrative Assistant II; Cebu Extension Office

for personal pick-up ***For Softcopy** 2.B.Receives in the iMessage ticket the reply letter with attached requested document/s **Location:** https://imessage.sec.gov.ph	2.B. Sends in the iMessage ticket the signed reply letter with attached requested document/s	None	10 minute/s	• SEC Administrative Assistant II; Cebu Extension Office
General Remarks The 3-days processing time is for one agency/request being served at one time. The time is extended when there are more agencies/requests.				

Total Processing Time:	
***For On-site release of documents**	Working Days: 3 working day/s
***For Softcopy**	Working Days: 3 working day/s
Total Processing Fee:	
***For On-site release of documents**	Total Standard Fee: None
***For Softcopy**	Total Standard Fee: None

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

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

Office or Division:	Cebu Extension Office
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	Other government agencies - Pag-IBIG, PhilHealth, Social Security System (SSS), Bureau of Internal Revenue (BIR), Government Service Insurance System (GSIS) and other profit-making agencies
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Signed request letter (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Creates a new ticket in the iMessage portal and attaches the signed request letter **Location:** https://imessage.sec.gov.ph a. Log-in to the **iMessage**. b. Click the tab "**Services by Department"** and choose "**Cebu Extension Office".** *c.* Click "**Create Ticket"** and choose the Service* : **Request for Plain/Authenticated Copies of Documents for Government Agencies - For Profit Making Government Agencies - Cebu Extension Office**	1.1. Acknowledges receipt of iMessage ticket	None	5 minute/s	• SEC Administrative Assistant II; Cebu Extension Office
	1.2. Validates the inquiry, the availability of information in online facilities and other records		1 working day/s	• SEC Administrative Assistant II; Cebu Extension Office
	1.3. Issues a Payment Assessment Form (PAF)		5 minute/s	• SEC Administrative Assistant II;

Notes/Instruction: *All filers must have an active **eSECURE** accoun t to access **iMessage*** *eSECURE: https://esecu re.sec.gov.ph*	and sends to the iMessage ticket			Cebu Extension Office
2. Pays through the eSPAYSEC **Location:** espaysec.sec.gov.ph/pay ment-portal/home or SEC accredited Land Bank branches	2. Issues payment confirmation containing the electronic Official Receipt via email	**Formula Fees** Breakdown: PHP10.00 per page	1 minute/s	• FMD; Financial Management Department (FMD)
3. Submits proof of payment through iMessage ticket **Location:** https://imessage.sec.gov. ph	3.1. Acknowledges receipt of proof of payment with instruction to wait for the releasing schedule / notice that will be issued through iMessage ticket	None	5 minute/s	• SEC Administrativ e Assistant II; Cebu Extension Office
	3.2. Prepares the requested documents		5 hour/s, 30 minute/s	• SEC Administrativ e Assistant II; Cebu Extension Office
	3.3. Prints the requested documents		50 minute/s	• SEC Administrativ e Assistant II; Cebu Extension Office
	3.4. If Authenticated Copy/ies, authenticates the printed documents through stamping		50 minute/s	• SEC Administrativ e Assistant II; Cebu Extension Office
	3.5. Prepares the transmittal / reply letter		20 minute/s	• SEC Administrativ e Assistant II; Cebu Extension Office
	3.6. Signs the printed documents and transmittal / reply letter		1 working day/s	• SEC Administrativ e Assistant II; Cebu Extension Office

				• SEC Securities Counsel I/SEC Securities Specialist I; Cebu Extension Office
	3.7. Sends instructions in the iMessage ticket for releasing appointment		5 minute/s	• SEC Administrative Assistant II; Cebu Extension Office
4.Releasing of Documents				
***For On-site Release of Requested Documents** 4.A.(if for pick-up) Goes to the SEC-Cebu Extension Office and presents the original signed request letter, proof of payment and printed releasing appointment for the release of the requested Certification **Location:** Records Counter of the SEC-Cebu Extension Office, 12th Floor , AppleOne-Equicom Tower, Mindanao Ave. Cor. Biliran St., Cebu Business Park, Bo. Luz, Cebu City, 6000 Cebu **Notes/Instruction:** for personal pick-up	4.A.1. Receives the original signed request letter, proof of payment and appointment letter	None	4 minute/s	• SEC Administrative Assistant II; Cebu Extension Office
	4.A.2. Releases the reply letter with the requested document/s		5 minute/s	• SEC Administrative Assistant II; Cebu Extension Office
***For Softcopy** 4.B.Receives in the iMessage ticket the reply letter with attached requested document/s **Location:** https://imessage.sec.gov.ph	4.B. Sends in the iMessage ticket the signed reply letter with attached requested document/s	None	9 minute/s	• SEC Administrative Assistant II; Cebu Extension Office

General Remarks

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

Total Processing Time:	
***For On-site Release of Requested Documents**	Working Days: 3 working day/s
***For Softcopy**	Working Days: 3 working day/s
Total Processing Fee:	
***For On-site Release of Requested Documents**	Total Standard Fee: None See other fees below
***For Softcopy**	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

- **PHP10.00 per page**

  CTC/ Plain Copy of Documents

98. Request for Reduction of Fines

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

Office or Division:	Cebu Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	For request for reduction of fines, general transacting public and business entities for: 1.) Non-stock corporations pursuing noble purposes, such as: I. Religious Corporations; II. Those engaged in educational, charitable, religious, literary, scientific, cultural and cicic services, and; III. Those engaged in assisting, uplifting or promoting the welfare and interest of the physically handicapped, orphans, farmers and underprivileged.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Request letter for the reduction of fines (1) Electronic Copy	Applicant / Client
2. Copy of Monitoring Sheet (MS) with final assessment (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks:

The client may be asked to produce the electronic copy of the Monitoring Sheet with final assessment if the said document is not encoded in the online database.

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Sends a letter requesting for reduction of fines together with attachments to the iMessage portal **Location:** https://imessage.sec.gov.ph a. Log-in to the **iMessage**.	1.1. Assigns the request letter	None	10 minute/s	• SEC Administrative Assistant II; Cebu Extension Office
	1.2. Reviews the request if it will qualify for reduction of fines.		1 hour/s	• SEC Securities Specialist I/Administrative Assistant

b. Click the tab "**Services by Department"** and choose "**Cebu Extension Office".** *c.* Click "**Create Ticket"** and choose the Service* : **Request for Reduction of Fines - Cebu Extension Office** **Notes/Instruction:** *All filers must have an active **eSECURE** accoun t to access **iMessage*** *eSECURE: https://esecure.sec.gov.ph*				II; Cebu Extension Office
	1.3. Prepares Memorandum to the Commission en Banc. Note: For corporations with Petition to Lift Order of Revocation/ Suspension and requesting for payment in installment, the Memorandum shall be through the Supervising Commissioner of the Department.		1 working day/s	• SEC Securities Specialist I; Cebu Extension Office
	1.4. Informs the client through the iMessage ticket that the request has been endorsed to Commission en Banc. Note: If there are corrections, return the Memorandum to the Monitoring Specialist for revision; if no corrections, forward the Memorandum to the Director, for review.		10 minute/s	• SEC Securities Specialist I/Administrati ve Assistant II; Cebu Extension Office
	1.5. Reviews and signs the Memorandum. Note: If there are corrections, return the Memorandum to the Monitoring Specialist for revision; if no corrections, forward the Memorandum to the Director, for review.		1 working day/s, 4 hour/s	• SEC Officer-in-Charge/Direc tor; Cebu Extension Office
	1.6. Presents the request to the Commission en Banc through the Supervising Commissioner as the case may be, for approval. Note: The processing time varies on the schedule of the presentation to Commission En Banc.		16 working day/s	• SEC Officer-in-Charge/Direc tor; Cebu Extension Office
	1.7. Approves the request for reduction of fines.		20 minute/s	• Commission En Banc; Office of the SEC Chairperson • Supervising Commission er; Office of

				the Commissioners
	1.8. Secures a copy of the En Banc Resolution from the Commission Secretary.		1 working day/s	• SEC Confidential Assistant IIi; Cebu Extension Office • Administrative Officer; Office of the Commission Secretary (OCS)
	1.9. Prepares the draft letter informing the applicant about the decision of the Commission En Banc and/or Supervising Commissioner. Note: The signed MS shall be issued upon full payment of the total reduced amount.		30 minute/s	• SEC Securities Specialist I/Administrative Assistant II; Cebu Extension Office
	1.10. Reviews and signs the draft letter		40 minute/s	• SEC Officer-in-Charge/Director; Cebu Extension Office
	1.11. Sends the letter directly to the client's iMessage ticket		10 minute/s	• SEC Securities Specialist I/Administrative Assistant II; Cebu Extension Office
2. 2. Requests for the Payment Assessment Form (PAF). 2.1. Pay the first and/or subsequent installments. Note: Assigned monitor will check monthly compliance of the particular corporation on their staggered payments. **Location:** Cebu Extension Office https://imessage.sec.gov.ph	2.1. Receives the Official Receipt from the applicant.	**Formula Fees** Breakdown: Penalties/Fines	10 minute/s	• SEC Securities Specialist I/Administrative Assistant II; Cebu Extension Office
	2.2. Forwards the PAF and/or Monitoring Sheet to the Officer-in-Charge/Director, for review and for signature.		10 minute/s	• SEC Securities Specialist I/Administrative Assistant II; Cebu Extension Office

	2.3. Reviews and signs the MS upon full payment of the total amount reduced. Note: For corporations with Petition to Lift the Order of Revocation/Suspension, the MS and the Order granting the Petition shall be withheld until full payment of the total reduced fines.		30 minute/s	• Officer-in-Charge/Director; Cebu Extension Office
3. Receives the signed MS in the iMessage ticket **Location:** Cebu Extension Office https://imessage.sec.gov.ph	3. Releases the signed MS to the client through the iMessage ticket	None	10 minute/s	• SEC Securities Specialist I/Administrative Assistant II; Cebu Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Penalties/Fines**

  Guidelines on the Imposition of fines or penalties for non-compliance with reportorial requirements; Memorandum Circular No. 06, series of 2024

  SEC Resolution No. 756, s. 2013 and

  SEC Resolution No. 757, s. 2013

99. Request for Requirements for Petitions/Complaints under CEBEO (via email)

This service refers to the request for requirements through email for one-party petitions and two-party complaints (seccebu@sec.gov.ph) which are under the jurisdiction of the Cebu Extension Office.

***One-party petitions** are those with only one party is concerned such as: Verified Petition to Correct Entries in the Company Registration Documents; Verified Petition on matters with respect to the payment in the form of property other than cash for the subscription of shares that is used as part of the paid-up capital of a corporation; and Petition for Revival of Corporate Existence.*

***Two-party complaints** are those with two or more parties are concerned such as: Verified Petition for Revocation of Certificate of Incorporation; Verified Complaint to Mark the General Information Sheet (GIS) as Disputed; Verified Complaint for Violation of Right to Inspect and/or Reproduce Corporate Books/Records, except those falling within the authority of other Operating Departments; and Verified Petition for Disqualification of Directors, Trustees, and Officers of a Corporation, except those falling within the authority of other Operating Departments.*

Office or Division:	Cebu Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Any person who wants to file a petition/complaint which CEBEO has jurisdiction thereof.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
No Requirements Needed	

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Email seccebu@sec.gov.ph for requirements for One-Party Petitions and for Two-Party Complaints **Location:** seccebu@sec.gov.ph	1. Replies to the requestor within 3 working days for the requirements of the petition/complaint requested.	None	3 working day/s	• SEC CONFIDENTIAL ASSISTANT III; Cebu Extension Office

Total Processing Time:	Working Days: 3 working day/s
Total Processing Fee:	Total Standard Fee: None

100. Request for Requirements for Petitions/Complaints under CEBEO (Walk-in Inquiry)

This service refers to the request for requirements through walk-in inquiry for petitions/complaints which are under the jurisdiction of the Cebu Extension Office.

***One-party petitions** are those with only one party is concerned such as: Verified Petition to Correct Entries in the Company Registration Documents; Verified Petition on matters with respect to the payment in the form of property other than cash for the subscription of shares that is used as part of the paid-up capital of a corporation; and Petition for Revival of Corporate Existence.*

***Two-party complaints** are those with two or more parties are concerned such as: Verified Petition for Revocation of Certificate of Incorporation; Verified Complaint to Mark the General Information Sheet (GIS) as Disputed; Verified Complaint for Violation of Right to Inspect and/or Reproduce Corporate Books/Records, except those falling within the authority of other Operating Departments; and Verified Petition for Disqualification of Directors, Trustees, and Officers of a Corporation, except those falling within the authority of other Operating Departments.*

Office or Division:	Cebu Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Any person who wants to file a petition/complaint which CEBEO has jurisdiction thereof.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
No Requirements Needed	

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Request the requirements from the Officer of the Day (OD). **Location:** CEBU EXTENSION OFFICE	1. Provides the requirements for the requested petition/complaint and the email address where to submit said requirements.	None	3 hour/s	• SEC CONFIDENTIAL ASSISTANT III; Cebu Extension Office

Total Processing Time:	Working Days: 3 hour/s
Total Processing Fee:	Total Standard Fee: None

101. Request for Resource Person

This service details the procedure for requests for resource person/s as lecturer/s for seminars, webinars, trainings, educational tours, BOSS caravans, conventions and others to discuss the roles of the Commission, SEC Registration and Reportorial Compliance.

Office or Division:	Cebu Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	Government agencies, corporations, organizations, associations and schools
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Request Letter for Resource Person (1) Original Copy And (1) Photo Copy Or (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submits request letter for resource person at seccebu@sec.gov.ph or SEC-CEBEO Office **Location:** seccebu@sec.gov.ph	1.1. Receives and acknowledges request	None	1 working day/s	• SEC Confidential Assistant III; Cebu Extension Office • Administrative Assistant II; Cebu Extension Office
	1.2. Forwards letter request to Director for assignment		1 hour/s	• SEC Confidential Assistant III; Cebu Extension Office • Administrative Assistant II; Cebu Extension Office
	1.3. Assigns the request to the appropriate personnel		1 working day/s	• Director II; Cebu Extension Office
	1.4. Informs the concerned CEBEO staff		6 hour/s	• Confidential Assistant III;

	of the assignment			Cebu Extension Office
	1.5. Communicates with client the name and designation of resource person and other details via email, call, or text		1 hour/s	• SEC Confidential Assistant III; Cebu Extension Office • SEC Information Officer II; Cebu Extension Office
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: None		

Accounting Division (AD)

Internal Services

1. Request for the Issuance of Certified True Copy of BIR Form 2316

These are requests of SEC employees for Certified True Copy (CTC) of Income Tax Return (BIR Form No. 2316) for purposes specified such as travel application and loan purposes. The BIR Form No. 2316 serves as a proof that the employee earned an income and taxes are withheld from the said income from the previous year. For SEC Employees from the Extension Offices, they may request the same from their respective personnel in charge of Tax remittances.

For the convenience of the transacting public and the implementation of SEC's Zero Face to Face Transaction, this service is available by sending an email request to accounting@sec.gov.ph.

The cut-off time for purposes of reckoning the date of receipt of emails in a particular day shall be at 3:00 PM. Emails received beyond the cut-off time will be considered received on the next business day.

Office or Division:	Accounting Division (AD)
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	SEC Employees
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Online Request Form through QR code from the Accounting Division or an email request sent to accounting@sec.gov.ph (1) Electronic Copy	Securities and Exchange Commission - Accounting Division

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Client requests for the Certified True Copy of the Income Tax Return (BIR Form 2316) online by scanning the QR code for the Request Form provided by the Accounting Division or send an email request to accounting@sec.gov.ph. **Location:** Accounting Division, 6th Floor	1.1. Accounting Division staff receive the accomplished online Request Form for processing or acknowledge the email request sent	None	3 minute/s	• SEC Administrative Assistant II; Accounting Division (AD) • SEC Administrative Officer II; Accounting Division (AD)
	1.2. Prepares the document and routes the same to the Assistant Director or Officer-in-Charge		15 minute/s	• SEC Accounting Specialist III; Accounting Division (AD) • SEC Administrative Officer III;

				Accounting Division (AD)
	1.3. Reviews and approves/signs the BIR 2316		5 minute/s	• Authorized Signatory of Accounting Division; Accounting Division (AD)
2. Client receives the requested CTC of BIR Form 2316. **Location:** Accounting Division, 6th Floor	2. Accounting Division staff releases the CTC of Income Tax Return or BIR Form No. 2316	None	2 minute/s	• SEC Administrative Assistant II, Accounting Division, FMD; Accounting Division (AD) • SEC Administrative Officer II, Accounting Division, FMD; Accounting Division (AD) • SEC Accounting Specialist III, Accounting Division, FMD; Accounting Division (AD)
Total Processing Time:		Working Days: 25 minute/s		
Total Processing Fee:		Total Standard Fee: None		

Treasury Division (TD)

Internal Services

1. Collection of Fees Through ESPAYSEC and LandBank OnColl Facility

The following procedures illustrate the payment processes for registrations of corporations, partnerships, associations, and other entities; and for non-registration transactions such as license fees, penalties/fines, and other charges from corporations, partnerships, associations, other entities, and clients. The collections of fees and charges are made via the SEC Online Payment Portal – the ESPAYSEC, an integrated system together with an online payment solutions provider. Aside from online payment, registrants/clients may choose to pay via the LandBank OnColl Facility.

Office or Division:	Treasury Division (TD)
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	SEC Employees
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Payment Assessment Form (1) Original Copy	Securities and Exchange Commission - g

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1.Pay the corresponding amount concerning the issued PAF				
***For Pay Online** 1.A.Pay via the SEC Payment Partners **Location:** SEC ESPAYSEC **Notes/Instruction:** Electronic Official Receipt (EOR) will be automatically generated	1.A. System process	**Formula Fees** Breakdown: SEC Services	5 minute/s	• System; ESPAYSEC through the various SEC Payment Partners (PayMaya/MYEG/PayCools)
***For Pay Via LBP OnColl Facility** 1.B.Pay the corresponding amount over-the-counter **Location:** LBP Branches **Notes/Instruction:**	1.B.1. Receive and verify completeness, validity and accuracy of information in the OnColl Slip and the cash/check/details of deposit account for payment; once inorder, process the transaction.	**Formula Fees** Breakdown: SEC Services	15 minute/s	• Bank Teller; Landbank of the Philippines
	1.B.2. Provide customer/depositor with a copy of the validated		15 minute/s	• Bank Teller; Landbank of

SEC processing time when payment is done through LandBank OnColl Facility (exclusive of waiting time for the availability of the OnColl Reports)	payment slip and the corresponding attachment			the Philippines
	1.B.3. Generate OnColl Report via LandBank weAccess Facility		10 minute/s	• SEC Administrative Assistant II; Treasury Division (TD)
	1.B.4. Verify completeness of payment details		10 minute/s	• SEC Administrative Officer II; Treasury Division (TD)
	1.B.5. Upload verified OnColl Report to the Cashiering System and generate EOR		10 minute/s	• SEC Administrative Assistant II; Treasury Division (TD)

Total Processing Time:	
***For Pay Online**	Working Days: 5 minute/s
***For Pay Via LBP OnColl Facility**	Working Days: 1 hour/s
Total Processing Fee:	
***For Pay Online**	Total Standard Fee: None See other fees below
***For Pay Via LBP OnColl Facility**	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

- Pay Online
  SEC Services

  Based on the issued PAF of the SEC Operating Departments and Extension Offices

2. Issuance and Release of Payment Through Fund Transfer

This pertains to the procedures of releasing payments to the Commission's internal (SEC personnel and Contract of Service for their salaries, allowances, and other compensations) and external creditors (for the delivery of goods and services) through the LandBank weAccess facility, as its online payment system. In meritorious cases where the SEC creditors do not have existing LANDBANK accounts (i.e. one-time payment within the year and the opening of a bank account is impracticable), payments may be made through checks.

Office or Division:	Treasury Division (TD)
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	SEC Employees, Contract of Service
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Approved Disbursement Voucher (DV) with complete supporting documents (1) Original Copy	Financial Management Department - Office of the Director
For Situational Requirement	
A. Situational Requirement	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. SEC creditor waits while the claim is being processed **Location:** SEC Headquarters, Brgy. Bel-Air, Makati Avenue, Makati City	1.1. The Office of the Director - FMD forwards the approved DVs with complete SDs to the Treasury Division (TD)-FMD.	None	10 minute/s	• SEC Administrative Officer IV/V; Financial Management Department (FMD)
	1.2. Receive and record the DV with complete SDs.		10 minute/s	• SEC Administrative Assistant II/ SEC Data Controller; Treasury Division (TD)
	1.3. Assign and forward the DVs to the maker/processor.		10 minute/s	• SEC Administrative Assistant II/ SEC Data Controller;

			Treasury Division (TD)
	1.4. Check the completeness of signatories on the DV upon receipt and tag the same as “Received” in the FMD Monitoring System.	15 minute/s	• SEC Administrative Officer IV; Treasury Division (TD)
	1.5. Facilitate the fund transfer /ATM Payroll transaction.	15 minute/s	• SEC Administrative Officer IV; Treasury Division (TD)
	1.6. Verify the correctness of the created fund transfer transactions, particularly on the source account, target account, and amount. Affix initials on the lowermost portion of the DV near the indicated Transaction Reference Number.	10 minute/s	• SEC Administrative Officer IV / SEC Supervising Administrative Officer or SEC Assistant Director, TD, FMD; Treasury Division (TD)
	1.7. Transmit documents to the Office of the Directors of FMD and HRD.	10 minute/s	• SEC Administrative Assistant II/SEC Data Controller, TD, FMD; Financial Management Department (FMD)
	1.8. The signatories approve the Fund Transfer transaction via the WeAccess.	10 minute/s	• FMD Director; Financial Management Department (FMD)
	1.9. The signatories approve the Fund Transfer transaction via the WeAccess.	7 hour/s	• HRD Director; Human Resources Department (HRD)
	1.10. Credits the payment upon approval of two (2) SEC signatories from FMD and HRD.	5 minute/s	• System Validation; Landbank weAccess

	1.11. Send payment notifications through the email address provided by the creditor/payee.		10 minute/s	• SEC Administrative Assistant II/ SEC Data Controller; Treasury Division (TD)
2. The creditor/individual payee receives payment and provides an original copy of the Official Receipt for goods and supplies delivered or for services rendered. **Location:** SEC HQ, Brgy. Bel-Air, Makati Avenue, Makati City	2. Receive a copy of the OR from the creditor/individual payee	None	10 minute/s	• SEC Data Analyst; Financial Management Department (FMD)
Total Processing Time:		Working Days: 1 working day/s, 55 minute/s		
Total Processing Fee:		Total Standard Fee: None		

3. Request for Re-Application of Excess Payment (SEC Fees, Penalties/Fines)

This service covers the procedure on request for re-application due to excess payment made by the corporation of the same name, as endorsed and recommended by the Head of the concerned operating department such as the Company Registration and Monitoring Department (CRMD), Market and Securities Regulations Department (MSRD), Corporate Governance and Finance Department (CGFD) and SEC Extension Offices (SEC EOs).

For the convenience of the transacting public and in line with the implementation of the SEC's Zero Face-to-Face Transaction, all requests must be sent via email addressed to the Officer-In-Charge Daisy B. Pabuaya, Office of the Director, Financial Management Department, at dbpabuaya@sec.gov.ph.

Respective of reckoning the dates of receipt of emails for a particular day, the cut-off time shall be at 3:00 PM. All emails received beyond the cut-off time for a particular date shall be considered received on the next business day.

Office or Division:	Treasury Division (TD)
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	SEC Operating Departments SEC Extension Offices
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. 1) Memorandum from Operating Department/SEC Extension Office recommending approval of the re-application of excess payment for future transactions with the attached letter from the requesting company. 2) Official Receipt, electronic Official Receipt, or Validated Land Bank Deposit Slip as proof of payment. 3) New issuance of Payment Assessment Form (PAF) upon application of the excess payment (1) Original Copy	Securities and Exchange Commission - CRMD, MSRD, CGFD, and other Operating Departments and SEC Extension Offices
For Situational Requirement	
A. Situational Requirement	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. 1. The Operating Department or SEC EO sends/submits a Memorandum with complete details and requirements to the Office of the Director	1.1. Receive and record the Memorandum with supporting documents	None	10 minute/s	• SEC Administrative Officer IV/V, OD-FMD ;

(OD) - FMD 1. The Operating Department or SEC EO sends/submits a Memorandum with complete details and requirements to the Office of the Director (OD) - FMD **Location:** **6/F The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City 1209**			Treasury Division (TD)
	1.2. Forward the received memorandum to the Treasury Division (TD)– FMD	10 minute/s	• SEC Administrative Officer IV/V, OD, FMD; Treasury Division (TD)
	1.3. Receive the documents from the OD-FMD.	10 minute/s	• SEC Administrative Assistant II, TD, FMD; Treasury Division (TD)
	1.4. Verify/validate the payment record of the requesting company;	1 working day/s	• SEC Administrative Officer I, TD, FMD; Treasury Division (TD)
	1.5. Process the request and prepare a Certification of Payment with an attached screenshot of the Report of Collections or copy of verified Official Receipt/s or Electronic Official Receipt/s	30 minute/s	• SEC Administrative Officer I, TD, FMD; Treasury Division (TD)
	1.6. Review/affix initials/sign on the Certification of Payment with an attached screenshot of the Report of Collections or verified Official Receipt/s or Electronic Official Receipt/s	30 minute/s	• SEC Administrative Officer IV/V / SEC Supervising Administrative Officer, SEC Assistant Director, TD; Treasury Division (TD)
	1.7. Forward the Certification of Payment and its attachments to the Accounting Division.	10 minute/s	• SEC Administrative Assistant II, TD, FMD;
	1.8. Receive the document together with the Treasury Division's Certification of Payment for requests coming from the EOs or the main office	10 minute/s	• SEC Administrative Assistant II Accounting Division, FMD; Treasury Division (TD)

	1.9. Process the request by preparing the Journal Entry Voucher (JEV) for adjustment of collection.		1 working day/s	• SEC Accounting Specialist I Accounting Division, FMD ; Treasury Division (TD)
	1.10. Prepare a reply memo to the concerned department		5 hour/s	• SEC Accounting Specialist IV, Accounting Division, FMD;
	1.11. Review and sign the prepared Memorandum.		20 minute/s	• SEC Supervising Accountant/Assistant Director Accounting Division, FMD; Treasury Division (TD)
	1.12. Forward the reply Memorandum to the Office of the Director, FMD for signature.		10 minute/s	• SEC Accounting Specialist IV, Accounting Division, FMD; Treasury Division (TD)
	1.13. Receives and reviews Memorandum, for approval and signature of the Director		10 minute/s	• SEC Administrative Officer IV/V Office of the Director, FMD ; Treasury Division (TD)
2. 2. Receive the FMD memorandum via email **Location:** 6/F The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City 1209	2. Forward the approved memorandum to the requesting operating department/EO, copy furnishing the Accounting and Treasury Division	None	5 minute/s	• SEC Administrative Officer IV/V, Office of the Director, FMD ; Treasury Division (TD)
Total Processing Time:		Working Days: 2 working day/s, 7 hour/s, 35 minute/s		
Total Processing Fee:		Total Standard Fee: None		

4. Request for Reclassification of Nature of Collection (SEC Fees, Penalties/Fines)

This service covers the procedure on request for reclassification of payment of the same company name due to the change of the nature of collection, as endorsed and recommended by the Head of the concerned operating department such as Company Registration and Monitoring Department (CRMD), Market and Securities Regulations Department (MSRD), Corporate Governance and Finance Department (CGFD)and SEC Extension Offices (SEC EOs).

For the convenience of the transacting public and in line with the implementation of the SEC's Zero Face-to-Face Transaction, all requests must be sent via email addressed to the Officer-In-Charge Daisy B. Pabuaya, Office of the Director, Financial Management Department, at dbpabuaya@sec.gov.ph.

Respective to reckoning the dates of receipt of emails for a particular day, the cut-off time shall be at 3:00 PM. All emails received beyond the cut-off time for a particular date shall be considered received on the next business day.

Office or Division:	Treasury Division (TD)
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	SEC Operating Departments SEC Extension Offices
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. 1. Memorandum from the concerned operating department/SEC EO stating that the request for reclassification of the nature of collection/payment is recommended; 2) Report of Collections capturing the payment made by the requesting corporation; 3) Official Receipt, electronic Official Receipt, or Validated Land Bank Deposit Slip as proof of payment; 4) 4. Issuance of a new Payment Assessment Form (PAF) for the nature of collection/payment as reclassified into (1) Original Copy	Securities and Exchange Commission - CRMD, MSRD, CGFD, SEC EOs and other Operating Departments, Extension Offices

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. 1. Operating Department or SEC EO sends/submits a Memorandum with complete details and requirements to the Office of the Director (OD) - FMD **Location:**	1.1. Receive and record the Memorandum with supporting documents	None	10 minute/s	• SEC Administrative Officer IV/V, Office of the Director, FMD; Treasury Division (TD)

6/F The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City 1209	1.2. Forward the received memorandum to the Treasury Division (TD)– FMD.		10 minute/s	• SEC Administrative Officer IV/V, Office of the Director, FMD; Treasury Division (TD)
	1.3. Receive the documents from the OD-FMD		10 minute/s	• SEC Administrative Assistant II, TD, FMD; Treasury Division (TD)
	1.4. Verify/validate the payment record of the requesting company;		1 working day/s	• SEC Administrative Officer I, TD, FMD; Treasury Division (TD)
	1.5. Process the request and prepare a Certification of Payment with an attached screenshot of the Report of Collections or verified Official Receipt/s or Electronic Official Receipt/s.		30 minute/s	• SEC Administrative Officer I TD, FMD; Treasury Division (TD)
	1.6. Review/affix initials/sign the Certification of Payment with an attached screenshot of the Report of Collections or verified Official Receipt/s or Electronic Official Receipt/s		30 minute/s	• SEC Administrative Officer IV/V SEC Supervising Administrative Officer/ SEC Assistant Director; Treasury Division (TD)
	1.7. Forward the Certification of Payment and its attachments to the Accounting Division		10 minute/s	• SEC Administrative Assistant II; Treasury Division (TD)
	1.8. Receive the document together with the Treasury Division's Certification of Payment for requests coming from the EOs or from the main office.		10 minute/s	• SEC Administrative Assistant II, FMD; Treasury Division (TD)

	1.9. Process the request by preparing the Journal Entry Voucher (JEV) for adjustment of collection		1 working day/s	• SEC Accounting Specialist I Accounting Division, FMD; Treasury Division (TD)
	1.10. repare a reply memo to the concerned department/EO.		5 hour/s	• SEC Accounting Specialist IV Accounting Division, FMD; Any of requesting office / division
	1.11. Review and sign the prepared memorandum.		20 minute/s	• SEC Accounting Specialist IV Accounting Division, FMD; Any of requesting office / division
	1.12. Forward the reply Memorandum to the Office of the Director, FMD for signature.		10 minute/s	• SEC Accounting Specialist IV Accounting Division, FMD; Any of requesting office / division
	1.13. Receive and review the Memorandum for approval and signature of the Director.		10 minute/s	• SEC Administrative Officer IV/V, Office of the Director, FMD; Treasury Division (TD)
	1.14. Upon approval of the said reply Memorandum, the Office of the Director emails the same to the concerned operating department/EO, copy furnishing the Accounting Division and Treasury Division.		10 minute/s	• SEC Administrative Officer IV/V, Office of the Director, FMD; Treasury Division (TD)
2. Receive the FMD memorandum via email	2. none	None	5 minute/s	• none; Any of requesting

Location: 6th Floor, The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City 1209				office / division
Total Processing Time:		Working Days: 2 working day/s, 7 hour/s, 45 minute/s		
Total Processing Fee:		Total Standard Fee: None		

5. Request for Transfer of Payment (SEC Fees, Penalties/Fines)

This service covers the procedure on request for transfer of payment of the same company name due to the change of the nature of collection, as endorsed and recommended by the Head of the concerned operating department such as Company Registration and Monitoring Department (CRMD), Market and Securities Regulations Department (MSRD), Corporate Governance and Finance Department (CGFD)and SEC Extension Offices (SEC EOs).

For the convenience of the transacting public and in line with the implementation of the SEC's Zero Face-to-Face Transaction, all requests must be sent via email addressed to the Officer-In-Charge Daisy B. Pabuaya, Office of the Director, Financial Management Department, at dbpabuaya@sec.gov.ph.

Respective to reckoning the dates of receipt of emails for a particular day, the cut-off time shall be at 3:00 PM. All emails received beyond the cut-off time for a particular date shall be considered received on the next business day

Office or Division:	Treasury Division (TD)
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	CRMD, MSRD, CGFD, SEC EOs, and other Operating Departments, Extension Offices
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. 1. Memorandum from Operating Department/SEC Extension Office recommending the approval of the Transfer of Payment together with the letter request by the company. 2. Official Receipt, electronic Official Receipt, or Validated Land Bank Deposit Slip as proof of payment. 3. 3. Issuance of a Payment Assessment Form (PAF) (1) Original Copy	Securities and Exchange Commission - CRMD, MSRD, CGFD, SEC EOs and other Operating Departments, Extension Offices

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. 1. Operating Department or SEC EO sends/submits a Memorandum with complete details and requirements to the Office of the Director (OD) - FMD **Location:** Securities and Exchange Commission	1.1. Receive and record the Memorandum with supporting documents	None	10 minute/s	• SEC Administrative Officer IV/V, Office of the Director, FMD; Treasury Division (TD)
	1.2. Forward the received Memorandum to the Treasury Division – FMD.		10 minute/s	• SEC Administrative Officer IV/V, Office of the Director, FMD;

				Treasury Division (TD)
	1.3. Receive the documents from the OD-FMD		10 minute/s	• SEC Administrative Assistant II, TD, FMD; Treasury Division (TD)
	1.4. Verify/validate the payment record of the requesting company;		1 working day/s	• SEC Administrative Officer I TD, FMD; Treasury Division (TD)
	1.5. Process the request and prepare a Certification of Payment with an attached screenshot of the Report of Collections or verified Official Receipt/s or Electronic Official Receipt/s.		30 minute/s	• SEC Administrative Officer I TD, FMD; Treasury Division (TD)
	1.6. Review/affix initials/sign the Certification of Payment with an attached screenshot of the Report of Collections or verified Official Receipt/s or Electronic Official Receipt/s		30 minute/s	• SEC Administrative Officer IV/V/ SEC Supervising Administrative Officer/ SEC Assistant Director, TD, FMD; Treasury Division (TD)
	1.7. 1.6. Prepare the reply Memorandum to the concerned operating department or respective EO indicating the approval or denial of the request. Stamp as “PAID” the new PAF with the previously issued OR/eOR number and amount		3 hour/s	• SEC Administrative Officer II, TD, FMD; Treasury Division (TD)
	1.8. Forward the Memorandum and attachments to the Office of the Director, FMD		10 minute/s	• SEC Administrative Assistant II, TD, FMD; Treasury Division (TD)
	1.9. Receive the Memorandum for		10 minute/s	• SEC Administrativ

	approval and signature of the Director.			e Assistant II, TD, FMD; Treasury Division (TD)
	1.10. . Upon signature/approval of the said reply Memorandum, the Office of the Director emails the same to the concerned operating department/EO, copy furnishing the Accounting Division and Treasury Division		10 minute/s	• SEC Administrative Officer IV/V, Office of the Director, FMD; Treasury Division (TD)
Total Processing Time:		Working Days: 1 working day/s, 5 hour/s		
Total Processing Fee:		Total Standard Fee: None		

Supply Chain Division (SCD)

Internal Services

1. Office Supplies Services

This service details the procedure for requesting and issuance of office supplies for SEC employees.

Office or Division:	Supply Chain Division (SCD)
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	All SEC employees
Operating Hours:	7:00 AM - 4:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
No Requirements Needed	

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Fill out Requisition and Issue Slip Form **Location:** MSD, 7/F The SEC Headquarters, 7907 Makati Ave., Salcedo Village, Bel-Air, Makati City	1. Acknowledge the Request form from the client and verify the availability of stock supply	None	5 minute/s	• SEC Computer Operator; Supply Chain Division (SCD) • SEC Administrative Officer III; Supply Chain Division (SCD)
2. Receive the requested supply **Location:** MSD, 7/F The SEC Headquarters, 7907 Makati Ave., Salcedo Village, Bel-Air, Makati City	2. Issue the requested supply to the client, if available.	None	10 minute/s	• SEC Computer Operator; Supply Chain Division (SCD) • SEC Administrative Officer III; Supply Chain Division (SCD)

3. Sign the "received" section on the request form upon receipt of the requested supply **Location:** MSD, 7/F The SEC Headquarters, 7907 Makati Ave., Salcedo Village, Bel-Air, Makati City	3. Record and file the request form along with the client's received signature	None	1 minute/s	• SEC Computer Operator; Supply Chain Division (SCD) • SEC Administrative Officer III; Supply Chain Division (SCD)
Total Processing Time:		Working Days: 16 minute/s		
Total Processing Fee:		Total Standard Fee: None		

General Services Division (GSD)

Internal Services

1. Events Assistance Services

This service outlines the provision of venue setup and event support services, including the delivery, installation, and operation of required equipment, as well as the assigment of technical personnel to ensure proper setup, monitoring, and troubleshooting before, during, and after the event.

Office or Division:	General Services Division (GSD)
Classification:	Complex
Type of Transaction:	G2G (Government to Government)
Who may avail:	All SEC Employees
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
No Requirements Needed	

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Create Ticket and fill out the form via Intranet for: a. Events Assistance (Customized Set-up) b. Events Assistance (Standard/Basic Standard Set-up) For Venue Reservation : rkcreginio@sec.gov.ph https://intranet.sec.gov.ph/management-services-department For Equipment Reservation: intranet.sec.gov.ph **Location:** Securities and Exchange Commission	1.1. Monitor Ticket from the Intranet https://intranet.sec.gov.ph/osticket/scp/	None	5 minute/s	• Administrative Assistant I; General Services Division (GSD) • Admistrative Officer I; General Services Division (GSD)
	1.2. Receive and review submitted Ticket		5 minute/s	• Administrative Assistant I; General Services Division (GSD) • Administrative Officer I; General Services Division (GSD)
	1.3. Acknowledge Ticket via Intranet		2 minute/s	• Administrative Assistant I; General Services Division (GSD) • Administrative Officer I; General

				Services Division (GSD)
	1.4. Assign Ticket to Agent		2 minute/s	• Administrative Assistant I; General Services Division (GSD) • Administrative Officer I; General Services Division (GSD)
	1.5. Validate venue reservation		15 minute/s	• Engineer III; General Services Division (GSD)
	1.6. Confirm equipment reservation, designates and schedules personnel for setup and event assistance		2 hour/s	• Engineer III; General Services Division (GSD) • Third-Party Personnel; General Services Division (GSD)
	1.7. Set-up all required event equipment, furniture, and logistics. (Depending on the complexity)		1 working day/s	• Engineer III; General Services Division (GSD) • Third-Party Personnel; General Services Division (GSD)
2. Clients shall maintain the cleanliness and proper use of the venue and equipment during the activity **Location:** Securities and Exchange Commission	2.1. Monitor venue set-up and equipment readiness. (Before/During Event)	None	30 minute/s	• Engineer III; General Services Division (GSD)
	2.2. Confirm and validate cleanliness and usability of venue and equipment. (During/After Event)		15 minute/s	• Engineer III; General Services Division (GSD)
	2.3. Supervise and assist the client during the		10 minute/s	• Engineer III; General Services

	event (2 hrs/day during event)			Division (GSD) • Third-Party Personnel; General Services Division (GSD)
3. Client shall turn over the venue and equipment after use and and provide evaluation of the services provided and accomplish the online evaluation of the service provided. **Location:** Securities and Exchange Commission	3. Inspect and receive turn over of venue and equipment	None	2 hour/s	• Engineer III; General Services Division (GSD) • Third-Party Personnel; General Services Division (GSD)
4. Client to provide supplemental data, photos, and other documentation **Location:** Securities and Exchange Commission	4.1. Gather data and photos during the event	None	1 working day/s	• Administrative Assistant ; General Services Division (GSD) • Third-Party Personnel; General Services Division (GSD) • Engineer III; General Services Division (GSD)
	4.2. Draft documentation and accomplishment report		2 working day/s	• Engineer III; General Services Division (GSD)
	4.3. Review and submit accomplishment		2 working day/s	• Assistant Director; General Services Division (GSD)
Total Processing Time:		Working Days: 6 working day/s, 5 hour/s, 24 minute/s		
Total Processing Fee:		Total Standard Fee: None		

2. Flight Booking Services (Government Fare Agreement - GFA)

This service outlines the procedure for requesting and processing official flight bookings of SEC personnel under the Goverment Fare Agreement (GFA), ensuring timely reservation and issuance of airlines tickets for authorized official travel.

Office or Division:	General Services Division (GSD)
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	All SEC Employees
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. SEC Office Order (1) Electronic Copy	Securities and Exchange Commission - Office of the Commission Secretary
2. Approved Itinerary of Travel (1) Electronic Copy	Securities and Exchange Commission - Office of the Commission Secretary
Remarks:	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Internal Client shall create Ticket and fill out of the form via Intranet: intranet.sec.gov.ph **Location:** Securities and Exchange Commission	1.1. Monitor Ticket from the Intranet dashboard	None	5 minute/s	• Administrative Assistant I; General Services Division (GSD) • Administrative Officer I; General Services Division (GSD)
	1.2. Receive and review submitted Ticket		5 minute/s	• Administrative Assistant I; General Services Division (GSD) • Administrative Officer I; General

				Services Division (GSD)
	1.3. Acknowledge the requests via Intranet		2 minute/s	• Administrative Assistant I; General Services Division (GSD) • Administrative Officer I; General Services Division (GSD)
	1.4. Assign Ticket to Agent		2 minute/s	• Administrative Assistant I; General Services Division (GSD) • Administrative Officer I; General Services Division (GSD)
	1.5. Validate availability of the flight schedules and coordinates with the Client on/her preference		3 hour/s	• Administrative Officer II; General Services Division (GSD)
	1.6. Book the available and preferred schedule of the Client under GFA		1 hour/s	• Administrative Officer II; General Services Division (GSD)
2. Client acknowledge booking confirmation/e-ticket. **Location:** Securities and Exchange Commission	2. Receives the booking confirmation/e-ticket from the flight carrier	None	2 minute/s	• Administrative Officer II; General Services Division (GSD)
Total Processing Time:		Working Days: 4 hour/s, 16 minute/s		
Total Processing Fee:		Total Standard Fee: None		

3. Housekeeping Services

This service covers the provision of general housekeeping services to maintain cleanliness, orderliness, and sanitation of offices, facilities, and common areas. It includes request processing, coordination with clients, deployment of housekeeping personnel, execution of cleaning activities, and inspection and turnover of the service area.

Office or Division:	General Services Division (GSD)
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	All SEC Employees
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Intranet Request (1) Electronic Copy	Securities and Exchange Commission - Management Services Department
Sub Requirement	
1.A. Photo containing the subject area (Optional)	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Internal Client shall Create Ticket and fill out the form via Intranet: intranet.sec.gov.ph a. Request of Maintenance/Repair/Cleaning/Other Services **Location:** Securities and Exchange Commission	1.1. Monitor Ticket from the Intranet dashboard	None	5 minute/s	• Administrative Assistant I; General Services Division (GSD) • Administrative Officer I; General Services Division (GSD)
	1.2. Receive and review submitted Ticket		5 minute/s	• Administrative Assistant I; General Services Division (GSD) • Administrative Officer I; General Services Division (GSD)

	1.3. Acknowledge Ticket via Intranet		2 minute/s	• Administrative Assistant I; General Services Division (GSD) • Administrative Officer I; General Services Division (GSD)
	1.4. Assign Ticket to Agent		2 minute/s	• Administrative Assistant I; General Services Division (GSD) • Administrative Officer I; General Services Division (GSD)
	1.5. Conduct ocular and validates request		15 minute/s	• Administrative Officer II; General Services Division (GSD) • Engineer III; General Services Division (GSD)
	1.6. Conduct with client and confirm scope of works		2 hour/s	• Administrative Officer II; General Services Division (GSD) • Engineer III; General Services Division (GSD)
	1.7. Designate and schedule personnel for general housekeeping		15 minute/s	• Administrative Officer II; General Services Division (GSD) • Engineer III; General Services Division (GSD)

2. Client prepares the area and secures all documents and valuables **Location:** Securities and Exchange Commission	2.1. Assist client in securing documents and valuables (if necessary)	None	2 hour/s	• Third-party Personnel; General Services Division (GSD)
	2.2. Monitor site readiness		2 hour/s	• Administrative Officer II; General Services Division (GSD) • Engineer III; General Services Division (GSD)
	2.3. Perform general housekeeping services		4 hour/s	• Third-party Personnel; General Services Division (GSD)
	2.4. Monitor proper execution of work		2 hour/s	• Administrative Officer II; General Services Division (GSD) • Engineer III; General Services Division (GSD)
3. Client inspects completed work and receives area/venue **Location:** Securities and Exchange Commission	3.1. Facilitate inspection with client	None	15 minute/s	• Administrative Officer II; General Services Division (GSD) • Engineer III; General Services Division (GSD)
	3.2. Confirm completion and address concerns, if any		7 hour/s	• Third-party Personnel; General Services Division (GSD)
	3.3. Turn over area/venue to client		15 minute/s	• Administrative Officer II; General Services

				Division (GSD) • Engineer III; General Services Division (GSD)
Total Processing Time:		Working Days: 2 working day/s, 4 hour/s, 14 minute/s		
Total Processing Fee:		Total Standard Fee: None		

4. Printing Services

This service outlines the procedure for providing printing services for blank certificates to the Company Registration and Monitoring Department (CRMD), Financial Analysis and Audit Department (FAAD), and all Extension Offices.

Office or Division:	General Services Division (GSD)
Classification:	Complex
Type of Transaction:	G2G (Government to Government)
Who may avail:	All SEC Employees
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
No Requirements Needed	

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Internal Client shall create Ticket and fill out the form via Intranet: intranet.sec.gov.ph **Location:** Securities and Exchange Commission	1.1. Monitor Ticket from the Intranet dashboard	None	5 minute/s	• Administrative Assistant I; General Services Division (GSD) • Administrative Officer I; General Services Division (GSD)
	1.2. Receive and review submitted Ticket		5 minute/s	• Administrative Assistant I; General Services Division (GSD) • Administrative Officer I; General Services Division (GSD)
	1.3. Acknowledge Ticket via Intranet		2 minute/s	• Administrative Assistant I; General Services Division (GSD) • Administrative Officer I; General

				Services Division (GSD)
	1.4. Assign Ticket to Agent		2 minute/s	• Administrative Assistant I; General Services Division (GSD) • Administrative Officer I; General Services Division (GSD)
	1.5. Coordinate with client and confirm scope of works		10 minute/s	• Administrative Officer III; General Services Division (GSD)
	1.6. Prepare and produce certificates per ream for the client		10 minute/s	• Administrative Assistant I; General Services Division (GSD)
2. Client receives blank certificates **Location:** Securities and Exchange Commission	2. Turn over blank certificates to client	None	5 working day/s	• Administrative Assistant I; General Services Division (GSD)
Total Processing Time:		Working Days: 5 working day/s, 34 minute/s		
Total Processing Fee:		Total Standard Fee: None		

5. Publication Services

This service details procedure for prcessing and facilitating the publication of SEC issuances, memorandum, circulars, and official announcement in accredited newspaper.

Office or Division:	General Services Division (GSD)
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	All SEC Employees
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
No Requirements Needed	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Internal Client shall create Ticket and fill out the form via Intranet: intranet.sec.gov.ph The following should be uploaded in the Intranet: a. SEC issuances, memorandum circulars, and official announcement b. Advertising Agency/ News Paper (Manila Bulletin, Philippine Daily Inquirer, Philippine Star, Manila Standard **Location:** Securities and Exchange Commission	1.1. Monitor Ticket from the Intranet dashboard	None	5 minute/s	• Administrative Assistant I; General Services Division (GSD) • Administrative Officer I; General Services Division (GSD)
	1.2. Receive and review submitted Ticket		5 minute/s	• Administrative Assistant I; General Services Division (GSD) • Administrative Officer I; General Services Division (GSD)
	1.3. Acknowledge Ticket via Intranet		2 minute/s	• Administrative Assistant I; General Services Division (GSD) • Administrative Officer I; General Services

				Division (GSD)
	1.4. Assign Ticket to Agent		2 minute/s	• Administrative Assistant I; General Services Division (GSD) • Administrative Officer I; General Services Division (GSD)
	1.5. Coordinate with client and confirm scope of works		10 minute/s	• Administrative Officer IV; General Services Division (GSD)
	1.6. Coordinate with Advertising Agency /News Paper the materials to be published (Via Email)		10 minute/s	• Administrative Officer IV; General Services Division (GSD)
2. Advertising Agency/News Paper receives drafts and sends back the layout and the Contract to the Agent (Via email) **Location:** Securities and Exchange Commission	2.1. Proof read the materials and contract	None	5 hour/s	• Administrative Officer IV; General Services Division (GSD)
	2.2. Approve the materials, and schedules the publishing date (Via Email)		5 hour/s	• Administrative Officer IV; General Services Division (GSD)
3. Advertising Agency/News Paper News publishes the materials on the scheduled date **Location:** Securities and Exchange Commission	3. Receive a copy of the News Paper with the published material	None	1 working day/s	• Administrative Officer IV; General Services Division (GSD)
Total Processing Time:		Working Days: 2 working day/s, 2 hour/s, 34 minute/s		
Total Processing Fee:		Total Standard Fee: None		

6. Security Services - Gatepass and Work Permit

This service manages the issuance and validation of gatepasses and work permits to regulate the entry of personnel, equipment, and materials, to ensure that all movement within Commission premises is documented and authorized for specific durations or tasks

Office or Division:	General Services Division (GSD)
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	All SEC Employees
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
No Requirements Needed	

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Internal Client shall create Ticket and fill out the form via Intranet: intranet.sec.gov.ph **Location:** Securities and Exchange Commission	1.1. Monitor Ticket from the Intranet dashboard	None	5 minute/s	• Administrative Assistant I; General Services Division (GSD) • Administrative Officer I; General Services Division (GSD)
	1.2. Receive and review submitted Ticket		5 minute/s	• Administrative Assistant I; General Services Division (GSD) • Administrative Officer I; General Services Division (GSD)
	1.3. Acknowledge Ticket via Intranet		2 minute/s	• Administrative Assistant I; General Services Division (GSD) • Administrative Officer I; General

				Services Division (GSD)
	1.4. Assign Ticket to Agent		2 minute/s	• Administrative Assistant I; General Services Division (GSD) • Administrative Officer I; General Services Division (GSD)
	1.5. Confirm, review and authorize submitted Gatepass and Work Permit		20 minute/s	• Administrative Officer II; General Services Division (GSD) • Engineer III; General Services Division (GSD)
	1.6. Inform and provide a copy to Client and on-duty guards		10 minute/s	• Administrative Officer II; General Services Division (GSD) • Engineer III; General Services Division (GSD)
2. Client presents Duly accomplished Gate Pass and Work Permit to the on duty guards at the Building Entrance **Location:** Securities and Exchange Commission	2. Review, confirmation and allow the Client access (ingress/egress) to the Building.	None	5 minute/s	• On Duty Guard; General Services Division (GSD)
Total Processing Time:		Working Days: 49 minute/s		
Total Processing Fee:		Total Standard Fee: None		

7. Security Services - CCTV Footage/Certificates

This service details the procedure for requesting, reviewing and issuing CCTV footage or certification to authorized offices/departments of the Commission for official purposes, including DTR correction, validation of attendance and movements, and investigation of incidents.

Office or Division:	General Services Division (GSD)
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	All SEC Employees
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
No Requirements Needed	

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Internal Client shall create Ticket and fill out the form via Intranet: intranet.sec.gov.ph **Location:** Securities and Exchange Commission	1.1. Monitor Ticket from the Intranet dashboard	None	5 minute/s	• Administrative Assistant I; General Services Division (GSD) • Administrative Officer I; General Services Division (GSD)
	1.2. Receive and review submitted Ticket		5 minute/s	• Administrative Assistant I; General Services Division (GSD) • Administrative Officer I; General Services Division (GSD)
	1.3. Acknowledge Ticket via Intranet		2 minute/s	• Administrative Assistant I; General Services Division (GSD) • Administrative Officer I; General

				Services Division (GSD)
	1.4. Assign Ticket to Agent		2 minute/s	• Administrative Assistant I; General Services Division (GSD) • Administrative Officer I; General Services Division (GSD)
	1.5. Coordinate with the client and confirm details of request.		15 minute/s	• Administrative Officer II; General Services Division (GSD) • Engineer III; General Services Division (GSD)
	1.6. Transmit details to the assigned CCTV Operator to retrieve and capture the footage		30 minute/s	• Administrative Officer II; General Services Division (GSD) • Engineer III; General Services Division (GSD)
	1.7. Prepare CCTV footage/certificate including a screenshot of the requester and routes the documents for review and approval		15 minute/s	• Administrative Officer II; General Services Division (GSD) • Engineer III; General Services Division (GSD)
	1.8. Notify the client to claim the CCTV footage/certificate at the General Services Division (GSD), 7th Floor.		5 minute/s	• Administrative Officer II; General Services Division (GSD) • Engineer III; General Services

				Division (GSD)
2. Client claims the CCTV Footage/Certificates **Location:** Securities and Exchange Commission	2. Records and Logs the clients details on the receipt of CCTV footage/ certificate	None	2 minute/s	• Administrative Officer II; General Services Division (GSD) • Engineer III; General Services Division (GSD)
Total Processing Time:		Working Days: 1 hour/s, 21 minute/s		
Total Processing Fee:		Total Standard Fee: None		

8. Security Services - Facial Recognition and Access Control

This service details the procedure for requesting, processing, and managing facial recognition enrollment and access control provileges for employees and authorized personnel of the Commission, to ensure proper regulation of entry to designated offices and restricted areas

Office or Division:	General Services Division (GSD)
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	All SEC Employees, including On-the-Job Trainees (OJT's)/interns, outsourced personnel, contractors, and service providers.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Identification 1. SEC Issued ID 2. Company ID for Third-party Service Provider	

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Internal Client shall create Ticket and fill out the form via Intranet: intranet.sec.gov.ph **Location:** Securities and Exchange Commission	1.1. Monitor Ticket from the Intranet dashboard	None	5 minute/s	• Administrative Assistant I; General Services Division (GSD) • Administrative Officer I; General Services Division (GSD)
	1.2. Receive and review submitted Ticket		5 minute/s	• Administrative Assistant I; General Services Division (GSD) • Administrative Officer I; General Services Division (GSD)

	1.3. Acknowledge Ticket via Intranet		2 minute/s	• Administrative Assistant I; General Services Division (GSD) • Administrative Officer I; General Services Division (GSD)
	1.4. Assign Ticket to Agent		2 minute/s	• Administrative Assistant I; General Services Division (GSD) • Administrative Officer I; General Services Division (GSD)
	1.5. Notify clients to proceed to the 7th floor, General Services Division. (Via Intranet)		5 minute/s	• Administrative Officer II; General Services Division (GSD) • Engineer III; General Services Division (GSD)
2. Client proceeds to the General Services Division (GSD) to provide required information for enrollment **Location:** Securities and Exchange Commission	2.1. Receive and assist the client	None	5 minute/s	• Administrative Officer II; General Services Division (GSD) • Engineer III; General Services Division (GSD)
	2.2. Enroll client's information in the BioStar and Facial Recognition System, including RFID assignment (for plantilla personnel).		2 minute/s	• Administrative Officer II; General Services Division (GSD) • Engineer III; General Services Division (GSD)

	2.3. Capture the photo of the client		1 minute/s	• Administrative Officer II; General Services Division (GSD) • Engineer III; General Services Division (GSD)
	2.4. Register the client in the turnstile access system.(5 min/person)		1 minute/s	• Administrative Officer II; General Services Division (GSD) • Engineer III; General Services Division (GSD)
Total Processing Time:		Working Days: 28 minute/s		
Total Processing Fee:		Total Standard Fee: None		

9. Transportation and Messengerial Services

This service details the procedure on how a SEC employee can request for transport service and delivery of letters and other necessary documents

Office or Division:	General Services Division (GSD)
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	All SEC Employees
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
No Requirements Needed	

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Internal Client shall create Ticket and fill out the form via Intranet : intranet.sec.gov.ph **Location:** Securities and Exchange Commission	1.1. Monitor Ticket from the Intranet dashboard	None	5 minute/s	• Administrative Assistant I; General Services Division (GSD) • Administrative Officer I; General Services Division (GSD)
	1.2. Receive and review submitted Ticket		5 minute/s	• Administrative Assistant I; General Services Division (GSD) • Administrative Officer I; General Services Division (GSD)
	1.3. Acknowledge the requests via Intranet		2 minute/s	• Administrative Assistant I; General Services Division (GSD) • Administrative Officer I; General Services

				Division (GSD)
	1.4. Assign Ticket to Agent		2 minute/s	• Administrative Assistant I; General Services Division (GSD) • Administrative Officer I; General Services Division (GSD)
	1.5. Validate availability of the vehicles and drivers and coordinates with the Client on his/her preference.		7 hour/s	• Administrative Officer IV; General Services Division (GSD)
	1.6. Book the available and requested schedule of the Client and assign the Driver		1 hour/s	• Administrative Officer IV; General Services Division (GSD)
	1.7. Prepare and sign the Trip ticket and routes for approval before the trip		15 minute/s	• Driver; General Services Division (GSD) • Administrative Officer IV; General Services Division (GSD) • GSD Assistant Director; General Services Division (GSD)
	1.8. Conduct vehicle service on trip (Max: 8 hrs/day)		7 hour/s	• Driver; General Services Division (GSD)
	1.9. Submit trip tickets to GSD at the end of the day		15 minute/s	• Driver; General Services Division (GSD)

Total Processing Time:	Working Days: 1 working day/s, 7 hour/s, 44 minute/s
Total Processing Fee:	Total Standard Fee: None

Asset Management Division (AMD)

Internal Services

1. Maintenance of Infrastructure, Buildings, and Equipment

This service covers the systematic processing of repair requests for SEC physical assets, ensuring the Commission's infrastructure remains technically sound and operational.

Office or Division:	Asset Management Division (AMD)
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	All SEC Employees and Offices
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
No Requirements Needed	

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Request Phase: Log the repair request via the Securities and Exchange Commission's Intranet (intranet.sec.gov.ph). **Location:** Securities and Exchange Commission	1.1. Monitor the Intranet Dashboard for new tickets.	None	10 minute/s	• Administrative Officers; Asset Management Division (AMD)
	1.2. Print/System-generate the Maintenance Job Order.		10 minute/s	• Administrative Officer; Asset Management Division (AMD)
	1.3. Assign a unique Tracking Number and notify the concerned Engineer		10 minute/s	• Administrative Officers; Asset Management Division (AMD)
2. Assessment Phase: Coordinate the schedule for the physical visit. **Location:** Securities and Exchange Commission	2.1. Execute minor repairs using sustainable materials where applicable or coordinate with the Building Manager for structural issues.	None	2 hour/s	• Concerned Discipline Engineer and/or Expert Technical Personnel; Asset Management Division (AMD)
	2.2. Identify required parts, labor, or tools.		1 hour/s	• Concerned Discipline Engineer or Expert Technical

				Personnel; Asset Management Division (AMD)
	2.3. Prepare the Technical Inspection Report.		1 hour/s	• Concerned Discipline Engineer or Expert Technical Personnel; Asset Management Division (AMD)
3. Action Phase: Wait for the notification of repair commencement. **Location:** Securities and Exchange Commission	3.1. Execute minor repairs using sustainable materials where applicable or coordinate with the Building Manager for structural issues.	None	1 working day/s	• Concerned Discipline Engineer and/or Expert Technical Personnel; Asset Management Division (AMD)
	3.2. For parts replacement, verify stock availability with the Supply Chain Division (SCD).		1 working day/s	• Concerned Discipline Engineer and/or Expert Technical Personnel; Asset Management Division (AMD)
4. Completion Phase: Verify the repair and sign the Inspection & Acceptance Report (IAR). **Location:** Securities and Exchange Commission	4.1. Perform a final quality check of the repair	None	1 hour/s	• Concerned Discipline Engineer or Administrative Officer IV; Asset Management Division (AMD)
	4.2. Close the ticket in the Intranet Portal.		1 hour/s	• Concerned Discipline Engineer or Administrative Officer IV; Asset Management Division (AMD)
	4.3. Deploy the digital Satisfaction Survey to the client.		1 hour/s	• Concerned Discipline Engineer or

				Administrative Officer IV; Asset Management Division (AMD)
Total Processing Time:		Working Days: 2 working day/s, 7 hour/s, 30 minute/s		
Total Processing Fee:		Total Standard Fee: None		

International Affairs and Protocol Division (IAPD)

Internal Services

1. Request for Travel Authority for Non-Training-Related Official Foreign Travel

Request of Travel Authority (non-training related) for SEC Top management, officials, and employees

Office or Division:	International Affairs and Protocol Division (IAPD)
Classification:	Highly Technical
Type of Transaction:	G2G (Government to Government)
Who may avail:	SEC Top Management, Officials and Employees
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Memorandum addressed to the IAPD and the Director of the External Affairs Department which shall include the following: (1) Electronic Copy	Applicant / Client
Remarks: *1. Brief Program Description;* *2. Relevant dates (registration deadline, program duration, travel dates, etc.);* *3. Coverage of sponsorship, if applicable (e.g. registration fee, airfare, allowance, etc.);* *4. Justification on the participation of the nominee/s such as the relevance of the training to the role and function of the nominee;* *5. Endorsement of the nominee/s;* *6. Certification of No Pending Assignments for nominee/s, duly signed by the immediate supervisor/director, which should include a statement that the nominee/s does not have any overdue assignments; and* *7. Other information relevant to the participation.*	
2. Letter Invitation (1) Electronic Copy	Applicant / Client
3. Program Agenda (1) Electronic Copy	Applicant / Client
4. Other supporting documents such as copies of the correspondence with the host or administrative note, if applicable (1) Electronic Copy	Applicant / Client
For Situational Requirement	
A. If request is forwarded less than 20 days prior to the intended date of departure	
A.1. Justification letter duly signed by the concerned department/office head addressed to the EAD Director (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit documents to iapd@sec.gov.ph, copy furnish ead@sec.gov.ph	1.1. IAPD receives and acknowledges an email or memo request for	None	2 working day/s	• Administrative Assistant II; International

Location: Email to iapd@sec.gov.ph, copy furnish ead@sec.gov.ph	Non-Training-Related Official Foreign Travel along with its required documents and prepares documentary requirements for presentation to the Commission En Banc			Affairs and Protocol Division (IAPD) • SEC International Affairs Officer I; International Affairs and Protocol Division (IAPD) • SEC International Affairs Officer II; International Affairs and Protocol Division (IAPD) • SEC Protocol Officer I; International Affairs and Protocol Division (IAPD) • SEC Protocol Officer II; International Affairs and Protocol Division (IAPD)
	1.2. Director to inform the IAPD Assistant Director and handling personnel on the action taken by the Commission En Banc regarding the travel request.		1 working day/s	• Assistant Director; International Affairs and Protocol Division (IAPD) • Director; External Affairs Department (EAD)
2. Verify the details for the necessary documents of the Request for Travel Authority/ies (RTA/s) as required by the Department of Finance (DOF) - Name - Position/Designation - Recommendation for OIC (for Director-level	2.1. Travel is approved by the Commission En Banc and IAPD handling personnel to begin drafting the documentary requirements for submission to the Department of Finance.	None	1 working day/s	• SEC International Affairs Officer II; International Affairs and Protocol Division (IAPD) • SEC Protocol Officer II;

and above) - Previous Travels within the last 12 months (includes Travel authority number and detail) **Location:** N/A **Notes/Instruction:** Verify the following details: 1. Name/s (must match the name/s as detailed in the passport/s to be utilized for the travel) 2. Position/Designation of Personnel 3. Salary Grade of Personnel 4. Justification of participation of Personnel 5. Recommendation for OIC (for Director-level and above) 6. Previous Travels within the last 12 months (including Travel Authority number, if applicable)				International Affairs and Protocol Division (IAPD) • SEC International Affairs Officer I; International Affairs and Protocol Division (IAPD) • SEC Protocol Officer I; International Affairs and Protocol Division (IAPD)
	2.2. IAPD handling personnel to ensure the necessary documents are complete and accurate, with the necessary signatures and clearances.		5 working day/s	• SEC International Affairs Officer II; International Affairs and Protocol Division (IAPD) • SEC Protocol Officer II; International Affairs and Protocol Division (IAPD) • SEC International Affairs Officer ; International Affairs and Protocol Division (IAPD) • SEC Protocol Officer I; International Affairs and Protocol Division (IAPD) • Supervising Commissioner; Human Resources Department (HRD)

				• Assistant Director; Budget and Fiscal Division (BFD) • Assistant Director; Budget and Fiscal Division (BFD)
	2.3. Complete documents are transmitted to the SEC Chairperson for final review and approval. All RTA documents are scanned, uploaded, and encoded in the Central Electronic Travel Authorization System (CETAS) of the Department of Finance (DOF) for online travel authority applications. Hard copies of the RTA documents are likewise submitted to the Central Records Receiving Unit of the Department of Finance (DOF).		1 working day/s	• SEC International Affairs Officer I; International Affairs and Protocol Division (IAPD) • SEC International Affairs Officer II; International Affairs and Protocol Division (IAPD) • SEC Protocol Officer I; International Affairs and Protocol Division (IAPD) • SEC Protocol Officer II; International Affairs and Protocol Division (IAPD) • Accountable Officer; Office of the SEC Chairperson
3. Release of the Travel Authority/ies and 1st Indorsement by the Department of Finance (DOF) **Location:** N/A	3. Travel Authority/ies and 1st indorsement for the travel are issued by the DOF through CETAS, and circulated by the DOF via email to the participant/s, copy furnished the IAPD processing personnel IAPD handling personnel	None	10 working day/s	• SEC International Affairs Officer I; International Affairs and Protocol Division (IAPD)

	to email the participant/s on the reminders for the travel and to pick-up the hard copies of their Travel Authority/ies from the IAPD office. The following reminders are sent to the participant/s: To accomplish the Client Satisfaction Measurement (CSM) Form; To accomplish the eTravel Form and the host country's immigration form before departure from the Philippines; To bring a copy of their Travel Authority/ies for immigration upon departure from the Philippines; To keep the original hard copies of their boarding passes for the travel, as well as to take photos of themselves participating in the event, for FMD-related processes; and To submit one (1) Post-Travel Report to the IAPD within thirty (30) days after the event has concluded			• SEC International Affairs Officer II; International Affairs and Protocol Division (IAPD) • SEC Protocol Officer I; International Affairs and Protocol Division (IAPD) • SEC Protocol Officer II; International Affairs and Protocol Division (IAPD)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		

Strategic Partnership and Advocacy Division (SPAD)

Internal Services

1. Request for Webinar Assistance

This outlines the requirements to request assistance during webinar activities. The aim is to provide assistance to the departments, including logistics, presentation conceptualization, and participation as a speaker, and to prevent work overload on employees.

Office or Division:	Strategic Partnership and Advocacy Division (SPAD)
Classification:	Complex
Type of Transaction:	G2G (Government to Government)
Who may avail:	All the departments within the SEC Headquarters
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Email request to EAD-Strategic Partnership and Advocacy Division (SPAD) (1) Electronic Copy	Applicant / Client
2. Activity Program (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit the request letter and copy of the program indicating the needs of the webinar - logistics - presentation - speaker **Location:** spad@sec.gov.ph	1.1. Receive and acknowledge the request.	None	1 hour/s	• SEC Administrative Assistant II; Strategic Partnership and Advocacy Division (SPAD)
	1.2. Approval of the Division's Assistant Director of the request		1 hour/s	• SEC Advocacy Officer I; Strategic Partnership and Advocacy Division (SPAD)
	1.3. Prepare all the logistical requirements and documents indicated in the request.		2 working day/s	• SEC Advocacy Officer I; Strategic Partnership and Advocacy

				Division (SPAD)
	1.4. Coordinate with the requesting department that their request has been catered to.		30 minute/s	• SEC Advocacy Officer I; Strategic Partnership and Advocacy Division (SPAD)
2.For a specific type of requested assistance				
***For For logistics only** 2.A.Send an email request indicating the logistical needs of the department. **Location:** spad@sec.gov.ph	2.A.1. Coordinate with the Management Services Department for the provision of logistics needed for the webinar.	None	3 hour/s	• SEC Administrative Assistant II; Strategic Partnership and Advocacy Division (SPAD)
	2.A.2. Coordinate with the Information and Communications Technology Department regarding the ICT needs of the webinar.		3 hour/s	• SEC Administrative Assistant II; Strategic Partnership and Advocacy Division (SPAD)
	2.A.3. Prepare all the logistical requirements 1 day before the event.		1 working day/s	• SEC Advocacy Officer I; Strategic Partnership and Advocacy Division (SPAD) • SEC Advocacy Officer II; Strategic Partnership and Advocacy Division (SPAD)
***For For resource person only** 2.B.Send an email request indicating the logistics needs of the department. **Location:**	2.B.1. Coordinate with the Management Service Department for the provision of logistics needed for the webinar.	None	1 hour/s	• SEC Administrative Assistant II; Strategic Partnership and Advocacy

spad@sec.gov.ph				Division (SPAD)
	2.B.2. Coordinate with the SPAD Assistant Director to designate personnel as a resource person appropriate to the topic of the webinar.		1 working day/s	• SEC Advocacy Officer I; Strategic Partnership and Advocacy Division (SPAD)
	2.B.3. Send the details of the selected resource person to the requesting party.		30 minute/s	• SEC Administrative Assistant II; Strategic Partnership and Advocacy Division (SPAD)
***For For presentation only** 2.C.Send an email request indicating the presentation needed with the concept note of the event. **Location:** spad@sec.gov.ph	2.C.1. Prepare the presentation according to the needs of the webinar.	None	1 working day/s	• SEC Advocacy Officer II; Strategic Partnership and Advocacy Division (SPAD)
	2.C.2. Coordinate with the EAD - Corporate Communication Division (CCD) for their review and approval of the draft presentation.		1 working day/s	• SEC Advocacy Officer II; Strategic Partnership and Advocacy Division (SPAD)
	2.C.3. Send the approved presentation to the requesting party.		1 hour/s	• Administrative Assistant II; Strategic Partnership and Advocacy Division (SPAD)
Total Processing Time:				
***For For logistics only**		Working Days: 4 working day/s, 30 minute/s		
***For For resource person only**		Working Days: 3 working day/s, 4 hour/s		
***For For presentation only**		Working Days: 4 working day/s, 3 hour/s, 30 minute/s		
Total Processing Fee:				

***For For logistics only**	Total Standard Fee: None
***For For resource person only**	Total Standard Fee: None
***For For presentation only**	Total Standard Fee: None

Corporate Communication Division (CCD)

Internal Services

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

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

Office or Division:	Corporate Communication Division (CCD)
Classification:	Highly Technical
Type of Transaction:	G2G (Government to Government)
Who may avail:	All SEC Departments
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Accomplished request through online form (1) Original Copy	Applicant / Client

Remarks:

The requesting department shall likewise provide all references and useful assets or materials such as:

- *Concept Note*
- *Pegs and Mood Board*
- *Draft Script in the prescribed format*
- *Writeup*
- *Program*
- *Photos and Videos*
- *Previous IEC Materials*
- *Powerpoint Presentation*

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Client requests for the production of IEC material by accomplishing the Google Form: https://bit.ly/IECDocuRequest **Location:** Online **Notes/Instruction:** Note: The processing time for this request is exclusive of the following lead times: Video Material	1.1. Receives and acknowledges the request.	None	5 minute/s	• Assistant Director of Corporate Communication Division, Supervising Information Officer, Information Officer IV, Information Officer III; Corporate Communication Division (CCD)

● Presentation video (3 weeks) ● Testimonial video/Short speech (1 week) ● Information video (2 weeks) ● Event highlights video (1 week) ● Animation depending on the length and complexity, but a minimum of 3 months upon the finalization of the concept for an animated clip not more than 5 minutes with a single character and background) ● Motion graphics (depending on the length and complexity, but a minimum of 1 week upon the finalization of the concept for a 30-second clip) ● Documentary (3 months for a material not more than 30 minutes) ● Mixed Live Action and Computer-Generated Graphics (depending on the length and complexity, but a minimum of 1 month upon the finalization of the concept for a clip not more than 2 minutes) Graphic Material ● Poster (1 week) ● Art Cards (1 week) ● Collaterals (1 week) ● Logos (1 week) ● Microsite Design and Layout (1 month) ● 3D Mockups/Signages (2 weeks) Audio Material ● Scripted Audio Recording (minimum of 3 days for a 30-second audio upon delivery of the finalized script) ● Raw Audio Recordings of Interviews and Live Events (2 days) If the request includes scriptwriting and copywriting, the				
	1.2. Assesses the purpose and type of the IEC material considering the given lead time for distribution.		1 working day/s, 5 minute/s	• Assesses the purpose and type of the IEC material considering the given lead time for distribution; Corporate Communication Division (CCD)
	1.3. Provides feedback to the requesting party on the feasibility of requested material and schedules clarificatory meeting		2 working day/s, 5 minute/s	• Assistant Director, Supervising Information officer, Information Officer IV; Corporate Communication Division (CCD)

requesting department should allow for additional two weeks of lead time. ● Brochure (1 month)				
2. Client attends clarificatory meeting with OCS-CCD **Location:** 12F Studio, The SEC Headquarters **Notes/Instruction:** The OCS-CCD reserves the right to deny the request for incomplete submission of the required materials. If there is no need for clarificatory meeting, proceed to next step.	2. Meets with the requesting department for clarification of certain information provided in the request form.	None	3 working day/s	• Assistant Director, Supervising Information officer, Information Officer IV, Information Officer III; Corporate Communication Division (CCD)
3. Client receives confirmation of request **Location:** Online	3. Produces the IEC material based on the references, assets, and materials within the given and agreed-upon lead time	None	3 working day/s	• Assistant Director, Supervising Information Officer, Information Officer IV, Information Officer III; Corporate Communication Division (CCD)
Total Processing Time:		Working Days: 9 working day/s, 15 minute/s		
Total Processing Fee:		Total Standard Fee: None		

2. Request for Documentation

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

Office or Division:	Corporate Communication Division (CCD)
Classification:	Highly Technical
Type of Transaction:	G2G (Government to Government)
Who may avail:	All SEC Departments
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Accomplished online request form (1) Electronic Copy	Applicant / Client
Remarks: *Accomplish the request form in this link: https://bit.ly/IECDocuRequest*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Client requests for documentation by accomplishing the online form via Google forms. **Location:** Online **Notes/Instruction:** The requesting department shall file the request at least three (3) working days before the event or shoot.	1.1. Receives and acknowledges the request.	None	5 minute/s	• Assistant Director, Supervising Information Officer, Information Officer IV, Information Officer III; Corporate Communication Division (CCD)
	1.2. Assesses the request based on the availability of equipment and manpower, and the purpose of request for documentation.		5 minute/s	• Assistant Director of Corporate Communication Division, Supervising Information Officer, Information Officer IV; Corporate Communication Division (CCD)

	1.3. Provides feedback to the requesting department		5 minute/s	• Assistant Director, Supervising Information Officer, Information Officer IV, Information Officer III; Corporate Communication Division (CCD)
2. Client attends clarificatory meeting with the CCD **Location:** 12F Studio, The SEC Headquarters **Notes/Instruction:** Should be scheduled at least one (1) day before the event or shoot	2. Meets with the requesting department to determine crucial parts of the program to be documented	None	1 hour/s	• Supervising Information Officer, Information Officer IV, Information Officer III; Corporate Communication Division (CCD)
3. Client holds the event that will be documented by the CCD. **Location:** Location specified by requesting department	3. Attends the event for documentation or the shoot	None	1 working day/s	• Supervising Information Officer, Information Officer IV, Information Officer III; Corporate Communication Division (CCD)
4. Client receives the unedited photos/videos via email The client will select the photos or videos that will be released to the target audience **Location:** Online	4.1. Submits the photos or videos to the requesting department via email	None	1 working day/s	• Assistant Director, Supervising Information Officer, Information Officer IV, Information Officer III; Corporate Communication Division (CCD)
	4.2. Edits the selected photos and videos upon receipt of the selected photos		7 working day/s	• Assistant Director, Supervising Information Officer, Information

				Officer IV, Information Officer III; Corporate Communication Division (CCD)
5. Client receives the edited photos/ videos **Location:** Online	5. Submits the edited photos or videos	None	3 working day/s	• Assistant Director, Supervising Information Officer, Information Officer IV, Information Officer III; Corporate Communication Division (CCD)
Total Processing Time:		Working Days: 12 working day/s, 1 hour/s, 15 minute/s		
Total Processing Fee:		Total Standard Fee: None		

3. Request for Posting on Social Media

This service grants requests for posting of social media content

Office or Division:	Corporate Communication Division (CCD)
Classification:	Complex
Type of Transaction:	G2G (Government to Government)
Who may avail:	All SEC Departments
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Accomplished online request form (1) Electronic Copy	Applicant / Client

Remarks:

Please submit request through this link: bit.ly/SECSocialMediaRequests

The requesting department shall provide the following:

- *All materials to be posted*
- *Proposed captions (subject to revision by the CCD)*
- *Schedule of posting*
- *Social media platforms*

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Client requests for posting on the Commission's social media platforms by accomplishing the online form via Google forms. **Location:** Online	1.1. Receives and acknowledges the request.	None	5 minute/s	• Information Officer IV, Information Officer III; Corporate Communication Division (CCD)
	1.2. Assesses the request for posting and coordinates with the requesting department for a clarificatory meeting, if needed		1 working day/s	• Information Officer IV, Information Officer III; Corporate Communication Division (CCD)
	1.3. Provides feedback to the requesting department		1 working day/s	• Information Officer IV, Information Officer III; Corporate

				Communication Division (CCD)
	1.4. Schedules the content for posting on the appropriate social media platforms		1 working day/s	• Information Officer IV, Information Officer III; Corporate Communication Division (CCD)
2. The client receives relevant links of the posted material via email. **Location:** Online	2. Provides relevant links of the posted material to the person who made the request, for reference.	None	1 working day/s	• Information Officer IV, Information Officer III; Corporate Communication Division (CCD)
Total Processing Time:		Working Days: 4 working day/s, 5 minute/s		
Total Processing Fee:		Total Standard Fee: None		

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

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

Office or Division:	Corporate Communication Division (CCD)
Classification:	Complex
Type of Transaction:	G2G (Government to Government)
Who may avail:	All SEC Departments
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Accomplished online request form (1) Electronic Copy	Applicant / Client

Remarks:

The requesting department must review and agree to the guidelines and conditions governing the use of the SEC MeDIA Communications Center and provide all required information.

Accomplish the relevant forms below:

- *SEC MeDIA Communication Center Reservation Form: https://bit.ly/RESERVATION-SECMeDIA*
- *Gate Pass: https://bit.ly/GATEPASS-SECMeDIA*

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Client requests for reservation by accomplishing the online form via Google forms. **Location:** Online **Notes/Instruction:** The requesting department shall file the reservation request at least two (2) working days before the event.	1.1. Receives and acknowledges the request.	None	2 hour/s	• Assistant Director, Supervising Information Officer, Information Officer IV, Information Officer III; Corporate Communication Division (CCD)
	1.2. Assesses the request based on the purpose of the reservation, number of participants, event date and time and existing bookings.		4 hour/s	• Assistant Director of Corporate Communication Division, Supervising Information Officer,

				Information Officer IV; Corporate Communication Division (CCD)
	1.3. Provides feedback to the requesting department		2 hour/s	• Assistant Director, Supervising Information Officer, Information Officer IV, Information Officer III; Corporate Communication Division (CCD)
2. Client attends clarificatory meeting with the CCD. **Location:** 12F Studio, The SEC Headquarters	2. Meets with the requesting department to determine the availability and suitability of the SEC MeDIA as venue for the event.	None	1 hour/s	• Supervising Information Officer, Information Officer IV, Information Officer III; Corporate Communication Division (CCD)
3. Client lists all equipment and furniture that will be brought in the SEC MeDIA using the prescribed form for gate pass and submit the same via email. **Location:** Online **Notes/Instruction:** Applicable only if outside equipment or furniture will be brought inside the SEC MeDIA.	3. Receives and acknowledges the gate pass.	None	1 working day/s	• Supervising Information Officer, Information Officer IV, Information Officer III; Corporate Communication Division (CCD)
4. Client assists in ingress and setup of requested room, equipment and furniture **Location:** 12 Studio, The SEC Headquarters **Notes/Instruction:**	4. Leads the ingress and setup of requested room, equipment and furniture	None	1 working day/s	• Supervising Information Officer, Information Officer IV, Information Officer III; Corporate Communicati

If outside furniture and equipment will be brought inside, the client shall present the digital copy of the gatepass to guard on duty and undergo the necessary inspection.				on Division (CCD)
5. Client holds the event in the SEC MeDIA Communications Center. **Location:** 12F Studio, The SEC Headquarters	5. Provides approved technical assistance, including photo and video documentation, live streaming, and press release creation.	None	1 working day/s	• Supervising Information Officer, Information Officer IV, Information Officer III; Corporate Communication Division (CCD)
6. Client assists in egress and dismantling of equipment and furniture. **Location:** 12F Studio, The SEC Headquarters **Notes/Instruction:** If outside furniture and equipment will be brought outside, the client shall present the digital copy of the gatepass to guard on duty and undergo the necessary inspection.	6. Leads the egress and dismantling of equipment and furniture.	None	1 working day/s	• Supervising Information Officer, Information Officer IV, Information Officer III; Corporate Communication Division (CCD)
Total Processing Time:		Working Days: 5 working day/s, 1 hour/s		
Total Processing Fee:		Total Standard Fee: None		

Tacloban Extension Office

External Services

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

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

Office or Division:	Tacloban Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	General transacting public and business entities for: a.) Registered corporations; b.) Suspended and Revoked Corporation for purposes of filing a Petition to Set Aside Order of Suspension or Revocation; and c.) Corporations with Notice of Deficiencies and Hearing or Orders.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Annex G (1) Electronic Copy	Applicant / Client

Remarks:

Annex G may be found in the MC 28 series of 2020 uploaded in the SEC website (www.sec.gov.ph)

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. The Annex G Form with Sworn Certificate of No Intra Corporate Dispute can be downloaded in Amendment Requirement. Use and submit notice to change email address and/or mobile number (ANNEX G) application in Memorandum Circular No. 28, Series of 2020 through	1.1. Receive the amendment application through MC28 Portal including its attachments.	None	3 hour/s	• SEC Administrative Assistant II / SEC Administrative Assistant I; Tacloban Extension Office

https://mc28.sec.gov.ph/ **Location:** https://mc28.sec.gov.ph/ **Notes/Instruction:** 1.1. Go to **AMENDMENT** in MC28 Portal, the SEC registration number will appear and be available for amendment if the application of ANNEX D for corporations or Annex E for partnerships was approved. 1.2. A one-time password/OTP will be sent to the contact details previously submitted by the client. The user must validate the OTP to proceed with the amendment process. 1.3. Encode the new company details reflected in ANNEX G. Then click the continue and verified contact details. After confirming the details, One-time password/OTP will be sent to the contact details provided in the form. 1.4. Upload ANNEX G with Sworn Certificate of No Intra Corporate Dispute, then submit the application.				
	1.2. Browse over the SEC systems online, review and compare the information in the uploaded ANNEX G and encoded data in the portal.		5 hour/s	• SEC Administrative Assistant II / SEC Administrative Assistant I; Tacloban Extension Office
	1.3. Check the signatories of the required attachments i.e. ANNEX G and Sworn Certificate of No Intra Corporate Dispute.		3 hour/s	• SEC Administrative Assistant II / SEC Administrative Assistant I; Tacloban Extension Office
2. Receive a display confirmation	2.1. If the old information from	None	1 working day/s	• SEC Administrat

indicating that the submission was successful along with reference Number assigned to the transaction at the same time a confirmation email notifying them that the submission has been successfully received and is now under reviewed by the SEC. Receive an email notification in their official email address encoded in MC28 Portal, regarding status and remarks. **Location:** Compliance Monitoring Division **Notes/Instruction:** 2.1. If the application is for compliance/rejected, client must re-apply their application in MC28 Portal Amendment with the compliance from the said remarks. 2.2 If the party no longer has access to the old information, they may select the " I don't have any access" option. This will prompt them to submit a Notarized Explanation Letter in the form of a Director's Certificate (Must be signed by the majority of the board/trustees).	Annex D/E is consistent with the information in Annex G, consistently encoded in the portal, and with complete documents, it will be tagged as approved.			ive Assistant II / SEC Administrative Assistant I; Tacloban Extension Office
	2.2. If the application is for compliance, it will be tagged as rejected (the findings are stated as well as the possible solutions/remedies for compliance).		1 working day/s	• SEC Administrative Assistant II / SEC Administrative Assistant I; Tacloban Extension Office

After seven (7) working days, if no comment has been received and the explanation is clearly stated, the request will be tagged as approved. The system will then send a link to proceed with the submission of Annex G.	2.3. After seven (7) working days, if no comment has been received and the explanation is clearly stated, the request will be tagged as approved. The system will then send a link to proceed with the submission of Annex G.		8 working day/s	• SEC Administrative Assistant II / SEC Administrative Assistant I; Tacloban Extension Office
Total Processing Time:		Working Days: 11 working day/s, 3 hour/s		
Total Processing Fee:		Total Standard Fee: None		

2. Amendment to shorten the corporate term (Voluntary Dissolution under Section 136 of the RCC) where the proposed expiration of the corporate term [must contemplate a future date] is less than one year, from approval of the application for amendment under Regular Processing

This service details the procedure and the documentary requirements for amendment of Stock and Non-Stock Corporations to shorten the corporate term where the proposed expiration is less than one year, from the approval of the application under Regular Processing.

Office or Division:	Tacloban Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered stock domestic corporations with foreign equity participation of not more than forty percent (40%) and non-stock corporations, except lending corporations and financing companies, through their Authorized Representatives.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Amended Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client
3. Directors` or Trustees` Certificate (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *Original copy should be signed (wet signature) and notarized* • *notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors and stockholders, (iii) the date and place of the stockholders' meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed name.* *Secure sample format through the SEC Website:*	

- *Director's Certificate:- https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf*

- *Trustees' Certificate- https://www.sec.gov.ph/wp-content/uploads/2019/11/Trustees_Certificate.pdf*

Sub Requirement	
3.A. For One Person Corporation	
3.A.1. Notarized Resolution of the Single Stockholder (2) Original Copy And (1) Electronic Copy	Applicant / Client

Remarks:

- *signed by the single stockholder and Corporate Secretary*
- *https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm_RESOLUTION-opc.docx*

4. Audited Financial Statements as of the last fiscal year stamped received by SEC and BIR (2) Original Copy And (1) Electronic Copy	Applicant / Client

Remarks:

EXCEPT:

1. *Where the applicant has ceased operations for at least one (1) year, it shall submit: a) Audited Financial Statements as of the last fiscal year of operation; and b) Affidavit of non-operation certified under oath by the President and Treasurer*
2. *Where the applicant has no operation since incorporation, it shall submit: a) Balance Sheet certified under oath by the Treasurer and President; b) Affidavit of non-operation certified under oath by the President and Treasurer; To be provided by the Company 67 c) Certificate of non-registration issued by the BIR*
3. *Where the applicant corporation (stock or nonstock) is with total assets or liabilities of less than Six Hundred Thousand Pesos (Php600,000.00), it shall submit its Balance Sheet as of last preceding fiscal year certified under oath by the President and Treasurer*

5. Certification under oath by the President and Treasurer (2) Original Copy And (1) Electronic Copy	Applicant / Client

Remarks:

certifying that:

1. *the dissolution is not prejudicial to the interest of the creditors; and*
2. *there is no opposition from any creditor from the time of publication of the notice of dissolution up to the filing of the dissolution with the Commission*

6. Bureau of Internal Revenue (BIR) Tax Clearance Certificate (2) Original Copy And (1) Electronic Copy	Bureau of Internal Revenue - BIR
7. Publisher's Affidavit of Publication of the notice of meeting (once) (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Publisher of a newspaper of general circulation*	
8. Notarized Secretary's Certificate of no pending case of intra-corporate dispute (2) Original Copy And (1) Electronic Copy	SECURITIES AND EXCHANGE COMMISSION - CORPORATE AND PARTNERSHIP REGISTRATION DIVISION
Remarks: *Download Secretary's Certificate sample form through this link: https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx*	
9. Clearance/Favorable recommendation from other Departments of the Commission or from the appropriate (2) Original Copy And (1) Electronic Copy	Applicant / Client
For Situational Requirement	
A. For Clearance from other SEC departments	
Sub Situational Requirement/s	
A.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
A.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
A.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
A.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
A.c. For Financial Technology (FinTech) related business activities	
A.c.1. PhiliFintech Innovation Office (PIO) and Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO) and

	Enforcement and Investor Protection Department (EIPD)

Remarks:

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

B. Endorsement from other government agencies	
Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, and submit the application in the eAMEND portal (Regular Processing)	1.1. Verifies completeness of the submitted amendment requirements and assigns the application to TACEO Processors	None	1 hour/s	• SEC Administrative Assistant II; Tacloban Extension Office

Location: (https://eamend.sec.gov.ph/login)				• SEC Administrative Assistant I; Tacloban Extension Office
	1.2. Processes and evaluates the dissolution application.		9 working day/s, 6 hour/s, 50 minute/s	• Securities Counsel II; Tacloban Extension Office • Securities Counsel I; Tacloban Extension Office
	1.3. Issues Payment Assessment Form (PAF) to the applicant.		5 minute/s	• Securities Counsel II; Tacloban Extension Office • Securities Counsel I; Tacloban Extension Office
2. Pays the filing fee through SEC-accredited Landbank branches or through eSPAYSEC **Location:** https://espaysec.sec.gov.ph/	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: AMENDED ARTICLES OF INCORPORATION: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 Total: PHP 1040	5 minute/s	• Financial Management Department; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the CRMD Receiving Counter at The SEC	3.1. Receives and verifies documentary requirements and proof of payment	None	5 minute/s	• SEC Administrative Assistant II; Tacloban

Headquarters through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Tacloban Extension Office, Government Center, Palo, Leyte				Extension Office • SEC Administrative Assistant I;
	3.2. Forwards the application to the post-audit processor		15 minute/s	• SEC Administrative Assistant II; Tacloban Extension Office • SEC Administrative Assistant I; Tacloban Extension Office
	3.3. Prepares and generates the Certificate of Amended Articles of Incorporation		10 minute/s	• SEC Administrative Assistant II; Corporate and Partnership Registration Division (CPRD)
	3.4. Reviews the application and signs the Certificate of Amended Articles of Incorporation		9 working day/s, 7 hour/s	• SEC Director I; Tacloban Extension Office
	3.5. Forwards the signed Certificate of Amended Articles of Incorporation to the Releasing Unit.		10 minute/s	• SEC Administrative Assistant II; Tacloban Extension Office • SEC Administrative Assistant I; Tacloban

				Extension Office
	3.6. Tags the application through the eAmend Portal to issue the Notice for Schedule of Appointment on the release of the Certificate of Amendment of Articles of Incorporation and/or By-Laws		5 minute/s	• SEC Administrative Assistant I; Tacloban Extension Office
4. Proceeds to CRMD Releasing Section at The SEC Headquarters for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Amended Articles of Incorporation **Location:** 5th Floor, CRMD Releasing Counter, The SEC Headquarters, 7907 Makati Avenue, Salcedo Village Bel-air, 1209 Makati City	4. Releases signed Certificate of Amended Articles of Incorporation	None	15 minute/s	• SEC Computer Operator; Corporate Filing and Records Division (CFRD)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1040		

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

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

1. *Articles of Incorporation*

- *Prefatory Clause;*
- *Corporate Name/Business Name;*
- *Primary Purpose;*
- *Secondary Purpose;*
- *Change in the Principal Office Address;*
- *Terms of Existence;*
- *Increase or Decrease in the Number of the Board of Directors/Trustees;*
- *Features of Shares, except if simultaneously filed with an application for increase of capital stock, or reclassification/declassification of shares;*
- *Provision for the Undertaking to Change Name;*
- *Fiscal Year for One Person Corporations (OPCs);*

1. *By-Laws*

- *Adoption of Corporate Name in the By-Laws;*
- *Provision for Transfer of Stock and Rights of Stockholders or Interest (e.g. Right of First Refusal, Pre-Emptive Rights);*
- *Amendment of a Corporation Sole (change of corporate name, change of address, change of primary purpose)*
- *Provision for Tax Exemption for Non-Stock;*
- *Date of Annual Meeting of the stockholders/members;*
- *Fiscal Year;*
- *Audit of Books and Dividends;*
- *Seal;*
- *Subscription, Issuance and Transfer of Shares;*
- *Suspension, Expulsion and Termination of Membership;*
- *The Form for Proxies of Stockholders/Members and the Manner of Voting Them;*
- *The Manner of Election or Appointment, Qualification, Functions, and the Term of Office of All Officers other than Directors/Trustees;*
- *The Place and Manner of Calling and Conducting Regular Meetings of the Stockholders/Members;*
- *The Powers, Qualifications, Duties, Term, and Compensation of Directors/Trustees;*
- *The Required Quorum in Meetings of Stockholders/Members;*
- *The Time, Place, and Manner of Calling and Conducting Regular or Special Meetings of the Directors/Trustees;*
- *The Time, Place, and Manner of Calling and Conducting Special Meetings of the Stockholders/Members; and*
- *Amendments of Amended By-Laws concerning two (2) to four (4) provisions thereof.*

Office or Division:	Tacloban Extension Office

Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All registered stock domestic corporations with foreign equity participation of not more than forty percent (40%) and non-stock corporations, except lending corporations and financing companies, through their Authorized Representatives.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate and Partnership Registration Division
Remarks: *With downloadable system-generated forms in the eAmend Portal*	
2. Amendment Form (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *With downloadable system-generated forms in the eAmend Portal* • *notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed names* • ***For corporation sole**: Original copies should be signed (wet signature) and notarized*	
3. Amended Articles of Incorporation/By-Laws (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • ***two (2) copies shall be submitted together with all the documentary requirements uploaded in the eAMEND portal** (Please submit the Amended Articles of Incorporation/By-laws incorporating the proposed provisions. The amendments must be clearly underlined and annotated with the phrase "(As amended on [date of meeting])" immediately following the amended provision. Kindly ensure that no established facts are removed or modified in the process.)*	

4. Monitoring Clearance (1) Original Copy	Securities and Exchange Commission - Compliance Monitoring Division (CMD)
Remarks: *Application for Monitoring Clearance through: ewatch.sec.gov.ph* • *If there is no valid and available Monitoring Clearance, submit an Affidavit of Undertaking for Monitoring from the eAMEND System.* • *If you have previously used an Affidavit of Undertaking for your amendment application, kindly submit a valid Monitoring Clearance issued by the Compliance Monitoring Division (CMD) for your current application.* *For Foundations: Corporate Governance and Finance Department (CGFD) or through cgfd@sec.gov.ph* *For Corporations with Secondary License: Market and Securities Regulation Department (MSRD)*	
5. Affidavit of Undertaking for Post-Evaluation (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *With downloadable system-generated forms in the eAmend Portal*	
For Situational Requirement	
A. For Clearance from other SEC departments	
Sub Situational Requirement/s	
A.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
A.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
A.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
A.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
A.c. For Financial Technology (FinTech) related business activities	

A.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)

Remarks:

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

A.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)

Remarks:

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

B. Endorsement from other government agencies	
Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For applications with Amendment of By-laws	
Sub Situational Requirement/s	
C.a. Air Transport	
C.a.1. Civil Aeronautics Board Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.b. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions	
C.b.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.c. Educational Institution: (stock & non-stock)	
C.c.1. Department of Education Endorsement for Elementary (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.c.2. Commission on Higher Education Endorsement for College, Tertiary Course (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.c.3. Technical Education Skills and Development Authority Endorsement for Technical Vocational Course (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.d. Electric Power Plant/Trading of Petroleum Products	
C.d.1. Department of Education Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.e. Hospital, Dental, Medical Clinics	
C.e.1. Department of Health Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.f. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.f.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client

C.g. Money Changer and Remittance Services	
C.g.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.h. Non-Chartered Government Owned and Controlled Corporation	
C.h.1. Government Commission for Government-owned and Controlled Corporation Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.i. Professional Association	
C.i.1. Professional Regulation Commission Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.j. Radio, TV, Telephone, Internet Service Providers, Value-Added Service Provider	
C.j.1. National Telecommunications Commission Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.k. Recruitment for Overseas Employment	
C.k.1. Philippine Overseas Employment Administration Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.l. Security Agency/ Anti-Crime Task Force	
C.l.1. Philippine National Police Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.m. Tobacco Related Business	
C.m.1. National Tobacco Administration Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.n. Volunteer Fire Brigade	
C.n.1. Bureau of Fire Protection (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.o. Vessel/Ship Operation, Ship Management. Shipbuilding, Ship Repair, Shipping Agency, Ship Husbanding, Ship Chandling and other Maritime related activities	
C.o.1. Maritime Industry Authority (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.p. Water Service Providers and Waterworks	
C.p.1. Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
D. For Amendment of Corporate Name	
Sub Situational Requirement/s	

D.a. For Amendment of Corporate Name	
D.a.1. Name Verification Slip for Amendment of Corporate Name with Proof of Payment of Reservation Fee (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Corporate Filing and Records Division or request from crmd_amend_name@sec.gov.ph*	
D.a.2. Affidavit of a director, trustees or officer undertaking to change corporate name, if not stated in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, pays the filing fee through through eSPAYSEC and submit the application in the eAMEND portal (Regular Processing) **Location:** **(https://eamend.sec.gov.ph/login)**	1.1. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: Amended Articles of Incorporation : PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 Total: PHP 1040 **Possible Fees** Breakdown: Amendment of By-Laws: PHP 1000 **Formula**	5 minute/s	• eAMEND System; Tacloban Extension Office
	1.2. Verifies completeness and correctness of the submitted amendment requirements and assigns the application to the CPRD Processors if the documents are complete.		1 hour/s	• SEC Administrative Assistant II; Tacloban Extension Office • SEC Administrative Assistant I; Tacloban Extension Office
	1.3. Processes and evaluates application for amendment.		6 working day/s, 6 hour/s, 45 minute/s	• Securities Counsel II; Tacloban Extension Office

		Fees Breakdown: Name Reservation Slip		• Securities Counsel I; Tacloban Extension Office • Securities Investigator; Tacloban Extension Office • Securities Specialist II; Tacloban Extension Office • Securities Specialist I; Tacloban Extension Office
	1.4. Tags the application Complete and issue the Digital Certificate of Amendment of Articles of Incorporation and/or By-Laws		5 minute/s	• Securities Counsel II; Tacloban Extension Office • Securities Counsel I; Tacloban Extension Office • Securities Investigator; Tacloban Extension Office • Securities Specialist II; Tacloban Extension Office • Securities Specialist I; Tacloban Extension Office
2. Generates the Digital Certificate **Location:**	2. None	None	5 minute/s	• None; Any of requesting office / division

https://eamend.sec.gov.ph/login **Notes/Instruction:** To secure the original copy of the Certificate, the applicant has to submit two (2) sets of originally signed documentary requirements with original proof of payment within a period fifteen (15) days from the date of issuance of the Digital Certificate				

Total Processing Time:	Working Days: 7 working day/s
Total Processing Fee:	Total Standard Fee: PHP 1040 See other fees below

Possible Fees

- **Amendment of By-Laws** : 1000

Formula / Schedule of Fees

- **Name Reservation Slip**

  Php 100 per Corporate Name

  *Additional Php 100 per trade name

4. Application for Amendment of Business Plan

This service details the procedure on how a citizen can request a Payment Assessment Form for payment of Annual Fee and Penalties.

Office or Division:	Tacloban Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Financing Companies, Lending Companies
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Amended Business Plan (SEC Form BP-FCLC) (Multi-Page Portable Document Format (PDF) with Text Layer of the accomplished but unsigned form) (1) Electronic Copy	Applicant / Client
Remarks: *https://www.sec.gov.ph/notices/submission-of-business-plan-sec-form-bp-fclc/#gsc.tab=0*	
2. Amended Business Plan (SEC Form BP-FCLC) (Multi-Page PDF High Resolution Scan (at least 100 x 100 dpi) of the document with the Signatories Page and Notarization Page) (1) Electronic Copy	Applicant / Client
Remarks: *https://www.sec.gov.ph/notices/submission-of-business-plan-sec-form-bp-fclc/#gsc.tab=0*	
3. Comparative matrix of all sections of the existing Business Plan and the new Business Plan highlighting all the changes proposed in the application (1) Electronic Copy	Applicant / Client
4. Certification under oath that the comparative matrix of the existing Business Plan on file with the Commission and the proposed changes are true and correct copies. (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

				(Designation; Office)
1. Submits the application documents to SEC Tacloban Extension Office via email **Location:** taceo@sec.gov.ph	1.1. Evaluates the proposed amendments to the Business Plan and prepares the Memorandum.	**Standard Fees** Breakdown: Legal Research Fee: PHP 2000 Total: PHP 2000	3 working day/s	• Securities Counsel II; Tacloban Extension Office • Securities Counsel I; Tacloban Extension Office • Securities Investigator; Tacloban Extension Office • Securities Specialist II; Tacloban Extension Office • Securities Specialist I; Tacloban Extension Office
	1.2. Review of the Memorandum and provide comments, if any.		3 working day/s	• SEC Director ; Tacloban Extension Office
	1.3. If application is deemed sufficient, payment assessment form (PAF) is issued for the filing fees.		1 working day/s	• Securities Counsel II; Tacloban Extension Office • Securities Counsel I; Tacloban Extension Office • Securities Investigator; Tacloban Extension Office • Securities Specialist II;

				Tacloban Extension Office • Securities Specialist I; Tacloban Extension Office
	1.4. Review and approval of the Memorandum, with attached receipt of the Filing Fee.		2 working day/s	• SEC Director I; Tacloban Extension Office
	1.5. Final review and approval of the Memorandum, with attached receipt of the Filing Fee.		2 working day/s	• Supervising Commissioner; Financing and Lending Companies Department (FinLenD)
	1.6. After the Memorandum is approved, prepare the Advisement Letter for the Director's approval.		1 working day/s, 7 hour/s, 30 minute/s	• Securities Counsel II; Tacloban Extension Office • Securities Counsel I; Tacloban Extension Office • Securities Specialist II; Tacloban Extension Office • Securities Specialist I; Tacloban Extension Office

2. Proceed to SEC Tacloban Extension Office to receive Advisement Letter **Location:** SEC Tacloban Extension Office, Government Center, Palo, Leyte	2. Releases Advisement Letter	None	30 minute/s	• SEC Administrative Assistant I; Tacloban Extension Office
Total Processing Time:		Working Days: 13 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 2000		

5. Application for Amendment of By-Laws concerning five or more provisions and filing of New By-Laws of Domestic Corporations (eAMEND Regular Processing)

This service details the procedure in applying for amendments of the By-laws concerning five or more provisions and filing of New By-Laws through the eAMEND portal under Regular Processing.

1. *New By-Laws*
2. *Amendment of By-Laws concerning five or more provisions*

Office or Division:	Tacloban Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered stock domestic corporations with foreign equity participation of not more than forty percent (40%) and non-stock corporations, except lending corporations and financing companies, through their Authorized Representatives.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate and Partnership Registration Division
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Amended By-Laws/ New By-Laws (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *Please use the most recent Articles of Incorporation and By-Laws, which have been duly approved by the Commission. Simply modify the sections that are being amended. Underline the amended provision and add "(as amended on [date of meeting])" after it.*	
3. Notarized Secretary's Certificate of no pending case of intra-corporate dispute	Securities and Exchange Commission - Company

(2) Original Copy And (1) Electronic Copy	Registration and Monitoring Department
Remarks: • *Original copy should be signed (wet signature) and notarized* • *Download Secretary's Certificate sample form through this link: https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx*	
4. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Compliance Monitoring Division
Remarks: • *If there is no valid and available Monitoring Clearance, submit an Affidavit of Undertaking for Monitoring from the eAMEND System.* • *If you have previously used an Affidavit of Undertaking for your amendment application, kindly submit a valid Monitoring Clearance issued by the Compliance Monitoring Division (CMD) for your current application.* *Application for Monitoring Clearance through: ewatch.sec.gov.ph*	
5. Directors` or Trustees` Certificate (2) Original Copy And (1) Electronic Copy	SECURITIES AND EXCHANGE COMMISSION - CORPORATE AND PARTNERSHIP REGISTRATION DIVISION
Remarks: • *Original copy should be signed (wet signature) and notarized* • *notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed names* *Download Director's Certificate and/or Trustees' Certificate sample form through this link:* *Director's Certificate:- https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf* *Trustees' Certificate- https://www.sec.gov.ph/wp-content/uploads/2019/11/Trustees_Certificate.pdf*	

6. Clearance/Favorable recommendation from other Departments of the Commission or from the appropriate Government Agency if applicable (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Other Departments
For Situational Requirement	
A. For Clearance from other SEC departments	
Sub Situational Requirement/s	
A.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
A.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
A.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
A.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
A.c. For Financial Technology (FinTech) related business activities	
A.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)

Remarks:

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

A.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
B. Endorsement from other government agencies	
Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For applications with Amendment of By-laws	
Sub Situational Requirement/s	
C.a. Air Transport	
C.a.1. Civil Aeronautics Board Endorsement (2) Original Copy And (1) Electronic Copy	Civil Aeronautics Board - Civil Aeronautics Board
C.b. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions	

C.b.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.c. Educational Institution: (stock & non-stock)	
C.c.1. Department of Education Endorsement for Elementary (2) Original Copy And (1) Electronic Copy	Department of Education - Department of Education
C.c.2. Commission on Higher Education Endorsement for College, Tertiary Course (2) Original Copy And (1) Electronic Copy	Commission on Higher Education - Commission on Higher Education
C.c.3. Technical Education Skills and Development Authority Endorsement for Technical Vocational Course (2) Original Copy And (1) Electronic Copy	Technical Education Skills and Development Authority - Technical Education Skills and Development Authority
C.d. Electric Power Plant/Trading of Petroleum Products	
C.d.1. Department of Energy Endorsement (2) Original Copy And (1) Electronic Copy	Department of Energy - Department of Energy
C.e. Hospital, Dental, Medical Clinics	
C.e.1. Department of Health Endorsement (2) Original Copy And (1) Electronic Copy	Department of Health - Department of Health
C.f. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.f.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C.g. Money Changer and Remittance Services	
C.g.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.h. Non-Chartered Government Owned and Controlled Corporation	
C.h.1. Government Commission for Government-owned and Controlled Corporation Endorsement (2) Original Copy And (1) Electronic Copy	Government Commission for Government-owned and Controlled Corporation - Government Commission for Government-owned and Controlled Corporation
C.i. Professional Association	
C.i.1. Professional Regulation Commission Endorsement (2) Original Copy And (1) Electronic Copy	Professional Regulation Commission - Professional Regulation Commission
C.j. Radio, TV, Telephone, Internet Service Providers, Value-Added Service Provider	
C.j.1. National Telecommunications Commission Endorsement (2) Original Copy And (1) Electronic Copy	National Telecommunications Commission - National

	Telecommunications Commission
C.k. Recruitment for Overseas Employment	
C.k.1. Philippine Overseas Employment Administration (2) Original Copy And (1) Electronic Copy	Philippine Overseas Employment Administration - Philippine Overseas Employment Administration
C.l. Security Agency/ Anti-Crime Task Force	
C.l.1. Philippine National Police Endorsement (2) Original Copy And (1) Electronic Copy	Philippine National Police - Philippine National Police
C.m. Tobacco Related Business	
C.m.1. National Tobacco Administration Endorsement (2) Original Copy And (1) Electronic Copy	National Tobacco Administration - National Tobacco Administration
C.n. Volunteer Fire Brigade	
C.n.1. Bureau of Fire Protection Endorsement (2) Original Copy And (1) Electronic Copy	Bureau of Fire Protection - Bureau of Fire Protection
C.o. Vessel/Ship Operation, Ship Management. Shipbuilding, Ship Repair, Shipping Agency, Ship Husbanding, Ship Chandling and other Maritime related activities	
C.o.1. Maritime Industry Authority Endorsement (2) Original Copy And (1) Electronic Copy	Maritime Industry Authority - Maritime Industry Authority
C.p. Water Service Providers and Waterworks	
C.p.1. Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems Endorsement (2) Original Copy And (1) Electronic Copy	Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems - Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, and submit the application in the eAMEND portal (Regular Processing)	1.1. Verifies completeness of the submitted amendment requirements and assigns the application to CPRD Processors.	None	1 hour/s	• SEC Administrative Assistant II; Tacloban Extension Office • SEC Administrat

Location: (https://eamend.sec.gov.ph/login)				ive Assistant I; Tacloban Extension Office
	1.2. Processes and evaluates application for amendment		9 working day/s, 6 hour/s, 50 minute/s	• Securities Counsel II; Tacloban Extension Office • Securities Counsel I; Tacloban Extension Office • Securities Specialist II; Tacloban Extension Office • Securities Specialist I; Tacloban Extension Office
	1.3. Issues Payment Assessment Form (PAF) to the applicant.		5 minute/s	• Securities Counsel II; Tacloban Extension Office • Securities Counsel I; Tacloban Extension Office • Securities Specialist II; Tacloban Extension Office • Securities Specialist I; Corporate and Partnership Registration Division (CPRD)

2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** https://espaysec.sec.gov.ph/	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Possible Fees** Breakdown: Amended By-Laws: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 **Formula Fees** Breakdown: Name Reservation Slip	5 minute/s	• Accounting Division; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the SEC Tacloban Extension Office **Location:** SEC Tacloban Extension Office, Government Center, Palo, Leyte	3.1. Receives and verifies documentary requirements and proof of payment	None	5 minute/s	• SEC Administrative Assitant II; Tacloban Extension Office • SEC Administrative Assistant I; Tacloban Extension Office
	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minute/s	• SEC Administrative Assitant II; Tacloban Extension Office • SEC Administrative Assitant I;
	3.3. Prepares and generates the Certificate of Amendment of By-Laws/New By-Laws		10 minute/s	• SEC Administrative Assistant II; Tacloban

				Extension Office • SEC Administrative Assistant I; Tacloban Extension Office
	3.4. Reviews the application and signs the Certificate of Amendment of By-Laws/New By-Laws		9 working day/s, 7 hour/s	• SEC Director I; Tacloban Extension Office
	3.5. Tags the application through the eAmend Portal to issue the Notice for Schedule of Appointment on the release of the Certificate of Amendment of By-Laws/New By-Laws		5 minute/s	• SEC Administrative Assistant I; Tacloban Extension Office
4. Proceeds to SEC Tacloban Extension Office to retrieve the signed Certificate of Amended By-laws/New By-Laws **Location:** SEC Tacloban Extension Office, Government Center, Palo, Leyte	4. Releases signed Certificate of Amended By-laws/New By-Laws	None	15 minute/s	• SEC Administrative Assistant I; Tacloban Extension Office
Total Processing Time:		Working Days: 19 working day/s, 7 hour/s, 50 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Possible Fees

- **Amended By-Laws** : 1000
- **Legal Research Fee** : 10
- **Documentary Stamp Tax** : 30

Formula / Schedule of Fees

- **Name Reservation Slip**

  Php 100 per corporate name

  *additional Php 100 per trade name

6. Application for Amendment of Lending/Financing Branch Offices

This service outlines the online procedure adopted for amending branch offices of Lending and Financing Companies.

Office or Division:	Tacloban Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Coversheet (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: *May secure a Checklist of requirements and sample formats from the Cebu Extension Office or through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf.*	
2. Letter request signed by any authorized representative stating the amended provision in the Certificate of Authority. (1) Original Copy And (3) Photo Copy	Applicant / Client
3. Original Certificate of Authority (1) Original Copy And (3) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application via SEC iMessage **Location:** imessage.sec.gov.ph **Notes/Instruction:** Remarks: *If documents are incomplete and non-	1.1. Assign application	None	15 minute/s	• SEC Director I; Tacloban Extension Office
	1.2. Processor reviews and evaluates the submitted		4 working day/s, 15 minute/s	• Securities Counsel II / Securities Counsel I; Tacloban

compliant, return to clients for compliance by issuing a checklist of deficiencies.	documentary requirements.			Extension Office
	1.3. Review and pre-approves application		1 working day/s	• SEC Director I; Tacloban Extension Office
	1.4. Issue payment assessment form (PAF)		45 minute/s	• Securities Counsel II / Securities Counsel I; Tacloban Extension Office
2. Pay the filing fee at selected Landbank branches (over the counter), or SEC Online Payment Portal. **Location:** SEC Online Payment Portal **Notes/Instruction:** SEC Online Payment Portal through this link https://espaysec.sec.gov.ph/ For over the counter payment at Landbank: **FUND ACCOUNT**: SEC RCC Current Account **ACCOUNT NO.:** 3752-2220-44	2. Receive and acknowledge payment	None	10 minute/s	• Securities Counsel II / Securities Counsel I; Tacloban Extension Office • Securities Investigator; Tacloban Extension Office • Securities Specialist II / Securities Specialist I; Tacloban Extension Office
3. Submits the hard copies at the Cebu Extension Office.	3.1. Receive and verify documentary	None	10 minute/s	• Securities Counsel II / Securities

Location: SEC Tacloban Extension Office	requirements and proof of payment.			Counsel I; Tacloban Extension Office • Securities Specialist II / Securities Specialist I; Tacloban Extension Office • Securities Investigator ; Tacloban Extension Office
	3.2. Prepare the certificate for Branch Office of Lending/Financing Companies		15 minute/s	• SEC Administrative Assistant I; Tacloban Extension Office
	3.3. Review and approve application; then signs certificate		1 working day/s	• SEC Director I; Tacloban Extension Office
	3.4. Forward the Certificate for releasing		5 minute/s	• SEC Administrative Assistant I; Tacloban Extension Office
4. Receive Notice thru email that the Certificate is already signed. **Location:** CEBU EXTENSION OFFICE	4. Notify the Applicant thru email that the certificate is already signed.	None	5 minute/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
5. Proceed to Cebu Extension Office for presentment of the original proof of	5. Release signed Certificate of Branch Office of	None	15 minute/s	• ROSARIO A. SUMALINOG; Cebu

payment and receive the signed Certificate of Lending/Financing Companies **Location:** CEBU EXTENSION OFFICE	Lending/Financing Companies			Extension Office
Total Processing Time:		Working Days: 6 working day/s, 2 hour/s, 15 minute/s		
Total Processing Fee:		Total Standard Fee: None		

7. Application for Amendment of Partnerships under eAMEND Regular Processing

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

a. Amendments of the Articles of Partnership
b. Dissolution of Partnership
c. Technical Dissolution
d. Change in Capital Contribution
e. Deed of Assignment
f. Withdrawal of Partners
g. Admission of Partners in the Partnership

Office or Division:	Tacloban Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered Partnerships through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate and Partnership Registration Division
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Amended Articles of Partnership (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Please use the most recent Articles of Partnership, which have been duly approved by the Commission. Simply modify the sections that are being amended duly signed and notarized.*	
For Situational Requirement	
A. For Withdrawal of Partner	
A.1. Affidavit of Withdrawal	Applicant / Client

(2) Original Copy And (1) Electronic Copy	
A.2. Deed of Assignment of partnership interest and/or documents showing withdrawal, resignation, retirement and death of a partner, if the provision to be Amended is the change of partners (2) Original Copy And (1) Electronic Copy	Applicant / Client
B. For Dissolution of Partnership	
B.1. Affidavit of Dissolution or Articles of Dissolution (2) Original Copy And (1) Electronic Copy	Applicant / Client
B.2. BIR Tax Clearance (2) Original Copy And (1) Electronic Copy	Bureau of Internal Revenue - Bureau of Internal Revenue
C. For Clearance from other SEC departments	
Sub Situational Requirement/s	
C.a. For Financial Technology (FinTech) related business activities	
C.a.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
C.a.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)
Remarks: • *Operators of payment systems;*	

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

D. Endorsement from other government agencies	
Sub Situational Requirement/s	
D.a. Money Changer and Remittance Services	
D.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - BSP
D.b. Insurance	
D.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - IC
E. For Amendment of Partnership Name	
E.1. Name Verification Slip for Amendment of Partnership Name with Proof of Payment of Reservation Fee (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Filing and Records Division
Remarks: *Corporate Filing and Records Division or request from crmd_amend_name@sec.gov.ph*	
E.2. Undertaking of the Partner to change partnership name, if not stated in the Articles of Partnership (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download Undertaking to Change Name through https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIB

				LE (Designation; Office)
1. Encodes data required by the eAmend system, uploads and submits the complete and correct duly signed and notarized electronic copy of the requirements to eAmend Portal **Location:** (https://eamend.sec.gov.ph/login)	1.1. Verifies completeness of the submitted amendment requirements and assigns the application to the CPRD Processors.	None	1 hour/s	• SEC Administrative Assistant II; Tacloban Extension Office • SEC Administrative Assistant I; Tacloban Extension Office
	1.2. Processes and evaluates application for amendment.		2 working day/s, 6 hour/s, 50 minute/s	• Securities Counsel II; Tacloban Extension Office • Securities Counsel I; Tacloban Extension Office
	1.3. Issues Payment Assessment Form (PAF) to the applicant if compliant		5 minute/s	• Securities Counsel II; Tacloban Extension Office • Securities Counsel I; Tacloban Extension Office • SEC Accounting Specialist I; Tacloban Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:**	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: Amended Articles of Partnership: PHP 2000 Legal	5 minute/s	• Accounting Division; Financial Management Department (FMD)

espaysec.sec.gov.ph/ payment-portal/home		Research Fee: PHP 20 Documentary Stamp Tax: PHP 30 --- Total: PHP 2050 **Possible Fees** Breakdown: Withdrawal of Partner Fee: PHP 1000 Deed of Assignment Fee: PHP 2000 **Formula Fees** Breakdown: Increase of Capital Contribution Name Verification		
3. Submits the documentary requirements with proof of payment to the SEC Tacloban Extension Office **Location:** SEC Tacloban Extension Office, Government Center, Palo, Leyte	3.1. Receives and verifies documentary requirements and proof of payment	None	5 minute/s	• SEC Administrative Assistant II; Tacloban Extension Office • SEC Administrative Assistant I; Tacloban Extension Office
	3.2. Prepares and generates the Certificate of Amended Articles of Partnership		5 minute/s	• SEC Administrative Assistant II; Corporate

				and Partnership Registration Division (CPRD)
	3.3. Reviews the application and signs the Certificate of Amended Articles of Partnership		3 working day/s, 7 hour/s, 10 minute/s	• SEC Director I; Tacloban Extension Office
	3.4. Encodes signed Certificate of Amended Articles of Partnership		15 minute/s	• SEC Administrative Assistant I; Tacloban Extension Office
	3.5. Tags the application for appointment through the eAmend Portal indicating the date of release of the Certificate		5 minute/s	• SEC Administrative Assistant I; Tacloban Extension Office
4. Proceeds to SEC Tacloban Extension Office and receives the signed Certificate of Amended Articles of Partnership **Location:** CRMD Releasing Section at SEC Headquarters	4. Releases signed Certificate of Amended Articles of Partnership	None	5 minute/s	• SEC Administrative Assistant I; Tacloban Extension Office
Total Processing Time:		Working Days: 6 working day/s, 7 hour/s, 45 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 2050 See other fees below		

Possible Fees

- **Withdrawal of Partner Fee** : 1000
- **Deed of Assignment Fee** : 2000

Formula / Schedule of Fees

- **Increase of Capital Contribution**

  ⅕ of 1% of the increase in capital but not less than P2,000.00

- **Name Verification**

  Php100 per Corporate Name

  *additional Php 100 per trade name

8. Application for Branch Offices of Lending/Financing Companies

This service outlines the online procedure for establishing branch offices of Lending and Financing Companies. Preprocessing is conducted by submitting scanned copies of the required branch office documents via email at seccebu@sec.gov.ph.

Office or Division:	Tacloban Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Coversheet (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: *May secure a Checklist of requirements and sample formats from the Cebu Extension Office or through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf.*	
2. Personal Information Sheet of Officers of the Branch Office (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: • *Using the prescribed format & notarized* *May secure a Checklist of requirements and sample formats from the Cebu Extension Office or through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf.*	
3. Information Sheet (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: *May secure Checklist of requirements and sample formats from the Cebu Extension Office or through the Commission's website at https://www.sec.gov.ph/forms-and-fees/second-license/.*	

4. Valid NBI Clearance of ALL Officers of the Branch (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: • *With right thumbprint and signature* • *Reflecting the residential address as stated in the Information Sheet* *National Bureau of Investigation (NBI)*	
5. Monitoring Clearance (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: *Through imessage* *https://imessage.sec.gov.ph/*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application through SEC iMessage **Location:** imessage.sec.gov.ph **Notes/Instruction:** Remarks: *If documents are incomplete and non-compliant, return to clients for compliance by issuing a checklist of deficiencies.	1.1. Assign application to processor	None	15 minute/s	• SEC Director I; Tacloban Extension Office
	1.2. Processor reviews and evaluates the submitted documentary requirements. Forwards application to Director for review		5 working day/s	• Securities Counsel II / Securities Counsel I; Tacloban Extension Office • Securities Investigator; Tacloban Extension Office • Securities Specialist II / Securities Specialist I; Tacloban Extension Office
	1.3. Review and approves application.		1 working day/s	• SEC Director I;

				Tacloban Extension Office
	1.4. Issue payment assessment form.		1 hour/s	• Securities Counsel II / Securities Counsel I; Tacloban Extension Office • Securities Investigator; Tacloban Extension Office • Securities Specialist II / Securities Specialist I; Tacloban Extension Office
2. Pay the filing fee at selected Landbank branches (over the counter), or SEC Online Payment Portal. **Location:** eSPAYSEC	2. Receive and acknowledge payment	**Possible Fees** Breakdown: Documentary Stamp Tax: PHP 30 **Formula Fees** Breakdown: License fees for Lending and Financing CosLegal Research Fee	10 minute/s	• Securities Counsel II / Securities Counsel I; Tacloban Extension Office • Securities Specialist II / Securities Specialist I; Tacloban Extension Office • Securities Investigator; Tacloban Extension Office
3. Submits the hard copies at the Cebu Extension Office. **Location:** Cebu Extension Office	3.1. Receive and verify documentary requirements and proof of payment.	None	10 minute/s	• ADMINISTRATIVE OFFICER IV; Cebu Extension Office
	3.2. Forward the documents for the		10 minute/s	• SEC Administrat

	preparation of certificate			ive Assistant I; Tacloban Extension Office
	3.3. Prepare the certificate for Branch Office of Lending/Financing Companies		15 minute/s	• SEC Administrative Assistant I; Tacloban Extension Office
	3.4. Review the certificate		15 minute/s	• SEC Director I; Tacloban Extension Office
	3.5. Sign the certificate.		15 minute/s	• SEC Director I; Tacloban Extension Office
	3.6. Forward the Certificate for releasing		5 minute/s	• SEC Administrative Assistant I; Tacloban Extension Office
4. Receive Notice thru email that the Certificate is already signed. **Location:** CEBU EXTENSION OFFICE	4. Notify the Applicant thru email that the certificate is already signed.	None	5 minute/s	• ADMINISTRATIVE ASSISTANT II; Cebu Extension Office
5. Proceed to Cebu Extension Office for presentment of the original proof of payment and receive the signed Certificate of Lending/Financing Companies **Location:**	5. Release signed Certificate of Branch Office of Lending/Financing Companies	None	15 minute/s	• SECURITIES SPECIALIST I; Cebu Extension Office

CEBU EXTENSION OFFICE				
Total Processing Time:		Working Days: 6 working day/s, 2 hour/s, 55 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Possible Fees

- **Documentary Stamp Tax** : 30

Formula / Schedule of Fees

- **License fees for Lending and Financing Cos**

  1/10 of 1% of the assigned capital of the Branch

- **Legal Research Fee**

  1% of the Filing Fee but not less than P 10.00

9. Application for Conversion from Stock Corporation to Non-stock Corporation through eAMEND portal

This service details the procedure in applying for conversion from stock corporation to non-stock corporation through eAMEND portal using the Regular Processing;

1. Conversion from Stock Corporation to Non-Stock Corporation (Regular Processing)

Office or Division:	Tacloban Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered stock domestic corporations with foreign equity participation of not more than forty percent (40%), except lending corporations and financing companies, through their Authorized Representatives.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Amended Articles of Incorporation and/or By-Laws (2) Photo Copy And (1) Electronic Copy	Applicant / Client
3. Directors' Certificate (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *Original copy should be signed (wet signature) and notarized* • *notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors and stockholders, (iii) the date and place of the stockholders' meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed names* • *Secure sample format through SEC Website: Primary Registration - Securities and Exchange Commission.*	
4. Secretary's Certificate of no intra-corporate dispute	Applicant / Client

(2) Original Copy And (1) Electronic Copy	
Remarks: • *Secure sample format through SEC Website: Primary Registration - Securities and Exchange Commission*	
5. Monitoring Clearance (2) Original Copy And (1) Electronic Copy	SECURITIES AND EXCHANGE COMMISSION - Extension Office / Operating Department
Remarks: • *If there is no valid and available Monitoring Clearance, submit an Affidavit of Undertaking for Monitoring from the eAMEND System.* • *If you have previously used an Affidavit of Undertaking for your amendment application, kindly submit a valid Monitoring Clearance issued by the Compliance Monitoring Division (CMD) for your current application.* • *Application for Monitoring Clearance through: ewatch.sec.gov.ph*	
6. Name Verification Slip for Amendment of Corporate Name with Proof of Payment of Reservation Fee (2) Original Copy And (1) Original Copy	SECURITIES AND EXCHANGE COMMISSION - Tacloban Extension Office
Remarks: *Request through email at crmd_amend_name@sec.gov.ph*	
7. Clearance/Favorable recommendation from other Departments of the Commission or from the appropriate Government Agency if applicable. (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Other Departments
For Situational Requirement	
A. For Clearance from other SEC Departments	
Sub Situational Requirement/s	
A.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
A.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)

A.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
A.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
A.c. For Financial Technology (FinTech) related business activities	
A.c.1. PhiliFintech Innovation Office (PIO) and Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO) and Enforcement and Investor Protection Department (EIPD)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
B. Endorsement from other government agencies	
Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For applications with Amendment of By-laws	
Sub Situational Requirement/s	

C.a. Air Transport	
C.a.1. Civil Aeronautics Board Endorsement (2) Original Copy And (1) Electronic Copy	Civil Aeronautics Board - Civil Aeronautics Board
C.b. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions	
C.b.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.c. Educational Institution: (stock & non-stock)	
C.c.1. Department of Education Endorsement for Elementary (2) Original Copy And (1) Electronic Copy	Department of Education - Department of Education
C.c.2. Commission on Higher Education Endorsement for College, Tertiary Course (2) Original Copy And (1) Electronic Copy	Commission on Higher Education - Commission on Higher Education
C.c.3. Technical Education Skills and Development Authority Endorsement for Technical Vocational Course (2) Original Copy And (1) Electronic Copy	Technical Education Skills and Development Authority - Technical Education Skills and Development Authority
C.d. Electric Power Plant/Trading of Petroleum Products	
C.d.1. Department of Energy Endorsement (2) Original Copy And (1) Electronic Copy	Department of Energy - Department of Energy
C.e. Hospital, Dental, Medical Clinics	
C.e.1. Department of Health Endorsement (2) Original Copy And (1) Electronic Copy	Department of Health - Department of Health
C.f. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.f.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C.g. Money Changer and Remittance Services	
C.g.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.h. Non-Chartered Government Owned and Controlled Corporation	
C.h.1. Government Commission for Government-owned and Controlled Corporation Endorsement (2) Original Copy And (1) Electronic Copy	Government Commission for Government-owned and Controlled Corporation - Government Commission for Government-owned and Controlled Corporation
C.i. Professional Association	

C.i.1. Professional Regulation Commission Endorsement (2) Original Copy And (1) Electronic Copy	Professional Regulation Commission - Professional Regulation Commission
C.j. Radio, TV, Telephone, Internet Service Providers, Value-Added Service Provider	
C.j.1. National Telecommunications Commission Endorsement (2) Original Copy And (1) Electronic Copy	National Telecommunications Commission - National Telecommunications Commission
C.k. Recruitment for Overseas Employment	
C.k.1. Philippine Overseas Employment Administration Endorsement (2) Original Copy And (1) Electronic Copy	Philippine Overseas Employment Administration - Philippine Overseas Employment Administration
C.l. Security Agency/ Anti-Crime Task Force	
C.l.1. Philippine National Police Endorsement (2) Original Copy And (1) Electronic Copy	Philippine National Police - Philippine National Police
C.m. Tobacco Related Business	
C.m.1. National Tobacco Administration Endorsement (2) Original Copy And (1) Electronic Copy	National Tobacco Administration - National Tobacco Administration
C.n. Volunteer Fire Brigade	
C.n.1. Bureau of Fire Protection Endorsement (2) Original Copy And (1) Electronic Copy	Bureau of Fire Protection - Bureau of Fire Protection
C.o. Vessel/Ship Operation, Ship Management. Shipbuilding, Ship Repair, Shipping Agency, Ship Husbanding, Ship Chandling and other Maritime related activities	
C.o.1. Maritime Industry Authority Endorsement (2) Original Copy And (1) Electronic Copy	Maritime Industry Authority - Maritime Industry Authority
C.p. Water Service Providers and Waterworks	
C.p.1. Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems Endorsement (2) Original Copy And (1) Electronic Copy	Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems - Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Encodes data required, uploads the	1.1. Verifies completeness of the	None	1 hour/s	• SEC Administrat

duly signed and notarized electronic copy of the requirements, and submit the application in the eAMEND portal (Regular Processing) **Location:** (https://eamend.sec.gov.ph/login)	submitted amendment requirements and assigns the application to CPRD Processors.			ive Assistant II; Corporate and Partnership Registration Division (CPRD)
	1.2. Processes and evaluates application for amendment.		2 working day/s, 6 hour/s, 50 minute/s	• Securities Counsel II; Tacloban Extension Office • Securities Counsel I; Tacloban Extension Office • Securities Specialist II; Tacloban Extension Office • Securities Specialist I; Tacloban Extension Office
	1.3. Issues Payment Assessment Form (PAF) to the applicant.		5 minute/s	• Securities Counsel II; Tacloban Extension Office • Securities Counsel I; Tacloban Extension Office • Securities Specialist II; Tacloban Extension Office • Securities Specialist I; Tacloban Extension Office

2. Pays the filing fee **Location:** Through SEC-accredited landbank branches or through eSPAYSEC (https://espaysec.sec.gov.ph/)	2. Issues payment confirmation containing the Electronic Official Receipt via email.	**Standard Fees** Breakdown: Amendment of Articles of Incorporation : PHP 1000 Legal Research Fee: PHP 20 Documentary Stamp Tax: PHP 60 Amendment By-Laws: PHP 1000 Total: PHP 2080 **Formula Fees** Breakdown: Name Verification Fee	5 minute/s	• Accounting Division; Financial Management Department (FMD)
3. Submits the hard copies of the documentary requirements with proof of payment either personally or through courier. **Location:** SEC Tacloban Extension Office, Government Center, Palo, Leyte	3.1. Receives and verifies documentary requirements and proof of payment	None	5 minute/s	• SEC Administrative Assistant II; Tacloban Extension Office • SEC Administrative Assistant I; Tacloban Extension Office
	3.2. Forwards the application to the Support Staff		15 minute/s	• SEC Administrative Assistant II; Tacloban Extension Office • SEC Administrat

				ive Assistant I; Tacloban Extension Office
	3.3. Prepares and generates the Certificate of Amended Articles of Incorporation and/or By-Laws		5 minute/s	• SEC Administrative Assistant II; Tacloban Extension Office • SEC Administrative Assistant I; Tacloban Extension Office
	3.4. Reviews the application and signs the Certificate of Amended Articles of Incorporation and/or By-Laws		3 working day/s, 7 hour/s, 10 minute/s	• SEC Director I; Tacloban Extension Office
	3.5. Tags the application through the eAmend Portal to issue the Notice for Schedule of Appointment on the release of the Certificate of Amendment of Articles of Incorporation and/or By-Laws		5 minute/s	• SEC Administrative Assistant II; Tacloban Extension Office • SEC Administrative Assistant I; Tacloban Extension Office
4. Proceeds to SEC Tacloban Extension Office and receives the signed Certificate of Amended Articles of Incorporation and/or By-Laws **Location:**	4. Releases the signed Certificate of Amended Articles of Incorporation and/or By-Laws	None	5 minute/s	• SEC Administrative Assistant II; Tacloban Extension Office • SEC Administrat

SEC Tacloban Extension Office, Government Center, Palo, Leyte **Notes/Instruction:** Client is required to bring a Special Power of Attorney in case the person to retrieve the document is not a member of the board or officer.				ive Assistant I; Tacloban Extension Office
Total Processing Time:	Working Days: 6 working day/s, 7 hour/s, 45 minute/s			
Total Processing Fee:	Total Standard Fee: PHP 2080 See other fees below			

Formula / Schedule of Fees

- **Name Verification Fee**

  PHP 100 per corporate name

  plus Php100 per trade name/s

10. Application for Conversion of Corporation Sole to Ordinary Non-Stock Corporations of Domestic Corporations (eAMEND Regular Processing)

This service details the procedure in applying for Conversion of Corporation Sole to Ordinary Non-Stock Corporation through the eAMEND portal under Regular Processing.

Office or Division:	Tacloban Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered corporation sole (for conversion of corporation sole to non-stock), through their Authorized Representatives (for amendment of corporate term)
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *All registered corporation sole (for conversion of corporation sole to non-stock), through their Authorized Representatives (for amendment of corporate term)*	
2. Amended Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Please use the most recent Articles of Incorporation and By-Laws, which have been duly approved by the Commission. Simply modify the sections that are being amended. Underline the amended provision and add "(as amended on [date of meeting])" after it.*	
3. Resolution (2) Original Copy And (1) Electronic Copy	Applicant / Client
For Situational Requirement	
A. If applicable	
Sub Situational Requirement/s	
A.a. For Change of Corporate Name	

A.a.1. Name Verification Slip for Amendment of Corporate Name with Proof of Payment of Reservation Fee (2) Original Copy And (1) Electronic Copy			Securities and Exchange Commission - Corporate Filing and Records Division	
Remarks: *Corporate Filing and Records Division or request from crmd_amend_name@sec.gov.ph*				
A.a.2. Affidavit of a trustee or officer undertaking to change corporate name, if not stated in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, and submit the application in the eAMEND portal (Regular Processing) **Location:** **(https://eamend.sec.gov.ph/login)** **Notes/Instruction:** *If the application is found to be for compliance in the evaluation stage, the applicant will have to go back to Step 1- Submission of complete requirements.*	1.1. Verifies completeness and correctness of the submitted amendment requirements and assigns the application to a Processor	None	1 hour/s	• SEC Administrative Assistant II; Tacloban Extension Office
	1.2. Processes and evaluates application for amendment.		2 working day/s, 6 hour/s, 50 minute/s	• Securities Counsel II; Tacloban Extension Office • Securities Counsel I; Tacloban Extension Office
	1.3. Issues Payment Assessment Form (PAF) to the applicant.		5 minute/s	• Securities Counsel II; Tacloban Extension Office • Securities Counsel I; Tacloban Extension Office
2. Pays the filing fee through SEC-accredited landbank	2. Issues payment confirmation containing the	**Standard Fees** Breakdown:	5 minute/s	• Accounting Division; Financial

branches or through eSPAYSEC **Location:** https://espaysec.sec.gov.ph/	Electronic Official Receipt via email	Amendment of Articles of Incorporation : PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 Total: PHP 1040 **Possible Fees** Breakdown: Amendment of By-Laws: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 **Formula Fees** Breakdown: Name Reservation Slip		Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the CRMD Receiving Counter, 5th Floor, The SEC Headquarters, through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** CRMD Receiving Counter, 5th Floor,	3.1. Receives and verifies documentary requirements and proof of payment	None	5 minute/s	• SEC Administrative Assistant II; Tacloban Extension Office • SEC Administrative Assistant I;
	3.2. Prepares and generates the Certificate of Amended Articles of		5 minute/s	• SEC Administrative Assistant II;

The SEC Headquarters	Incorporation and/or By-Laws			Corporate and Partnership Registration Division (CPRD)
	3.3. Reviews the application and signs the Certificate of Amended Articles of Incorporation and/or By-Laws		3 working day/s, 7 hour/s, 10 minute/s	• SEC Director I; Tacloban Extension Office
	3.4. Forwards the signed Certificate of Amended Articles of Incorporation and/or By-Laws to the Releasing Unit.		15 minute/s	• SEC Administrative Assistant II; Tacloban Extension Office
	3.5. Tags the application through the eAmend Portal to issue the Notice for Schedule of Appointment on the release of the Certificate of Amendment of Articles of Incorporation and/or By-Laws		5 minute/s	• SEC Administrative Assistant I; Tacloban Extension Office
4. Proceeds to SEC Tacloban Extension Office and receives the signed Certificate of Amended Articles of Incorporation and/or By-laws **Location:** SEC Tacloban Extension Office, Government Center, Palo, Leyte	4. Releases signed Certificate of Amended Articles of Incorporation and/or By-laws	None	5 minute/s	• SEC Administrative Assistant I; Tacloban Extension Office
Total Processing Time:		Working Days: 6 working day/s, 7 hour/s, 45 minute/s		

Total Processing Fee:	Total Standard Fee: PHP 1040 See other fees below

Possible Fees

- **Amendment of By-Laws** : 1000
- **Legal Research Fee** : 10
- **Documentary Stamp Tax** : 30

Formula / Schedule of Fees

- **Name Reservation Slip**

  Php100 per Corporate Name

  *Additional Php100 per trade name

11. Application for Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC) under eAMEND Regular Processing

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

Office or Division:	Tacloban Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate and Partnership Registration Division
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Notice of Conversion of a One Person Corporation to Ordinary Stock Corporation in the form prescribed by the Commission (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate and Partnership Registration Division
Remarks: • *Sample form downloadable through this link: https://www.sec.gov.ph/mc-2020/mc-no-27-s-2020/* • *Original copy should be signed (wet signature) and notarized* • *Signed by the holder of shares of the outstanding shares of the capital stock;* • *Signed by the Corporation's Corporate Secretary* • *Filed with the Commission within sixty (60) days from such transfer of shares in accordance to Sections 8 to 10 of SEC MC No. 27, series of 2020*	
3. Original or Certified True Copy of the documents effecting the transfer/s of full title/ownership of shares (1) Original Copy Or (1) Photo Copy And (1) Electronic Copy	Applicant / Client

4. Certificate Authorizing Registration/Tax Clearance (2) Original Copy And (1) Electronic Copy	Bureau of Internal Revenue - BIR
5. Articles of Incorporation and By-laws of an OSC filed in accordance with the requirements provided under Section 14 of the RCC, which shall comply with and/or contain the following details; (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate and Partnership Registration Division

Remarks:

- *Section 14 of the Revised Corporation Code of the Philippines (RCC)*
- *Duly prepared, signed and acknowledged or authenticated by the stockholders who voted for their adoption, and by the corporation's treasurer;*
- *Must clearly state that signatories voluntarily agreed to convert OPC to OSC in the following manner:*

  "KNOW ALL MEN BY THESE PRESENTS:

  - *The undersigned stockholder/s, of legal age, voluntarily agreed to convert a one person corporation (OPC) to Ordinary Stock Corporation (OSC) under the laws of the Republic of the Philippines and certify the following.*
  - *Provision/article indicating the name/s and address of the original incorporator of the OPC*
  - *Provisions/articles reflecting the number of directors, their names and addresses, as well as their subscription and payment details, and;*
  - *Other details particular to an OSC shall likewise be indicated in accordance with the provisions of the RCC and guidelines that the Commission has issued and/or may hereafter issue*
  - *The following shall likewise be added as a new Article in the Articles of Incorporation of the Ordinary Stock Corporation (OSC)*

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

6. Copy of the latest Articles of Incorporation of the OPC shall be attached to the Articles of Incorporation of the Ordinary Stock Corporation (OSC) (2) Original Copy And (1) Electronic Copy	Applicant / Client
7. Monitoring Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Compliance Monitoring Division (CMD)

Remarks:

Application for Monitoring Clearance through: ewatch.sec.gov.ph

- *If there is no valid and available Monitoring Clearance, submit an Affidavit of Undertaking for Monitoring from the eAMEND System.*

- *If you have previously used an Affidavit of Undertaking for your amendment application, kindly submit a valid Monitoring Clearance issued by the Compliance Monitoring Division (CMD) for your current application.*

For Situational Requirement	
A. For amendment of the Corporate name	
A.1. Name Verification Slip (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Filing and Records Division
Remarks: *request from crmd_amend_name@sec.gov.ph*	
A.2. Undertaking to Change Corporate Name duly executed under oath by the director of the OSC, if not yet included in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)*	
B. For Clearance from other SEC departments	
Sub Situational Requirement/s	
B.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
B.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
B.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
B.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
B.c. For Financial Technology (FinTech) related business activities	
B.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: - *Operators of payment systems;*	

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

B.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)

Remarks:

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

C. Endorsement clearance from appropriate Government agencies

Sub Situational Requirement/s

C.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services

C.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy			Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas	
C.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization				
C.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy			Insurance Commission - Insurance Commission	
D. Undertaking to Assume All Liabilities of the OPC, duly executed under oath by all stockholders of the OSC, if not yet included in the Articles of Incorporation				
D.1. Undertaking to Assume All Liabilities of the OPC, duly executed under oath by all stockholders of the OSC (2) Original Copy And (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, pays the filing fee through through eSPAYSEC and submit the application in the eAMEND portal (Regular Processing) **Location:** (https://eamend.sec.gov.ph/login)	1.1. Verifies completeness of the submitted amendment requirements and assigns the application to the CPRD Processors.	None	1 hour/s	• SEC Administrative Assistant II; Tacloban Extension Office • SEC Administrative Assistant I; Tacloban Extension Office
	1.2. Processes and evaluates application for amendment.		9 working day/s, 6 hour/s, 50 minute/s	• Securities Counsel II; Tacloban Extension Office • Securities Counsel I; Tacloban Extension Office • Securities Specialist II; Tacloban Extension Office • Securities Specialist

				I; Tacloban Extension Office
	1.3. Issues Payment Assessment Form (PAF) to the applicant if compliant.		5 minute/s	• Securities Counsel II; Tacloban Extension Office • Securities Counsel I; Tacloban Extension Office • Securities Specialist II; Tacloban Extension Office • Securities Specialist I; Tacloban Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: Amendment of Articles of Incorporation: PHP 1000 Amendment of By-laws: PHP 1000 Legal Research Fee: PHP 20 Documentary Stamp Tax: PHP 60 Total: PHP 2080 **Formula Fees** Breakdown: Name Verification Fee	5 minute/s	• Accounting Officer; Financial Management Department (FMD)

3. Submits the documentary requirements with proof of payment to the CRMD Receiving Counter, 5th Floor, The SEC Headquarters through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** CRMD Receiving Counter, 5th Floor, The SEC Headquarters	3.1. Receives and verifies documentary requirements and proof of payment	None	5 minute/s	• SEC Administrative Assistant II; Tacloban Extension Office • SEC Administrative Assistant I; Tacloban Extension Office
	3.2. Prepares and generates the Certificate of Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC)		10 minute/s	• SEC Administrative Assistant II; Corporate and Partnership Registration Division (CPRD)
	3.3. Reviews the application and signs the Certificate of Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC)		9 working day/s, 7 hour/s	• SEC Director I; Corporate Filing and Records Division (CFRD)
	3.4. Encodes signed Certificate of Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC)		10 minute/s	• SEC Administrative Assistant II; Tacloban Extension Office • SEC Administrative Assistant I; Tacloban Extension Office

	3.5. 3.6 Tags the application for appointment through the eAmend Portal indicating the date of release of the Certificate		5 minute/s	• SEC Administrative Assistant I; Tacloban Extension Office
4. Proceeds to SEC Tacloban Extension Office and receives the signed Certificate of Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC) **Location:** SEC Tacloban Extension Office, Government Center, Palo, Leyte	4. Releases signed Certificate of Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC)	None	15 minute/s	• SEC Administrative Assistant I; Tacloban Extension Office
Total Processing Time:		Working Days: 19 working day/s, 7 hour/s, 45 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 2080 See other fees below		

Formula / Schedule of Fees

- **Name Verification Fee**

  PHP 100 per proposed company name

  *additional Php100 per trade name/s

12. Application for Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC) under eAMEND Regular Processing

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

Office or Division:	Tacloban Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate and Partnership Registration Division
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Notice of Conversion of an Ordinary Stock Corporation to a One Person Corporation in the form prescribed by the Commission (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate and Partnership Registration Division
Remarks: • *Sample form downloadable through this link: https://www.sec.gov.ph/mc-2020/mc-no-27-s-2020/* • *Original copy should be signed (wet signature) and notarized* • *Signed by the single stockholder who has acquired all the outstanding shares of the capital stock of an ordinary corporation* • *Signed by the Corporation's Corporate Secretary*	
3. Original or Certified True Copy of the documents effecting the transfer/s of full title/ownership of shares (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

- *Deeds of Assignment or any legal document transferring the shares to the single stockholder and if applicable;*
- *Certified True Copy of Proof of Authority to act on behalf of the Board*

4. Certificate Authorizing Registration/Tax Clearance (2) Original Copy And (1) Electronic Copy	Bureau of Internal Revenue - BIR
5. Articles of Incorporation of an OPC (with sample form at the SEC Website) (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate and Partnership Registration Division

Remarks:

- *Request sample form through this link:*

  MC No. 07 s.2019 - Guidelines on the Establishment of a One Person Corporation (OPC) - Securities and Exchange Commission

- *Must be duly prepared, signed and acknowledged or authenticated by the single stockholder and by the corporation's Treasurer;*
- *Provision/article indicating the name/s and address/es of the original incorporator/s of the OSC*
- *Provision/articles on the number of directors, their payment details were modified to reflect the name, address, subscription and payment details of the single stockholder in the form prescribed by the Commission*
- *Other details particular to an OPC indicated in MC No. 07, Series of 2019.*
- *Must contain the following as a new Article in the Articles of Incorporation of the One Person Corporation:*

  "Upon issuance by the Securities and Exchange Commission of the Certificate of Filing of Amended Articles of Incorporation, reflecting its conversion into a One Person Corporation, the attached Articles of Incorporation of the Ordinary Stock Corporation shall be deemed superseded"

6. Copy of the latest Articles of Incorporation of the Ordinary Stock Corporation (OSC) (2) Original Copy And (1) Electronic Copy	Applicant / Client
7. Notarized Secretary's Certificate of No Intra corporate Dispute (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate and Partnership Registration Division

Remarks:

Download Secretary's Certificate sample form through this link: https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx

8. Monitoring Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Compliance Monitoring Division (CMD)

Remarks: *Application for Monitoring Clearance through: ewatch.sec.gov.ph* *If there is no valid and available Monitoring Clearance, submit an Affidavit of Undertaking for Monitoring from the eAMEND System.* *If you have previously used an Affidavit of Undertaking for your amendment application, kindly submit a valid Monitoring Clearance issued by the Compliance Monitoring Division (CMD) for your current application.*	
9. Letter of acceptance of appointment by Nominee and Alternate Nominee (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate and Partnership Registration Division
Remarks: *Nominee and/or Alternate Nominee or through https://www.sec.gov.ph/wp-content/uploads/2019/10/2019_Sample-Acceptance-Letter-of-Nomi nees.docx*	
10. Self-appointed Treasurer's Bond, if applicable (2) Original Copy And (1) Electronic Copy	Applicant / Client
11. Undertaking to Assume All Liabilities of the OPC, duly executed under oath by all stockholders of the OSC, if not yet included in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client
For Situational Requirement	
A. For amendment of the Corporate name	
A.1. Name Verification Slip (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Filing and Records Division
Remarks: *request from crmd_amend_name@sec.gov.ph*	
A.2. Undertaking to Change Corporate Name duly executed under oath by the director of the OSC, if not yet included in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client
B. For Clearance from other SEC departments	
Sub Situational Requirement/s	
B.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	

B.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
B.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
B.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
B.c. For Financial Technology (FinTech) related business activities	
B.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers*	
B.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)
C. Endorsement clearance from appropriate Government agencies	
Sub Situational Requirement/s	
C.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
C.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas

C.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization				
C.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy			Insurance Commission - Insurance Commission	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, pays the filing fee through through eSPAYSEC and submit the application in the eAMEND portal (Regular Processing) **Location:** **(https://eamend.sec.gov.ph/login)**	1.1. Verifies completeness of the submitted amendment requirements and assigns the application to the CPRD Processors.	None	1 hour/s	• SEC Administrative Assistant II; Tacloban Extension Office • SEC Administrative Assistant I; Tacloban Extension Office
	1.2. Processes and evaluates application for amendment.		9 working day/s, 6 hour/s, 50 minute/s	• Securities Counsel II; Tacloban Extension Office • Securities Counsel I; Tacloban Extension Office
	1.3. Issues Payment Assessment Form (PAF) to the applicant if compliant		5 minute/s	• Securities Counsel II; Tacloban Extension Office • Securitiese Counsel I; Tacloban Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:**	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: Amendment of Articles of Incorporation	5 minute/s	• Accounting Officer; Financial Management

https://espaysec.sec.gov.ph/		: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 --- Total: PHP 1040 **Formula Fees** Breakdown: Name Verification Fee		Department (FMD)
3. Submits the documentary requirements with proof of payment to SEC Tacloban Extension Office **Location:** SEC Tacloban Extension Office, Government Center, Palo, Leyte	3.1. Receives and verifies documentary requirements and proof of payment	None	5 minute/s	• SEC Administrative Assistant II; Tacloban Extension Office • SEC Administrative Assistant I; Tacloban Extension Office
	3.2. Prepares and generates the Certificate of Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC)		10 minute/s	• SEC Administrative Assistant II; Tacloban Extension Office
	3.3. Reviews the application and signs the Certificate of Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC)		9 working day/s, 7 hour/s	• SEC Director I; Tacloban Extension Office
	3.4. Encodes signed Certificate of Conversion of		10 minute/s	• SEC Administrative

	Ordinary Stock Corporation (OSC) to One Person Corporation (OPC)			Assistant II; Tacloban Extension Office
	3.5. Tags the application for appointment through the eAmend Portal indicating the date of release of the Certificate		5 minute/s	• SEC Administrative Assistant I; Tacloban Extension Office
4. Proceeds to SEC Tacloban Extension Office and receives the signed Certificate of Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC) **Location:** SEC Tacloban Extension Office, Government Center, Palo, Leyte	4. Releases signed Certificate of Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC)	None	15 minute/s	• SEC Administrative Assistant I; Tacloban Extension Office
Total Processing Time:		Working Days: 19 working day/s, 7 hour/s, 45 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 1040 See other fees below		

Formula / Schedule of Fees

- **Name Verification Fee**

  Php 100 per Corporate Name

  *Additional Php 100 per trade name/s

13. Application for Monitoring Clearance for All Types of Corporations

An online platform for submitting company monitoring requests. It automatically tracks compliance with the submission of reportorial requirements of Domestic Corporations, ordinary stock and non-stock, except: publicly-listed corporations and corporations with secondary license; regular monitoring of Foreign Corporations (Branch Offices, Representative Offices, Regional Area Headquarters and Regional Operating Headquarters).

Office or Division:	Tacloban Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	1. General transacting public and business entities for: a.) Registered and Delinquent corporations; b.) Corporations with Notice of Deficiencies and Hearing or Orders; and c.) Corporations with applications to be filed with the Corporate and Partnership Registration Division, Foreign Investment Registration Station Division, and Corporate Filing and Records Division. 2. Government agencies and instrumentalities like Ombudsman, NBI, AMLC, DTI, DSWD, PDIC, etc. 3. Courts like MTC, MeTC, RTC and Sandiganbayan. NOTE: Branch Offices that are required to post a Securities Deposit shall file the same through imessage@sec.gov.ph
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Accomplished monitoring clearance request through eWATCH (1) Electronic Copy	Securities and Exchange Commission (SEC) - Koronadal Extension Office (KOREO)
Remarks: *Application for Monitoring Clearance* [*https://ewatch.sec.gov.ph/login*](https://ewatch.sec.gov.ph/login)	
For Situational Requirement	

A. Additional requirements upon evaluation, if needed	
A.1. Secretary's Certificate (No-Intra Corporate Dispute/Clarification/explaining the double filing of General Information Sheet) (1) Original Copy And (1) Electronic Copy	Applicant / Client
A.2. Affidavit (Anti-Dummy Law/one and the same/auditor) (1) Original Copy And (1) Electronic Copy	Applicant / Client
A.3. OGA Acknowledgment (functional currency) (1) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Office of the General Accountant (OGA)
A.4. Form for Appointment of Officers for One Person Corporation (1) Electronic Copy	Applicant / Client
A.5. Surety Bond (1) Original Copy And (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Application for Monitoring Clearance eWatch link: https://ewatch.sec.gov.ph/login Ensure that the corporation has an eSecure account and has complied with the following: • MC 28 submission • Latest due reports (AFS/GIS) • Complete company profile **Location:** https://ewatch.sec.gov.ph/login	1. The system processes the application if the corporation meets the required criteria.	None	20 minute/s	• NONE; Any of requesting office / division
2. System automatically updates the status of the corporation to "For Assign" **Location:** Welcome to eWATCH	2.1. Determines whether requesting corporation is within the jurisdiction of the Extension Office; then assigns application to a monitoring specialist	None	10 minute/s	• SEC Director I; Tacloban Extension Office

Notes/Instruction: *If not compliant, the applicant shall comply with the submission of the latest due reportorial requirements and send* ***a new request through the eWatch system.***	2.2. If outside the jurisdiction of the Extension Office, the request is endorsed to the appropriate Extension Office (EO)/CMD (HQ).		20 minute/s	• SEC Director I; Tacloban Extension Office
3. Receives an update on the requested service. **Location:** SEC Tacloban Extension Office, Government Center, Palo, Leyte (Welcome to eWATCH) **Notes/Instruction:** The corporation shall comply with the findings within **seven (7)** calendar days. Failure to comply shall result in the request being automatically purged by the system and a new request must be filed.	3.1. Process application for monitoring clearance	**Formula Fees** Breakdown: Penalties/Fines	11 working day/s	• Securities Counsel II; Tacloban Extension Office • Securities Counsel I; Tacloban Extension Office • Securities Specialist II; Tacloban Extension Office • Securities Specialist I; Tacloban Extension Office • Securities Investigator; Tacloban Extension Office • SEC Administrative Officer III; Tacloban Extension Office • SEC Administrative Assistant II; Tacloban Extension Office

				• SEC Administrative Assistant I; Tacloban Extension Office • SEC Information Officer II; Tacloban Extension Office
	3.2. Issue tentative monitoring assessment, if corporation has no penalty issue final clearance instead		1 working day/s	• Securities Counsel II; Tacloban Extension Office • Securities Counsel I; Tacloban Extension Office • Securities Investigator; Tacloban Extension Office • Securities Specialist II; Tacloban Extension Office • Securities Specialist I; Tacloban Extension Office • SEC Administrative Officer III; Tacloban Extension Office • SEC Information Officer II; Tacloban Extension Office

				• SEC Administrative Assitant II; Tacloban Extension Office • SEC Administrative Assistant I; Tacloban Extension Office
4. Confirm assessment to proceed with payment **Location:** Welcome to eWATCH	4. Issue payment assessment form (PAF)	None	1 working day/s	• Securities Counsel II; Tacloban Extension Office • Securities Counsel I; Tacloban Extension Office • Securities Investigator; Tacloban Extension Office • Securities Specialist II; Tacloban Extension Office • Securities Specialist I; Tacloban Extension Office • SEC Administrative Officer III; Tacloban Extension Office • SEC Administrative Assistant II; Tacloban

				Extension Office • SEC Administrative Assistant I; Tacloban Extension Office
5. Present PAF and pay the penalties to the nearest Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home **Location:** Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home **Notes/Instruction:** Send the copy of validated deposit slip/Electronic Official Receipt to the email address of the Monitoring Specialist. Application shall be automatically cancelled by the system upon non-payment of Payment Assessment Form (PAF) within prescribed deadline.	5.1. Confirms payment and forwards final monitoring clearance to the Director for signing	**Formula Fees** Breakdown: Penalties/FinesCustodian Fee	2 working day/s	• Securities Counsel II; Tacloban Extension Office • Securities Counsel I; Tacloban Extension Office • Securities Specialist II; Tacloban Extension Office • Securities Specialist I; Tacloban Extension Office • Securities Investigator; Tacloban Extension Office • SEC Administrative Officer III; Tacloban Extension Office • SEC Information Officer II; Tacloban Extension Office • SEC Administrative Assistant II;

				Tacloban Extension Office • SEC Administrative Assistant I; Tacloban Extension Office
	5.2. Review and sign the Monitoring Sheet.		1 working day/s	• SEC Director I; Tacloban Extension Office
6. Receive the Confirmation of Payment (COP)/Monitoring Sheet (MS) in PDF Format. - END OF TRANSACTION **Location:** Welcome to eWATCH	6. Release the Confirmation of Payment/Monitoring Sheet.	None	20 minute/s	• Securities Counsel II; Tacloban Extension Office • Securities Counsel I; Tacloban Extension Office • Securities Specialist II; Tacloban Extension Office • Securities Specialist I; Tacloban Extension Office • Securities Investigator; Tacloban Extension Office • SEC Administrative Officer III; Tacloban Extension Office • SEC Administrative Assistant

				II; Tacloban Extension Office • SEC Administrative Assistant I; Tacloban Extension Office
Total Processing Time:		Working Days: 16 working day/s, 1 hour/s, 10 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Penalties/Fines**

  Guidelines on the Imposition of fines or penalties for non-compliance with reportorial requirements; Securities Regulation Code (SRC); Revised Corporation Code (RCC); Memorandum Circular No. 06, series of 2024; Memorandum Circular No. 8, series of 2009 (MC8-2009); Memorandum Circular No. 15, series of 2006; Memorandum Circular No. 17, series of 2019; Amended rules governing the distribution of excess profits of corporation; Memorandum Circular No. 8, Series of 1998 (MC8-1998); and Office Order No. 298, Series of 2010; Memorandum Circular No. 10 Series of 2026; Memorandum Circular No. 28, Series of 2020.

- **Custodian Fee**

  Memorandum Circular No. 17, series of 2019

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

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

Office or Division:	Tacloban Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	General transacting public and business entities for: a.) Registered corporations; b.) Suspended and Revoked Corporation for purposes of filing a Petition to Set Aside Order of Suspension or Revocation; and c.) Corporations with Notice of Deficiencies and Hearing or Orders.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Annex D for corporations or Annex E for partnerships may be found in the MC 28 series of 2020 uploaded in the SEC website - MUST BE NOTARIZED UPON SUBMISSION (1) Electronic Copy	Applicant / Client

Remarks:

ALL FORMS SHOULD BE NOTARIZED (Annex D or Annex E)

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit Email account address and cellular phone number for the compliance in Memorandum Circular No. 28 Series of 2020 through https://mc28.sec.gov.ph/ The Annex D	1.1. Receive the application through MC28 Portal including its attachments.	None	2 hour/s	• SEC Administrative Assistant II / SEC Administrative Assistant I; Tacloban

Form can be downloaded in NEW SUBMISSION Requirement. **Location:** https://mc28.sec.gov.ph/ **Notes/Instruction:** 1.1. Click NEW SUBMISSION in MC28 Portal, enter the Correct SEC registration, and fill out the information in the prescribed format provided in MC28, S2020 (ANNEX D for corporations, or Annex E for partnerships - **ALL FORMS SHOULD BE NOTARIZED**) 1.2. Encode the company details reflected in the ANNEX D for corporations, or Annex E for partnerships. Then click the continue and verified contact details. After confirming the details, One-time password/OTP will be sent to the contact details provided in the form. A system will again display a verification page prompting the user to enter the received OTP to proceed. 1.3. Upload NOTARIZED ANNEX				Extension Office
	1.2. Browse over the SEC systems online, review and compare the information in the uploaded ANNEX D/E and encoded data in the portal.		3 hour/s	• SEC Administrative Assistant II / SEC Administrative Assistant I; Tacloban Extension Office
	1.3. Check the authorized Person in Control and the signatories of its attachments.		3 hour/s	• SEC Administrative Assistant II / SEC Administrative Assistant I; Tacloban Extension Office

D for corporations; or NOTARIZED ANNEX E for partnerships and other attachments if any, then submit the application.				
2. Receive a display confirmation indicating that the submission was successful along with reference Number assigned to the transaction at the same time a confirmation email notifying them that the submission has been successfully received and is now under reviewed by the SEC. **Location:** Compliance Monitoring Division **Notes/Instruction:** 2.1. If the application is for compliance/rejected, the client must re-apply their application in MC28 Portal New Submission with the compliance from the said remarks.	2.1. If the information in ANNEX D/E is valid, consistently encoded in the portal, and with complete documents, it will be tagged as approved.	None	2 working day/s	• SEC Administrative Assistant II / SEC Administrative Assistant I; Tacloban Extension Office
	2.2. If the application is for compliance, it will be tagged as rejected (the findings are stated as well as the possible solutions/remedies for compliance).		3 working day/s	• SEC Administrative Assistant II / SEC Administrative Assistant I; Tacloban Extension Office
Total Processing Time:		Working Days: 6 working day/s		
Total Processing Fee:		Total Standard Fee: None		

15. Decrease of Capital Stock for Domestic Stock Corporations Classified as Philippine National

This service details the adopted online procedure and documentary requirements on application for Decrease of Capital Stock pursuant to Section 37 of the Revised Corporation Code of the Philippines.

This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.

If the decrease of capital stock is accompanied by an application for equity restructuring, comply also with the requirements for Equity Restructuring.

For pre-processing of new applications, scanned copies of the required documents shall be submitted via e-mail through faad_application@sec.gov.ph or through the iMessage portal at imessage.sec.gov.ph

Office or Division:	Tacloban Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National , please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Unified Certification for Decrease of Capital Stock on: a. Certificate of Decrease of Capital Stock; b. Director's Certificate; c. List of stockholders of record as of date of meeting approving the decrease, indicating their nationalities and their respective subscribed and paid-up capital on the present authorized capital stock; e. Non-existence of intra-	Securities and Exchange Commission (SEC) - Financial Analysis and Audit Department (FAAD)

corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Download the **Unified Certification for Decrease in Authorized Capital Stock** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Decrease-of-ACS.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
2. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
3. Treasurer's Certification, attesting the following: a) A complete list of creditors as of last fiscal year; b) that all creditors have been duly informed of the decrease of capital stock; c) that no opposition from any creditor has been received; and d) that the decrease of capital stock is undertaken for a valid and legitimate purpose and is not intended to defraud creditors (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *To be prepared by the Company in compliance **with SEC Notice issued last August 28, 2025.*** *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
4. Publisher’s affidavit of the publication of the decrease of capital (once in a newspaper of general circulation) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance from Monitoring Unit of Financial Analysis and Audit Department (FAAD) (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Financial

	Analysis and Audit Department (FAAD)
Remarks: *Monitoring Unit of Financial Analysis and Audit Department (FAAD) through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
B. For Financing and Lending Companies:	
B.1. Financing and Lending Companies Department (FLCD) Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Financing and Lending Companies Department (FLCD)
Remarks: *Financing and Lending Companies Department (FLCD) through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
C. For Listed and Public Companies:	
C.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)
Remarks: *Corporate Governance and Finance Department (CGFD) through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
D. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
D.1. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Market and Securities Regulation Department (MSRD)
Remarks:	

Market and Securities Regulation Department (MSRD) through the link:

eWATCH: *https://ewatch.sec.gov.ph/login*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

E. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:

E.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector

Remarks:

To request, please refer to BSP Citizen's Charter through this link:
https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

F. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:

F.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group

Remarks:

To request, please refer to IC Citizen's Charter through this link:

https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

G. In case the treasury shares subject of retirement is not reflected in the latest required Audited Financial Statements

G.1. Interim Financial Statements certified under oath by the President and Treasurer (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The photo copy will be submitted upon payment of the corresponding fees.

H. If with Amendment of Corporate Name / Trade Name / Business Name	
H.1. Name Verification Slip (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Filing and Records Division (CFRD)

Remarks:

Please refer to the Citizen's Charter of Corporate Filing and Records Division (CFRD) of the Company Registration and Monitoring Department (CRMD)

Note: The photo copy will be submitted upon payment of the corresponding fees.

I. If other amendments filed simultaneous with the decrease would result in conversion of a Lending to a Financing company, or vice versa	
I.1. Certificate of Authority (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Licensing Unit (LU)

Remarks:

Please refer to the Citizens Charter of Licensing Unit (LU) under Company Registration and Monitoring Department (CRMD) for the documentary requirements and process.

Note: The photo copy will be submitted upon payment of the corresponding fees.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of complete requirements for new application. **Location:** • **iMessage:** imessage.sec.gov.ph **Notes/Instruction:** • Electronic copies shall be initially evaluated. The	1.1. Verifies completeness of the required documents, receives and records the application; and forwards the same to the Processor	None	4 hour/s	• Securities Counsel II; Tacloban Extension Office • Securities Counsel I; Tacloban Extension Office

original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the FAAD Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via email or imessage. For submission of compliance documents, the client will directly send it to the assigned FAAD Specialist's e-mail or imessage. The assigned FAAD Specialist will acknowledge the receipt of compliance				
	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, forwards to the Director for review and/or approval		8 working day/s	• Securities Specialist II; Tacloban Extension Office • Securities Specialist I; Tacloban Extension Office

documents then proceed to Agency Step 1.4. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act	1.3. Reviews the application, and if found in order, directs the Processor to issue the Payment Assessment Form (PAF).		9 working day/s	• SEC Director I; Tacloban Extension Office

upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer	1.4. Issues the Payment Assessment Form (PAF) to the applicant. Then, informs the applicant to submit the original/hard copy upon payment.		1 hour/s	• Securities Specialist II; Tacloban Extension Office • Securities Specialist I; Tacloban Extension Office

period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)				
2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip). **Location:** SEC Tacloban Extension Office, Government Center, Palo, Leyte **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)*	2.1. Receives complete application requirements with proof of payment; verifies hard copies against online-submitted documents and, if found in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.	None	2 hour/s	• Securities Specialist II; Tacloban Extension Office • Securities Specialist I; Tacloban Extension Office
	2.2. Prepares the Certificate		4 hour/s	• SEC Administrative Assistant I; Tacloban Extension Office
	2.3. Reviews the documents, signs, and approves the Certificate.		1 working day/s	• SEC Director I; Tacloban Extension Office
	2.4. Schedules and sends email notification to the applicant on the date		2 hour/s	• SEC Administrative Assistant I;

	of release of the certificate.			Tacloban Extension Office
3. Present the Official Receipt and Appointment Letter. **Location:** SEC Tacloban Extension Office, Government Center, Palo, Leyte	3. Releases the Certificates of Approval.	None	2 hour/s	• SEC Administrative Assistant I; Tacloban Extension Office • SEC Administrative Assistant II; Tacloban Extension Office
Total Processing Time:		Working Days: 19 working day/s, 7 hour/s		
Total Processing Fee:		Total Standard Fee: None		

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

This service details the procedure on application for dissolution of domestic corporations, whether stock or non-stock.

Office or Division:	Tacloban Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Corporations duly registered at Securities and Exchange Commission
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Revised Corporation Code

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Verified Request for Dissolution (2) Original Copy	Applicant / Client
2. Verification and Certification against Forum Shopping (2) Original Copy	Applicant / Client
3. Notarized Directors' or Trustees' Certificate (2) Original Copy	Applicant / Client
Remarks: *The notarized Directors' or Trustees' Certificate must authorize the dissolution and designate an authorized representative to file the verified request for dissolution, signed by a majority of the board of directors or trustees and countersigned by the secretary of the corporation.*	
4. Affidavit executed under oath by the President and Treasurer (2) Original Copy	Applicant / Client
Remarks: *The Affidavit executed under oath by the President and Treasurer must certify that the dissolution is not prejudicial to the interest of the creditors; and there is no opposition from any creditors from the time of the last publication of the notice of dissolution up to the filing of the application for dissolution with the Commission.*	
5. Latest Due General Information Sheet (2) Photo Copy	Applicant / Client
6. Notarized Secretary's Certificate on no pending case of intra-corporate dispute	Applicant / Client

(2) Original Copy	
7. Bureau of Internal Revenue Tax Clearance Certificate (1) Original Copy And (1) Photo Copy	Applicant / Client
8. Publisher's Affidavit of Publication of the notice of meeting (1) Original Copy And (1) Photo Copy	Applicant / Client
For Situational Requirement	
A. If the Corporation is regulated by a regulatory agency	
A.1. Clearance/Favorable recommendation from other Departments of the Commission or from the appropriate regulatory agency (1) Original Copy And (1) Photo Copy	Applicant / Client
B. If the Applicant-Corporation is still in operation	
B.1. Audited Financial Statements (AFS) as of the last fiscal year (2) Photo Copy	Applicant / Client
Sub Requirement	
B.1.A. If the Applicant-Corporation is still in operation but with total assets or liabilities of less than PHP 600,000.00	
B.1.A.1. Balance Sheet as of last preceding fiscal year certified under oath by the President and Treasurer (2) Original Copy	Applicant / Client
C. If the Applicant-Corporation has ceased operations for at least one (1) year	
C.1. Audited Financial Statements (AFS) as of the last year of operations (2) Photo Copy	Applicant / Client
C.2. Affidavit of Non-Operation certified under oath by the President and Treasurer (2) Original Copy	Applicant / Client
D. If the Applicant-Corporation has not commenced operations since incorporation	
D.1. Balance Sheet certified under oath by the Treasurer and President (2) Original Copy	Applicant / Client
D.2. Affidavit of Non-Operation certified under oath by the President and Treasurer (2) Original Copy	Applicant / Client
D.3. Certificate of Non-Registration issued by the Bureau of Internal Revenue (1) Original Copy And (1) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIB

				LE (Designation; Office)
1. Submit requirements via iMessage **Location:** imessage.sec.gov.ph	1.1. Receive the documents and check for completeness in form and substance.	None	3 working day/s	• Securities Counsel I / Securities Counsel II; Tacloban Extension Office
	1.2. Issue Payment Assessment Form		1 hour/s	• Securities Counsel I / Securities Counsel II; Tacloban Extension Office
2. Pay the filing fee through the Electronic System for Payment to SECURITIES AND EXCHANGE COMMISSION (eSPAYSEC) **Location:** https://espaysec.sec.gov.ph/payment-portal/home	2.1. Verify payment	**Standard Fees** Breakdown: Legal Research Fee: PHP 10 Miscellaneous Fee: PHP 20 Documentary Stamp Tax: PHP 30 Total: PHP 60 **Possible Fees** Breakdown: For Stock Corporation: PHP 1000 For Non Stock Corporation: PHP 750	1 hour/s	• Securities Counsel I / Securities Counsel II; Tacloban Extension Office
	2.2. Process Application		12 working day/s	• Securities Counsel I / Securities Counsel II; Tacloban Extension Office
	2.3. Prepare Certificate of Dissolution		1 working day/s	• Securities Counsel I / Securities Counsel II; Tacloban Extension Office
	2.4. Review and approve application		2 working day/s	• SEC Director I; Tacloban Extension Office
3. Claim Certificate of Dissolution **Location:**	3. Release Certificate of Dissolution	None	1 working day/s	• SEC Administrative Assistant I; Tacloban

SEC Tacloban Extension Office, Government Center, Palo, Leyte				Extension Office
Total Processing Time:	Working Days: 19 working day/s, 2 hour/s			
Total Processing Fee:	Total Standard Fee: PHP 60 See other fees below			
Possible Fees • **For Stock Corporation** : 1000 • **For Non Stock Corporation** : 750				

17. Increase of Capital Stock by way of Cash through the eAMEND Portal - Simple Processing for One Person Corporations (OPC) Classified as Philippine National

This service details the adopted online procedure and documentary requirements for application for Increase of Capital Stock by way of Cash of OPCs pursuant to Section 37 of the Revised Corporation Code of the Philippines.

Upon approval, a Digital Certificate shall be issued electronically, *subject to the later submission of originally signed documents.*

This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.

For the pre-processing of new applications, applicants who choose to file through the eAmend Portal must submit scanned copies of the notarized documents via the eAmend Portal. Applicants are advised to adhere to the prescribed steps outlined in the eAmend Portal for the proper uploading and submission of the required documents.

Alternatively, corporations that choose to submit their application via email may do so by sending all required documents directly to faad_application@sec.gov.ph. For detailed guidelines, please refer to the Citizen's Charter for ***Increase of Capital Stock by way of Cash through electronic mail submission.***

Office or Division:	Tacloban Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**

For Standard Requirement	
1. Cover Sheet (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Note:* • *This is a system-generated requirement.* • *The photo copies will be submitted upon payment of the corresponding fees.*	
2. Unified Certification and Subscription Contract for Increase In Authorized Capital Stock containing: Certificate of Increase of Capital Stock; OPC Resolution; Schedule of Capital Structure as of date of OPC Resolution, indicating the nationality, no of shares and amount subscribed, and paid-up capital on the present authorized capital stock; and Treasurer's Affidavit Subscription Contract Non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Note:* • *This is a system-generated requirement.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
3. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance from Monitoring Unit of Financial Analysis and Audit Department (FAAD) (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Financial Analysis and Audit Department (FAAD)
Remarks: *Monitoring Unit of Financial Analysis and Audit Department (FAAD) through the link:* • ***eWATCH:*** *https://ewatch.sec.gov.ph/login*	

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.
B. Clearance / Endorsement from other departments or other government agencies, if applicable.

B.1. Clearance / Endorsement from other departments or other government agencies. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*
C. Additional requirement if cash payment for subscription is already reflected in the Audited Financial Statements:

C.1. Audited Financial Statements as of the last fiscal year stamped received by BIR and SEC. (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks: *Note: To be submitted by the Company if not available in the SEC's system.*
D. Additional requirement if cash payment for subscription is not yet reflected in the Audited Financial Statements:
Sub Situational Requirement/s
D.a. If applicant corporation is/are: a) Listed companies; b) Public companies defined in the Securities Regulation Code; c) Companies that offer or sell securities to the public; d) Companies with secondary license; e) Others, pursuant to item no. 2 of SEC MC No. 6 of 2026

D.a.1. Special Audit Report (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

				(Designation; Office)
1. Submit the electronic copy of notarized requirements for new application to eAmend Portal. **Location:** **https://eamend.sec.gov.ph/** **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the FAAD Specialist shall revert the application informing the	1.1. Receives and assigns application to a processor	None	1 working day/s	• SEC Administrative Assistant II; Tacloban Extension Office • SEC Administrative Assistant I; Tacloban Extension Office
	1.2. Examines online-submitted documents for completeness in form and substance. If found in order, forwards application to the Director for review and/or approval		5 working day/s	• Securities Coulse; Tacloban Extension Office • SEC Administrative Officer II; Tacloban

client of the deficiencies. For submission of compliance documents, the client must upload the documents through the eAmend Portal. The assigned FAAD Specialist will proceed to Agency Step 1.2. • The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable					Extension Office • SEC Administrative Officer III; Tacloban Extension Office • Securities Specialist I; Tacloban Extension Office • Securities Specialist II; Tacloban Extension Office

Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the				
	1.3. Issues the Payment Assessment Form (PAF) to the applicant, and informs the applicant to submit the original/hard copy upon payment.		1 working day/s	• Securities Counsel II; Tacloban Extension Office • Securities Counsel I; Tacloban Extension Office • Securities Investigator; Tacloban Extension Office • Securities Specialist II; Tacloban Extension Office • Securities Specialist I; Tacloban Extension Office

reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)				
2. Pay the corresponding filing fees through Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide. **Location:** 1. Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or 2. any Land Bank of the Philippines branch nationwide.	2. Issues payment confirmation containing the electronic Official Receipt via e-mail.	None	1 working day/s	• Financial Management Department; Financial Management Department (FMD)

3. Downloads the Digital Certificate of approval via eAmend and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip) **Location:** SEC Tacloban Extension Office, Government Center, Palo, Leyte **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements and amended articles of incorporation).*	3.1. Receives submitted documents and transmits to the processor	None	2 hour/s	• SEC Administrative Assistant II; Tacloban Extension Office • SEC Administrative Assistant I; Tacloban Extension Office
	3.2. Verifies hard copies against the documents approved in eAMEND portal		4 hour/s	• Securities Specialist II; Tacloban Extension Office • Securities Specialist I; Tacloban Extension Office
	3.3. Prepares and generates the Certificate.		1 working day/s	• SEC Administrative Assistant I; Tacloban Extension Office
	3.4. Reviews the documents, signs, and approves the Certificate.		1 working day/s	• SEC Director I; Tacloban Extension Office
	3.5. Tags the application for appointment through eAmend Portal indicating the date of release of the certificate.		1 working day/s	• SEC Administrative Assistant I; Tacloban Extension Office
4. Present the Official Receipt and Appointment Letter **Location:**	4. Releases the Certificate	None	4 hour/s	• SEC Administrative Assistant I;

SEC Tacloban Extension Office, Government Center, Palo, Leyte				Tacloban Extension Office • SEC Administrative Assistant II; Financial Analysis and Audit Department (FAAD) • SEC Data Controller; Financial Analysis and Audit Department (FAAD)
Total Processing Time:		Working Days: 12 working day/s, 2 hour/s		
Total Processing Fee:		Total Standard Fee: None		

18. Increase of Capital Stock by way of Cash through the eAMEND Portal for Domestic Stock Corporations Classified as Philippine National (Other than OPC)

This service details the adopted online procedure and documentary requirements for application for Increase of Capital Stock by way of Cash pursuant to Section 37 of the Revised Corporation Code of the Philippines.

This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.

For the pre-processing of new applications, applicants who choose to file through the eAmend Portal must submit scanned copies of the notarized documents via the eAmend Portal. Applicants are advised to adhere to the prescribed steps outlined in the eAmend Portal for the proper uploading and submission of the required documents.

Alternatively, corporations that choose to submit their application via email may do so by sending all required documents directly to faad_application@sec.gov.ph. For detailed guidelines, please refer to the Citizen's Charter for ***Increase of Capital Stock by way of Cash through electronic mail submission.***

Office or Division:	Tacloban Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	

1. Unified Certification for Certificate of Increase of Capital Stock on: a. Certificate of Increase of Capital Stock; b. Director's Certificate; c. List of stockholders of record as of date of meeting approving the increase, indicating their nationalities and their respective subscribed and paid-up capital on the present authorized capital stock; d. Non-existence of intra-corporate dispute; e. Waiver of pre-emptive rights of non-subscribing shareholders (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Unified Certification for **Increase of Capital Stock** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Unified-Certification-for-Increase-in-Authorized.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
2. Treasurer's Affidavit (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download Treasurer's Affidavit through this link:* *https://www.sec.gov.ph/wp-content/uploads/2025/06/2025Forms_Treasurers-Affidavit.doc* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
3. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance from Monitoring Unit of Financial Analysis and Audit Department (FAAD) (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Financial Analysis and Audit Department (FAAD)
Remarks: *Monitoring Unit of Financial Analysis and Audit Department (FAAD) through the link:*	

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

B. For Financing and Lending Companies:	
B.1. Financing and Lending Companies Department (FLCD) Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Financing and Lending Companies Department (FLCD)

Remarks:

Financing and Lending Companies Department (FLCD) through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

C. For Listed and Public Companies:	
C.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)

Remarks:

Corporate Governance and Finance Department (CGFD) through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

D. Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
D.1. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)

Remarks:

Market and Securities Regulation Department (MSRD) through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

E. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:

E.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector

Remarks:

To request, please refer to BSP Citizen's Charter through this link:
https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

F. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:

F.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group

Remarks:

To request, please refer to IC Citizen's Charter through this link:

https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

G. Additional requirement if cash payment for subscription is not yet reflected in the Audited Financial Statements:

Sub Situational Requirement/s

G.a. Notarized Subscription Contract

G.a.1. A subscription contract, executed under oath among subscriber/s, treasurer and president for the corporation, stating the number of additional shares subscribed to and paid for. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2026 – Subscription Contracts through this link: https://www.sec.gov.ph/mc-2026/sec-mc-no-06-series-of-2026/#gsc.tab=0

Or May download to the sample below:

https://www.sec.gov.ph/wp-content/uploads/2025/08/2025Forms_Subscription-Contract-for-Cash-Payment.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

G.b. If applicant corporation is/are: a) Listed companies; b) Public companies defined in the Securities Regulation Code; c) Companies that offer or sell securities to the public; d) Companies with secondary license; e) Others, pursuant to item no. 2 of SEC MC No. 6 of 2026	
G.b.1. Special Audit Report (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

H. Additional requirement for Rural Banks:	
H.1. Notarized Certification on payment for subscriptions to be signed by majority of the rural bank's Board of Directors in accordance with the form required by BSP (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

H.2. List of stockholders of record showing their respective subscribed and paid-up amount before and after the increase and the list of subscribers to the increase with their respective subscription and payment as presented and approved by BSP annexed to the notarized certification (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of notarized requirements for new application to eAmend Portal. **Location:** **https://eamend.sec.gov.ph/** **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-processing	1.1. Verifies completeness of the required documents. Assigns the application to a processor	None	1 working day/s	• SEC Administrative Assistant II; Tacloban Extension Office • SEC Administrative Assistant I; Tacloban Extension Office

stage or review stage, the FAAD Specialist shall revert the application informing the client of the deficiencies. For submission of compliance documents, the client must upload the documents through the eAmend Portal. The assigned FAAD Specialist will proceed to Agency Step 1.2. • The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations. • If upon evaluation, the application does					
	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, forwards application to the Director for review and/or approval		5 working day/s	• Securities Specialist II; Tacloban Extension Office • Securities Specialist I; Tacloban Extension Office	

not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government				
	1.3. Reviews the Final Report and, if found in order, directs the processor to issue the Payment Assessment Form (PAF).		7 working day/s	• SEC Director I; Tacloban Extension Office
	1.4. Issues the Payment Assessment Form (PAF) to the applicant.		1 working day/s	• Securities Specialist II; Tacloban Extension Office • Securities Specialist I; Tacloban Extension Office

office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)				
2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip) **Location:** SEC Tacloban Extension Office, Government Center, Palo, Leyte	2.1. Calls the name of the corporation, accepts the complete application requirements together with the proof of payment, and transmits these to the processor	None	2 hour/s	• SEC Administrative Assistant II; Tacloban Extension Office • SEC Administrative Assistant I; Tacloban Extension Office
	2.2. Verifies hard copies against the documents reviewed		4 hour/s	• Securities Specialist II;

Notes/Instruction: *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements).*	and attaches the source documents; if found complete and in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.			Tacloban Extension Office • Securities Specialist I; Tacloban Extension Office
	2.3. Prepares and generates the Certificate.		1 working day/s	• SEC Administrative Assistant I; Tacloban Extension Office
	2.4. Reviews the documents, signs, and approves the Certificate.		2 working day/s	• SEC Director I; Tacloban Extension Office
	2.5. Tags the application for appointment through eAmend Portal indicating the date of release of the certificate.		1 working day/s	• SEC Administrative Assistant I; Tacloban Extension Office
3. Present the Official Receipt and Appointment Letter. **Location:** SEC Tacloban Extension Office, Government Center, Palo, Leyte	3. Releases the Certificates of Approval.	None	4 hour/s	• SEC Administrative Assistant I; Tacloban Extension Office
Total Processing Time:		Working Days: 19 working day/s, 2 hour/s		
Total Processing Fee:		Total Standard Fee: None		

19. Increase of Capital Stock through payment other than cash of One Person Corporation (OPC through the eAMEND Portal (Regular Amendment) for Domestic Stock Corporations Classified as Philippine National

This service details the adopted online procedure and documentary requirements for application for Increase of Capital Stock by and Non Cash pursuant to Section 37 of the Revised Corporation Code of the Philippines through eAmend Portal.

This service is exclusively for One Person Corporations classified as Philippine National. For corporations classified as Non-Philippine National , please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.

For the pre-processing of new applications, applicants who choose to file through the eAmend Portal must submit scanned copies of the notarized documents via the eAmend Portal. Applicants are advised to adhere to the prescribed steps outlined in the eAmend Portal for the proper uploading and submission of the required documents.

Alternatively, corporations that choose to submit their application via email may do so by sending all required documents directly to faad_application@sec.gov.ph. For detailed guidelines, please refer to the Citizen's Charter for Increase of Capital Stock by way of Cash through electronic mail submission.

Office or Division:	Tacloban Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Unified Certification for Certificate of Increase of Capital Stock a. Certificate of Increase of Capital Stock; b. OPC	Securities and Exchange Commission - Financial

Resolution; c. Schedule of Capital Structure as of date of OPC Resolution, indicating the nationality, no of shares and amount subscribed, and paid-up capital on the present authorized capital stock; and d. Non-existence of intra-corporate dispute. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Analysis and Audit Department

Remarks:

*Download the Unified Certification for **Increase of Capital Stock_OPC** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Unified-Certification-for-Increase-in-AC-OPC.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

2. Treasurer's Affidavit (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

Download Treasurer's Affidavit for OPC through this link:

https://www.sec.gov.ph/wp-content/uploads/2022/03/2022SECForm_TREASURERS-AFFIDAVIT.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

3. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

For Situational Requirement

A. For Corporations with Primary Licenses:

A.1. Monitoring Clearance from Monitoring Unit of Financial Analysis and Audit Department (FAAD) (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Financial Analysis and Audit Department (FAAD)

Remarks:

Monitoring Unit of Financial Analysis and Audit Department (FAAD) through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

B. For Financing and Lending Companies:	
B.1. Financing and Lending Companies Department (FLCD) Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Financing and Lending Companies Department (FLCD)

Remarks:

Financing and Lending Companies Department (FLCD) through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

C. For Listed and Public Companies:	
C.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)

Remarks:

Corporate Governance and Finance Department (CGFD) through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

D. Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
D.1. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Market and Securities Regulation Department (MSRD)

Remarks:

Market and Securities Regulation Department (MSRD) through the link:

eWATCH: *https://ewatch.sec.gov.ph/login*

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

E. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:

E.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector

Remarks:

To request, please refer to BSP Citizen's Charter through this link:
https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

F. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:

F.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group

Remarks:

To request, please refer to IC Citizen's Charter through this link:

https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

G. Additional Requirement if the consideration for issuance of shares is in the form of Previously incurred indebtedness (e.g., conversion of advances into equity / conversion of deposit for future subscription)

G.1. Deed of Assignment of advances / liabilities (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

*Download the Deed of Assignment for **Advances** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Single-Assignor.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s	
G.a. If the advances/liabilities is not yet reflected in the Audited Financial Statements (AFS):	
G.a.1. A report to be rendered by an Independent CPA on the verification of the advances to be converted to equity (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

H. Additional Requirements if the payment for issuance of shares is by way of Stock Dividend:	
H.1. Reconciliation of Retained Earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

For guidance, please refer to SEC Memorandum Circular No. 16 Series of 2023- Revised Guidelines on the Determination of Retained Earnings Available for Dividend Declaration through this link: https://www.sec.gov.ph/wp-content/uploads/2023/10/2023SEC-MC-No.-16,-s.-of-2023-Revised-Guidelines-on-the-Determination-of-Retained-Earnings%20-Available-for-Dividend-Declaration.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s	
H.a. In case the unappropriated retained earnings is not sufficient to warrant the dividend declaration:	
H.a.1. Secretary's Certificate on the Board's resolution to reverse the appropriated retained earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

I. Additional Requirement if the consideration for issuance of shares is in the form of Land, buildings / condominium units:

I.1. Detailed schedule of property showing the registered owner, location, area, TCT/CCT no., tax declaration number and the basis of transfer value (market value, assessed value or zonal value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

*Download the sample **Detailed Schedule for Land, Buldings/Condominium Units** below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=405110855#gid=405110855

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

I.2. Copy of TCT/CCT electronically certified and issued by Register of Deeds and tax declaration sheet certified Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

I.3. Deed of Assignment (a. Deed of Assignment; b. Certifying that the improvements are existing and in good condition ; c. Undertaking that the corporation will submit the required proof of transfer within the prescribed period) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

*Download the Deed of Assignment for **Increase of Capital Stock_Land, Buildings / Condominium Units** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Land-Buildings-Condo.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.	
Sub Situational Requirement/s	
I.a. If transfer value is based on appraised value:	
I.a.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.a.2. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Electronic Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.b. If property is mortgaged:	
I.b.1. Mortgagee/creditor's certification on the outstanding loan balance and his/her written consent to the transfer of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.c. For assignment of buildings where assignor is not the owner of the land:	
I.c.1. Lease contract on the land and consent of the land owner to the transfer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J. Additional Requirement if the consideration for issuance of shares is in the form of Untitled Lands:	
J.1. Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least twenty (20) years and the possessor had introduced improvements thereon, if any (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.2. Duplicate original or certified true copies of the tax declaration sheets (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.3. Latest realty tax receipts (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.4. Affidavit by the transferor attesting the following: 1. Continuous and open possession of the property is located; 2.a. Existence (or non-existence) of easements over the untitled property; b. Kind/description of the easement and its location; and c. Whether the transferor is the dominant estate or the servient estate, by virtue of such easements 3. That the transferor/subscriber to answer for any liability that the corporation might incur by virtue of the acceptance of said property as paid-up capital)	Securities and Exchange Commission - Financial Analysis and Audit Department

(1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Download **Transferor Affidavit for Untitled Land** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-the-Transferor_Untitled-Lands.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.5. Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.6. Duplicate original or certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument affecting the property recorded in the Register of Deeds for the province of city where the land is situated (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.7. Clearance or certification from the Department of Agrarian Reform (DAR) attesting to the following: (a) There is no other claimant to the untitled land; (b) it has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party; or (c) The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Department of Agrarian Reform (DAR) - Department of Agrarian Reform (DAR)
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.8. Blue Print Survey of the Plan as approved by the Bureau of Lands	Applicant / Client

(1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.9. Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/ assessed value / zonal value or appraised value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the sample* ***Detailed Schedule of Untitled Lands*** *below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=508694029#gid=508694029* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.10. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.11. Affidavit of undertaking to submit certified true copy of the original certificate of title in the name of the transferee-corporation within one (1) year from the date of receipt of the approval of the application (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

Sub Situational Requirement/s	
J.a. If transfer value is based on zonal value	
J.a.1. Latest zonal valuation certified by BIR (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.b. If transfer value is based on appraised value	
J.b.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.b.2. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K. Additional Requirement if the consideration for issuance of shares is in the form of Inventories / Furniture / Personal Properties:	
K.1. Detailed schedule of property showing the description and the basis of transfer value (market value or book value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks:	

*Download the sample **Detailed Schedule of Inventories / Furniture / Personal Properties** below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1666788899#gid=1666788899

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

K.2. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

*Download the Deed of Assignment for **Increase of Capital Stock_Inventories / Furniture / Personal Properties** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Inventories-Furniture-Personal-Properties.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

K.a. If transfer value is based on book value:

K.a.1. Special Audit Report by an Independent CPA on the verification and valuation of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

L. Additional Requirement if the consideration for issuance of shares is in the form of Heavy equipment and machinery:

L.1. Detailed schedule of the property showing the description and the transfer value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

*Download the sample **Detailed Schedule of Heavy Equipment and Machinery** below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1745725976#gid=1745725976

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

L.2. Appraisal report by a licensed appraiser (not more than 6-month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

L.3. Deed of Assignment reflecting: a. Assignment of Heavy Equipment and Machineries; b. Certification from the transferor stating that the properties are existing and in good condition) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

*Download the Deed of Assignment for **Increase of Capital Stock_Heavy Equipment and Machinery** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Heavy-Equipment-and-Machinery.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

L.a. In case the heavy equipment and machinery qualify as real property as defined under the New Civil Code.

L.a.1. Copy of the latest required Tax Declaration Sheet certified by the Assessor's Office. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.	
L.a.2. Copy of the TCT / CCT of the land on which the heavy equipment and machinery are located certified by the Register of Deeds. (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.b. If the assignor is not the owner of the land on which the heavy equipment and machinery are located as defined under the New Civil Code.	
L.b.1. Lease contract on the land and consent of the land owner to the transfer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.c. If the transfer value is based on appraised value:	
L.c.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M. Additional Requirement if the consideration for issuance of shares is in the form of Shares of Stock:	
M.1. Detailed schedule of the shares of stock showing the stockholder, stock certificate number, no. of shares and the basis of transfer value (market or book value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation.	Securities and Exchange Commission - Financial Analysis and Audit Department

(1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Download the sample **Detailed Schedule of Shares of Stock** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1402851319#gid=1402851319* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.2. Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Information and Communications Technology Department (ICTD)
Remarks: *To be provided by the Company, in case the Company did not file* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.3. Deed of Assignment (a. Deed of Assignment ; b. Undertaking that the corporation will submit the required proof of transfer within the prescribed period). (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Shares of Stock** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Shares-of-Stocks.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.4. Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the assignor (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.5. Photocopy of the stock certificate (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
M.a. If listed in the Stock Exchange:	
M.a.1. Latest market price quotation in the newspaper or certification from the stock exchange/broker as to latest market price of the shares of stock (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N. Additional Requirement if by way of Motor Vehicles	
N.1. Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the sample* ***Detailed Schedule of Motor Vehicle*** *below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=318133614#gid=318133614* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.*	

- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

N.2. Photocopy of certificate of registration and official receipt of annual registration fee (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Notes:

- *The original copy will be presented for verification during the processing stage.*
- *The two (2) photo copies will be submitted upon payment of the corresponding fees.*

N.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

N.4. Deed of Assignment reflecting: a. Assignment of Motor Vehicles; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period; c. Certification from the transferor stating that the motor vehicles are existing and in good running condition (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

Download the Deed of Assignment for ***Increase of Capital Stock_Motor Vehicle*** *below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Motor-Vehicles.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

N.a. If the transfer value is based on appraised value:

N.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation	Securities and Exchange Commission - Financial Analysis and Audit Department

Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O. Additional Requirement if by way of Sea Vessel / Aircraft:	
O.1. Detailed schedule of vessel/aircraft showing registered Owner, registry number, technical description and appraised value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the sample **Detailed Schedule of Sea Vessel / Aircraft** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1212106110#gid=1212106110* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.2. Certified true copy of the certificate of ownership (1) Certified True Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The certified true copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.4. Certificate of seaworthiness/airworthiness issued by appropriate government agency (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.5. Deed of Assignment reflecting: a. Assignment of Sea Vessel/Aircraft; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Sea Vessel / Aircraft** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Sea-Vessels-aircrafts.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
O.a. If the transfer value is based on appraised value:	
O.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

P. Additional Requirement if the consideration for issuance of shares is in the form of Intangibles:	
P.1. Photocopy of System Purchase Agreement or any proof of ownership (for software) (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
P.2. Copy of Certificate of Registration of Intellectual Property Rights and mining permit for mining claims/rights (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
P.3. Appraisal report by an accredited appraisal company or by a licensed Filipino mining engineer for mining claims/rights (not more than 6 months old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P.4. Deed of Assignment reflecting: a. Assignment of Intangibles; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Deed of Assignment for* ***Increase of Capital Stock_Intangibles*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Intangibles.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q. Additional Requirement if the consideration for issuance of shares is in the form of Net Assets:	
Q.1. Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last	Applicant / Client

fiscal year (2) Photo Copy And (1) Electronic Copy	
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
Q.2. Deed of Assignment of the assets and liabilities (a. Deed of Assignment; b. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period). (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Net Assets** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Net-Assets.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q.3. List of creditors with the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q.4. Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the sample **Detailed Schedule of Net Asset** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1662940848#gid=1662940848* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

Q.5. Photocopy of the certificate of registration of the motor vehicles (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
Q.6. Copy of TCT/CCT electronically certified and issued by the Register of Deeds and tax declaration sheets certified by the Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q.7. Photocopy of stock certificates (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
Q.8. DTI Certificate of Registration (for single proprietorship) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
Q.a. If the transfer value is based on appraised value:	
Q.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted.	Securities and Exchange Commission - Financial Analysis and Audit Department

(1) Original Copy And (1) Photo Copy And (1) Electronic Copy	

Remarks:

Download the Affidavit of Undertaking re Section 64 (watered stocks) below:

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

R. Additional requirement if cash payment for subscription is not yet reflected in the Audited Financial Statements:

Sub Situational Requirement/s

R.a. Notarized Subscription Contract

R.a.1. A subscription contract, executed under oath among subscriber/s, treasurer and president for the corporation, stating the number of additional shares subscribed to and paid for (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2026 – Subscription Contracts through this link: https://www.sec.gov.ph/mc-2026/sec-mc-no-06-series-of-2026/#gsc.tab=0

Or May download to the sample below:

https://www.sec.gov.ph/wp-content/uploads/2025/08/2025Forms_Subscription-Contract-for-Cash-Payment.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

R.b. If applicant corporation is/are: a) Listed companies; b) Public companies defined in the Securities Regulation Code; c) Companies that offer or sell securities to the public; d) Companies with secondary license; e) Others, pursuant to item no. 2 of SEC MC No. 6 of 2026

R.b.1. Special Audit Report (1) Original Copy And (1) Photo Copy And (1) Electronic	Applicant / Client

Copy	

Remarks:

For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of complete requirements for new application. **Location:** **https://eamend.sec.gov.ph/** **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies.	1.1. Receives application and assigns the application to a processor	None	4 hour/s	• SEC Administrative Assistant II; Tacloban Extension Office • SEC Administrative Assistant I; Tacloban Extension Office

• If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the FAAD Specialist shall revert the application informing the client of the deficiencies. For submission of compliance documents, the client must upload the documents through the eAmend Portal. The assigned FAAD Specialist will proceed to Agency Step 1.2. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will				
	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, forwards the application to the Director for review and/or approval		8 working day/s	• Securities Specialist II; Tacloban Extension Office • Securities Specialist I; Tacloban Extension Office

be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records				
	1.3. Reviews the Final Report and, if found in order, directs the processor to issue payment assessment form (PAF)		9 working day/s	• SEC Director I; Tacloban Extension Office
	1.4. Issues the Payment Assessment		1 hour/s	• Securities Specialist

facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given.	Form (PAF) to the applicant.			II; Tacloban Extension Office • Securities Specialist I; Tacloban Extension Office
2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the	2.1. Receives complete application requirements with proof of payment; verifies hard copies against online-submitted documents and, if found in order,	None	2 hour/s	• Securities Specialist II; Tacloban Extension Office • Securities Specialist

proof of payment (e-Official Receipt or LBP Oncoll Payment Slip). **Location:** FAAD Main Office, 18th Floor, The SEC Headquarters, 7907 Makati Ave., Makati City **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)*	forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.			I; Tacloban Extension Office
	2.2. Prepares and generates the Certificate.		4 hour/s	• SEC Administrative Assistant I; Tacloban Extension Office
	2.3. Reviews the documents, signs, and approves the Certificate.		1 working day/s	• SEC Director I; Tacloban Extension Office
	2.4. Tags the application for appointment through eAmend Portal indicating the date of release of the certificate.		2 hour/s	• SEC Administrative Assistant I; Tacloban Extension Office
3. Present the Official Receipt and Appointment Letter. **Location:** SEC Tacloban Extension Office, Government Center, Palo, Leyte	3. Releases the Certificates of Approval.	None	2 hour/s	• SEC Administrative Assistant I; Tacloban Extension Office
Total Processing Time:		Working Days: 19 working day/s, 7 hour/s		
Total Processing Fee:		Total Standard Fee: None		

20. Increase of Capital Stock through payment other than cash through the eAMEND Portal for Domestic Stock Corporations Classified as Philippine National (other than OPC)

This service details the adopted online procedure and documentary requirements on application for increase of capital stock by way of Non Cash, but not limited to the following:

1. *Previously incurred indebtedness (e.g. conversion of advances into equity / conversion of deposit for future subscriptions)*
2. *Stock Dividend*
3. *Land, building / condominium units*
4. *Untitled Lands*
5. *Inventories / Furniture / Personal Properties*
6. *Heavy equipments and machineries*
7. *Shares of stock in another corporation*
8. *Motor Vehicles*
9. *Sea vessels / aircrafts*
10. *Intangibles*
11. *Net assets*
12. *Other assets or generally accepted forms of consideration necessary or convenient for its use and lawful purposes*

This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.

For the pre-processing of new applications, applicants who choose to file through the eAmend Portal must submit scanned copies of the notarized documents via the eAmend Portal. Applicants are advised to adhere to the prescribed steps outlined in the eAmend Portal for the proper uploading and submission of the required documents.

Alternatively, corporations that choose to submit their application via email may do so by sending all required documents directly to faad_application@sec.gov.ph. For detailed guidelines, please refer to the Citizen's Charter for Increase of Capital Stock through payment other than cash through electronic mail submission.

Office or Division:	Tacloban Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)

Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Unified Certification for Certificate of Increase of Capital Stock on: a. Certificate of Increase of Capital Stock; b. Director's Certificate; c. List of stockholders of record as of date of meeting approving the increase, indicating their nationalities and their respective subscribed and paid-up capital on the present authorized capital stock; d. Non-existence of intra-corporate dispute; e. Waiver of pre-emptive rights of non-subscribing shareholders (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Unified Certification for* ***Increase of Capital Stock*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Unified-Certification-for-Increase-in-Authorized.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
2. Treasurer's Affidavit (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download Treasurer's Affidavit through this link:* *https://www.sec.gov.ph/wp-content/uploads/2025/06/2025Forms_Treasurers-Affidavit.doc* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
3. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

For Situational Requirement

A. For Corporations with Primary Licenses:

A.1. Monitoring Clearance from Monitoring Unit of Financial Analysis and Audit Department (FAAD) (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Financial Analysis and Audit Department (FAAD)

Remarks:

Monitoring Unit of Financial Analysis and Audit Department (FAAD) through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

B. For Financing and Lending Companies:

B.1. Financing and Lending Companies Department (FLCD) Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Financing and Lending Companies Department (FLCD)

Remarks:

Financing and Lending Companies Department (FLCD) through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

C. For Listed and Public Companies:

C.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)

Remarks:

Corporate Governance and Finance Department (CGFD) through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

D. Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
D.1. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Market and Securities Regulation Department (MSRD)

Remarks:

Market and Securities Regulation Department (MSRD) through the link:

eWATCH: *https://ewatch.sec.gov.ph/login*

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

E. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
E.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector

Remarks:

To request, please refer to BSP Citizen's Charter through this link:
https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

F. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
F.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group

Remarks:

To request, please refer to IC Citizen's Charter through this link:

https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

G. Additional Requirement if the consideration for issuance of shares is in the form of Previously incurred indebtedness (e.g., conversion of advances into equity / conversion of deposit for future subscription)	
G.1. Deed of Assignment of advances / liabilities (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

*Download the Deed of Assignment for **Advances** below:*

a. Sigle Assignor: https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Single-Assignor.docx

b. Multiple Assignor: https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Multiple-Assignor.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s	
G.a. If the advances/liabilities is not yet reflected in the Audited Financial Statements (AFS):	
G.a.1. A report to be rendered by an Independent CPA on the verification of the advances to be converted to equity (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

H. Additional Requirements if the payment for issuance of shares is by way of Stock Dividend:	
H.1. List of stockholders entitled to stock dividend with their respective outstanding shares and the allocation of stock dividend certified by the corporate secretary	Applicant / Client

(1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.2. Secretary's Certificate that on the basis of the computation of the Finance Officer, the allocation of stock dividends as indicated in the Certificate of Increase is in proportion to the shareholdings of stockholders as of date of meeting approving the dividend declaration or as of record date and the treatment of resulting fractional shares, if any, are true and correct. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.3. Reconciliation of Retained Earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 16 Series of 2023- Revised Guidelines on the Determination of Retained Earnings Available for Dividend Declaration through this link: https://www.sec.gov.ph/wp-content/uploads/2023/10/2023SEC-MC-No.-16,-s.-of-2023-Revised-Guidelines-on-the-Determination-of-Retained-Earnings%20-Available-for-Dividend-Declaration.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
H.a. In case the unappropriated retained earnings is not sufficient to warrant the dividend declaration:	
H.a.1. Secretary's Certificate on the Board's resolution to reverse the appropriated retained earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

I. Additional Requirement if the consideration for issuance of shares is in the form of Land, buildings / condominium units:	
I.1. Detailed schedule of property showing the registered owner, location, area, TCT/CCT no., tax declaration number and the basis of transfer value (market value, assessed value or zonal value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the sample **Detailed Schedule for Land, Buldings/Condominium Units** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=405110855#gid=405110855* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.2. Copy of TCT/CCT electronically certified and issued by Register of Deeds and tax declaration sheet certified Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.3. Deed of Assignment: a. Deed of Assignment; b. Certifying that the improvements are existing and in good condition ; c. Undertaking that the corporation will submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Land, Buildings / Condominium Units** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Land-Buildings-Condo.docx*	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.	
Sub Situational Requirement/s	
I.a. If transfer value is based on appraised value:	
I.a.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.a.2. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.b. If property is mortgaged:	
I.b.1. Mortgagee/creditor's certification on the outstanding loan balance and his/her written consent to the transfer of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.c. For assignment of buildings where assignor is not the owner of the land:	
I.c.1. Lease contract on the land and consent of the land owner to the transfer	Applicant / Client

(1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J. Additional Requirement if the consideration for issuance of shares is in the form of Untitled Lands:	
J.1. Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least twenty (20) years and the possessor had introduced improvements thereon, if any (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.2. Duplicate original or certified true copies of the tax declaration sheets (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.3. Latest realty tax receipts (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.4. Affidavit by the transferor attesting the following: 1. Continuous and open possession of the property is located; 2.a. Existence (or non-existence) of easements over the untitled property; b. Kind/description of the easement and its location; and c. Whether the transferor is the dominant estate or the servient estate, by virtue of such easements 3. That the transferor/subscriber to answer for any liability that the corporation might incur by virtue of the acceptance of	Securities and Exchange Commission - Financial Analysis and Audit Department

said property as paid-up capital) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Download the **Transferor Affidavit for Untitled Land** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-the-Transferor_Untitled-Lands.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.5. Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.6. Duplicate original or certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument affecting the property recorded in the Register of Deeds for the province of city where the land is situated (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.7. Clearance or certification from the Department of Agrarian Reform (DAR) attesting to the following: (a) There is no other claimant to the untitled land; (b) it has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party; or (c) The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Department of Agrarian Reform (DAR) - Department of Agrarian Reform (DAR)
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.8. Blue Print Survey of the Plan as approved by the Bureau of Lands	Applicant / Client

(1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.9. Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/ assessed value / zonal value or appraised value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the sample* ***Detailed Schedule of Untitled Lands*** *below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=508694029#gid=508694029* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.10. Deed of Assignment reflecting: a. Assignment of Untitled Lands; b. Undertaking to submit certified true copy of the original certificate of title in the name of the transferee-corporation within one (1) year from the date of receipt of the approval of the application) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Deed of Assignment for* ***Increase of Capital Stock_Untitled Lands*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Untitled-Lands.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
J.a. If transfer value is based on zonal value	

J.a.1. Latest zonal valuation certified by BIR (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.b. If transfer value is based on appraised value	
J.b.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.b.2. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K. Additional Requirement if the consideration for issuance of shares is in the form of Inventories / Furniture / Personal Properties:	
K.1. Detailed schedule of property showing the description and the basis of transfer value (market value or book value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the sample **Detailed Schedule of Inventories / Furniture / Personal Properties** below:*	

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1666788899#gid=1666788899

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

K.2. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

*Download the Deed of Assignment for **Increase of Capital Stock_Inventories / Furniture / Personal Properties** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Inventories-Furniture-Personal-Properties.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

K.a. If transfer value is based on book value:

K.a.1. Special Audit Report by an Independent CPA on the verification and valuation of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

L. Additional Requirement if the consideration for issuance of shares is in the form of Heavy equipment and machinery:

L.1. Detailed schedule of the property showing the description and the transfer value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

*Download the sample **Detailed Schedule of Heavy Equipment and Machinery** below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1745725976#gid=1745725976

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

L.2. Appraisal report by a licensed appraiser (not more than 6-month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

L.3. Deed of Assignment reflecting: a. Assignment of Heavy Equipment and Machineries; b. Certification from the transferor stating that the properties are existing and in good condition) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

*Download the Deed of Assignment for **Increase of Capital Stock_Heavy Equipment and Machinery** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Heavy-Equipment-and-Machinery.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

L.a. In case the heavy equipment and machinery qualify as real property as defined under the New Civil Code.

L.a.1. Copy of the latest required Tax Declaration Sheet certified by the Assessor's Office. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

L.a.2. Copy of the TCT / CCT of the land on which the heavy equipment and machinery are located certified by the Register of Deeds. (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.b. If the assignor is not the owner of the land on which the heavy equipment and machinery are located as defined under the New Civil Code.	
L.b.1. Lease contract on the land and consent of the land owner to the transfer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.c. If the transfer value is based on appraised value:	
L.c.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M. Additional Requirement if the consideration for issuance of shares is in the form of Shares of Stock:	
M.1. Detailed schedule of the shares of stock showing the stockholder, stock certificate number, no. of shares and the basis of transfer value (market or book value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation.	Securities and Exchange Commission - Financial Analysis and Audit Department

(1) Original Copy And (1) Photo Copy And (1) Electronic Copy	

Remarks:

*Download the sample **Detailed Schedule of Shares of Stock** below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1402851319#gid=1402851319

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

M.2. Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Information and Communications Technology Department (ICTD)

Remarks:

To be provided by the Company, in case the Company did not file

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

M.3. Deed of Assignment (a. Deed of Assignment ; b. Undertaking that the corporation will submit the required proof of transfer within the prescribed period). (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

*Download the Deed of Assignment for **Increase of Capital Stock_Shares of Stock** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Shares-of-Stocks.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

M.4. Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the assignor (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

M.5. Photocopy of the stock certificate (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Notes:

- *The original copy will be presented for verification during the processing stage.*
- *The two (2) photo copies will be submitted upon payment of the corresponding fees.*

Sub Situational Requirement/s

M.a. If listed in the Stock Exchange:

M.a.1. Latest market price quotation in the newspaper or certification from the stock exchange/broker as to latest market price of the shares of stock (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

N. Additional Requirement if by way of Motor Vehicles

N.1. Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

*Download the sample **Detailed Schedule of Motor Vehicle** below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=318133614#gid=318133614

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*

- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

N.2. Photocopy of certificate of registration and official receipt of annual registration fee (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Notes:

- *The original copy will be presented for verification during the processing stage.*
- *The two (2) photo copies will be submitted upon payment of the corresponding fees.*

N.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

N.4. Deed of Assignment reflecting: a. Assignment of Motor Vehicles; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period; c. Certification from the transferor stating that the motor vehicles are existing and in good running condition (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

Download the Deed of Assignment for ***Increase of Capital Stock_Motor Vehicle*** *below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Motor-Vehicles.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

N.a. If the transfer value is based on appraised value:

N.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted.	Securities and Exchange Commission - Financial Analysis and Audit Department

(1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O. Additional Requirement if by way of Sea Vessel / Aircraft:	
O.1. Detailed schedule of vessel/aircraft showing registered Owner, registry number, technical description and appraised value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the sample **Detailed Schedule of Sea Vessel / Aircraft** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1212106110#gid=1212106110* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.2. Certified true copy of the certificate of ownership (1) Certified True Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The certified true copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.	
O.4. Certificate of seaworthiness/airworthiness issued by appropriate government agency (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.5. Deed of Assignment reflecting: a. Assignment of Sea Vessel/Aircraft; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Sea Vessel / Aircraft** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Sea-Vessels-aircrafts.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
O.a. If the transfer value is based on appraised value:	
O.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

P. Additional Requirement if the consideration for issuance of shares is in the form of Intangibles:	
P.1. Photocopy of System Purchase Agreement or any proof of ownership (for software) (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
P.2. Copy of Certificate of Registration of Intellectual Property Rights and mining permit for mining claims/rights (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
P.3. Appraisal report by an accredited appraisal company or by a licensed Filipino mining engineer for mining claims/rights (not more than 6 months old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P.4. Deed of Assignment reflecting: a. Assignment of Intangibles; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Intangibles** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Intangibles.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
P.a. If the transfer value is based on appraised value:	
P.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application.	Securities and Exchange Commission - Financial Analysis and Audit Department

(1) Original Copy And (1) Photo Copy And (1) Electronic Copy	

Remarks:

Download the Affidavit of Undertaking re Section 64 (watered stocks) below:

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Q. Additional Requirement if the consideration for issuance of shares is in the form of Net Assets:

Q.1. Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

Q.2. Deed of Assignment of the assets and liabilities (a. Deed of Assignment; b. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period). (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

*Download the Deed of Assignment for **Increase of Capital Stock_Net Assets** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Net-Assets.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Q.3. List of creditors with the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Q.4. Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

*Download the sample **Detailed Schedule of Net Asset** below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1662940848#gid=1662940848

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

Q.5. Photocopy of the certificate of registration of the motor vehicles (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note:

- *The original copy will be presented for verification during the processing stage.*
- *The two (2) photo copies will be submitted upon payment of the corresponding fees.*

Q.6. Copy of TCT/CCT electronically certified and issued by the Register of Deeds and tax declaration sheets certified by the Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Q.7. Photocopy of stock certificates (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Notes:

- *The original copy will be presented for verification during the processing stage.*
- *The two (2) photo copies will be submitted upon payment of the corresponding fees.*

Q.8. DTI Certificate of Registration (for single proprietorship) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of notarized requirements for new application to eAmend Portal. **Location:** **https://eamend.sec.gov.ph/** **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may	1.1. Assign application to a processor	None	4 hour/s	• SEC Administrative Assistant II; Tacloban Extension Office • SEC Administrative Assistant I; Tacloban Extension Office

be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the FAAD Specialist shall revert the application informing the client of the deficiencies. For submission of compliance documents, the client must upload the documents through the eAmend Portal. The assigned FAAD Specialist will proceed to Agency Step 1.2				
• If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, forwards application to the Director for review and/or approval		8 working day/s	• Securities Specialist II; Tacloban Extension Office • Securities Specialist I; Tacloban Extension Office

the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations • The period to act upon the agency actions mentioned above may be extended whenever the said action requires				
	1.3. Reviews the application and, if found in order, directs the processor to issue the Payment Assessment Form (PAF).		9 working day/s	• SEC Director I; Tacloban Extension Office

extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given.				
	1.4. Issues the Payment Assessment Form (PAF) to the applicant.		1 hour/s	• Securities Specialist II; Tacloban Extension Office • Securities Specialist I; Tacloban Extension Office
2. Pay the corresponding filing fees and submit the complete application requirements, the	2.1. Receives complete application requirements with proof of payment; verifies hard copies	None	2 hour/s	• Securities Specialist II; Tacloban

same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip). **Location:** SEC Tacloban Extension Office, Government Center, Palo, Leyte **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)*	against online-submitted documents and, if found in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.			Extension Office • Securities Specialist I; Tacloban Extension Office
	2.2. Prepares and generates the Certificate		4 hour/s	• SEC Administrative Assistant I; Tacloban Extension Office
	2.3. Reviews the documents, signs, and approves the Certificate.		1 working day/s	• SEC Director I; Tacloban Extension Office
	2.4. Tags the application for appointment through eAmend Portal indicating the date of release of the certificate.		2 hour/s	• SEC Administrative Assistant I; Tacloban Extension Office
3. Present the Official Receipt and Appointment Letter. **Location:** SEC Tacloban Extension Office, Government Center, Palo, Leyte	3. Releases the Certificate.	None	2 hour/s	• SEC Administrative Assistant I; Tacloban Extension Office
Total Processing Time:		Working Days: 19 working day/s, 7 hour/s		
Total Processing Fee:		Total Standard Fee: None		

21. Petition for Correction of Entries in the Articles of Incorporation and/or By-laws and subsequent amendments thereof of Domestic Corporations

This process details the procedure for correction of entries in the Articles of Incorporation and/or By-laws and subsequent amendments thereof of Domestic Stock and Nonstock corporations.

Office or Division:	Tacloban Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All SEC registered corporations
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Verified Petition for Correction of Entries (2) Original Copy	Applicant / Client
2. Certificate of Non Forum Shopping (2) Original Copy	Applicant / Client
3. Certificate of Incorporation, Articles of Incorporation and By-Laws (2) Photo Copy	SEC - secexpress.ph
4. Secretary's Certificate regarding approval of the filing of the petition and the authorized signatory (2) Original Copy	Applicant / Client
5. Monitoring Clearance (2) Photo Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
6. Corrected Articles of Incorporation/By-laws/Amended Articles of Incorporation/Amended By-laws (2) Original Copy	Applicant / Client
Remarks: *Applicable uncorrected document may be used as a guide.*	
7. Other evidence (Affidavits, IDs, etc. depending on the nature of the corrections) (1) Original Copy And (1) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

				(Designation; Office)
1. Submits requirements through imessage **Location:** https://imessage.sec.gov.ph/	1.1. Assign petition to handling lawyer	None	30 minute/s	• SEC Director I; Tacloban Extension Office
	1.2. Examines whether the documents submitted are complete in form and in substance, prepares a draft Order and Notice and submits for review		14 working day/s	• Securities Counsel II / Securities Counsel I; Tacloban Extension Office
	1.3. Reviews the draft Order and Notice and the documents submitted		4 working day/s	• SEC Director I; Tacloban Extension Office
	1.4. Approves draft Order and Notice		1 working day/s, 4 hour/s	• SEC Director I; Tacloban Extension Office
	1.5. Prepares and emails the Payment Assessment Form to client		1 hour/s	• Securities Counsel II / Securities Counsel I; Tacloban Extension Office
2. Pays the filing fees through ESPAYSEC/Landbank and sends the proof of payment to the iMessage **Location:** iMessage: imessage.sec.gov.ph	2.1. Receives and acknowledges payment	**Standard Fees** Breakdown: Filing Fee: PHP 3000 Legal Research Fee: PHP 30 Documentary Stamp Tax per notarized document: PHP 30 Total: PHP 3060	15 minute/s	• SEC Securities Counsel I ; Tacloban Extension Office • SEC Securities Counsel II; Tacloban Extension Office
	2.2. Assigns SEC TACEO Case number and records it to the logbook for Petition		15 minute/s	• SEC Securities Counsel I ; Tacloban

	for Correction of Entries			Extension Office • SEC Securities Counsel II; Tacloban Extension Office
	2.3. Finalizes Order and Notice and forwards Order and Notice for review and signature		30 minute/s	• SEC Securities Counsel I ; Tacloban Extension Office • SEC Securities Counsel II; Tacloban Extension Office
	2.4. Signs Order and Notice		30 minute/s	• SEC Director I; Tacloban Extension Office
	2.5. Emails the client that the Order and Notice with all annexes can be picked up		15 minute/s	• SEC Securities Counsel I ; Tacloban Extension Office • SEC Securities Counsel II; Tacloban Extension Office
	2.6. Releases the duly approved Order and Notice with all annexes		15 minute/s	• SEC Information Officer II; Tacloban Extension Office
Total Processing Time:		Working Days: 19 working day/s, 7 hour/s, 30 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 3060		

22. Petition to Lift Order of Revocation/Suspension

This process details the procedure for petitions to set aside orders of revocation or suspension of stock and nonstock corporations and licensed foreign corporations. Note that this remedy is applicable only to companies revoked or suspended due to noncompliance with reportorial requirements.

Office or Division:	Tacloban Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	SEC-registered companies whose status is either revoked or suspended.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Verified Petition for Correction of Entries (2) Original Copy	Applicant / Client
2. Directors'/Trustees' Certificate (2) Original Copy	Applicant / Client
3. Latest Due Audited Financial Statements (1) Photo Copy	SEC - EFAST
4. Latest Due General Information Sheet (1) Photo Copy	SEC - EFAST
5. Proof of registration of the stock and transfer book or membership book (2) Photo Copy	Applicant / Client
6. Secretary's Certificate of No Intra-Corporate Controversy (2) Original Copy	Applicant / Client
Remarks: *Please see sample format at:* *https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf*	
7. Sworn Certification by External Auditor (2) Original Copy	Applicant / Client
8. Proof of operation for each year, starting from the date of revocation or date of incorporation (for a suspension order) up to the time of the filing of the petition, any of the following	Applicant / Client

but not limited to: Audited Financial Statements; Income Tax Returns; Mayor's or Business Permits; Contracts; Receipts showing payment of Real Estate Tax; Certifications/Recognitions/Annual Conventions; or Any similar/related documents (2) Photo Copy	
9. Latest Mayor's/Business Permit (2) Photo Copy	LGU - Business Permit and Licensing Office where the principal office address of the client is located
10. Certification Issued by the Corporate Secretary that the latest due Financial Statement and Income Tax Return was received by the SEC and BIR respectively (2) Original Copy	Applicant / Client
11. Certificate of Incorporation, latest Certificate of Filing of Amended Articles or By-Laws (if any) together with the latest Articles of Incorporation and By-Laws (2) Photo Copy	SEC - secexpress.ph
12. BIR Certificate of Registration (2) Photo Copy	BIR - RDO where the principal office address of the client is located
13. Monitoring Clearance (2) Photo Copy	SEC - Extension Office that has jurisdiction over the principal office address of the company

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits requirements in imessage **Location:** https://imessage.sec.gov.ph/	1.1. Assigns the application to a handling lawyer	None	1 working day/s, 30 minute/s	• SEC Director I; Tacloban Extension Office
	1.2. Examines whether the documents submitted are complete in form and in substance, prepares a draft Order and Notice and submits to the Director for review		11 working day/s	• Securities Counsel I / Securities Counsel II; Tacloban Extension Office
	1.3. Reviews the draft Order and Notice and		4 working day/s	• SEC Director I; Tacloban

	the documents submitted			Extension Office
	1.4. Approves draft Order and Notice		1 working day/s	• SEC Director I; Tacloban Extension Office
	1.5. Prepares and emails the Payment Assessment Form to client		1 hour/s	• Securities Counsel I / Securities Counsel II ; Tacloban Extension Office
2. Pays the filing fees through ESPAYSEC/Landbank and emails proof of payment **Location:** Email of processor	2.1. Receives and acknowledges payment, and prepares Memo to be sent to Head Office	**Standard Fees** Breakdown: Filing Fee: PHP 3000 Legal Research Fee: PHP 30 Documentary Stamp Tax per notarized document: PHP 30 Total: PHP 3060	1 hour/s, 30 minute/s	• Securities Counsel I / Securities Counsel II ; Tacloban Extension Office
	2.2. Reviews and signs the Memo		1 hour/s, 30 minute/s	• SEC Director I; Tacloban Extension Office
	2.3. Emails the Memo and the documents for the Petition to Lift Order of Suspension or Revocation to Office of the Commissioner, including the draft Order		2 hour/s	• SEC Information Officer II; Tacloban Extension Office
	2.4. Signs draft Order and emails signed Order to Cebu Extension Office		3 working day/s	• Office of the Commissioner - Supervising Commissioner of Extension Offices; Any of requesting office / division

	2.5. Emails the signed Order to client		1 hour/s	• SEC Information Officer II; Tacloban Extension Office
Total Processing Time:		Working Days: 20 working day/s, 7 hour/s, 30 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 3060		

23. Posting of Bond for One Person Corporation (OPC)

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

Office or Division:	Tacloban Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	Target SEC Clients/Stakeholders/Customers
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet (2) Original Copy And (1) Electronic Copy	Applicant / Client
2. Notarized covering letter requesting for posting of Bond (signed by the President of OPC) (1) Original Copy And (1) Electronic Copy And (1) Photo Copy	Applicant / Client
3. Bond issued by a company duly licensed and authorized by the Insurance Commission (1) Original Copy And (1) Electronic Copy And (1) Photo Copy	Applicant / Client
4. Undertaking to faithfully administer the funds of the One Person Corporation to be received as Treasurer, and to disburse and invest the same in accordance with the Articles of Incorporation as approved by the Commission, pursuant to Section 122 of the RCC (1) Original Copy And (1) Electronic Copy And (1) Photo Copy	Applicant / Client
Remarks: *Note: This is not required if upon incorporation, the single stockholder is designated as Treasurer in the Articles of Incorporation.*	
5. Certified copy of the title with annotation (applicable for Property Bond only) (1) Original Copy And (1) Electronic Copy And (1) Photo Copy	Applicant / Client
6. Certificate of Approval of Increase of Capital Stock (if applicable) (3) Photo Copy	Applicant / Client
7. Monitoring Sheet and Proof of payment (Electronic Official Receipt) (3) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring

	Department - Compliance Monitoring Division

Remarks:

Application for Monitoring Clearance through ***imessage.sec.gov.ph***

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit original bond to Tacloban Extension Office pursuant to SEC Memorandum Circular No. 10 series of 2026 **Location:** **SEC Tacloban Extension Office, Government Center, Palo, Leyte**	1.1. Receive documents and transmit to EO's Bond Custodian	None	20 minute/s	• SEC Administrative Assistant II / SEC Administrative Assistant I; Tacloban Extension Office
	1.2. Evaluate and review the compliance of the bond amount		5 working day/s	• Securities Counsel II / Securities Counsel I; Tacloban Extension Office
	1.3. Draft Certificate on the Posting of Bond and issue payment assessment form (PAF) to client		1 hour/s	• Securities Counsel II / Securities Counsel I; Tacloban Extension Office
2. Present PAF to the nearest LBP Branch or pay through the SEC Online Payment Portal www.espaysec.sec.gov.ph **Location:** www.espaysec.sec.gov.ph	2.1. Receive the proof of payment from the applicant via imessage.sec.gov.ph	**Formula Fees** Breakdown: Custodian FeePenalties /Fines	30 minute/s	• Securities Counsel II / Securities Counsel I; Tacloban Extension Office
	2.2. Review and sign Certificate on the Posting of Bond		1 working day/s	• SEC Director I; Tacloban Extension Office

	2.3. Inform client to retrieve Certificate via email		1 hour/s	• SEC Information Officer II; Tacloban Extension Office
3. Proceed to SEC Tacloban Extension Office to receive the Certificate **Location:** SEC Tacloban Extension Office, Government Center, Palo, Leyte	3.1. Release Certificate of the Posting of Bond	None	20 minute/s	• SEC Administrative Assistant II / SEC Administrative Assistant I; Tacloban Extension Office
	3.2. Reviews the Report of the Bond and Certificate of Posting of Bond and other required documents and affixes initials on the other original duplicate copies.		30 minute/s	• SEC Monitoring Specialist I; Compliance Monitoring Division (CMD)
	3.3. Transmit the Original copy of the Bond to the Financial Management Department for safekeeping.		5 minute/s	• SEC Monitoring Specialist I; Compliance Monitoring Division (CMD)
	3.4. Prints the Certificate with QR code.		5 minute/s	• SEC Monitoring Specialist I; Compliance Monitoring Division (CMD)
Total Processing Time:		Working Days: 6 working day/s, 3 hour/s, 50 minute/s		
Total Processing Fee:		Total Standard Fee: None		

	See other fees below

Formula / Schedule of Fees

- **Custodian Fee**

  Pursuant to SEC Memorandum Circular No. 10, series of 2026

  https://www.sec.gov.ph/mc-2026/sec-mc-no-10-series-of-2026

- **Penalties/Fines**

  Pursuant to SEC Memorandum Circular No. 10, series of 2026

  https://www.sec.gov.ph/mc-2026/sec-mc-no-10-series-of-2026/

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

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

The following are the various company type to choose form:

- *General Partnership*
- *Professional Partnership*
- *Limited Partnership*

Type of partnership based on foreign equity participation:

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

Office or Division:	Tacloban Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *System-generated*	
2. Articles of Partnership (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks:	

System-generated

Original copy should be signed (wet signature) and notarized

For Situational Requirement	
A. Endorsement/Clearance from other government agencies	
Sub Situational Requirement/s	
A.a. Money Changer and Remittance Services	
A.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
A.a.2. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
B. For Clearance from other SEC departments	
Sub Situational Requirement/s	
B.a. For Financial Technology (FinTech) related business activities	
B.a.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)

Remarks:

- *Alternative Credit Scoring Companies;*
- *AI/Big Data Companies;*
- *InsurTech Companies (InsurTech Service Providers);*
- *KYC/Security Companies (KYC Service Providers);*
- *Digital Asset Exchanges;*
- *Virtual Asset Service Providers;*
- *Play-to-Earn Platforms;*
- *E-Commerce Companies;*
- *RegTech Companies (RegTech Service Providers);*
- *SupTech Companies (SupTech Service Providers); and*
- *Digital Advisers/Robo-Advisers.*

B.a.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)

Remarks:

- *Alternative Credit Scoring Companies;*
- *AI/Big Data Companies;*
- *InsurTech Companies (InsurTech Service Providers);*
- *KYC/Security Companies (KYC Service Providers);*
- *Digital Asset Exchanges;*
- *Virtual Asset Service Providers;*

- *Play-to-Earn Platforms;*
- *E-Commerce Companies;*
- *RegTech Companies (RegTech Service Providers);*
- *SupTech Companies (SupTech Service Providers); and*
- *Digital Advisers/Robo-Advisers.*

C. Additional requirement, if applicable;

Sub Situational Requirement/s

C.a. If the Partner is a Juridical Entity

C.a.1. Authenticated/Apostilled Board Resolution approving the Corporation to be a partner and appointing their authorized representative (2) Original Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Board Resolution of the Juridical Entity allowing it to invest in the said Corporation

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ **Location:** https://esparc.sec.gov.ph/	1.1. Approves proposed company name and/or trade name/s in accordance with SEC Memorandum Circular No. 13, Series of 2019	None	2 hour/s	• SEC Administrative Assistant II; Tacloban Extension Office
	1.2. Pre-processes all corporate information submitted		2 working day/s, 7 hour/s, 45 minute/s	• Securities Counsel II; Tacloban Extension Office • Securities Counsel I; Tacloban Extension Office
	1.3. Processor prepares and issues the Payment Assessment Form (PAF)		5 minute/s	• Securities Counsel II; Tacloban Extension Office • Securities Counsel I;

				Tacloban Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** Aespaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Formula Fees** Breakdown: Articles of PartnershipName ReservationLegal Research FeeDocumentary Stamp Tax	5 minute/s	• Accounting Division; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to SEC Tacloban Extension Office **Location:** SEC Tacloban Extension Office, Government Center, Palo, Leyte	3.1. Officially receives and stamps the hard copies of the registration application and forwards to the Corporate Filing and Records Division (CFRD) for generation of the Certificate	None	5 minute/s	• SEC Administrative Assistant II; Tacloban Extension Office • SEC Administrative Assistant I; Tacloban Extension Office
	3.2. Generates the Certificate and forwards the same with the submitted proof of payment and documentary requirements to the authorized signatory		10 minute/s	• SEC Administrative Assistant II; Tacloban Extension Office
	3.3. Reviews the application and signs the Certificate;		3 working day/s, 5 hour/s, 30 minute/s	• SEC Director I; Tacloban Extension Office
	3.4. Sends appointment through email indicating the date of release of the Certificate		10 minute/s	• SEC Administrative Assistant I; Tacloban

				Extension Office
4. Proceeds to SEC Tacloban Extension Office and receives the signed Certificate **Location:** SEC Tacloban Extension Office, Government Center, Palo, Leyte	4. Enters company name in the Masterlist and releases the Certificate together with registration application then stamps release the official receipt	None	10 minute/s	• SEC Administrative Assistant I; Tacloban Extension Office
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Articles of Partnership**

  ⅕ of 1% of the Partnership's Capital but not less than PHP 2,000

- **Name Reservation**

  PHP 100 per Corporate Name

  *Additional Php 100 per trade name/s

- **Legal Research Fee**

  1% of the computed Filing Fees

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

25. Registration of Corporations through the Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular ZERO where payment for subscription is other than Cash

This service details the procedure for registration of Stock Corporation where payment for subscription is other than Cash through Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular Zero.

Office or Division:	Tacloban Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *System-generated*	
2. Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *System Generated*	
3. By-Laws (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *System-generated*	
For Situational Requirement	

A. Additional requirements based on kind of payment for subscription	
Sub Situational Requirement/s	
A.a. If subscription payment is through Land and/ Building/Condominium Unit	
A.a.1. Detailed schedule of the property showing the registered owner, location, area, TCT/CCT No., tax declaration number and the basis of transfer value (appraised/market value/assessed value/zonal value) certified by the treasurer (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.a.2. Copy of TCT/CCT and tax declaration sheet certified by Register of Deeds and Assessor's Office, respectively (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.a.3. Latest zonal value certified by BIR, if transfer value is based on zonal value (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.a.4. Appraisal report by authorized appraiser, if transfer value is based on appraised value (not more than 6 months old) (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.a.5. Deed of Assignment (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.a.6. If property is mortgaged, submit mortgage/creditor's certification on the outstanding loan balance and written consent to the transfer of property (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.a.7. For assignment of building where assignor is not owner of the land, submit lease contract on land and consent of landowner to the transfer (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.a.8. Affidavit of Undertaking by an incorporator of the corporation to submit the proof of transfer to the corporation within the prescribed period (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.b. If subscription payment is through Untitled Lands	
A.b.1. Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least thirty (30) years and the possessor had introduced improvements thereon, if any (2) Original Copy And (1) Electronic Copy	Applicant / Client

A.b.2. Duplicate original or certified true copies of the tax declaration sheets (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.b.3. Latest realty tax receipts (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.4. Affidavit by the transferor attesting continuous and open possession of the property and that the property is not tenanted (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.5. Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.6. Duplicate original or certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument affecting the property recorded in the Register of Deeds for the province or city where the land is situated (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.7. Affidavit executed by the transferor (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *attesting to the:* *1. Existence (or non-existence) of easements over the untitled property* *2. Kind/description of the easement and its location* *3. Whether the transferor is the dominant estate or the servient estate, by virtue of such easements*	
A.b.8. Under oath undertaking of the transferor/subscribed to answer for any liability that the corporation might incur by virtue if the acceptance of said property paid-up capital (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.9. Clearance or certification from the Department of Agrarian Reform (DAR) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Department of Agrarian Reform - Documentation and Coordination Division
Remarks: *attesting the following:* *1. There is no other claimant to the untitled land*	

2. It has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party or *3. The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP)*	
A.b.10. Blue Print Survey of the Plan as approved by the Bureau of Lands (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.11. Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/assessed value/zonal value or appraised value) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.12. Latest zonal valuation certified by BIR, if transfer value is based on zonal value (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.13. Appraisal report by authorized appraiser, if transfer value is based on appraised value (not more than 6 month old) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.14. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.15. Affidavit of undertaking to submit certified true copy of the original certificate of title in the name of transferee-corporation within one (1) year from the date of receipt of the approval of the application (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.c. If subscription payment is through Inventories/Furniture/Personal Properties	
A.c.1. Detailed schedule of the property showing the description and transfer value certified by the treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.c.2. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.d. If subscription payment is through Heavy Equipment and Machinery	
A.d.1. Detailed schedule of the properties showing the description and the transfer value certified by the treasurer	Applicant / Client

(1) Electronic Copy And (1) Original Copy And (1) Photo Copy	
A.d.2. Appraisal report by authorized appraiser (not more than 6 months old). If the property is imported, a valuation report with description of the property by the Bangko Ng Pilipinas (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.d.3. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.e. If subscription payment is through Shares of Stock	
A.e.1. Detailed schedule of the shares of stock showing the name of stockholder, stock certificate number, number of shares and the basis of transfer value whether market or book value certified by the treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.e.2. Audited financial statements of the investee company as of the last fiscal year stamped received by BIR and SEC (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.e.3. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.e.4. Certification by the Corporate Secretary of the investee company that the shares of stock are outstanding in the name of assignor (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.e.5. Photocopy of the stock certificate (present original for verification) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.e.6. Latest market quotation in newspaper or certification from stock exchange/broker as to latest market price of the shares of stock (if listed in the Stock Exchange) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.e.7. Affidavit of Undertaking by an incorporator of the corporation to submit the required proof of transfer within the prescribed period (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

A.f. If subscription payment is through Motor Vehicle	
A.f.1. Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified by the treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.f.2. Photocopy of the Certificate of Registration and latest Official Receipt of Registration (present the original for verification) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.f.3. Appraisal report by authorized appraiser (not more than six month old) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.f.4. Deed of assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.f.5. Affidavit of undertaking by an incorporator of the corporation to submit the required proof of transfer within the prescribed period (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.g. If subscription payment is through Sea Vessel/Aircraft	
A.g.1. Detailed schedule of the vessel/aircraft showing registered owner, registry number, technical description, and appraised value certified by the treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.g.2. Certified true copy of the certificate of ownership (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.g.3. Appraisal report by authorized appraiser (not more than 6 month old) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.g.4. Certificate of seaworthiness/airworthiness issued by appropriate government agency (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.g.5. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.g.6. Affidavit of Undertaking by an incorporator of the corporation to submit the required proof of transfer within	Applicant / Client

the prescribed period (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	
A.h. If subscription payment is Intangible	
A.h.1. Photocopy of the System Purchase Agreement or any documents as proof of ownership (for a software) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.h.2. Copy of Certificate of Registration of Intellectual Property Rights, mining permit for mining claims or rights (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.h.3. Appraisal report by an accredited appraisal company or licensed Filipino mining engineer for mining rights/claims (not more than 6 month old) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.h.4. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.i. If subscription payment is through Net Assets by way of conversion of single proprietorship/partnership into corporation	
A.i.1. Audited Financial Statements (AFS) of single proprietorship partnership/division of a corporation for spin-off as of last fiscal year (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.i.2. Long-form audit report of item no. 1 (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.i.3. Deed of Assignment of the assets and liabilities to the corporation (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.i.4. ist of creditors showing the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.i.5. Detailed schedule of properties with certificates of registration/title and their respective book values certified by the company accountant (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.i.6. Photocopy of the certificate of registration of the motor vehicles (present original for verification)	Applicant / Client

(1) Electronic Copy And (2) Photo Copy	
A.i.7. Copy of TCT/CCT and tax declaration sheets certified by the Register of Deeds and Assessor's Office, respectively (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.i.8. Photocopy of stock certificate (present original for verification) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.i.9. DTI Certificate of Registration (for single proprietorship) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Department of Trade and Industry - DTI Regional and Provincial Offices
A.i.10. Affidavit of Undertaking by an incorporator of the corporation to submit the required proof of transfer within the prescribed period (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.j. If subscription payment is Lands	
A.j.1. Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/assessed value/zonal value or appraised value) (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.j.2. Latest zonal valuation certified by BIR, if transfer value is based on zonal value (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.j.3. Appraisal report by authorized appraiser, if transfer value is based on appraised value (not more than 6 month old) (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.j.4. Deed of Assignment (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.j.5. Affidavit of undertaking to submit certified true copy of the original certificate of title in the name of transferee-corporation within one (1) year from the date of receipt of the approval of the application (2) Original Copy And (1) Electronic Copy	Applicant / Client
B. For One Person Corporation	
B.1. Letter of Acceptance of the Nominee and Alternate Nominee (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Sub Situational Requirement/s	

B.a. If single stockholder is a trustee, administrator, executor, guardian, conservator, custodian, or other person exercising fiduciary duties	
B.a.1. Proof of Authority (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
C. Endorsement from other government agencies	
Sub Situational Requirement/s	
C.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
C.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
D. For Clearance from other SEC departments	
Sub Situational Requirement/s	
D.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
D.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
D.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
D.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
D.c. For Financial Technology (FinTech) related business activities	
D.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;*	

- *AI/Big Data Companies;*
- *InsurTech Companies (InsurTech Service Providers);*
- *KYC/Security Companies (KYC Service Providers);*
- *Digital Banks;*
- *Digital Asset Exchanges;*
- *Virtual Asset Service Providers;*
- *Play-to-Earn Platforms;*
- *E-Commerce Companies;*
- *Crowdfunding Platforms;*
- *RegTech Companies (RegTech Service Providers);*
- *SupTech Companies (SupTech Service Providers); and*
- *Digital Advisers/Robo-Advisers.*

D.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)

Remarks:

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

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through	1.1. Approves proposed company name and/or trade name/s in accordance with SEC Memorandum	None	2 working day/s	• SEC Administrative Assistant II; Tacloban

https://esparc.sec.gov.ph **Location:** https://esparc.sec.gov.ph/ **Notes/Instruction:** *If payment for subscription is other than cash, additional documentary requirements should be submitted.*	Circular No. 13, Series of 2019			Extension Office
	1.2. Processes and evaluates the application		8 working day/s, 7 hour/s, 45 minute/s	• Securities Specialist II; Tacloban Extension Office • Securities Specialist I; Tacloban Extension Office
	1.3. Issues Payment Assessment Form (PAF) to the applicant		5 minute/s	• Securities Specialist II; Tacloban Extension Office • Securities Specialist I; Tacloban Extension Office
2. Pays the filing fee through through eSPAYSEC **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: By-Laws: PHP 1000 Total: PHP 1000 **Formula Fees** Breakdown: Registration of Corporation Registration of Stock and Transfer Book/Membership BookName ReservationLegal Research FeeDocume	5 minute/s	• Accounting Division; Financial Management Department (FMD)

		ntary Stamp Tax		
3. Generates and prints the Digital Certificate **Location:** eSPARC **Notes/Instruction:** Remarks: To secure the original copy of the Certificate, clients shall submit two (2) sets of originally signed documentary requirements with original proof of payment within sixty (60) calendar days from the date of issuance of the Digital Certificate	3. The eSPARC system issues the Digital Certificate	None	5 minute/s	• eSPARC System; Corporate Filing and Records Division (CFRD)
Total Processing Time:		Working Days: 11 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1000 See other fees below		

Formula / Schedule of Fees

- **Registration of Corporation**

  Stock corporation with par value - ⅕ of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher

  Stock corporation without par value - ⅕ of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher

  Non- Stock corporation – PHP 1,000

- **Registration of Stock and Transfer Book/Membership Book**

  Stock and Transfer Book – PHP 150

  Membership Book – PHP 75

- **Name Reservation**

  PHP 100 per Corporate Name

*Additional Php 100 per trade name

- **Legal Research Fee**

  1% of the computed Filing Fees for Amended Articles of Incorporation and/or By-Laws

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

26. Request for Certificate of No Derogatory Information

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

Office or Division:	Tacloban Extension Office
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	All SEC Registered Entities
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Duly accomplished SEC Form 2015-001 (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *https://www.sec.gov.ph/wp-content/uploads/2024/03/2024Forms_Revised-Certificate-of-No-Derogatory-Information.pdf*	
For Situational Requirement	
A. For Corporations with Primary Licenses	
A.1. Monitoring Clearance (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks: *All filers must have an active **eSECURE** account to access **eWatch**.* *eWatch: https://ewatch.sec.gov.ph* *eSECURE: https://esecure.sec.gov.ph*	
B. For Corporations with Secondary Licenses	
B.1. Monitoring Clearance (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office
Remarks:	

*All filers must have an active **eSECURE** account to access e**Watch**.*

eWatch: https://ewatch.sec.gov.ph
eSECURE: https://esecure.sec.gov.ph

C. For Foundation	
C.1. Monitoring Clearance (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks:

*All filers must have an active **eSECURE** account to access **eWatch**.*

eWatch: https://ewatch.sec.gov.ph
eSECURE: https://esecure.sec.gov.ph

D. For Financing/Lending	
D.1. Monitoring Clearance (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks:

*All filers must have an active **eSECURE** account to access **eWatch**.*

eWatch: https://ewatch.sec.gov.ph
eSECURE: https://esecure.sec.gov.ph

E. For Partnership	
E.1. Articles of Partnership or latest Amended Articles of Partnership, if any (1) Electronic Copy	Securities and Exchange Commission - *

Remarks:

https://secexpress.ph

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Creates a new ticket in the iMessage portal and attach requirements **Location:**	1.1. Checks completeness of the requirements and verifies status of corporation through the Certification	None	15 minute/s	• SEC Administrative Assistant II / SEC Administrat

https://imessage.sec.gov.ph 1. Log-in to the **iMessage**. 2. Click the tab **Services by Department** and choose **Tacloban Extension Office.**	Issuance System-Unified Reference Database (CIS-URDB)			ive Officer III; Tacloban Extension Office
3. Click **Create Ticket** and choose the Service* : **Request for Certificate of No Derogatory Information - Tacloban** **Notes/Instruction:** All filers must have an active eSECURE account to access iMessage eSECURE: https://esecure.sec.gov.ph	1.2. Issues a Payment Assessment Form (PAF) through iMessage ticket, if with complete requirements and status in CIS-URDB is cleared		15 minute/s	• SEC Administrative Assistant II / SEC Administrative Officer III; Tacloban Extension Office
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the electronic Official Receipt via email	**Standard Fees** Breakdown: Certification Fee: PHP 500 Documentary Stamp Tax: PHP 30 --- Total: PHP 530	6 hour/s	• Accounting Division; Financial Management Department (FMD)

3. Submits proof of payment through iMessage ticket. **Location:** https://imessage.sec.gov.ph	3.1. Acknowledges receipt of proof of payment with instruction to wait for the releasing appointment that will be issued through iMessage ticket	None	10 minute/s	• SEC Administrative Assistant II / SEC Administrative Officer III; Tacloban Extension Office
	3.2. Prints the submitted SEC Form 2015-001, monitoring clearance and proof of payment		25 minute/s	• SEC Administrative Assistant II / SEC Administrative Officer III; Tacloban Extension Office
	3.3. Prints the Certificate of No Derogatory Information through the CIS-URDB		25 minute/s	• SEC Administrative Assistant II / SEC Administrative Officer III; Tacloban Extension Office
	3.4. Reviews the application and signs the Certificate of No Derogatory Information		2 working day/s	• SEC Director I; Tacloban Extension Office
	3.5. Seals the Certificate of No Derogatory Information with the SEC logo		10 minute/s	• SEC Administrative Assistant II / SEC Administrative Officer III; Tacloban Extension Office

	3.6. Sends instructions in the iMessage ticket for releasing appointment		10 minute/s	• SEC Administrative Assistant II / SEC Administrative Officer III; Tacloban Extension Office
4. Goes to the SEC Tacloban Extension Office and presents the proof of payment and printed releasing appointment for the release of the requested Certificate **Location:** SEC Tacloban Extension Office, Government Center, Palo, Leyte	4.1. Receives the proof of payment and printed releasing appointment for the release of the requested Certificate	None	5 minute/s	• SEC Administrative Assistant II / SEC Administrative Officer III; Tacloban Extension Office
	4.2. Releases the Certificate of No Derogatory Information (CNDI) to the applicant		5 minute/s	• SEC Administrative Assistant II / SEC Administrative Officer III; Tacloban Extension Office
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 530		

27. Request for Name Verification for Amendment

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

Office or Division:	Tacloban Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All SEC Registered Entities
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Creation of ticket in the iMessage Portal (1) Electronic Copy	Applicant / Client

Remarks:

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

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Creates a new ticket in the iMessage portal with the following information: - proposed name/s - name to be amended - SEC Number - meaning of acronym (if applicable) - name reservation term (number of days) - name of requesting party **Location:** https://imessage.sec.gov.ph **Notes/Instruction:**	1.1. Acknowledges receipt of the ticket request	None	10 minute/s	• SEC Administrative Assistant I; Tacloban Extension Office
	1.2. Approves or denies proposed name/s or trade name/s		6 working day/s, 7 hour/s, 30 minute/s	• SEC Administrative Assistant I; Cebu

*All filers must have an active **eSECURE** acc ount to access **iMessage*** *eSECURE: https://es ecure.sec.gov.ph*				Extension Office
Total Processing Time:		Working Days: 6 working day/s, 7 hour/s, 40 minute/s		
Total Processing Fee:		Total Standard Fee: None		

28. Request for Payment Assessment Form for Payment of Annual Fees

This service details the procedure on how a citizen can request a Payment Assessment Form for payment of Annual Fees

Office or Division:	Tacloban Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business)
Who may avail:	Financing and Lending Companies
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Any one (1) of the valid Government-Issued Identification Card. Any one (1) of the valid Government-Issued Identification Card • PhilSys ID (National ID): Philippine Statistics Authority (PSA) • Passport: Department of Foreign Affairs (DFA) • Driver's License: Land Transportation Office (LTO) • SSS Card: Social Security System (SSS) • UMID Card: Social Security System (SSS) • PRC ID: Professional Regulation Commission (PRC) • Postal ID: Philippine Postal Corporation (PhilPost) • Voter's ID: Commission on Elections (COMELEC) Other Government IDs • Senior Citizen ID: Local Government Unit (LGU) where the senior citizen resides • PWD ID: National Council on Disability Affairs (NCDA) • OWWA E-Card: Overseas Workers Welfare Administration (OWWA) • PhilHealth ID: Philippine Health Insurance Corporation (PhilHealth)	

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit request via SEC iMessage **Location:** https://imessage.sec.gov.ph/	1.1. Evaluates/Assesses the request and documents submitted by the Client	None	1 hour/s	• Securities Investigator; Tacloban Extension Office • Securities Specialist

				II; Tacloban Extension Office • Securities Specialist I ; Tacloban Extension Office
	1.2. Generates and issues Payment Assessment Form (PAF). Directs client to pay at the Landbank or eSPAYSEC.		30 minute/s	• Securities Specialist II; Tacloban Extension Office • Securities Investigato r; Tacloban Extension Office • Securities Specialist I; Tacloban Extension Office
	1.3. Client to be advised to return and submit the original Payment Assessment Form (PAF) with machine validation and photocopy of the Electronic Official Receipt (eOR).		10 minute/s	• Securities Specialist II; Tacloban Extension Office • Securities Investigato r; Tacloban Extension Office • Securities Specialist I ; Tacloban Extension Office
2. Received the Payment Assessment Form (PAF) and pays the filing fees to Landbank or via eSPAYSEC. **Location:** Lanbank or SEC website > Online	2. Receives payment and issues Electronic Official Receipt (eOR). If paid via SEC Payment Portal, an (eOR is generated which will serve as the official copy of the Client).	**Formula Fees** Breakdown: Annual Fee:	15 minute/s	• Landbank or eSPAYSE C through the SEC Financial Manageme nt Departmen t;

Services > eSPAYSEC. *https://espaysec.sec.gov.ph/*				
3. Submits the Electronic Official Receipt (eOR) to https://imessage.sec.gov.ph/ if payment is made through Landbank. **Location:** https://imessage.sec.gov.ph/	3. Received proof payment.	None	5 minute/s	• Securities Specialist II; Tacloban Extension Office • Securities Investigator ; Tacloban Extension Office • Securities Specialist I ; Tacloban Extension Office
Total Processing Time:		Working Days: 2 hour/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Annual Fee:**

  1/8 of 1% of the required paid-up capital (Head Office and Branches) + 1% Legal Research Fee (LRF)

29. Request for Payment of Fines in Installment Basis

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

Office or Division:	Tacloban Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	General transacting public and business entities for stock and non-stock registered corporations.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Request letter for the installment (1) Electronic Copy	Applicant / Client
2. Copy of Monitoring Sheet with final assessment (1) Electronic Copy	Securities and Exchange Commission - Cebu Extension Office

Remarks:

The client may be asked to provide the copy if it is not available in the online database.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Sends a letter requesting for installment of payment of fines together with attachments to iMessage portal **Location:** https://imessage.sec.gov.ph **Notes/Instruction:** *All filers must have an active **eSECURE** acc*	1.1. Assigns the ticket of request letter	None	15 minute/s	• SEC Director I; Tacloban Extension Office
	1.2. Reviews the request if it will qualify for installment of payment of fines.		1 hour/s	• Securities Counsel II / Securities Counsel I; Tacloban Extension Office
	1.3. Prepares Memorandum to the		1 working day/s	• Securities Counsel II /

*ount to access **iMessage*** *eSECURE: https://esecure.sec.gov.ph*	Commission En Banc. Note: For corporations with Petition to Lift Order of Revocation/ Suspension and requesting for payment in installment, the Memorandum shall be through the Supervising Commissioner of the Department.			Securities Counsel I; Tacloban Extension Office
	1.4. Reviews and signs the Memorandum. Note: If there are corrections, return the Memorandum to the Monitoring Officer for revision; if no corrections, signs and forwards the Memorandum to the Supervising Commissioner		1 working day/s, 4 hour/s	• SEC Director I; Tacloban Extension Office
	1.5. Presents the request to the Commission en Banc through the Supervising Commissioner as the case may be, for approval. Note: The processing time varies on the schedule of presentation to the Commission En Banc.		16 working day/s	• SEC Diretor I; Tacloban Extension Office
	1.6. Approves the request for payment in installment of fines.		20 minute/s	• Commission En Banc; Office of the SEC Chairperson • Supervising Commissioner; Office

				of the Commissio ner
	1.7. Secures a copy of the En Banc Resolution from the Commission Secretary.		1 working day/s	• SEC Information Officer II; Tacloban Extension Office
	1.8. Prepares the draft letter informing the applicant about the decision of the Commission En Banc and/or Supervising Commissioner. Note: The Confirmation of Payment (COP) shall be issued upon full payment of fines.		30 minute/s	• Securities Counsel II / Securities Counsel I; Cebu Extension Office
	1.9. Reviews and signs the draft letter		45 minute/s	• SEC Director I; Tacloban Extension Office
	1.10. Sends the letter directly to the iMessage ticket		10 minute/s	• Securities Counsel II / Securities Counsel I; Tacloban Extension Office
2. Request for the Payment Assessment Form (PAF). **Location:** Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home **Notes/Instruction:** 2.2. Pay the first and/or subsequent	2.1. Receives the Official Receipt from the applicant	**Formula Fees** Breakdown: Penalties/Fines	10 minute/s	• Securities Counsel II / Securities Counsel I; Tacloban Extension Office
	2.2. Forwards the PAF and/or Monitoring Sheet to the Officer-in-Charge/Director, for review and for signature.		10 minute/s	• Securities Counsel II / Securities Counsel I; Tacloban Extension Office
	2.3. Reviews and signs MS upon full		30 minute/s	• SEC Director I;

installments. Note: Assigned monitor will check monthly compliance of the particular corporation on their staggered payments.	payment of fines. Note: Signed MS is issued only upon full payment; For corporations with Petition to Lift the Order of Revocation/Suspension, the signed MS and the Order granting the Petition shall be withheld until full payment of fines.			Tacloban Extension Office
3. Receives the Monitoring Sheet **Location:** Tacloban Extension Office https://imessage.sec.gov.ph	3. Releases the Monitoring Sheet to the iMessage ticket	None	10 minute/s	• Securities Counsel II / Securities Counsel I; Tacloban Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Penalties/Fines**

  Guidelines on the Imposition of fines or penalties for non-compliance with reportorial requirements; Memorandum Circular No. 06, series of 2024

  SEC Resolution No. 756, s. 2013 and

  SEC Resolution No. 757, s. 2013

30. Request for Resource Speaker

This service refers to requests for Resource Speaker in seminars, trainings, forums, interviews, and related activities, ensuring accuracy of information, proper authorization, and effective representation of the Commission.

Office or Division:	Tacloban Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	This service is exclusively for All.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Letter request for resource person (1) Original Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Requesting party is advised to send a letter request indicating the activity details, including the topic, date, venue, and organizer to seckoreo@sec.gov.ph or personally send to SEC KOREO office at B9-11, 2nd Floor, South Cotabato Gymnasium and Cultural Center, City of Koronadal.

Address to:

ATTY. NECHELLE J. GEDORIO-MESIAS

SEC Director I

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit Request Letter **Location:** Electronic mail: taceo@sec.gov.p	1.1. Receive request for resource person, acknowledge request and forwards to the Director	None	30 minute/s	• SEC Administrative Assistant II; Tacloban

or Personally sent to SEC Tacloban Extension Office, Government Center, Palo, Leyte				Extension Office
	1.2. Director assigns the letter to the Information Officer II		1 hour/s	• SEC Director I; Tacloban Extension Office
	1.3. SEC Information Officer II coordinates with the requesting party, clarify certain information provided in the request letter, and/or ask more information relevant to the request.		1 working day/s, 30 minute/s	• SEC Information Officer II; Tacloban Extension Office
	1.4. Director will assign Subject-Matter-Expert (subject to the availability and expertise).		1 working day/s	• SEC Director I; Tacloban Extension Office
	1.5. Communicate to the requesting party with the name and designation of resource person/s and other details		6 hour/s	• SEC Information Officer II; Tacloban Extension Office
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: None		

31. Stock Dividend Declaration (For Shares That Are Not Listed) – Domestic Stock Corporations Classified as Philippine National

This service details the adopted online procedure and documentary requirements for the acknowledgment of cash or stock dividends pursuant to Sections 42 of the Revised Corporation Code of the Philippines. The request for acknowledgment of cash or stock dividend declaration is only optional.

Note that this service is exclusively for Domestic Stock Corporations or Partnerships classified as Philippine National. For corporations/partnerships classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department (CRMD).

For pre-processing of new applications, scanned copies of the required documents shall be submitted through the following:

- ***Electronic mail:*** *faad_application@sec.gov.ph*
- ***iMessage:*** *imessage.sec.gov.ph*

Office or Division:	Tacloban Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Note that this service is exclusively for Domestic Stock Corporations or Partnerships classified as Philippine National. For corporations/partnerships classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department (CRMD).
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Reconciliation of Retained Earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

For guidance, please refer to SEC Memorandum Circular No. 16 Series of 2023- Revised Guidelines on the Determination of Retained Earnings Available for Dividend Declaration through this link: https://www.sec.gov.ph/wp-content/uploads/2023/10/2023SEC-MC-No.-16,-s.-of-2023-Revised-Guidelines-on-the-Determination-of-Retained-Earnings%20-Available-for-Dividend-Declaration.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

2. Notarized Secretary's Certificate on non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Financial Analysis and Audit Department (FAAD)

Remarks:

Download Secretary's Certificate on non-existence of intra-corporate dispute through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

For Situational Requirement

A. In case the unappropriated retained earnings is not sufficient to warrant the dividend declaration:

A.1. Notarized Secretary's Certificate of the Board Resolution as to the reversal of appropriated retained earnings to unappropriated retained earnings. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

*Download the Combined Secretary's Certificate for **Cash or Stock Dividend Declaration (For Shares That Are Not Listed)** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Cash-Dividend-Declaration.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

B. For Corporations with Primary Licenses

B.1. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Financial Analysis and Audit Department (FAAD)

Remarks:

Monitoring Unit of Financial Analysis and Audit Department (FAAD) through the link:

eWATCH: *https://ewatch.sec.gov.ph/login*

Note: The two (2) photocopies will be submitted upon payment of the corresponding fees.

C. For Financing and Lending Companies

C.1. Financing and Lending Companies Department (FLCD) Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Financing and Lending Companies Department (FLCD)

Remarks:

Financing and Lending Companies Department (FLCD) through the link:

eWATCH: *https://ewatch.sec.gov.ph/login*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

D. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services, and Operator of Designated Payment System:

D.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector

Remarks:
To request, kindly refer to the BSP Citizen's Charter
https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

E. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker

E.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group

Remarks:

To request, kindly refer to the IC Citizen's Charter https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

F. Additional Requirements in case of Cash Dividend Declaration:	
F.1. Certification under oath by the Corporate Secretary on the board of directors' resolution declaring cash dividends (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G. Additional Requirements in case of Stock Dividend Declaration:	
G.1. Combined Notarized Secretary's Certificate a. declaration of stock dividends by majority of the directors and the stockholders representing 2/3 of the outstanding capital stock ; b. List of stockholders with their respective subscribed capital stock as of the date meeting approving the declaration of stock dividend together with the allocation of stock dividend; c. Certifying that on the basis of the computation of the Finance Officer, the allocation of stock dividend as indicated in the list of stockholders of record is in proportion to the shareholdings of stockholders as of date of declaration/record date and the treatment of resulting fractional shares (if any). (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Combined Secretary's Certificate for* ***Stock Dividend Declaration (For Shares That Are Not Listed)*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Stock-Dividend-Declaration.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.2. Analysis of capital structure certified under oath by the Treasurer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

				(Designation; Office)
1. Submit the electronic copy of complete requirements for new application **Location:** • **iMessage:** imessage.sec.gov.ph **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the FAAD Specialist will prepare a checklist of deficiencies and	1.1. Receives the application and assigns to a Processor	None	1 working day/s	• Securities Counsel II; Tacloban Extension Office • Securities Counsel I; Tacloban Extension Office

inform and return it to the applicant via email or imessage. For submission of compliance documents, the client will directly send it to the assigned FAAD Specialist's e-mail or imessage. The assigned FAAD Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.2. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report		6 working day/s	• Securities Specialist II; Tacloban Extension Office • Securities Specialist I; Tacloban Extension Office	

disapproved without prejudice to refiling. • The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations. • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other	1.3. Reviews the Final Report and, if found in order, directs the Processor to issue the Payment Assessment Form (PAF).		7 working day/s	• SEC Director I; Tacloban Extension Office
	1.4. Sends the Payment Assessment Form (PAF) to the applicant. Then, inform the applicant to submit a copy of proof of payment via email or iMessage.		1 working day/s	• Securities Specialist II; Tacloban Extension Office • Securities Specialist I; Tacloban Extension Office

analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)				
2. Pay the corresponding filing fees and furnish SEC proof of payment via email **Location:** Send to: taceo@sec.gov.ph **Notes/Instruction:** ***Hard copies of the application requirements must***	2.1. Receives and acknowledges the receipt of proof of payment. Thereafter forwards thereof to the handing processor.	None	2 hour/s	• SEC Information Officer II; Tacloban Extension Office
	2.2. Prepares the Certificate and forwards it the Director for review and/or approval		1 working day/s	• Securities Specialist II; Tacloban Extension Office

be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)				• Securities Specialist I; Tacloban Extension Office
	2.3. Reviews the application and approve thereof.		1 working day/s	• SEC Director I; Tacloban Extension Office
	2.4. Signs the acknowledgement letter		1 working day/s	• SEC Director I; Tacloban Extension Office
	2.5. Scans and uploads the signed Acknowledgement Letter on the Document Verification System to generate QR Code, then prints the Acknowledgement Letter and informs the FAAD Specialist of the availability of the Acknowledgement Letter for releasing.		4 hour/s	• SEC Administrative Assistant II; Tacloban Extension Office • SEC Administrative Assistant I; Tacloban Extension Office
	2.6. Schedules and sends notification to the applicant on the date of submission of the complete application requirement and release of the acknowledgment letter.		4 hour/s	• SEC Information Officer II; Tacloban Extension Office • SEC Administrative Assistant I; Tacloban Extension Office
3. Submit complete application requirements together with the proof of payment to SEC Tacloban Extension Office	3.1. Receives complete application requirement and proof of payment.	None	2 hour/s	• SEC Administrative Assistant II; Tacloban

Location: SEC Tacloban Extension Office				Extension Office • SEC Administrative Assistant I; Tacloban Extension Office
	3.2. Compares the hard copies received with the scanned copy of the application documents.		2 hour/s	• Securities Specialist II; Tacloban Extension Office • Securities Specialist I; Tacloban Extension Office
	3.3. Releases the signed Acknowledgment Letter		2 hour/s	• SEC Information Officer II; Tacloban Extension Office • SEC Administrative Assistant II; Tacloban Extension Office • SEC Administrative Assistant I; Tacloban Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		

Zamboanga Extension Office

External Services

1. Issuance of Plain/Authenticated Copies of Documents to Corporations duly registered at Securities and Exchange Commission and the Public

This service allows you to secure copies of public documents within the scope and within legal requirements.

Office or Division:	Zamboanga Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business)
Who may avail:	Corporations duly registered at Securities and Exchange Commission; Stakeholders
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Freedom of Information Request Form (FOI) submitted to imessage.sec.gov.ph (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit Freedom of Information (FOI) Form to imessage.sec.gov.ph **Location:** **iMessage:** imessage.sec.gov.ph	1.1. Assigns request to processor	None	30 minute/s	• Information Officer II; Zamboanga Extension Office • Securities Counsel I ; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office

				• Director; Zamboanga Extension Office
	1.2. Process the request for plain/authenticated copies of documents		4 hour/s	• Monitoring Analyst; Zamboanga Extension Office • Administrative Assistant II; Zamboanga Extension Office
	1.3. Issue Payment Assessment Form (PAF)		1 hour/s	• Administrative Officer III; Zamboanga Extension Office • Specialist II; Zamboanga Extension Office
	1.4. Uploads Payment Assessment Form (PAF) to imessage.sec.gov.ph		1 hour/s	• Administrative Assistant II; Zamboanga Extension Office
2. Pay the filing fee and informs the processor of the payment made **Location:** at Electronic System for Payment to SECURITIES AND EXCHANGE	2.1. Validate payment	**Formula Fees** Breakdown: Authentication FeesPlain Copy Fees	1 hour/s	• Administrative Officer III ; Zamboanga Extension Office • Specialist II; Zamboanga

COMMISSION (eSPAYSEC) https://espaysec.sec.gov.ph/payment-portal/home				Extension Office
	2.2. Prepare the requested documents		7 hour/s	• Monitoring Analyst; Zamboanga Extension Office • Administrative Assistant II; Zamboanga Extension Office
	2.3. For authenticated copy, stamps and signs the documents		1 working day/s, 30 minute/s	• Administrative Officer III; Zamboanga Extension Office • Specialist I ; Zamboanga Extension Office • Specialist II ; Zamboanga Extension Office
3. Claim the documents or receive via courier (JRS, LBC J&T) **Location:** SECURITIES EXCHANGE COMMISSION-ZAMBOANGA CITY	3. Release the documents	None	1 hour/s	• Monitoring Analyst; Zamboanga Extension Office • Administrative Assistant II; Zamboanga Extension Office
Total Processing Time:		Working Days: 3 working day/s		

Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

- **Authentication Fees**

  For list of fees see MC NO. 6, s. 2025

  https://www.sec.gov.ph/mc-2025/sec-mc-no-06-series-of-2025reduction-of-fees-and-charges-for-it-related-services-under-sec-mc-10-s-2023/#gsc.tab=0

- **Plain Copy Fees**

  For list of fees see MC NO. 10, s. 2023 https://www.sec.gov.ph/mc-2023/sec-mc-no-10-series-of-2023/

2. a) Certification of Paid-up Capital / Capital Structure / Percentage of Ownership for Domestic Stock Corporations Classified as Philippine National, and b) Certification of Capital / Contribution of Domestic Partnerships Classified as Philippine National

This service details the adopted online procedure and documentary requirements for issuance of the following Certifications:

a. *Certification of Paid-up Capital Capital Structure,Percentage of Ownership of Philippine National Domestic Corporation, based on any of the following:*

i. *Articles of Incorporation, for newly registered corporations;*
ii. *Audited Financial Statements (AFS) as of the latest fiscal year, duly received by the BIR and SEC;*
iii. *Interim Audited Financial Statements, if there is/are payment/s on unpaid subscription/s or additional issuance/s of shares through cash infusion/s made subsequent to item a(ii);*
iv. *Latest approved Increase in Authorized Capital Stock, if approval is subsequent to item a(ii); or*
v. *Latest approved Confirmation of Valuation, if approval is subsequent to item a(ii)*

b. *Certification of Capital Contribution of Philippine National Domestic Partnerships, based on either:*

i. *Articles of Partnership, for newly recorded partnerships; or*
ii. *Latest approved Amended Articles of Partnership.*

Note that this service is exclusively for Domestic Stock Corporations or Partnerships classified as Philippine National.

For pre-processing of new applications, scanned copies of the required documents shall be submitted through the following:

- ***Electronic mail:*** *faad_application@sec.gov.ph*
- ***iMessage:*** *imessage.sec.gov.ph*

Office or Division:	Zamboanga Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations or Partnerships classified as Philippine National.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

For Standard Requirement	
1. Combined Notarized Secretary's Certificate on: a. Request for Certification; b. List of stockholders showing the present capital structure of the Company (Names of stockholders, nationality, no. of shares and amount subscribed, amount of paid-up capital) ; and c. non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *Download the Combined Secretary's Certificate for* ***Certification of Paid-up Capital / Capital Structure / Percentage of Ownership for Domestic Stock Corporations Classified as Philippine National*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Certification-of-Paid-up-Capital_Corporation.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
2. Audited Financial Statements as of the last fiscal year, stamped received by SEC and BIR (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Zamboanga Extension Office
Remarks: *To be provided by the Company, in case the Company did not file* *Note: The one (1) photo copy will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses	
A.1. Monitoring Clearance from Monitoring Unit of Zamboanga Extension Office (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Zamboanga Extension Office
Remarks: *Monitoring Unit of Zamboanga Extension Office through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
B. For Financing and Lending Companies	
B.1. Monitoring Clearance from Monitoring Unit of Zamboanga Extension Office	Securities and Exchange Commission - Zamboanga

(2) Photo Copy And (1) Electronic Copy	Extension Office
Remarks: *Zamboanga Extension Office Monitoring Unit through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
C. Additional Requirement if in case there is/are payment/s to unpaid subscription/s or additional issuance of shares out of the unissued authorized capital stock thru cash infusion made after the fiscal year or after the approval of the increase in capital stock and/or confirmation of valuation:	
C.1. Audited Interim Financial Statements (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *External Auditor to be engaged by the Company* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
D. Additional Requirement if the request is Certification of Percentage of Ownership:	
D.1. Stock and transfer book of the corporation (to be presented for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
E. If the request is Certification of Partners' Contribution for Partnership:	
E.1. Letter request signed by corporate officer / duly authorized representative (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *Download below:*	

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Certification-of-Paid-up-Capital_Partnership.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Upload the electronic copy of complete requirements for new application by creating a ticket through the iMessage **Location:** **iMessage:** imessage.sec.gov.ph **Notes/Instruction:** • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the FAAD Specialist will prepare a checklist of deficiencies and inform and return it to the applicant through the iMessage. For submission of compliance documents, the client will directly send it to the assigned Processor through the iMessage. The assigned	1.1. Verifies completeness of the uploaded documents. If complete, acknowledges, records and assigns the ticket to a Processor.	**Standard Fees** Breakdown: Certification Fee: PHP 1000 Documentary Stamp Tax: PHP 30 Total: PHP 1030	1 working day/s	• Data Analyst; Zamboanga Extension Office • Administrative Assistant II; Zamboanga Extension Office
	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant,		6 working day/s	• Securities Counsel I; Zamboanga

Processor will acknowledge the receipt of compliance documents then proceed to Agency Step 1.2. • If upon evaluation, the application does not meet the requirements of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of	prepares the Final Report and forwards it to the assigned reviewer.			Extension Office • Securities Counsel II; Zamboanga Extension Office
	1.3. Reviews the submitted documents along with the final report and, if compliant, orders the issuance of the Payment Assessment Form (PAF)		7 working day/s	• Securities Counsel II; Zamboanga Extension Office • Securities Counsel I; Zamboanga Extension Office

voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)				
	1.4. Prepares and Sends the Payment Assessment Form (PAF) to the applicant through iMessage		1 working day/s	• Securities Specialist II; Zamboanga Extension Office • SEC Administrative Officer III; Zamboanga Extension Office
2. Upload the scanned copy of the proof of payment of filing fees by replying to the ticket thread in the iMessage portal, and await the release of the electronic copy of the duly signed certificate	2.1. Receives and acknowledges the receipt of proof of payment	None	4 hour/s	• Administrative Officer III; Zamboanga Extension Office • Securities Specialist II;

Location: **iMessage:** imessage.sec.gov.ph				Zamboanga Extension Office
	2.2. Prepares the Certificate and forwards it to the Director for review and signature.		1 working day/s	• Securities Counsel I; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office
	2.3. Signs the Certificate of Paid-up Capital/Capital Structure/Percentage of Ownership		1 working day/s	• SEC Director I; Zamboanga Extension Office
	2.4. Scans and uploads the signed Certificate to the Document Verification System to generate a QR Code, forwards the electronic copy of the duly signed certificate to the assigned Processor		6 hour/s	• SEC Administrative Assistant II; Zamboanga Extension Office • SEC Data Analyst; Zamboanga Extension Office
	2.5. Sends and releases the electronic copy of the signed certificate through the iMessage portal and tags the ticket as closed.		6 hour/s	• Securities Counsel I; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office

Total Processing Time:	Working Days: 19 working day/s
Total Processing Fee:	Total Standard Fee: PHP 1030

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

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

Office or Division:	Zamboanga Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	General transacting public and business entities for: a.) Registered corporations; b.) Suspended and Revoked Corporation for purposes of filing a Petition to Set Aside Order of Suspension or Revocation; and c.) Corporations with Notice of Deficiencies and Hearing or Orders.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Annex G (1) Electronic Copy	Applicant / Client

Remarks:

Annex G may be found in the MC 28 series of 2020 uploaded in the SEC website (www.sec.gov.ph)

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. The Annex G Form with Sworn Certificate of No Intra Corporate Dispute can be downloaded in Amendment Requirement. Use and submit notice to change email address and/or mobile number (ANNEX G) application in Memorandum Circular No. 28, Series of 2020 through	1.1. Receive the amendment application through MC28 Portal including its attachments.	None	3 hour/s	• Administrative Officer III; Zamboanga Extension Office

https://mc28.sec.gov.ph/ **Location:** https://mc28.sec.gov.ph/ **Notes/Instruction:** 1.1. Go to **AMENDMENT** in MC28 Portal, the SEC registration number will appear and be available for amendment if the application of ANNEX D for corporations or Annex E for partnerships was approved. 1.2. A one-time password/OTP will be sent to the contact details previously submitted by the client. The user must validate the OTP to proceed with the amendment process. 1.3. Encode the new company details reflected in ANNEX G. Then click the continue and verified contact details. After confirming the details, One-time password/OTP will be sent to the contact details provided in the form. 1.4. Upload ANNEX G with Sworn Certificate of No Intra Corporate Dispute, then submit the application.				
	1.2. Browse over the SEC systems online, review and compare the information in the uploaded ANNEX G and encoded data in the portal.		5 hour/s	• Administrative Officer III; Zamboanga Extension Office
	1.3. Check the signatories of the required attachments i.e. ANNEX G and Sworn Certificate of No Intra Corporate Dispute.		3 hour/s	• Administrative Officer III; Zamboanga Extension Office
2. Receive a display confirmation	2.1. If the old information from	None	1 working day/s	• Administrative Officer

indicating that the submission was successful along with reference Number assigned to the transaction at the same time a confirmation email notifying them that the submission has been successfully received and is now under reviewed by the SEC. Receive an email notification in their official email address encoded in MC28 Portal, regarding status and remarks.	Annex D/E is consistent with the information in Annex G, consistently encoded in the portal, and with complete documents, it will be tagged as approved.			III; Zamboanga Extension Office
Location: Compliance Monitoring Division **Notes/Instruction:** 2.1. If the application is for compliance/rejected, client must re-apply their application in MC28 Portal Amendment with the compliance from the said remarks. 2.2 If the party no longer has access to the old information, they may select the " I don't have any access" option. This will prompt them to submit a Notarized Explanation Letter in the form of a Director's Certificate (Must be signed by the majority of the board/trustees).	2.2. If the application is for compliance, it will be tagged as rejected (the findings are stated as well as the possible solutions/remedies for compliance).		1 working day/s	• Administrative Officer III; Zamboanga Extension Office
	2.3. After seven (7) working days, if no comment has been received and the explanation is clearly stated, the request will be tagged as approved. The system will then send a link to proceed with the submission of Annex G.		8 working day/s	• Administrative Officer III; Zamboanga Extension Office

After seven (7) working days, if no comment has been received and the explanation is clearly stated, the request will be tagged as approved. The system will then send a link to proceed with the submission of Annex G.				
Total Processing Time:		Working Days: 11 working day/s, 3 hour/s		
Total Processing Fee:		Total Standard Fee: None		

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

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

1. *Articles of Incorporation*

- *Prefatory Clause;*
- *Corporate Name/Business Name;*
- *Primary Purpose;*
- *Secondary Purpose;*
- *Change in the Principal Office Address;*
- *Terms of Existence;*
- *Increase or Decrease in the Number of the Board of Directors/Trustees;*
- *Features of Shares, except if simultaneously filed with an application for increase of capital stock, or reclassification/declassification of shares;*
- *Provision for the Undertaking to Change Name;*
- *Fiscal Year for One Person Corporations (OPCs);*

1. *By-Laws*

- *Adoption of Corporate Name in the By-Laws;*
- *Provision for Transfer of Stock and Rights of Stockholders or Interest (e.g. Right of First Refusal, Pre-Emptive Rights);*
- *Amendment of a Corporation Sole (change of corporate name, change of address, change of primary purpose)*
- *Provision for Tax Exemption for Non-Stock;*
- *Date of Annual Meeting of the stockholders/members;*
- *Fiscal Year;*
- *Audit of Books and Dividends;*
- *Seal;*
- *Subscription, Issuance and Transfer of Shares;*
- *Suspension, Expulsion and Termination of Membership;*
- *The Form for Proxies of Stockholders/Members and the Manner of Voting Them;*
- *The Manner of Election or Appointment, Qualification, Functions, and the Term of Office of All Officers other than Directors/Trustees;*
- *The Place and Manner of Calling and Conducting Regular Meetings of the Stockholders/Members;*
- *The Powers, Qualifications, Duties, Term, and Compensation of Directors/Trustees;*
- *The Required Quorum in Meetings of Stockholders/Members;*
- *The Time, Place, and Manner of Calling and Conducting Regular or Special Meetings of the Directors/Trustees;*
- *The Time, Place, and Manner of Calling and Conducting Special Meetings of the Stockholders/Members; and*
- *Amendments of Amended By-Laws concerning two (2) to four (4) provisions thereof.*

Office or Division:	Zamboanga Extension Office

Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All registered stock domestic corporations with foreign equity participation of not more than forty percent (40%) and non-stock corporations, except lending corporations and financing companies, through their Authorized Representatives.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *With downloadable system-generated forms in the eAmend Portal*	
2. Amendment Form (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *With downloadable system-generated forms in the eAmend Portal* • *notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed names* • ***For corporation sole**: Original copies should be signed (wet signature) and notarized*	
3. Amended Articles of Incorporation/By-Laws (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • ***two (2) copies shall be submitted together with all the documentary requirements uploaded in the eAMEND portal** (Please submit the Amended Articles of Incorporation/By-laws incorporating the proposed provisions. The amendments must be clearly underlined and annotated with the phrase "(As amended on [date of meeting])" immediately following the amended provision. Kindly ensure that no established facts are removed or modified in the process.)*	

4. Monitoring Clearance (1) Original Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *Application for Monitoring Clearance through: ewatch.sec.gov.ph* • *If there is no valid and available Monitoring Clearance, submit an Affidavit of Undertaking for Monitoring from the eAMEND System.* • *If you have previously used an Affidavit of Undertaking for your amendment application, kindly submit a valid Monitoring Clearance issued by the Zamboanga Extension Office for your current application.* *For Corporations with Secondary License: Market and Securities Regulation Department (MSRD)*	
5. Affidavit of Undertaking for Post-Evaluation (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *With downloadable system-generated forms in the eAmend Portal*	
For Situational Requirement	
A. For Clearance from other SEC departments	
Sub Situational Requirement/s	
A.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
A.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
A.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
A.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
A.c. For Financial Technology (FinTech) related business activities	
A.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks:	

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

A.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)

Remarks:

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

B. Endorsement from other government agencies

Sub Situational Requirement/s

B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For applications with Amendment of By-laws	
Sub Situational Requirement/s	
C.a. Air Transport	
C.a.1. Civil Aeronautics Board Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.b. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions	
C.b.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.c. Educational Institution: (stock & non-stock)	
C.c.1. Department of Education Endorsement for Elementary (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.c.2. Commission on Higher Education Endorsement for College, Tertiary Course (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.c.3. Technical Education Skills and Development Authority Endorsement for Technical Vocational Course (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.d. Electric Power Plant/Trading of Petroleum Products	
C.d.1. Department of Education Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.e. Hospital, Dental, Medical Clinics	
C.e.1. Department of Health Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.f. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.f.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.g. Money Changer and Remittance Services	
C.g.1. Bangko Sentral ng Pilipinas Endorsement	Applicant / Client

(2) Original Copy And (1) Electronic Copy	
C.h. Non-Chartered Government Owned and Controlled Corporation	
C.h.1. Government Commission for Government-owned and Controlled Corporation Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.i. Professional Association	
C.i.1. Professional Regulation Commission Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.j. Radio, TV, Telephone, Internet Service Providers, Value-Added Service Provider	
C.j.1. National Telecommunications Commission Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.k. Recruitment for Overseas Employment	
C.k.1. Philippine Overseas Employment Administration Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.l. Security Agency/ Anti-Crime Task Force	
C.l.1. Philippine National Police Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.m. Tobacco Related Business	
C.m.1. National Tobacco Administration Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.n. Volunteer Fire Brigade	
C.n.1. Bureau of Fire Protection (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.o. Vessel/Ship Operation, Ship Management. Shipbuilding, Ship Repair, Shipping Agency, Ship Husbanding, Ship Chandling and other Maritime related activities	
C.o.1. Maritime Industry Authority (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.p. Water Service Providers and Waterworks	
C.p.1. Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
D. For Amendment of Corporate Name	
Sub Situational Requirement/s	
D.a. For Amendment of Corporate Name	

D.a.1. Name Verification Slip for Amendment of Corporate Name with Proof of Payment of Reservation Fee (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Corporate Filing and Records Division or request from crmd_amend_name@sec.gov.ph*	
D.a.2. Affidavit of a director, trustees or officer undertaking to change corporate name, if not stated in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, pays the filing fee through through eSPAYSEC and submit the application in the eAMEND portal (Regular Processing) **Location:** **(https://eamend.sec.gov.ph/login)**	1.1. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: Amended Articles of Incorporation: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 Total: PHP 1040 **Possible Fees** Breakdown: Amendment of By-Laws: PHP 1000 **Formula Fees** Breakdown:	5 minute/s	• eAMEND System; Zamboanga Extension Office
	1.2. Verifies completeness and correctness of the submitted amendment requirements and assigns the application to the Processors if the documents are complete.		1 hour/s	• Information Officer II; Zamboanga Extension Office • Securities Counsel I ; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office • Director; Zamboanga

		Name Reservation Slip		Extension Office
	1.3. Processes and evaluates application for amendment.		6 working day/s, 6 hour/s, 20 minute/s	• Administrative Officer III; Zamboanga Extension Office • Specialist I; Zamboanga Extension Office • Specialist II; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office
	1.4. Tags the application Complete and issue the Digital Certificate of Amendment of Articles of Incorporation and/or By-Laws		30 minute/s	• Administrative Officer III; Zamboanga Extension Office • Specialist I; Zamboanga Extension Office • Specialist II; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office

2. Generates the Digital Certificate **Location:** https://eamend.sec.gov.ph/login **Notes/Instruction:** To secure the original copy of the Certificate, the applicant has to submit two (2) sets of originally signed documentary requirements with original proof of payment within a period fifteen (15) days from the date of issuance of the Digital Certificate	2. None	None	5 minute/s	• None; Any of requesting office / division
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1040 See other fees below		
Possible Fees • **Amendment of By-Laws** : 1000				
Formula / Schedule of Fees • **Name Reservation Slip** Php 100 per Corporate Name *Additional Php 100 per trade name				

5. Application for Amendment of Articles of Incorporation and/or By-laws of Domestic Corporations through Electronic Application for Modification of Entity Data (eAMEND)-Regular Application

An online amendment portal that facilitates the acceptance, processing, approval of payment, and issuance of the digital copy of the Certificate of Amendment of the following:

1. *Domestic Stock*
2. *Non-stock Corporation*

Office or Division:	Zamboanga Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	Corporations duly registered at Securities and Exchange Commission
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Amended Articles of Incorporation/By-laws (2) Original Copy	Applicant / Client
2. Directors` or Trustees` Certificate - notarized and signed by majority of the directors or trustees and the corporate secretary, certifying (i) the amendment of the Articles of Incorporation and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their names (2) Original Copy	Applicant / Client
Remarks: *A sample format of this document may be requested from the Securities and Exchange Commission - Zamboanga Extension Office through email: reports_zeo@sec.gov.ph or through www.sec.gov.ph*	
3. Notarized Secretary's Certificate on no pending case of intra-corporate dispute (2) Original Copy	Applicant / Client

Remarks: *A sample format of this document may be requested from the Securities and Exchange Commission - Zamboanga Extension Office through email: reports_zeo@sec.gov.ph or through www.sec.gov.ph*	
4. Monitoring Clearance (1) Photo Copy	Applicant / Client
For Situational Requirement	
A. In lieu of Monitoring Clearance	
A.1. Affidavit of Undertaking (2) Original Copy	Applicant / Client
Remarks: *System-generated through Electronic Application for Modification of Entity Data (eAMEND) portal*	
B. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation, if applicable	
B.1. Clearance (1) Original Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
C. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House, if applicable	
C.1. Clearance (1) Original Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
D. For business activities like Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions	
D.1. Endorsement (1) Original Copy	Bangko Sentral ng Pilipinas - Mindanao Regional Office
E. For business activities like Insurance/Mutual Benefit Association/ Health Maintenance Organization, if applicable	
E.1. Endorsement (1) Original Copy	Insurance Commission - Licensing Division
F. For business activities like Money Changer and Remittance Services, if applicable	
F.1. Endorsement (1) Original Copy	Bangko Sentral ng Pilipinas - Licensing Division

G. If the provision to be amended is the corporate name	
G.1. Name Verification Slip (1) Original Copy	Applicant / Client
Remarks: *A sample format of this document may be requested from the Securities and Exchange Commission - Zamboanga Extension Office through email: reports_zeo@sec.gov.ph or through www.sec.gov.ph*	
G.2. Affidavit of a director, trustee or officer undertaking to change corporate name. (Not required if already stated in the AI) (2) Original Copy	Applicant / Client
Remarks: *A sample format of this document may be requested from the Securities and Exchange Commission - Zamboanga Extension Office through email: reports_zeo@sec.gov.ph or through www.sec.gov.ph*	
H. If the provision to be amended is for registered corporations increasing its foreign equity to more than 40%	
H.1. Securities and Exchange (SEC) FORM No. F-101 (2) Original Copy	Applicant / Client
Remarks: *A sample format of this document may be requested from the Securities and Exchange Commission - Zamboanga Extension Office through email: reports_zeo@sec.gov.ph or through www.sec.gov.ph*	
I. If the provision to be amended is for registered corporations with more than 40% then increasing further the percentage of such equity	
I.1. Securities and Exchange Commission (SEC) Form No. F-102 (2) Original Copy	Applicant / Client
Remarks: *A sample format of this document may be requested from the Securities and Exchange Commission - Zamboanga Extension Office through email: reports_zeo@sec.gov.ph or through www.sec.gov.ph*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

1. Submit application through Electronic Application for Modification of Entity Data (eAMEND) portal **Location:** SECURITIES EXCHANGE COMMISSION-ZAMBOANGA CITY **Notes/Instruction:** To enhance the security of eAMEND transactions, all individuals who wish to use eAMEND portal shall register and create an account on SEC Universal Registration Environment (eSECURE). A user guide for both portals are available for the step by step procedures.	1.1. Verify Name for change of name	None	2 hour/s	• Information Officer II; Zamboanga Extension Office
	1.2. Process the application		2 working day/s	• Specialist I/Securities Counsel I; Zamboanga Extension Office
	1.3. Issue Payment Assessment Form (PAF) through Electronic Application for Modification of Entity Data (eAMEND)		1 hour/s	• Specialist I/ Securities Counsel I; Zamboanga Extension Office
2. Pay the filing fee **Location:** at Electronic System for Payment to SECURITIES AND EXCHANGE COMMISSION (eSPAYSEC) https://espaysec.sec.gov.ph/payment-portal/home	2. Verify Payment; Electronic Official Receipt is System Generated through Electronic System for Payment to SECURITIES AND EXCHANGE COMMISSION (eSPAYSEC)	**Standard Fees** Breakdown: Filing Fee- Amendment of Articles of Incorporation /By-Laws : PHP 1000 Legal Research Fee- 1% of the Filing Fee for amendment: PHP 10 Documentary Stamp Taxes : PHP 30 Handling	1 hour/s	• Specialist I/ Securities Counsel II; Zamboanga Extension Office

		Fee : PHP 20 Total: PHP 1060 **Possible Fees** Breakdown: Amendment by increasing foreign equity: PHP 3000 Legal Research Fee : PHP 30 Documentary Stamp Tax: PHP 30 Handling Fee : PHP 20		
3. Submit hard copies of required documents **Location:** SECURITIES EXCHANGE COMMISSION-ZAMBOANGA CITY	3.1. Check monitoring compliance for applications with Affidavit of Undertaking	None	1 working day/s, 4 hour/s	• Monitoring Analyst; Zamboanga Extension Office
	3.2. Review hard copies of required documents		1 working day/s	• Specialist I/ Securities Counsel II; Zamboanga Extension Office
	3.3. Post Audit the application		5 hour/s	• Securities Counsel II; Zamboanga Extension Office
	3.4. Print Certificate of Amendment of Articles of Incorporation/By-laws		5 hour/s	• Administrative Assistant II; Zamboanga

				Extension Office
	3.5. Approve the application		5 hour/s	• Director; Zamboanga Extension Office
4. Claim the approved application **Location:** SECURITIES EXCHANGE COMMISSION-ZAMBOANGA CITY	4. Release approved application	None	1 hour/s	• Administrative Assistant II; Zamboanga Extension Office
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1060 See other fees below		

Possible Fees

- **Amendment by increasing foreign equity** : 3000
- **Legal Research Fee** : 30
- **Documentary Stamp Tax** : 30
- **Handling Fee** : 20

6. Application for Amendment of Articles of Incorporation and/or By-laws of Domestic Corporations through Electronic Application for Modification of Entity Data (eAMEND)-Simple Application

Is subject to issuance of digital certification for Amendment of the Articles of Incorporation and/or By-Laws filed by Domestic Stock or Non-stock corporations concerning the following provisions: a. Articles of Incorporation: i. Change in the Principal Office Address; ii. Increase or Decrease in the Number of the Board of Directors/Trustees; iii. Fiscal Year for One Person Corporations (OPCs). b. By-Laws: i. Date of Annual Meeting of the stockholders/members; ii. Fiscal Year.

Office or Division:	Zamboanga Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Corporations duly registered at Securities and Exchange Commission
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Amended Articles of Incorporation/By-laws (2) Original Copy	Applicant / Client
2. Directors` or Trustees` Certificate - notarized and signed by majority of the directors or trustees and the corporate secretary, certifying (i) the amendment of the Articles of Incorporation and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their names (2) Original Copy	Applicant / Client
Remarks: *A sample format of this document may be requested from the Securities and Exchange Commission - Zamboanga Extension Office through email: reports_zeo@sec.gov.ph or through www.sec.gov.ph*	
3. Notarized Secretary's Certificate on no pending case of intra-corporate dispute (2) Original Copy	Applicant / Client

Remarks: *A sample format of this document may be requested from the Securities and Exchange Commission - Zamboanga Extension Office through email: reports_zeo@sec.gov.ph or through www.sec.gov.ph*	
4. Monitoring Clearance (1) Photo Copy	Securities and Exchange Commission - Zamboanga Extension Office
For Situational Requirement	
A. In lieu of Monitoring Clearance	
A.1. Affidavit of Undertaking (2) Original Copy	Applicant / Client
Remarks: *System-generated through Electronic Application for Modification of Entity Data (eAMEND) portal*	
B. Additional Requirements: For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
B.1. Clearance (1) Original Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
C. Additional Requirements: For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
C.1. Clearance (1) Original Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
D. For Business Activities like Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
D.1. Endorsement (1) Original Copy	Bangko Sentral ng Pilipinas - Visayas Regional Office
E. For Business Activities like: Insurance/Mutual Benefit Association/ Health Maintenance Organization- Insurance Commission	
E.1. Endorsement (1) Original Copy	Insurance Commission - Licensing Division
F. If the provision to be amended is the corporate name	
F.1. Name Verification Slip (1) Original Copy	Securities and Exchange Commission - Zamboanga

	Extension Office
F.2. Affidavit of a director, trustee or officer undertaking to change corporate name (Not required if already stated in the AI) (2) Original Copy	Applicant / Client
Remarks: *A sample format of this document may be requested from the Securities and Exchange Commission - Zamboanga Extension Office through email: reports_zeo@sec.gov.ph or through www.sec.gov.ph*	
G. If the provision to be amended is for registered corporations increasing its foreign equity to more than 40%	
G.1. Securities and Exchange Commission Form: F-101 (2) Original Copy	Applicant / Client
Remarks: *A sample format of this document may be requested from the Securities and Exchange Commission - Zamboanga Extension Office through email: reports_zeo@sec.gov.ph or through www.sec.gov.ph*	
H. If the provision to be amended is for registered corporations with more than 40% increasing further the percentage of such equity	
H.1. Securities and Exchange Commission Form: F-102 (2) Original Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit Name Verification slip for amendment with change of name **Location:** Securities and Exchange Commission Zamboanga Extension Office	1. Verify Name	**Possible Fees** Breakdown: Name Verification: PHP 100 One Trade Name: PHP 100 Integration of Corporate Name and Trade Name: PHP 100	1 hour/s, 30 minute/s	• Information Officer II, Specialist I; Zamboanga Extension Office
2. Submit application through Electronic Application for	2. A system generated Payment	None	1 hour/s	• Electronic Application for

Modification of Entity Data (eAMEND) portal **Location:** SECURITIES EXCHANGE COMMISSION-ZAMBOANGA CITY **Notes/Instruction:** To enhance the security of eAMEND transactions, all individuals who wish to use eAMEND portal shall register and create an account on SEC Universal Registration Environment (eSECURE). A user guide for both portals are available for the step by step procedures.	Assessment Form (PAF) will be issued			Modification of Entity Data (eAMEND) portal ;
3. Pay the filing fee **Location:** at Electronic System for Payment to SECURITIES AND EXCHANGE COMMISSION (eSPAYSEC) https://espaysec.sec.gov.ph/payment-portal/home	3.1. A system generated Electronic Official Receipt will be issued	**Standard Fees** Breakdown: Filing Fee-Amendment of Articles of Incorporation /By-Laws : PHP 1000 Legal Research Fee- 1% of the Filing Fee for amendment: PHP 10 Documentary Stamp Taxes: PHP 30 Handling Fee: PHP 20 --- Total: PHP 1060	30 minute/s	• Electronic Electronic System for Payment to SECURITIES AND EXCHANGE COMMISSION (eSPAYSEC); Zamboanga Extension Office

	3.2. Assign application to processor	**Possible Fees** Breakdown: Amendment by increasing foreign equity: PHP 3000 Legal Research Fee : PHP 30 Documentary Stamp Tax : PHP 30 Handling Fee: PHP 20	1 hour/s	• Securities Counsel II;
	3.3. Process the application		2 working day/s	• Administrative Officer III, Specialist I, Securities Counsel II; Zamboanga Extension Office
4. 3 . Submit hard copies of required documents **Location:** SECURITIES EXCHANGE COMMISSION-ZAMBOANGA CITY	4.1. Check monitoring compliance for applications with Affidavit of Undertaking	None	1 working day/s, 3 hour/s	• Monitoring Analyst; Zamboanga Extension Office
	4.2. Receive and Check completeness of documents		5 hour/s	• Data Analyst, Administrative Assistant II; Zamboanga Extension Office
	4.3. Post Audit the application		1 working day/s	• Securities Counsel II; Zamboanga Extension Office
	4.4. Print Certificate of Amendment of Articles of Incorporation/By-laws		5 hour/s	• Administrative Assistantt II; Zamboanga

				Extension Office
	4.5. 3.6. Approve the post audited application		5 hour/s	• Director; Zamboanga Extension Office
5. Claim the approved application **Location:** SECURITIES EXCHANGE COMMISSION-ZAMBOANGA CITY	5. Release approved application	None	2 hour/s	• Administrative Assistant II; Zamboanga Extension Office
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1060 See other fees below		

Possible Fees

- **Name Verification** : 100
- **One Trade Name** : 100
- **Integration of Corporate Name and Trade Name** : 100
- **Amendment by increasing foreign equity** : 3000
- **Legal Research Fee** : 30
- **Documentary Stamp Tax** : 30
- **Handling Fee** : 20

7. Application for Amendment of Articles of Incorporation and/or By-laws of Lending/Financing Companies

This service outlines the online procedure adopted for the amendment of the Articles of Incorporation and/or By-laws of Lending and Financing Companies.

Office or Division:	Zamboanga Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Coversheet (3) Original Copy	Applicant / Client
Remarks: *May secure a Checklist of requirements and sample formats from the Licensing Unit or through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf.*	
2. Amended Articles of Incorporation/By-laws (1) Original Copy And (2) Photo Copy	Applicant / Client
3. Directors` Certificate - notarized and signed by majority of the directors and the corporate secretary, certifying (i) the amendment of the Articles of Incorporation and indicating the amended provisions, (ii) the vote of the directors and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their names (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *May secure a copy through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf*	
4. Notarized Secretary's Certificate on no pending case of intra-corporate dispute (1) Original Copy And (2) Photo Copy	Applicant / Client

Remarks: *May secure a copy through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf*	
5. Monitoring Clearance (1) Original Copy And (2) Photo Copy	Securities and Exchange Commission - Zamboanga Extension Office
For Situational Requirement	
A. If the provision to be amended is the corporate name	
A.1. Name Verification Slip (1) Original Copy And (2) Photo Copy	Applicant / Client
A.2. Affidavit of a director or officer undertaking to change corporate name, if not stated in the AI (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *May secure a copy through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/2019_FormsUndertakingtoChangeName.pdf*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. For pre-processing, send a scanned copy of documentary requirements to imessage@sec.gov.ph and wait for the result on the requested service. **Location:** Securities and Exchange Commission-Zamboanga Extension Office **Notes/Instruction:** **Remarks:** If documents are incomplete and non-compliant, return to clients for compliance	1.1. Assign and forward to processor	None	15 minute/s	• Information Officer II; Zamboanga Extension Office • Securities Counsel I; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office • Director; Zamboanga

by issuing a checklist of deficiencies.				Extension Office
	1.2. Processor reviews and evaluates the submitted documentary requirements.		1 working day/s	• Administrative Officer III; Zamboanga Extension Office • Specialist I; Zamboanga Extension Office • Specialist II; Zamboanga Extension Office • Securities Counsel I; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office
2. Receives update on the requested service through imessage. **Location:** Securities and Exchange Commission-Zamboanga Extension Office	2. Checks the Compliances on the deficiencies or lacking documentary requirements	None	6 hour/s, 10 minute/s	• Administrative Officer III; Zamboanga Extension Office • Specialist I; Zamboanga Extension Office • Specialist II; Zamboanga Extension Office

				• Securities Counsel II; Zamboanga Extension Office
3. Pay the filing fee at selected Landbank branches (over the counter), or SEC Online Payment Portal. **Location:** Securities and Exchange Commission-Zamboanga Extension Office **Notes/Instruction:** **Remarks:** https://www.sec.gov.ph/mc-2017/mc-no-03-s-2017-consolidated-schedule-of-fees-and-charges/ SEC Online Payment Portal through this link https://espaysec.sec.gov.ph/ For over the counter payment at Landbank: **FUND ACCOUNT:** SEC RCC Current Account **ACCOUNT NO.:** 3752-2220-44	3. Receive and acknowledge payment	**Possible Fees** Breakdown: Amended Articles of Incorporation: PHP 1000 Amended By-Laws: PHP 1000 Documentary Stamp Tax: PHP 30 Name Verification: PHP 100 **Formula Fees** Breakdown: Legal Research Fee	15 minute/s	• Data Analyst; Zamboanga Extension Office • Administrative Assistant II; Zamboanga Extension Office
4. Submits the hard copies at the Robinson's Galleria Satellite Office. **Location:**	4.1. Receive and verify documentary requirements and proof of payment.	None	30 minute/s	• Data Analyst; Zamboanga

Robinson's Galleria Satellite Office				Extension Office • Administrative Assistant II; Zamboanga Extension Office
	4.2. Prepare the Certificate for Lending/Financing Companies		1 hour/s	• Administrative Assistant II; Zamboanga Extension Office
	4.3. Review the certificate		30 minute/s	• Securities Counsel I ; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office
	4.4. Sign the certificate.		30 minute/s	• Director; Zamboanga Extension Office
	4.5. Forward the Certificate to Releasing Unit for releasing		5 minute/s	• Administrative Assistant II; Zamboanga Extension Office
5. Receive Notice thru email that the Certificate is already signed. **Location:**	5. Notify the Applicant thru email that the certificate is already signed.	None	15 minute/s	• Administrative Assistant II; Zamboanga

Securities and Exchange Commission-Zamboanga Extension Office				Extension Office
6. Proceed to Releasing Unit for presentment of the original proof of payment and receive the signed Certificate of Lending/Financing Companies **Location:** Securities and Exchange Commission-Zamboanga Extension Office	6. Release signed Certificate of Branch Office of Lending/Financing Companies	None	30 minute/s	• Administrative Assistant II; Zamboanga Extension Office
Total Processing Time:		Working Days: 2 working day/s, 2 hour/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Possible Fees

- **Amended Articles of Incorporation** : 1000
- **Amended By-Laws** : 1000
- **Documentary Stamp Tax** : 30
- **Name Verification** : 100

Formula / Schedule of Fees

- **Legal Research Fee**

  1/10 of 1% of Amendment Fee

8. Application for Amendment of Articles of Incorporation and/or By-Laws of non-Philippine National Domestic Stock and Non-stock Corporations registered under FIA or before IPAs (Regular Processing)

*This service details the procedure in applying for amendment of the Articles of Incorporation and/or By-Laws of non-Philippine national Stock and Non-stock domestic corporations registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs) through the eAMEND Portal under **Regular Processing** concerning the following provisions:*

1. *Amendment of Articles of Incorporation other than those covered by Simple Processing;*
2. *Amendment of By-Laws of FIA registered corporations whether stock or non-stock other than those covered by Simple Processing;*
3. *Application for Increase of Capital Stock for One Person Corporation via Cash; and*
4. *Combination of any amendments under Simple and Regular Processing*

Office or Division:	Zamboanga Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All domestic corporations registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs)
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Cover Sheet for Amendment (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf)*	
2. Amended Articles of Incorporation and/or By-Laws (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
For Situational Requirement	
A. For Ordinary Stock and Non-Stock Corporation	
A.1. Director's Certificate for Stock Corporation or Trustees Certificate for Non-Stock Corporation (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks:	

SEC Website

- *Director's Certificate - https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf*
- *Trustees Certificate - https://www.sec.gov.ph/wp-content/uploads/2019/11/Trustees_Certificate.pdf*

A.2. Notarized Secretary's Certificate of no pending case of intra-corporate dispute (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Zamboanga Extension Office

Remarks:

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

B. For One Person Corporation (OPC)

B.1. Notarized Resolution signed by the Single Stockholder and Corporate Secretary (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Zamboanga Extension Office

Remarks:

SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm_RESOLUTION-opc.docx)

Sub Situational Requirement/s

B.a. For Change of Nominee and alternate nominee

B.a.1. Acceptance Letter for Change of Nominee and Alternate Nominee (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Zamboanga Extension Office

Remarks:

SEC Website (https://www.sec.gov.ph/wp-content/uploads/2019/10/2019_Sample-Acceptance-Letter-of-Nominees.docx)

This is only required if the change is filed simultaneously with a change in the Single Stockholder or amendment of other provision/s.

B.b. For Change of Single Stockholder

B.b.1. Certificate Authorizing Registration (1) Electronic Copy And (1) Original Copy And (1) Electronic Copy	Bureau of Internal Revenue - Revenue District Office
B.b.2. Deed of Assignment from the previous Single Stockholder, if the shares will be transferred to the new	Applicant / Client

Single Stockholder (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	
C. For Corporations with Primary License	
C.1. Monitoring Clearance (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *https://forms.gle/Nt9p8PN88j7G4LPi8*	
D. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
D.1. Monitoring Clearance from Markets and Securities Regulation Department (MSRD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Markets and Securities Regulation Department
E. For Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies, and foundation	
E.1. Monitoring Clearance from Corporate Governance and Finance Department (CGFD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Corporate Governance and Finance Department
F. For Financing/Lending	
F.1. Monitoring Clearance from Financing and Lending Companies Department (FLCD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Zamboanga Extension Office
G. For Financial Technology (FinTech) related business activities [Operators of payment systems; Payment Service Providers; Electronic Money Issuers (EMI); Non-bank EMIs; Alternative Credit Scoring Companies; AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); KYC/Security Companies (KYC Service Providers); Digital Banks; Digital Asset Exchanges; Virtual Asset Service Providers; Play-to-Earn Platforms; o E-Commerce Companies; Crowdfunding Platforms; RegTech Companies (RegTech Service Providers); SupTech Companies (SupTech Service Providers); and Digital Advisers/Robo-Advisers]	
G.1. PhiliFintech Innovation Office (PIO) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office
G.2. Enforcement and Investor Protection Department (EIPD) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department
H. For Banks, banking and quasi-banking institutions, pawnshops, corporations engaged in money service business (ex. Money Changer and Remittance Services), non-	

stock savings and loan associations (NSSLAs) and other Financial Intermediaries	
H.1. Endorsement from Bangko Sentral ng Pilipinas (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Bangko Sentral ng Pilipinas - Financial Supervision Sector
I. For Insurance/Health Maintenance Organization, preneed	
I.1. Endorsement from Insurance Commission (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Insurance Commission - Legal Services Group - Licensing Division
J. If to engage as a foreign retailer (amendment of purpose)	
J.1. Certification of Inward Remittance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: ***Certification of Inward Remittance*** *of Foreign Exchange showing compliance of the foreign retailer with the minimum paid-up capital requirement of Twenty-Five Million Pesos (P25,000,000.00) or other proof, such as Bank Certification, certifying that such capital investment is deposited and maintained in a bank in the Philippines*	
J.2. Apostilled/authenticated Certificate of Reciprocity (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *to the effect that such State provides reciprocity to Filipinos*	
K. If with Amendment of Corporate Name / Trade Name / Business Name	
K.1. Name Verification Slip (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Zamboanga Extension Office
Sub Situational Requirement/s	
K.a. If undertaking to change name, in compliance with Section 17 of the Revised Corporation Code of the Philippines (RCCP), is not explicitly stated in any of the submitted forms	
K.a.1. Affidavit of undertaking to change corporate name / trade name (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: • *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)*	

- *executed by a director, trustee or officer*

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the electronic copy of the requirements to the eAMEND Portal **Location:** https://eamend.sec.gov.ph/login **Notes/Instruction:** If the application is found to be for compliance during the evaluation stage, the applicant will have to go back to Step 1- Submission of requirements.	1.1. Verifies completeness of amendment requirements and assign to processors, if the documents are complete	None	30 minute/s	• Information Officer II; Zamboanga Extension Office • Securities Counsel I; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office • Director; Zamboanga Extension Office
	1.2. Processes and evaluates application for amendment		9 working day/s, 7 hour/s	• Administrative Officer III; Zamboanga Extension Office • Specialist I; Zamboanga Extension Office • Specialist II; Zamboanga Extension Office • Securities Counsel II; Zamboang

				a Extension Office
	1.3. Issues Payment Assessment Form (PAF)		30 minute/s	• Administrative Officer III; Zamboanga Extension Office • Specialist II; Zamboanga Extension Office
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the electronic Official Receipt via e-mail	**Standard Fees** Breakdown: Amended Articles of Incorporation or By-Laws: PHP 1000 --- Total: PHP 1000 **Formula Fees** Breakdown: Legal Research FeeDocumentary Stamp TaxName Verification	1 working day/s	• Administrative Officer III; Zamboanga Extension Office
3. Submits the documentary requirements with proof of payment through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:**	3.1. Receives and verifies documentary requirements and proof of payment.	None	2 hour/s, 30 minute/s	• Data Analyst; Zamboanga Extension Office • Administrative Assistant II; Zamboanga

Securities and Exchange Commission Zamboanga Extension Office				Extension Office
	3.2. Prepares and generates the Certificate of Amended Articles of Incorporation and/or By-Laws		4 hour/s	• Administrative Assistant II; Zamboanga Extension Office
	3.3. Reviews the application and signs the the Certificate of Amended Articles of Incorporation and/or By-Laws		8 working day/s	• Director; Zamboanga Extension Office
	3.4. Tags the application for appointment through the eAMEND Portal indicating the date of release of the certificate		30 minute/s	• Administrative Assistant II; Zamboanga Extension Office
4. Proceeds to the Releasing Section at Securities and Exchange Commission Zamboanga Extension Office presents the original proof of payment and receives the signed Certificate of Amended Articles of Incorporation and/or By-Laws **Location:** Securities and Exchange Commission Zamboanga Extension Office	4. Releases original copy of the Certificate of Amended Articles of Incorporation and/or By-Laws	None	1 hour/s	• Administrative Assistant II; Zamboanga Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee:		

	PHP 1000 See other fees below

Formula / Schedule of Fees

- **Legal Research Fee**

  1% of the computed Filing Fees for Amended Articles of Incorporation and/or By-Laws

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

- **Name Verification**

  PHP 100 per proposed name/s or trade name/s

  *valid for 30 days

9. Application for Amendment of Articles of Incorporation and/or By-Laws of non-Philippine National Domestic Stock and Non-stock Corporations registered under FIA or before IPAs (Simple Processing)

This service details the procedure in applying for amendment of the Articles of Incorporation and/or By-Laws of non-Philippine national Stock and Non-stock domestic corporations registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs) through the eAMEND Portal under Simple Processing concerning the following provisions:

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

Office or Division:	Zamboanga Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All domestic corporations registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs)
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *System-generated document available for download through the eAMEND Portal*	
2. Amendment Form (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *System-generated document available for download through the eAMEND Portal*	
For Situational Requirement	
A. For Corporations with Primary License	

A.1. Monitoring Clearance (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *https://forms.gle/Nt9p8PN88j7G4LPi8*	
B. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
B.1. Monitoring Clearance from Markets and Securities Regulation Department (MSRD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Markets and Securities Regulation Department
C. For Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies, and foundation	
C.1. Monitoring Clearance from Corporate Governance and Finance Department (CGFD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Corporate Governance and Finance Department
D. For Financing/Lending	
D.1. Monitoring Clearance from Financing and Lending Companies Department (FLCD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Zamboanga Extension Office
E. For Financial Technology (FinTech) related business activities [Operators of payment systems; Payment Service Providers; Electronic Money Issuers (EMI); Non-bank EMIs; Alternative Credit Scoring Companies; AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); KYC/Security Companies (KYC Service Providers); Digital Banks; Digital Asset Exchanges; Virtual Asset Service Providers; Play-to-Earn Platforms; o E-Commerce Companies; Crowdfunding Platforms; RegTech Companies (RegTech Service Providers); SupTech Companies (SupTech Service Providers); and Digital Advisers/Robo-Advisers]	
E.1. PhiliFintech Innovation Office (PIO) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office
E.2. Enforcement and Investor Protection Department (EIPD) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department
F. For Banks, banking and quasi-banking institutions, pawnshops, corporations engaged in money service business (ex. Money Changer and Remittance Services), non-stock savings and loan associations (NSSLAs) and other Financial Intermediaries	
F.1. Endorsement from Bangko Sentral ng Pilipinas (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Bangko Sentral ng Pilipinas - Financial Supervision Sector

G. For Insurance/Health Maintenance Organization, preneed				
G.1. Endorsement from Insurance Commission (1) Electronic Copy And (1) Original Copy And (1) Photo Copy			Insurance Commission - Legal Services Group - Licensing Division	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submits the electronic copy of the requirements to the eAMEND Portal **Location:** https://eamend.sec.gov.ph/login **Notes/Instruction:** If the application is found to be for compliance during the evaluation stage, the applicant will have to go back to Step 1- Submission of requirements.	1.1. Verifies completeness of amendment requirements and assign to processors, if the documents are complete	None	2 hour/s	• Information Officer II; Zamboanga Extension Office • Securities Counsel I; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office • Director; Zamboanga Extension Office
	1.2. Processes and evaluates application for amendment		6 working day/s, 2 hour/s	• Administrative Officer III; Zamboanga Extension Office • Specialist I; Zamboanga Extension Office • Specialist II; Zamboanga

				Extension Office • Securities Counsel II; Zamboanga Extension Office
	1.3. Issues Payment Assessment Form (PAF)		30 minute/s	• Administrative Officer III; Zamboanga Extension Office • Specialist II; Zamboanga Extension Office
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: Amended Articles of Incorporation or By-Laws: PHP 1000 --- Total: PHP 1000 **Formula Fees** Breakdown: Legal Research FeeDocumentary Stamp Tax	30 minute/s	• Administrative Officer III; Zamboanga Extension Office • Specialist II; Zamboanga Extension Office
3. Generates the Digital Certificate **Location:** Securities and Exchange Commission Zamboanga Extension Office	3. Issues the Digital Certificate	None	2 hour/s	• Administrative Assistant II; Zamboanga Extension Office

Notes/Instruction: *To secure the original copy of the Certificate, the applicant has to submit two (2) sets of originally signed documentary requirements with original proof of payment within a period one (1) year from the date of issuance of the Digital Certificate*				
Total Processing Time:	Working Days: 6 working day/s, 7 hour/s			
Total Processing Fee:	Total Standard Fee: PHP 1000 See other fees below			

Formula / Schedule of Fees

- **Legal Research Fee**

  1% of the computed Filing Fees for Amended Articles of Incorporation and/or By-Laws

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

10. Application for Amendment of By-Laws concerning five or more provisions and filing of New By-Laws of Domestic Corporations (eAMEND Regular Processing)

This service details the procedure in applying for amendments of the By-laws concerning five or more provisions and filing of New By-Laws through the eAMEND portal under Regular Processing.

1. *New By-Laws*
2. *Amendment of By-Laws concerning five or more provisions*

Office or Division:	Zamboanga Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered stock domestic corporations with foreign equity participation of not more than forty percent (40%) and non-stock corporations, except lending corporations and financing companies, through their Authorized Representatives.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Amended By-Laws/ New By-Laws (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *Please use the most recent Articles of Incorporation and By-Laws, which have been duly approved by the Commission. Simply modify the sections that are being amended. Underline the amended provision and add "(as amended on [date of meeting])" after it.*	
3. Notarized Secretary's Certificate of no pending case of intra-corporate dispute (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office

Remarks: • *Original copy should be signed (wet signature) and notarized* • *Download Secretary's Certificate sample form through this link: https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx*	
4. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: • *If there is no valid and available Monitoring Clearance, submit an Affidavit of Undertaking for Monitoring from the eAMEND System.* • *If you have previously used an Affidavit of Undertaking for your amendment application, kindly submit a valid Monitoring Clearance issued by the Zamboanga Extension Office for your current application.* *Application for Monitoring Clearance through: ewatch.sec.gov.ph*	
5. Directors` or Trustees` Certificate (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: • *Original copy should be signed (wet signature) and notarized* • *notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed names* *Download Director's Certificate and/or Trustees' Certificate sample form through this link:* *Director's Certificate:- https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf* *Trustees' Certificate- https://www.sec.gov.ph/wp-content/uploads/2019/11/Trustees_Certificate.pdf*	
6. Clearance/Favorable recommendation from other Departments of the Commission or from the appropriate Government Agency if applicable (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Other Departments

For Situational Requirement	
A. For Clearance from other SEC departments	
Sub Situational Requirement/s	
A.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
A.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
A.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
A.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
A.c. For Financial Technology (FinTech) related business activities	
A.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
A.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)

Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*

B. Endorsement from other government agencies	
Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For applications with Amendment of By-laws	
Sub Situational Requirement/s	
C.a. Air Transport	
C.a.1. Civil Aeronautics Board Endorsement (2) Original Copy And (1) Electronic Copy	Civil Aeronautics Board - Civil Aeronautics Board
C.b. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions	
C.b.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.c. Educational Institution: (stock & non-stock)	

C.c.1. Department of Education Endorsement for Elementary (2) Original Copy And (1) Electronic Copy	Department of Education - Department of Education
C.c.2. Commission on Higher Education Endorsement for College, Tertiary Course (2) Original Copy And (1) Electronic Copy	Commission on Higher Education - Commission on Higher Education
C.c.3. Technical Education Skills and Development Authority Endorsement for Technical Vocational Course (2) Original Copy And (1) Electronic Copy	Technical Education Skills and Development Authority - Technical Education Skills and Development Authority
C.d. Electric Power Plant/Trading of Petroleum Products	
C.d.1. Department of Energy Endorsement (2) Original Copy And (1) Electronic Copy	Department of Energy - Department of Energy
C.e. Hospital, Dental, Medical Clinics	
C.e.1. Department of Health Endorsement (2) Original Copy And (1) Electronic Copy	Department of Health - Department of Health
C.f. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.f.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C.g. Money Changer and Remittance Services	
C.g.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.h. Non-Chartered Government Owned and Controlled Corporation	
C.h.1. Government Commission for Government-owned and Controlled Corporation Endorsement (2) Original Copy And (1) Electronic Copy	Government Commission for Government-owned and Controlled Corporation - Government Commission for Government-owned and Controlled Corporation
C.i. Professional Association	
C.i.1. Professional Regulation Commission Endorsement (2) Original Copy And (1) Electronic Copy	Professional Regulation Commission - Professional Regulation Commission
C.j. Radio, TV, Telephone, Internet Service Providers, Value-Added Service Provider	
C.j.1. National Telecommunications Commission Endorsement (2) Original Copy And (1) Electronic Copy	National Telecommunications Commission - National Telecommunications Commission
C.k. Recruitment for Overseas Employment	

C.k.1. Philippine Overseas Employment Administration (2) Original Copy And (1) Electronic Copy			Philippine Overseas Employment Administration - Philippine Overseas Employment Administration	
C.l. Security Agency/ Anti-Crime Task Force				
C.l.1. Philippine National Police Endorsement (2) Original Copy And (1) Electronic Copy			Philippine National Police - Philippine National Police	
C.m. Tobacco Related Business				
C.m.1. National Tobacco Administration Endorsement (2) Original Copy And (1) Electronic Copy			National Tobacco Administration - National Tobacco Administration	
C.n. Volunteer Fire Brigade				
C.n.1. Bureau of Fire Protection Endorsement (2) Original Copy And (1) Electronic Copy			Bureau of Fire Protection - Bureau of Fire Protection	
C.o. Vessel/Ship Operation, Ship Management. Shipbuilding, Ship Repair, Shipping Agency, Ship Husbanding, Ship Chandling and other Maritime related activities				
C.o.1. Maritime Industry Authority Endorsement (2) Original Copy And (1) Electronic Copy			Maritime Industry Authority - Maritime Industry Authority	
C.p. Water Service Providers and Waterworks				
C.p.1. Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems Endorsement (2) Original Copy And (1) Electronic Copy			Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems - Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)

1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, and submit the application in the eAMEND portal (Regular Processing) **Location:** (https://eamend.sec.gov.ph/login)	1.1. Verifies completeness of the submitted amendment requirements and assigns the application to Processors.	None	1 hour/s	• Administrative Assistant II; Zamboanga Extension Office • Information Officer II; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office
	1.2. Processes and evaluates application for amendment		9 working day/s, 6 hour/s, 50 minute/s	• Administrative Officer III; Zamboanga Extension Office • Specialist I; Zamboanga Extension Office • Specialist II; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office
	1.3. Issues Payment Assessment Form (PAF) to the applicant.		30 minute/s	• Administrative Officer III; Zamboanga Extension Office

				• Specialist II; Zamboanga Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** https://espaysec.sec.gov.ph/	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Possible Fees** Breakdown: Amended By-Laws: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 **Formula Fees** Breakdown: Name Reservation Slip	30 minute/s	• Administrative Officer III; Zamboanga Extension Office • Specialist II; Zamboanga Extension Office
3. Submits the documentary requirements with proof of payment to the Receiving Counter through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** Securities and Exchange Commission-Zamboanga Extension Office	3.1. Receives and verifies documentary requirements and proof of payment	None	1 hour/s	• Data Analyst; Zamboanga Extension Office • Administrative Assistant II; Zamboanga Extension Office
	3.2. Prepares and generates the Certificate of Amendment of By-Laws/New By-Laws		1 hour/s	• Administrative Assistant II; Zamboanga Extension Office
	3.3. Reviews the application and signs the Certificate of		9 working day/s, 3	• Director; Zamboanga

	Amendment of By-Laws/New By-Laws		hour/s, 10 minute/s	Extension Office
	3.4. Forwards the signed Certificate of Amendment of By-Laws/New By-Laws to the Releasing Unit.		30 minute/s	• Administrative Assistant II; Zamboanga Extension Office
	3.5. Tags the application through the eAmend Portal to issue the Notice for Schedule of Appointment on the release of the Certificate of Amendment of By-Laws/New By-Laws		30 minute/s	• Administrative Assistant II; Zamboanga Extension Office
4. Proceeds to Releasing Section for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Amended By-laws/New By-Laws **Location:** Securities and Exchange Commission-Zamboanga Extension Office	4. Releases signed Certificate of Amended By-laws/New By-Laws	None	1 hour/s	• Administrative Assistant II; Zamboanga Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Possible Fees

- **Amended By-Laws** : 1000
- **Legal Research Fee** : 10
- **Documentary Stamp Tax** : 30

Formula / Schedule of Fees

- **Name Reservation Slip**

  Php 100 per corporate name

  *additional Php 100 per trade name

11. Application for amendment of corporate term where the proposed expiration is one (1) year or more than one (1) year under Section 136 of the RCC (under eAMEND Regular Processing)

This service details the procedure in applying for amendment of corporate term where the proposed expiration is one (1) year or more than one (1) year under Section 136 of the RCC.

Office or Division:	Zamboanga Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered stock domestic corporations with foreign equity participation of not more than forty percent (40%) and non-stock corporations, except lending corporations and financing companies, through their Authorized Representatives.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: • *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Amended Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client
3. Directors` or Trustees` Certificate (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download Director's Certificate and/or Trustees' Certificate sample form through this link:* • *Director's Certificate:- https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf* • *Trustees' Certificate- https://www.sec.gov.ph/wp-content/uploads/2019/11/Trustees_Certificate.pdf* *Original copy should be signed (wet signature) and notarized*	

notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed names	
4. Notarized Secretary's Certificate of no intra-corporate dispute (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download Secretary's Certificate sample form through this link: https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx*	
5. Monitoring Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *Application for Monitoring Clearance through: ewatch.sec.gov.ph*	
For Situational Requirement	
A. For Clearance from other SEC departments	
Sub Situational Requirement/s	
A.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
A.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
A.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
A.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
A.c. For Financial Technology (FinTech) related business activities	
A.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Operators of payment systems;*	

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

A.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)

Remarks:

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

B. Endorsement from other government agencies

Sub Situational Requirement/s

B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services

B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For applications with Amendment of By-laws	
Sub Situational Requirement/s	
C.a. Air Transport	
C.a.1. Civil Aeronautics Board Endorsement (2) Original Copy And (1) Electronic Copy	Civil Aeronautics Board - Civil Aeronautics Board
C.b. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions	
C.b.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.c. Educational Institution: (stock & non-stock)	
C.c.1. Department of Education Endorsement for Elementary (2) Original Copy And (1) Electronic Copy	Department of Education - Department of Education
C.c.2. Commission on Higher Education Endorsement for College, Tertiary Course (2) Original Copy And (1) Electronic Copy	Commission on Higher Education - Commission on Higher Education
C.c.3. Technical Education Skills and Development Authority Endorsement for Technical Vocational Course (2) Original Copy And (1) Electronic Copy	Technical Education Skills and Development Authority - Technical Education Skills and Development Authority
C.d. Electric Power Plant/Trading of Petroleum Products	
C.d.1. Department of Energy Endorsement (2) Original Copy And (1) Electronic Copy	Department of Energy - Department of Energy
C.e. Hospital, Dental, Medical Clinics	
C.e.1. Department of Health Endorsement (2) Original Copy And (1) Electronic Copy	Department of Health - Department of Health
C.f. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.f.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C.g. Money Changer and Remittance Services	
C.g.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas

C.h. Non-Chartered Government Owned and Controlled Corporation	
C.h.1. Government Commission for Government-owned and Controlled Corporation Endorsement (2) Original Copy And (1) Electronic Copy	Government Commission for Government-owned and Controlled Corporation - Government Commission for Government-owned and Controlled Corporation
C.i. Professional Association	
C.i.1. Professional Regulation Commission Endorsement (2) Original Copy And (1) Electronic Copy	Professional Regulation Commission - Professional Regulation Commission
C.j. Radio, TV, Telephone, Internet Service Providers, Value-Added Service Provider	
C.j.1. National Telecommunications Commission Endorsement (2) Original Copy And (1) Electronic Copy	National Telecommunications Commission - National Telecommunications Commission
C.k. Recruitment for Overseas Employment	
C.k.1. Philippine Overseas Employment Administration Endorsement (2) Original Copy And (1) Electronic Copy	Philippine Overseas Employment Administration - Philippine Overseas Employment Administration
C.l. Security Agency/ Anti-Crime Task Force	
C.l.1. Philippine National Police Endorsement (2) Original Copy And (1) Electronic Copy	Philippine National Police - Philippine National Police
C.m. Tobacco Related Business	
C.m.1. National Tobacco Administration Endorsement (2) Original Copy And (1) Electronic Copy	National Tobacco Administration - National Tobacco Administration
C.n. Volunteer Fire Brigade	
C.n.1. Bureau of Fire Protection Endorsement (2) Original Copy And (1) Electronic Copy	Bureau of Fire Protection - Bureau of Fire Protection
C.o. Vessel/Ship Operation, Ship Management. Shipbuilding, Ship Repair, Shipping Agency, Ship Husbanding, Ship Chandling and other Maritime related activities	
C.o.1. Maritime Industry Authority Endorsement (2) Original Copy And (1) Electronic Copy	Maritime Industry Authority - Maritime Industry Authority
C.p. Water Service Providers and Waterworks	
C.p.1. Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems Endorsement (2) Original Copy And (1) Electronic Copy	Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems - Local Waterworks Utilities Administration /Manila

			Waterworks and Sewerage Systems	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, and submit the application in the eAMEND portal (Regular Processing) **Location:** (https://eamend.sec.gov.ph/login)	1.1. Verifies completeness and correctness of the submitted amendment requirements and assigns the application to the Processors if the documents are complete.	None	1 hour/s	• Administrative Assistant II; Zamboanga Extension Office • Information Officer II; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office
	1.2. Processes and evaluates application for amendment.		2 working day/s, 7 hour/s, 50 minute/s	• Securities Counsel I ; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office
	1.3. Issues Payment Assessment Form (PAF) to the applicant through the eAmend Portal.		30 minute/s	• Administrative Officer III; Zamboanga Extension Office • Specialist II; Zamboanga

				Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** https://espaysec.sec.gov.ph/	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: Amended Articles of Incorporation : PHP 1000 Documentary Stamp Tax: PHP 30 Legal Research Fee: PHP 10 --- Total: PHP 1040 **Possible Fees** Breakdown: Amended By-Laws: PHP 1000 **Formula Fees** Breakdown: Name Reservation Slip	30 minute/s	• Administrative Officer III; Zamboanga Extension Office • Specialist II; Zamboanga Extension Office

3. Submits the documentary requirements with proof of payment to the Receiving Counter through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** Securities and Exchange Commission-Zamboanga Extension Office	3.1. Receives and verifies documentary requirements and proof of payment	None	1 hour/s	• Data Analyst; Zamboanga Extension Office • Administrative Assistant II; Zamboanga Extension Office
	3.2. Prepares and generates the Certificate of Amended Articles of Incorporation and/or By-Laws		1 hour/s	• Administrative Assistant II; Zamboanga Extension Office
	3.3. Reviews the application and signs the Certificate of Amended Articles of Incorporation and/or By-Laws		3 working day/s, 2 hour/s, 10 minute/s	• Director; Zamboanga Extension Office
	3.4. Forwards the signed Certificate of Amended Articles of Incorporation and/or By-Laws to the Releasing Unit		30 minute/s	• Administrative Assistant II; Zamboanga Extension Office
	3.5. Tags the application through the eAmend Portal to issue the Notice for Schedule of Appointment on the release of the Certificate of Amendment of Articles of Incorporation and/or By-Laws		30 minute/s	• Administrative Assistant II; Zamboanga Extension Office

4. Proceeds to Releasing Counter for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Amended Articles of Incorporation and/or By-laws **Location:** Securities and Exchange Commission-Zamboanga Extension Office	4. Releases signed Certificate of Amended Articles of Incorporation and/or By-laws	None	1 hour/s	• Administrative Assistant II; Zamboanga Extension Office
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1040 See other fees below		

Possible Fees

- **Amended By-Laws** : 1000

Formula / Schedule of Fees

- **Name Reservation Slip**

  Php 100 per Corporate Name

  *Additional Php100 per trade name

12. Application for Amendment of Lending/Financing Branch Offices

This service outlines the online procedure adopted for amending branch offices of Lending and Financing Companies.

Office or Division:	Zamboanga Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Coversheet (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: *May secure a Checklist of requirements and sample formats from the Licensing Unit or through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf.*	
2. Letter request signed by any authorized representative stating the amended provision in the Certificate of Authority. (1) Original Copy And (3) Photo Copy	Applicant / Client
3. Original Certificate of Authority (1) Original Copy And (3) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. For pre-processing, send a scanned copy of documentary requirements to imessage@sec.gov.ph and wait for the result on the requested service. **Location:**	1.1. Assign to processor the scanned copy of documentary requirements.	None	15 minute/s	• Information Officer II; Zamboanga Extension Office • Securities Counsel I ; Zamboanga

imessage@sec.gov.ph **Notes/Instruction:** Remarks: *If documents are incomplete and non-compliant, return to clients for compliance by issuing a checklist of deficiencies.				Extension Office • Securities Counsel II; Zamboanga Extension Office • Director; Zamboanga Extension Office
	1.2. Processor reviews and evaluates the submitted documentary requirements.		25 minute/s	• Securities Counsel I ; Zamboanga Extension Office • Securities Counsel II ; Zamboanga Extension Office
2. Receives update on the requested service. **Location:** Securities and Exchange Commission-Zamboanga Extension Office	2. Checks the Compliances on the deficiencies or lacking documentary requirements	None	30 minute/s	• Securities Counsel I ; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office
3. Pay the filing fee at selected Landbank branches (over the counter), or SEC Online Payment Portal. **Location:** Securities and Exchange Commission-Zamboanga Extension Office	3. Receive and acknowledge payment	None	10 minute/s	• Securities Counsel I ; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office

Notes/Instruction: SEC Online Payment Portal through this link https://espaysec.sec.gov.ph/ For over the counter payment at Landbank: **FUND ACCOUNT**: SEC RCC Current Account **ACCOUNT NO.:** 3752-2220-44				
4. Submits the hard copies at the Receiving Section. **Location:** Securities and Exchange Commission-Zamboanga Extension Office	4.1. Receive and verify documentary requirements and proof of payment.	None	10 minute/s	• Data Analyst; Zamboanga Extension Office • Administrative Assistant II; Zamboanga Extension Office
	4.2. Prepare the certificate for Branch Office of Lending/Financing Companies		15 minute/s	• Administrative Assistant II; Zamboanga Extension Office
	4.3. Review the certificate.		15 minute/s	• Securities Counsel I ; Zamboanga Extension Office

				• Securities Counsel II; Zamboanga Extension Office
	4.4. Sign the certificate.		15 minute/s	• Director; Zamboanga Extension Office
	4.5. Forward the Certificate to Releasing section for releasing		5 minute/s	• Data Analyst; Zamboanga Extension Office • Administrative Assistant II; Zamboanga Extension Office
5. Receive Notice thru email that the Certificate is already signed. **Location:** Securities and Exchange Commission-Zamboanga Extension Office	5. Notify the Applicant thru email that the certificate is already signed.	None	5 minute/s	• Administrative Assistant II; Zamboanga Extension Office
6. Proceed to Releasing Section for presentment of the original proof of payment and receive the signed Certificate of Lending/Financing Companies **Location:** Securities and Exchange Commission-	6. Release signed Certificate of Branch Office of Lending/Financing Companies	None	15 minute/s	• Administrative Assistant II; Zamboanga Extension Office

Zamboanga Extension Office				
Total Processing Time:		Working Days: 2 hour/s, 40 minute/s		
Total Processing Fee:		Total Standard Fee: None		

13. Application for Amendment of non-Philippine national Partnerships registered under FIA or before IPAs (Regular Processing)

This service details the procedure in applying for amendment of the Articles of Partnerships of non-Philippine national Partnerships registered under FIA or before Investment Promotion Agencies (IPAs) through the eAMEND Portal under Regular Processing.

Office or Division:	Zamboanga Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All partnerships registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs)
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf)*	
2. Amended Articles of Partnership (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
For Situational Requirement	
A. For Financial Technology (FinTech) related business activities (Operators of payment systems; Payment Service Providers; Electronic Money Issuers (EMI); Non-bank EMIs; Alternative Credit Scoring Companies; Online Lending Companies; Peer-to-peer Lending Companies; AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); KYC/Security Companies (KYC Service Providers); Digital Banks; Digital Asset Exchanges; Virtual Asset Service Providers; Play-to-Earn Platforms; E-Commerce Companies; Crowdfunding Platforms; RegTech Companies (RegTech Service Providers); SupTech Companies (SupTech Service Providers); and Digital Advisers/Robo-Advisers)	
A.1. PhiliFintech Innovation Office (PIO) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
A.2. Enforcement and Investor Protection Department (EIPD) Endorsement/Clearance	Securities and Exchange Commission - Enforcement

(1) Electronic Copy And (1) Original Copy And (1) Photo Copy	and Investor Protection Department (EIPD)
B. For Money Changer and Remittance Services	
B.1. Endorsement from Bangko Sentral ng Pilipinas (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Bangko Sentral ng Pilipinas - Financial Supervision Sector
C. For Insurance/Health Maintenance Organization	
C.1. Endorsement from Insurance Commission (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Insurance Commission - Legal Services Group - Licensing Division
D. If with Amendment of Partnership Name / Trade Name / Business Name	
D.1. Name Verification Slip (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Zamboanga Extension Office
Sub Situational Requirement/s	
D.a. If undertaking to change name, in compliance with Section 17 of the Revised Corporation Code of the Philippines (RCCP), is not explicitly stated in any of the submitted forms	
D.a.1. Undertaking of the Partner to change partnership name (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)*	
E. If the provision to be amended is the change of partners	
E.1. Deed of Assignment of partnership interest and/or documents showing withdrawal, resignation, retirement and death of a partner (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
F. If to engage as a foreign retailer (amendment of purpose)	
F.1. Certification of Inward Remittance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

Remarks: *Certification of Inward Remittance of Foreign Exchange showing compliance of the foreign retailer with the minimum paid-up capital requirement of Twenty-Five Million Pesos (P25,000,000.00) or other proof, such as Bank Certification, certifying that such capital investment is deposited and maintained in a bank in the Philippines*				
F.2. Apostilled/authenticated Certificate of Reciprocity (1) Electronic Copy And (1) Original Copy And (1) Photo Copy			Applicant / Client	
Remarks: *to the effect that such State provides reciprocity to Filipinos*				
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submits the electronic copy of the requirements to the eAMEND Portal **Location:** https://eamend.sec.gov.ph/login **Notes/Instruction:** If the application is found to be for compliance during the evaluation stage, the applicant will have to go back to Step 1- Submission of requirements.	1.1. Verifies completeness of amendment requirements and assign to processors, if the documents are complete	None	30 minute/s	• Information Officer II; Zamboanga Extension Office • Securities Counsel I ; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office • Director; Zamboanga Extension Office
	1.2. Processes and evaluates application for amendment		9 working day/s, 7 hour/s	• Administrative Officer III; Zamboanga Extension Office

				• Specialist I; Zamboanga Extension Office • Specialist II; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office
	1.3. Issues Payment Assessment Form (PAF)		30 minute/s	• Administrative Officer III; Zamboanga Extension Office • Specialist II; Zamboanga Extension Office
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the electronic Official Receipt via e-mail	**Standard Fees** Breakdown: Amended Articles of Partnership: PHP 2000 Legal Research Fee: PHP 20 Documentary Stamp Tax: PHP 30 --- Total: PHP 2050 **Formula Fees** Breakdown:	1 working day/s	• Administrative Officer III; Zamboanga Extension Office

		Name Verification		
3. Submits the documentary requirements with proof of payment through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** Securities and Exchange Commission Zamboanga Extension Office	3.1. Receives and verifies documentary requirements and proof of payment	None	2 hour/s, 30 minute/s	• Data Analyst; Zamboanga Extension Office • Administrative Assistant II; Zamboanga Extension Office
	3.2. Prepares and generates the Certificate of Amended Articles of Partnership		4 hour/s	• Administrative Assistant II; Zamboanga Extension Office
	3.3. Reviews the application and signs the the Certificate of Amended Articles of Partnership		8 working day/s	• Director; Zamboanga Extension Office
	3.4. Tags the application for appointment through the eAMEND Portal indicating the date of release of the certificate		30 minute/s	• Administrative Assistant II; Zamboanga Extension Office
4. Proceeds to the Releasing Section, presents the original proof of payment and receives the signed Certificate of Amended Articles of Partnership **Location:** Securities and Exchange Commission	4. Releases original copy of the Certificate of Amended Articles of Partnership	None	1 hour/s	• Administrative Assistant II; Zamboanga Extension Office

Zamboanga Extension Office				
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 2050 See other fees below		

Formula / Schedule of Fees

- **Name Verification**

  PHP 100 per proposed name/s or trade name/s

  *valid for 30 days

14. Application for Amendment of Partnerships under eAMEND Regular Processing

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

a. Amendments of the Articles of Partnership
b. Dissolution of Partnership
c. Technical Dissolution
d. Change in Capital Contribution
e. Deed of Assignment
f. Withdrawal of Partners
g. Admission of Partners in the Partnership

Office or Division:	Zamboanga Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered Partnerships through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Amended Articles of Partnership (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Please use the most recent Articles of Partnership, which have been duly approved by the Commission. Simply modify the sections that are being amended duly signed and notarized.*	
For Situational Requirement	
A. For Withdrawal of Partner	
A.1. Affidavit of Withdrawal (2) Original Copy And (1) Electronic Copy	Applicant / Client

A.2. Deed of Assignment of partnership interest and/or documents showing withdrawal, resignation, retirement and death of a partner, if the provision to be Amended is the change of partners (2) Original Copy And (1) Electronic Copy	Applicant / Client
B. For Dissolution of Partnership	
B.1. Affidavit of Dissolution or Articles of Dissolution (2) Original Copy And (1) Electronic Copy	Applicant / Client
B.2. BIR Tax Clearance (2) Original Copy And (1) Electronic Copy	Bureau of Internal Revenue - Bureau of Internal Revenue
C. For Clearance from other SEC departments	
Sub Situational Requirement/s	
C.a. For Financial Technology (FinTech) related business activities	
C.a.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
C.a.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;*	

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

D. Endorsement from other government agencies	
Sub Situational Requirement/s	
D.a. Money Changer and Remittance Services	
D.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - BSP
D.b. Insurance	
D.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - IC
E. For Amendment of Partnership Name	
E.1. Name Verification Slip for Amendment of Partnership Name with Proof of Payment of Reservation Fee (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office
E.2. Undertaking of the Partner to change partnership name, if not stated in the Articles of Partnership (2) Original Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Download Undertaking to Change Name through https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Encodes data required by the	1.1. Verifies completeness of the	None	1 hour/s	• Information Officer II;

eAmend system, uploads and submits the complete and correct duly signed and notarized electronic copy of the requirements to eAmend Portal **Location:** (https://eamend.sec.gov.ph/login)	submitted amendment requirements and assigns the application to the Processors.			Zamboanga Extension Office • Securities Counsel I ; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office • Director; Zamboanga Extension Office
	1.2. Processes and evaluates application for amendment.		2 working day/s, 6 hour/s, 50 minute/s	• Administrative Officer III; Zamboanga Extension Office • Specialist I; Zamboanga Extension Office • Specialist II; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office
	1.3. Issues Payment Assessment Form (PAF) to the applicant if compliant		30 minute/s	• Administrative Officer III; Zamboanga

				Extension Office • Specialist II; Zamboanga Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: Amended Articles of Partnership: PHP 2000 Legal Research Fee: PHP 20 Documentary Stamp Tax: PHP 30 --- Total: PHP 2050 **Possible Fees** Breakdown: Withdrawal of Partner Fee: PHP 1000 Deed of Assignment Fee: PHP 2000 **Formula Fees** Breakdown: Increase of Capital Contribution Name Verification	30 minute/s	• Administrative Officer III; Zamboanga Extension Office • Specialist II; Zamboanga Extension Office
3. Submits the documentary requirements with proof of payment to the Receiving	3.1. Receives and verifies documentary requirements and proof of payment	None	2 hour/s	• Data Analyst; Zamboanga

Counter through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** Securities and Exchange Commission-Zamboanga Extension Office				Extension Office • Administrative Assistant II; Zamboanga Extension Office
	3.2. Prepares and generates the Certificate of Amended Articles of Partnership		2 hour/s	• Administrative Assistant II; Zamboanga Extension Office
	3.3. Reviews the application and signs the Certificate of Amended Articles of Partnership		3 working day/s, 1 hour/s, 10 minute/s	• Director; Zamboanga Extension Office
	3.4. Encodes signed Certificate of Amended Articles of Partnership		30 minute/s	• Administrative Assistant II; Zamboanga Extension Office
	3.5. Tags the application for appointment through the eAmend Portal indicating the date of release of the Certificate		30 minute/s	• Administrative Assistant II; Zamboanga Extension Office
4. Proceeds to Releasing Section for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of	4. Releases signed Certificate of Amended Articles of Partnership	None	1 hour/s	• Administrative Assistant II; Zamboanga Extension Office

Amended Articles of Partnership **Location:** Securities and Exchange Commission-Zamboanga Extension Office				

Total Processing Time:	Working Days: 7 working day/s
Total Processing Fee:	Total Standard Fee: PHP 2050 See other fees below

Possible Fees

- **Withdrawal of Partner Fee** : 1000
- **Deed of Assignment Fee** : 2000

Formula / Schedule of Fees

- **Increase of Capital Contribution**

  ⅕ of 1% of the increase in capital but not less than P2,000.00

- **Name Verification**

  Php100 per Corporate Name

  *additional Php 100 per trade name

15. Application for Branch Offices of Lending/Financing Companies

This service outlines the online procedure for establishing branch offices of Lending and Financing Companies.

Office or Division:	Zamboanga Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Coversheet (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: *May secure a Checklist of requirements and sample formats from the Zamboanga Extension Office or through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf.*	
2. Personal Information Sheet of Officers of the Branch Office (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: • *Using the prescribed format & notarized* *May secure a Checklist of requirements and sample formats from the Zamboanga Extension Office or through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf.*	
3. Information Sheet (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: *May secure Checklist of requirements and sample formats from the Zamboanga Extension Office or through the Commission's website at https://www.sec.gov.ph/forms-and-fees/second-license/.*	

4. Valid NBI Clearance of ALL Officers of the Branch (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: • *With right thumbprint and signature* • *Reflecting the residential address as stated in the Information Sheet* *National Bureau of Investigation (NBI)*	
5. Monitoring Clearance (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: *Through the Zamboanga Extension Office*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. For pre-processing, send a scanned copy of documentary requirements to imessage@sec.gov.ph and wait for the result on the requested service. **Location:** Securities and Exchange Commission-Zamboanga Extension Office **Notes/Instruction:** Remarks: *If documents are incomplete and non-compliant, return to clients for compliance by issuing a checklist of deficiencies.	1.1. Assign the application to processors	None	30 minute/s	• Information Officer II; Zamboanga Extension Office • Securities Counsel I ; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office • Director; Zamboanga Extension Office
	1.2. Processor reviews and evaluates the submitted		1 working day/s	• Securities Counsel I ; Zamboanga

	documentary requirements.			Extension Office • Securities Counsel II; Zamboanga Extension Office
2. Receives update on the requested service through imessage@sec.gov.ph **Location:** Securities and Exchange Commission-Zamboanga Extension Office **Notes/Instruction:** **Remarks:** If an applicant receives a checklist of deficiencies, immediately comply and send back to the assigned LU processor.	2. Checks the Compliances on the deficiencies or lacking documentary requirements	None	2 hour/s, 30 minute/s	• Securities Counsel I ; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office
3. Pay the filing fee at selected Landbank branches (over the counter), or SEC Online Payment Portal. **Location:** Securities and Exchange Commission-Zamboanga Extension Office **Notes/Instruction:** SEC Online Payment Portal through this link	3. Receive and acknowledge payment	**Possible Fees** Breakdown: Documentary Stamp Tax: PHP 30 **Formula Fees** Breakdown: License fees for Lending and Financing CosLegal Research Fee	30 minute/s	• Administrative Officer III; Zamboanga Extension Office • Securities Specialist II; Zamboanga Extension Office

https://espaysec.sec.gov.ph/ For over the counter payment at Landbank: **FUND ACCOUNT:** SEC RCC Current Account **ACCOUNT NO.:** 3752-2220-44				
4. Submits the hard copies at the Zamboanga Extension Office. **Location:** Securities and Exchange Commission-Zamboanga Extension Office	4.1. Receive and verify documentary requirements and proof of payment.	None	2 hour/s	• Data Analyst; Zamboanga Extension Office • Administrative Assistant II; Zamboanga Extension Office
	4.2. Forward the documents for the preparation of certificate		30 minute/s	• Data Analyst; Zamboanga Extension Office
	4.3. Prepare the certificate for Branch Office of Lending/Financing Companies		2 hour/s	• Administrative Assistant II; Zamboanga Extension Office
	4.4. Sign the certificate.		6 hour/s	• Director; Zamboanga

				Extension Office
5. Receive Notice thru email that the Certificate is already signed. **Location:** Securities and Exchange Commission-Zamboanga Extension Office	5. Notify the Applicant thru email that the certificate is already signed.	None	1 hour/s	• Administrative Assistant II; Zamboanga Extension Office
6. Proceed to Releasing for presentment of the original proof of payment and receive the signed Certificate of Lending/Financing Companies **Location:** Securities and Exchange Commission-Zamboanga Extension Office	6. Release signed Certificate of Branch Office of Lending/Financing Companies	None	1 hour/s	• Administrative Assistant II; Zamboanga Extension Office
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Possible Fees

- **Documentary Stamp Tax** : 30

Formula / Schedule of Fees

- **License fees for Lending and Financing Cos**

  1/10 of 1% of the assigned capital of the Branch

- **Legal Research Fee**

  1% of the Filing Fee but not less than P 10.00

16. Application for Change of Head or Appointment of the Head of the Corporation Sole (eAMEND Regular Processing)

This service details the procedure for the Change of Head or Appointment of the Head of the Corporation Sole through the eAMEND portal under Regular Processing.

Office or Division:	Zamboanga Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered corporation sole, through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: • *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Amended Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client
3. Resolution (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Original copies should be signed (wet signature) and notarized*	
For Situational Requirement	
A. If applicable	
Sub Situational Requirement/s	
A.a. For Change of Corporate Name	
A.a.1. Name Verification Slip for Amendment of Corporate Name with Proof of Payment of Reservation Fee	Securities and Exchange Commission - Zamboanga

(2) Original Copy And (1) Electronic Copy	Extension Office
A.b. Affidavit of a trustee or officer undertaking to change corporate name, if not stated in the Articles of Incorporation	
A.b.1. Affidavit of a trustee or officer undertaking to change corporate name, if not stated in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, and submit the application in the eAMEND portal (Regular Processing) **Location:** **(https://eamend.sec.gov.ph/login)** **Notes/Instruction:** *If the application is found to be for compliance in the evaluation stage, the applicant will have to go back to Step 1- Submission of complete requirements.*	1.1. Verifies completeness and correctness of the submitted amendment requirements and assigns the application to the Processors if the documents are complete	None	1 hour/s	• Administrative Assistant II; Zamboanga Extension Office • Information Officer II; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office
	1.2. Processes and evaluates application for amendment.		2 working day/s, 2 hour/s, 50 minute/s	• Administrative Officer III; Zamboanga Extension Office • Specialist I; Zamboanga Extension Office • Specialist II; Zamboanga

				Extension Office • Securities Counsel II; Zamboanga Extension Office
	1.3. Issues Payment Assessment Form (PAF) to the applicant.		30 minute/s	• Administrative Officer III; Zamboanga Extension Office • Specialist II; Zamboanga Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** https://espaysec.sec.gov.ph/	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: Amendment of Articles of Incorporation: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 Total: PHP 1040 **Possible Fees** Breakdown: Amendment of By-Laws: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30	30 minute/s	• Administrative Officer III; Zamboanga Extension Office • Specialist II; Zamboanga Extension Office

		Formula Fees Breakdown: Name Reservation Slip		
3. Submits the documentary requirements with proof of payment to the CRMD Receiving Counter, 5th Floor, The SEC Headquarters, through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** CRMD Receiving Counter, 5th Floor, The SEC Headquarters	3.1. Receives and verifies documentary requirements and proof of payment	None	1 hour/s	• Data Analyst; Zamboanga Extension Office • Administrative Assistant II; Zamboanga Extension Office
	3.2. Prepares and generates the Certificate of Amended Articles of Incorporation and/or By-Laws		1 hour/s	• Administrative Assistant II; Zamboanga Extension Office
	3.3. Reviews the application and signs the Certificate of Amended Articles of Incorporation and/or By-Laws		3 working day/s, 7 hour/s, 10 minute/s	• Director; Zamboanga Extension Office
	3.4. Forwards the signed Certificate of Amended Articles of Incorporation and/or By-Laws to the Releasing Unit.		30 minute/s	• Administrative Assistant II; Zamboanga Extension Office
	3.5. Tags the application through the eAmend Portal to issue the Notice for Schedule of Appointment on the release of the		30 minute/s	• Administrative Assistant II; Zamboanga

	Certificate of Amendment of Articles of Incorporation and/or By-Laws			Extension Office
4. Proceeds to Releasing Section for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Amended Articles of Incorporation and/or By-laws **Location:** Securities and Exchange Commission-Zamboanga Extension Office	4. Releases signed Certificate of Amended Articles of Incorporation and/or By-laws	None	1 hour/s	• Administrative Assistant II; Zamboanga Extension Office
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1040 See other fees below		

Possible Fees

- **Amendment of By-Laws** : 1000
- **Legal Research Fee** : 10
- **Documentary Stamp Tax** : 30

Formula / Schedule of Fees

- **Name Reservation Slip**

  Php100 per Corporate Name

  *Additional Php100 per trade name

17. Application for Conversion from Stock Corporation to Non-stock Corporation through eAMEND portal

This service details the procedure in applying for conversion from stock corporation to non-stock corporation through eAMEND portal using the Regular Processing;

1. *Conversion from Stock Corporation to Non-Stock Corporation (Regular Processing)*

Office or Division:	Zamboanga Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered stock domestic corporations with foreign equity participation of not more than forty percent (40%), except lending corporations and financing companies, through their Authorized Representatives.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Amended Articles of Incorporation and/or By-Laws (2) Photo Copy And (1) Electronic Copy	Applicant / Client
3. Directors' Certificate (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *Original copy should be signed (wet signature) and notarized* • *notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors and stockholders, (iii) the date and place of the stockholders' meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed names* • *Secure sample format through SEC Website: Primary Registration - Securities and Exchange Commission.*	
4. Secretary's Certificate of no intra-corporate dispute	Applicant / Client

(2) Original Copy And (1) Electronic Copy	
Remarks: • *Secure sample format through SEC Website: Primary Registration - Securities and Exchange Commission*	
5. Monitoring Clearance (2) Original Copy And (1) Electronic Copy	SECURITIES AND EXCHANGE COMMISSION - Zamboanga Extension Office
Remarks: • *If there is no valid and available Monitoring Clearance, submit an Affidavit of Undertaking for Monitoring from the eAMEND System.* • *If you have previously used an Affidavit of Undertaking for your amendment application, kindly submit a valid Monitoring Clearance issued by the Compliance Monitoring Division (CMD) for your current application.* • *Application for Monitoring Clearance through: ewatch.sec.gov.ph*	
6. Name Verification Slip for Amendment of Corporate Name with Proof of Payment of Reservation Fee (2) Original Copy And (1) Original Copy	SECURITIES AND EXCHANGE COMMISSION - Zamboanga Extension Office
Remarks: *Request through email at crmd_amend_name@sec.gov.ph*	
7. Clearance/Favorable recommendation from other Departments of the Commission or from the appropriate Government Agency if applicable. (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Other Departments
For Situational Requirement	
A. For Clearance from other SEC Departments	
Sub Situational Requirement/s	
A.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
A.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
A.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	

A.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
A.c. For Financial Technology (FinTech) related business activities	
A.c.1. PhiliFintech Innovation Office (PIO) and Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO) and Enforcement and Investor Protection Department (EIPD)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
B. Endorsement from other government agencies	
Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For applications with Amendment of By-laws	
Sub Situational Requirement/s	
C.a. Air Transport	

C.a.1. Civil Aeronautics Board Endorsement (2) Original Copy And (1) Electronic Copy	Civil Aeronautics Board - Civil Aeronautics Board
C.b. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions	
C.b.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.c. Educational Institution: (stock & non-stock)	
C.c.1. Department of Education Endorsement for Elementary (2) Original Copy And (1) Electronic Copy	Department of Education - Department of Education
C.c.2. Commission on Higher Education Endorsement for College, Tertiary Course (2) Original Copy And (1) Electronic Copy	Commission on Higher Education - Commission on Higher Education
C.c.3. Technical Education Skills and Development Authority Endorsement for Technical Vocational Course (2) Original Copy And (1) Electronic Copy	Technical Education Skills and Development Authority - Technical Education Skills and Development Authority
C.d. Electric Power Plant/Trading of Petroleum Products	
C.d.1. Department of Energy Endorsement (2) Original Copy And (1) Electronic Copy	Department of Energy - Department of Energy
C.e. Hospital, Dental, Medical Clinics	
C.e.1. Department of Health Endorsement (2) Original Copy And (1) Electronic Copy	Department of Health - Department of Health
C.f. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.f.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C.g. Money Changer and Remittance Services	
C.g.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.h. Non-Chartered Government Owned and Controlled Corporation	
C.h.1. Government Commission for Government-owned and Controlled Corporation Endorsement (2) Original Copy And (1) Electronic Copy	Government Commission for Government-owned and Controlled Corporation - Government Commission for Government-owned and Controlled Corporation
C.i. Professional Association	
C.i.1. Professional Regulation Commission Endorsement (2) Original Copy And (1) Electronic Copy	Professional Regulation Commission - Professional Regulation Commission

C.j. Radio, TV, Telephone, Internet Service Providers, Value-Added Service Provider	
C.j.1. National Telecommunications Commission Endorsement (2) Original Copy And (1) Electronic Copy	National Telecommunications Commission - National Telecommunications Commission
C.k. Recruitment for Overseas Employment	
C.k.1. Philippine Overseas Employment Administration Endorsement (2) Original Copy And (1) Electronic Copy	Philippine Overseas Employment Administration - Philippine Overseas Employment Administration
C.l. Security Agency/ Anti-Crime Task Force	
C.l.1. Philippine National Police Endorsement (2) Original Copy And (1) Electronic Copy	Philippine National Police - Philippine National Police
C.m. Tobacco Related Business	
C.m.1. National Tobacco Administration Endorsement (2) Original Copy And (1) Electronic Copy	National Tobacco Administration - National Tobacco Administration
C.n. Volunteer Fire Brigade	
C.n.1. Bureau of Fire Protection Endorsement (2) Original Copy And (1) Electronic Copy	Bureau of Fire Protection - Bureau of Fire Protection
C.o. Vessel/Ship Operation, Ship Management. Shipbuilding, Ship Repair, Shipping Agency, Ship Husbanding, Ship Chandling and other Maritime related activities	
C.o.1. Maritime Industry Authority Endorsement (2) Original Copy And (1) Electronic Copy	Maritime Industry Authority - Maritime Industry Authority
C.p. Water Service Providers and Waterworks	
C.p.1. Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems Endorsement (2) Original Copy And (1) Electronic Copy	Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems - Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the	1.1. Verifies completeness of the submitted amendment requirements and	None	1 hour/s	• Administrative Assistant II; Zamboang

requirements, and submit the application in the eAMEND portal (Regular Processing) **Location:** (https://eamend.sec.gov.ph/login)	assigns the application to Processors.			a Extension Office • Information Officer II; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office
	1.2. Processes and evaluates application for amendment.		2 working day/s, 6 hour/s	• Administrative Officer III; Zamboanga Extension Office • Specialist I; Zamboanga Extension Office • Specialist II; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office
	1.3. Issues Payment Assessment Form (PAF) to the applicant.		30 minute/s	• Administrative Officer III; Zamboanga Extension Office • Specialist II; Zamboanga

				Extension Office • SEC Securities Specialist II ; Corporate and Partnership Registration Division (CPRD) • SEC Accounting Specialist I; Corporate and Partnership Registration Division (CPRD)
2. Pays the filing fee **Location:** Through SEC-accredited landbank branches or through eSPAYSEC (https://espaysec.sec.gov.ph/)	2. Issues payment confirmation containing the Electronic Official Receipt via email.	**Standard Fees** Breakdown: Amendment of Articles of Incorporation : PHP 1000 Legal Research Fee: PHP 20 Documentary Stamp Tax: PHP 60 Amendment By-Laws: PHP 1000 Total: PHP 2080 **Formula Fees** Breakdown: Name Verification Fee	30 minute/s	• Administrative Officer III; Zamboanga Extension Office • Specialist II; Zamboanga Extension Office

3. Submits the hard copies of the documentary requirements with proof of payment to the 5th Floor, CRMD Receiving Counter at The SEC Headquarters, through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** 5th Floor, CRDM Receiving Counter, The SEC Headquarters	3.1. Receives and verifies documentary requirements and proof of payment	None	2 hour/s	• Data Analyst; Zamboanga Extension Office • Administrative Assistant II; Zamboanga Extension Office
	3.2. Prepares and generates the Certificate of Amended Articles of Incorporation and/or By-Laws		5 minute/s	• SEC Administrative Assistant II; Corporate and Partnership Registration Division (CPRD)
	3.3. Reviews the application and signs the Certificate of Amended Articles of Incorporation and/or By-Laws		3 working day/s, 4 hour/s, 25 minute/s	• Director; Zamboanga Extension Office
	3.4. Forwards the signed Certificate of Amended Articles of Incorporation and/or By-Laws to the Releasing Unit.		30 minute/s	• Administrative Assistant II; Zamboanga Extension Office
	3.5. Tags the application through the eAmend Portal to issue the Notice for Schedule of Appointment on the release of the Certificate of Amendment of Articles of		30 minute/s	• Administrative Assistant II; Zamboanga Extension Office

	Incorporation and/or By-Laws			
4. Proceeds to Releasing Section, for presentment of the proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Amended Articles of Incorporation and/or By-Laws **Location:** Securities and Exchange Commission-Zamboanga Extension Office	4. Releases the signed Certificate of Amended Articles of Incorporation and/or By-Laws	None	30 minute/s	• Administrative Assistant II; Zamboanga Extension Office
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 2080 See other fees below		

Formula / Schedule of Fees

- **Name Verification Fee**

  PHP 100 per corporate name

  plus Php100 per trade name/s

18. Application for Conversion of Corporation Sole to Ordinary Non-Stock Corporations of Domestic Corporations (eAMEND Regular Processing)

This service details the procedure in applying for Conversion of Corporation Sole to Ordinary Non-Stock Corporation through the eAMEND portal under Regular Processing.

Office or Division:	Zamboanga Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered corporation sole (for conversion of corporation sole to non-stock), through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *All registered corporation sole (for conversion of corporation sole to non-stock), through their Authorized Representatives*	
2. Amended Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Please use the most recent Articles of Incorporation and By-Laws, which have been duly approved by the Commission. Simply modify the sections that are being amended. Underline the amended provision and add "(as amended on [date of meeting])" after it.*	
3. Resolution (2) Original Copy And (1) Electronic Copy	Applicant / Client
For Situational Requirement	
A. If applicable	
Sub Situational Requirement/s	
A.a. For Change of Corporate Name	
A.a.1. Name Verification Slip for Amendment of Corporate Name with Proof of Payment of Reservation Fee	Securities and Exchange Commission - Zamboanga

(2) Original Copy And (1) Electronic Copy			Extension Office	
A.a.2. Affidavit of a trustee or officer undertaking to change corporate name, if not stated in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, and submit the application in the eAMEND portal (Regular Processing) **Location:** **(https://eamend.sec.gov.ph/login)** **Notes/Instruction:** *If the application is found to be for compliance in the evaluation stage, the applicant will have to go back to Step 1- Submission of complete requirements.*	1.1. Verifies completeness and correctness of the submitted amendment requirements and assigns the application to the Processors if the documents are complete	None	1 hour/s	• Administrative Assistant II; Zamboanga Extension Office • Information Officer II; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office
	1.2. Processes and evaluates application for amendment.		2 working day/s, 6 hour/s, 50 minute/s	• Administrative Officer III; Zamboanga Extension Office • Specialist I; Zamboanga Extension Office • Specialist II; Zamboanga Extension Office • Securities Counsel II;

				Zamboanga Extension Office
	1.3. Issues Payment Assessment Form (PAF) to the applicant.		30 minute/s	• Administrative Officer III; Zamboanga Extension Office • Specialist II; Zamboanga Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** https://espaysec.sec.gov.ph/	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: Amendment of Articles of Incorporation: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 Total: PHP 1040 **Possible Fees** Breakdown: Amendment of By-Laws: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 **Formula Fees** Breakdown:	30 minute/s	• Administrative Officer III; Zamboanga Extension Office • Specialist II; Zamboanga Extension Office

		Name Reservation Slip		
3. Submits the documentary requirements with proof of payment to the Receiving Counter through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** Securities and Exchange Commission-Zamboanga Extension Office	3.1. Receives and verifies documentary requirements and proof of payment	None	1 hour/s	• Data Analyst; Zamboanga Extension Office • Administrative Assistant II; Zamboanga Extension Office
	3.2. Prepares and generates the Certificate of Amended Articles of Incorporation and/or By-Laws		1 hour/s	• Administrative Assistant II; Zamboanga Extension Office
	3.3. Reviews the application and signs the Certificate of Amended Articles of Incorporation and/or By-Laws		3 working day/s, 3 hour/s, 10 minute/s	• Director; Zamboanga Extension Office
	3.4. Forwards the signed Certificate of Amended Articles of Incorporation and/or By-Laws to the Releasing Unit.		30 minute/s	• Administrative Assistant II; Zamboanga Extension Office
	3.5. Tags the application through the eAmend Portal to issue the Notice for Schedule of Appointment on the release of the Certificate of Amendment of Articles of		30 minute/s	• Administrative Assistant II; Zamboanga Extension Office

	Incorporation and/or By-Laws			
4. Proceeds to Releasing Section for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Amended Articles of Incorporation and/or By-laws **Location:** Securities and Exchange Commission-Zamboanga Extension Office	4. Releases signed Certificate of Amended Articles of Incorporation and/or By-laws	None	1 hour/s	• Administrative Assistant II; Zamboanga Extension Office
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1040 See other fees below		

Possible Fees

- **Amendment of By-Laws** : 1000
- **Legal Research Fee** : 10
- **Documentary Stamp Tax** : 30

Formula / Schedule of Fees

- **Name Reservation Slip**

  Php100 per Corporate Name

  *Additional Php100 per trade name

19. Application for Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC) under eAMEND Regular Processing

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

Office or Division:	Zamboanga Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate and Partnership Registration Division
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Notice of Conversion of a One Person Corporation to Ordinary Stock Corporation in the form prescribed by the Commission (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate and Partnership Registration Division
Remarks: • *Sample form downloadable through this link: https://www.sec.gov.ph/mc-2020/mc-no-27-s-2020/* • *Original copy should be signed (wet signature) and notarized* • *Signed by the holder of shares of the outstanding shares of the capital stock;* • *Signed by the Corporation's Corporate Secretary* • *Filed with the Commission within sixty (60) days from such transfer of shares in accordance to Sections 8 to 10 of SEC MC No. 27, series of 2020*	
3. Original or Certified True Copy of the documents effecting the transfer/s of full title/ownership of shares (1) Original Copy Or (1) Photo Copy And (1) Electronic Copy	Applicant / Client

4. Certificate Authorizing Registration/Tax Clearance (2) Original Copy And (1) Electronic Copy	Bureau of Internal Revenue - BIR
5. Articles of Incorporation and By-laws of an OSC filed in accordance with the requirements provided under Section 14 of the RCC, which shall comply with and/or contain the following details; (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate and Partnership Registration Division

Remarks:

- *Section 14 of the Revised Corporation Code of the Philippines (RCC)*
- *Duly prepared, signed and acknowledged or authenticated by the stockholders who voted for their adoption, and by the corporation's treasurer;*
- *Must clearly state that signatories voluntarily agreed to convert OPC to OSC in the following manner:*

  "KNOW ALL MEN BY THESE PRESENTS:

  - *The undersigned stockholder/s, of legal age, voluntarily agreed to convert a one person corporation (OPC) to Ordinary Stock Corporation (OSC) under the laws of the Republic of the Philippines and certify the following.*
  - *Provision/article indicating the name/s and address of the original incorporator of the OPC*
  - *Provisions/articles reflecting the number of directors, their names and addresses, as well as their subscription and payment details, and;*
  - *Other details particular to an OSC shall likewise be indicated in accordance with the provisions of the RCC and guidelines that the Commission has issued and/or may hereafter issue*
  - *The following shall likewise be added as a new Article in the Articles of Incorporation of the Ordinary Stock Corporation (OSC)*

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

6. Copy of the latest Articles of Incorporation of the OPC shall be attached to the Articles of Incorporation of the Ordinary Stock Corporation (OSC) (2) Original Copy And (1) Electronic Copy	Applicant / Client
7. Monitoring Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Compliance Monitoring Division (CMD)

Remarks:

Application for Monitoring Clearance through: ewatch.sec.gov.ph

- *If there is no valid and available Monitoring Clearance, submit an Affidavit of Undertaking for Monitoring from the eAMEND System.*

- *If you have previously used an Affidavit of Undertaking for your amendment application, kindly submit a valid Monitoring Clearance issued by the Compliance Monitoring Division (CMD) for your current application.*

For Situational Requirement	
A. For amendment of the Corporate name	
A.1. Name Verification Slip (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office
A.2. Undertaking to Change Corporate Name duly executed under oath by the director of the OSC, if not yet included in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)*	
B. For Clearance from other SEC departments	
Sub Situational Requirement/s	
B.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
B.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
B.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
B.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
B.c. For Financial Technology (FinTech) related business activities	
B.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI)* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;*	

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

B.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)

Remarks:

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

C. Endorsement clearance from appropriate Government agencies	
Sub Situational Requirement/s	
C.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
C.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	

C.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy			Insurance Commission - Insurance Commission	
D. Undertaking to Assume All Liabilities of the OPC, duly executed under oath by all stockholders of the OSC, if not yet included in the Articles of Incorporation				
D.1. Undertaking to Assume All Liabilities of the OPC, duly executed under oath by all stockholders of the OSC (2) Original Copy And (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, pays the filing fee through through eSPAYSEC and submit the application in the eAMEND portal (Regular Processing) **Location:** (https://eamend.sec.gov.ph/login)	1.1. Verifies completeness of the submitted amendment requirements and assigns the application to the Processors.	None	1 hour/s	• Administrative Officer III; Zamboanga Extension Office • Securities Counsel I ; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office • Director; Zamboanga Extension Office
	1.2. Processes and evaluates application for amendment.		9 working day/s, 6 hour/s, 50 minute/s	• Administrative Officer III; Zamboanga Extension Office • Specialist I; Zamboanga Extension Office

				• Specialist II; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office
	1.3. Issues Payment Assessment Form (PAF) to the applicant if compliant.		30 minute/s	• Administrative Officer III; Zamboanga Extension Office • Specialist II; Zamboanga Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: Amendment of Articles of Incorporation: PHP 1000 Amendment of By-laws: PHP 1000 Legal Research Fee: PHP 20 Documentary Stamp Tax: PHP 60 Total: PHP 2080 **Formula Fees** Breakdown: Name Verification Fee	30 minute/s	• Administrative Officer III; Zamboanga Extension Office • Specialist II; Zamboanga Extension Office

3. Submits the documentary requirements with proof of payment to the Receiving Counter, through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** CRMD Receiving Counter, 5th Floor, The SEC Headquarters	3.1. Receives and verifies documentary requirements and proof of payment	None	30 minute/s	• Data Analyst; Zamboanga Extension Office • Administrative Assistant II; Zamboanga Extension Office
	3.2. Prepares and generates the Certificate of Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC)		2 hour/s	• Administrative Assistant II; Zamboanga Extension Office
	3.3. Reviews the application and signs the Certificate of Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC)		9 working day/s, 2 hour/s, 40 minute/s	• Director; Zamboanga Extension Office
	3.4. Encodes signed Certificate of Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC)		30 minute/s	• Administrative Assistant II; Zamboanga Extension Office
	3.5. 3.6 Tags the application for appointment through the eAmend Portal indicating the date of release of the Certificate		30 minute/s	• Administrative Assistant II; Zamboanga Extension Office
4. Proceeds to Releasing Section for presentment of the	4. Releases signed Certificate of Conversion of One	None	1 hour/s	• Administrative Assistant

original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC) **Location:** Securities and Exchange Commission-Zamboanga Extension Office	Person Corporation (OPC) to Ordinary Stock Corporation (OSC)			II; Zamboanga Extension Office
Total Processing Time:	Working Days: 20 working day/s			
Total Processing Fee:	Total Standard Fee: PHP 2080 See other fees below			
Formula / Schedule of Fees • **Name Verification Fee** PHP 100 per proposed company name *additional Php100 per trade name/s				

20. Application for Conversion of Ordinary Corporation to Lending/Financing Companies and Lending to Financing Corporation and vice versa.

This service outlines the online procedure adopted for the conversion from an Ordinary Corporation to a Lending/Financing Corporation, or from a Lending Corporation to a Financing Corporation (and vice versa).

Office or Division:	Zamboanga Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Coversheet (3) Original Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *May secure a Checklist of requirements and sample formats from the Licensing Unit or through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf.*	
2. Amended Articles of Incorporation/By-laws (1) Original Copy And (2) Photo Copy	Applicant / Client
3. Directors` Certificate - notarized and signed by majority of the directors and the corporate secretary, certifying (i) the amendment of the Articles of Incorporation and indicating the amended provisions, (ii) the vote of the directors and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their names (1) Original Copy And (2) Photo Copy	Applicant / Client
4. Notarized Secretary's Certificate on no pending case of intra-corporate dispute (1) Original Copy And (2) Photo Copy	Applicant / Client
5. Monitoring Clearance (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks:	

Through Compliance Monitoring Division - https://forms.gle/N3MMQx61C5cApzhm8	
6. Name Verification Slip, if the provision to be amended is the corporate name (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *Corporate Filing and Records Division or through crmd_amend_name@sec.gov.ph*	
7. Affidavit of a director or officer undertaking to change corporate name, if not stated in the AI (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *May secure a copy through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/2019_FormsUndertakingtoChangeName.pdf*	
For Situational Requirement	
A. FROM ORDINARY CORPORATION TO LENDING CORPORATION	
A.1. Application Form (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *May secure a copy through the Commission's website at https://www.sec.gov.ph/forms-and-fees/second-license/.*	
A.2. Information Sheet (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *May secure a copy through the Commission's website at https://www.sec.gov.ph/forms-and-fees/second-license/.*	
A.3. Additional Requirements for FOREIGN Directors and Officers (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: 1. *Photocopy of Alien Certificate of Registration Card/Immigrant Certificate of Residence Card** 2. *Photocopy of Passport Showing Valid Visa or Stay in the Philippines** 3. *Clearance from the Bureau of Immigration*	

A.4. Sworn Certification required under SEC Memorandum Circular No. 29, Series of 2020 (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: • *Shall include an undertaking that the applicant shall submit hard and soft copies of its MTPP to the AMLD-EIPD within ten (10) days from receipt of its Certificate of Registration and/or secondary license from the Commission* • *Stamped received by the Anti-Money Laundering Division of the Enforcement and Investor Protection Department (AMLD-EIPD)*	
A.5. Valid NBI Clearance of ALL Incorporators and Stockholders (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: • *With right thumb print and signature* • *Reflecting the residential address as stated in the Information Sheet & Articles of Incorporation*	
B. FROM ORDINARY CORPORATION TO FINANCING CORPORATION	
B.1. Application Form (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *May secure a copy through the Commission's website at https://www.sec.gov.ph/forms-and-fees/second-license/.*	
B.2. Information Sheet (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *May secure a copy through the Commission's website at https://www.sec.gov.ph/forms-and-fees/second-license/.*	
B.3. Personal Information Sheet of Directors & Officers (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *• Using the prescribed format & notarized* *May secure a copy through the Commission's website at https://www.sec.gov.ph/forms-and-fees/second-license/.*	
B.4. Valid NBI Clearance of ALL Incorporators and Stockholders	Applicant / Client

(1) Original Copy And (2) Photo Copy	
Remarks: • *With right thumb print and signature* • *Reflecting the residential address as stated in the Information Sheet & Articles of Incorporation (AI)/General Information Sheet (GIS)*	
B.5. Additional Requirements for FOREIGN Directors and Officers (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *1. Photocopy of Alien Certificate of Registration Card/Immigrant Certificate of Residence Card** *2. Photocopy of Passport Showing Valid Visa or Stay in the Philippines** *3. Clearance from the Bureau of Immigration*	
B.6. Manual on Corporate Governance (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *If foreign participation in voting stock is more than 40%; or* *-If total assets is PhP50M or more; or* *-If commercial paper issue, either exempt or registered*	
B.7. Sworn Certification required under SEC Memorandum Circular No. 29, Series of 2020 (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: • *Shall include an undertaking that the applicant shall submit hard and soft copies of its MTPP to the AMLD-EIPD within ten (10) days from receipt of its Certificate of Registration and/or secondary license from the Commission* • *Stamped received by the Anti-Money Laundering Division of the Enforcement and Investor Protection Department (AMLD-EIPD)*	
B.8. Format of Disclosure Statement on Loan/Credit Transactions (1) Original Copy And (2) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. For pre-processing, send a scanned copy	1.1. Assign to processor the	None	15 minute/s	• Information Officer II;

of documentary requirements to imessage@sec.gov.ph and wait for the result on the requested service. **Location:** imessage@sec.gov.ph **Notes/Instruction:** Remarks: If documents are incomplete and non-compliant, return to clients for compliance by issuing a checklist of deficiencies.	scanned copy of documentary requirements.			Zamboanga Extension Office • Securities Counsel I ; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office
	1.2. Processor reviews and evaluates the submitted documentary requirements.		2 working day/s, 6 hour/s, 30 minute/s	• Securities Counsel I ; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office
2. Receives update on the requested service **Location:** Securities and Exchange Commission-Zamboanga Extension Office **Notes/Instruction:** Remarks: If an applicant receives a checklist of deficiencies, immediately comply and submit to imessage@sec.gov.ph	2. Checks the Compliances on the deficiencies or lacking documentary requirements	None	2 working day/s, 6 hour/s, 15 minute/s	• Securities Counsel I ; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office

3. Pay the filing fee at selected Landbank branches (over the counter), or SEC Online Payment Portal **Location:** Securities and Exchange Commission-Zamboanga Extension Office **Notes/Instruction:** SEC Online Payment Portal through this link https://espaysec.sec.gov.ph/ For over the counter payment at Landbank: **FUND ACCOUNT:** SEC RCC Current Account **ACCOUNT NO.:** 3752-2220-44	3. Receive and acknowledge payment	**Possible Fees** Breakdown: Amended Articles of Incorporation : PHP 1000 Amended By-Laws: PHP 1000 Documentary Stamp Tax: PHP 30 Name Verification: PHP 100 **Formula Fees** Breakdown: License fees for Lending and Financing CosLegal Research Fee	15 minute/s	• Data Analyst; Zamboanga Extension Office • Securities Counsel I ; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office
4. Submits the hard copies at the Receiving counter. **Location:** Securities and Exchange Commission-Zamboanga Extension Office	4.1. Receive and verify documentary requirements and proof of payment.	None	1 hour/s	• Data Analyst; Zamboanga Extension Office • Administrative Assistant II; Zamboanga Extension Office

	4.2. Prepare the certificate for Lending/Financing Companies		1 hour/s	• Administrative Assistant II; Zamboanga Extension Office
	4.3. Review the certificate		30 minute/s	• Securities Counsel I ; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office
	4.4. Sign the certificate.		1 hour/s	• Director; Zamboanga Extension Office
	4.5. Forward the Certificate to Releasing section for releasing		15 minute/s	• Data Analyst; Zamboanga Extension Office • Administrative Assistant II; Zamboanga Extension Office

5. Receive Notice thru email that the Certificate is already signed. **Location:** Securities and Exchange Commission-Zamboanga Extension Office	5. Notify the Applicant thru email that the certificate is already signed.	None	30 minute/s	• Administrative Assistant II; Zamboanga Extension Office
6. Proceed to Releasing section for presentment of the original proof of payment and receive the signed Certificate of Lending/Financing Companies **Location:** Securities and Exchange Commission-Zamboanga Extension Office	6. Release signed Certificate of Branch Office of Lending/Financing Companies	None	30 minute/s	• Administrative Assistant II; Zamboanga Extension Office
Total Processing Time:		Working Days: 6 working day/s, 2 hour/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Possible Fees

- **Amended Articles of Incorporation** : 1000
- **Amended By-Laws** : 1000
- **Documentary Stamp Tax** : 30
- **Name Verification** : 100

Formula / Schedule of Fees

- **License fees for Lending and Financing Cos**

  1/10 of 1% of the Paid-Up Capital

- **Legal Research Fee**

  1/10 of 1% of the Filing Fee

21. Application for Decrease of Capital Stock of non-Philippine national Stock Domestic Corporations registered under FIA (“Foreign Investment Act”) or before Investment Promotion Agencies (IPAs)

This service details the adopted online procedure and documentary requirements on application for Decrease of Capital Stock pursuant to Section 37 of the Revised Corporation Code of the Philippines.

This service is exclusively for non-Philippine national Stock domestic corporations registered under FIA (“Foreign Investment Act”) or before Investment Promotion Agencies (IPAs).

If the decrease of capital stock is accompanied by application for equity restructuring, comply also with the requirements for Equity Restructuring.

Office or Division:	Zamboanga Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All domestic corporations registered under FIA (“Foreign Investment Act”) or before Investment Promotion Agencies (IPAs)
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover sheet (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Zamboanga Extension Office
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf* *Note: The two (2) original copies will be submitted upon payment of the corresponding fees.*	
2. Certificate of Decrease of Capital Stock (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *No Prescribed format. To be prepared by the Company in accordance with the Section 37 of the Revised Corporate Code of the Philippines.*	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.	
3. Directors' certificate (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Zamboanga Extension Office
Remarks: *Download Director's Certificate through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
4. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
5. List of stockholders showing the names, nationalities and stockholdings before and after the reclassification/declassification/conversion, as certified by the corporate secretary (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
6. Audited Financial Statements (AFS) as of the last fiscal year stamped received by BIR and SEC (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
7. List of stockholders showing the names, nationalities, and their subscribed and paid-up before and after the decrease certified under oath by the Corporate Secretary (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

8. Publisher's affidavit of the publication of the decrease of capital (once in a newspaper of general circulation) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
9. Notarized Secretary's Certificate on non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Zamboanga Extension Office
Remarks: *Download Secretary's Certificate on non-existence of intra-corporate dispute through this link:* *https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. If with return of capital	
A.1. Long-form audit report of Audited Financial Statements (AFS) as of the last fiscal year (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
A.2. List of creditors certified by the auditor or certified under oath by the company accountant and written consent of each creditor (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
B. For Corporations with Primary Licenses:	
B.1. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) -

	Zamboanga Extension Office
Remarks: *https://forms.gle/Nt9p8PN88j7G4LPi8*	
C. For Financing and Lending Companies:	
C.1. Financing and Lending Companies Department (FLCD) Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Zamboanga Extension Office
Remarks: *Please email your request at finlend_queries@sec.gov.ph* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
D. For Listed and Public Companies:	
D.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)
Remarks: *Please email your request at cgfd_fdn@sec.gov.ph* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
D.2. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Markets and Securities Regulation Department (MSRD)
Remarks: *Please email your request at msrdsubmission@sec.gov.ph* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
E. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
E.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector
Remarks:	

To request, please refer to BSP Citizen's Charter through this link: https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

F. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:

F.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group

Remarks:

To request, please refer to IC Citizen's Charter through this link:

https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of complete requirements at reports _zeo@sec.gov.ph **Location:** reports _zeo@sec.gov.ph **Notes/Instruction:** • The applicant may, if the application consists of voluminous documents, be advised to present the hard copies thereof.	1.1. Receives the required documents and check for completeness, then records the application if complete	None	2 hour/s	• Administrative Officer III; Zamboanga Extension Office • Specialist I; Zamboanga Extension Office • Specialist II; Zamboanga Extension Office • Securities Counsel II; Zamboanga

• If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via email. For submission of compliance documents, the client will directly send it to the assigned Specialist's e-mail. The assigned Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.4. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the				Extension Office
	1.2. Sends e-mail containing acknowledgement of application and name of the assigned processor		30 minute/s	• Administrative Officer III; Zamboanga Extension Office • Specialist I; Zamboanga Extension Office • Specialist II; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office
	1.3. Acknowledges the assigned application for pre-processing		30 minute/s	• Administrative Officer III; Zamboanga Extension Office • Specialist I; Zamboanga Extension Office • Specialist II; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office

application will be returned to the applicant corporation and will be notified that the application is deemed terminated without prejudice to refiling. • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period.	1.4. Examines online whether the documents submitted are complete in form and in substance, then prepares Final Report and forwards it to the post auditors for review if compliant		14 working day/s	• Administrative Officer III; Zamboanga Extension Office • Specialist I; Zamboanga Extension Office • Specialist II; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office
	1.5. Reviews the final report, then orders the issuance of Payment Assessment Form (PAF) if compliant		14 working day/s	• Securities Counsel I ; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office
	1.6. Sends the Payment Assessment Form (PAF) to the applicant		30 minute/s	• Administrative Officer III; Zamboanga Extension Office • Specialist II; Zamboanga Extension Office

2. Pay the corresponding filing fees **Location:** Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide.	2. Issues payment confirmation containing the electronic Official Receipt via e-mail	**Formula Fees** Breakdown: Decrease of Capital Stock (Return of Capital)Decrease of Capital Stock (All others)	1 working day/s	• Administrative Officer III; Zamboanga Extension Office • Specialist II; Zamboanga Extension Office
3. Submits the documentary requirements with proof of payment to the Receiving counter **Location:** Securities and Exchange Commission Zamboanga Extension Office **Notes/Instruction:** ***Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)***	3.1. Receives and verifies documentary requirements and proof of payment.	None	1 hour/s	• Monitoring Analyst; Zamboanga Extension Office • Administrative Assistant II; Zamboanga Extension Office
	3.2. Prepares Certificate		1 working day/s	• Administrative Assistant II; Zamboanga Extension Office
	3.3. Signs and approves the application		7 working day/s, 5 hour/s, 30 minute/s	• Director ; Zamboanga Extension Office
	3.4. Forwards the approved application to the Releasing Unit		2 hour/s	• Administrative Assistant II; Zamboanga Extension Office

	3.5. Schedules and sends email notification to the applicant on date of release of the certificate		1 working day/s	• Administrative Assistant II; Zamboanga Extension Office
4. Proceeds to the Releasing Section, presents the original proof of payment and receives the Certificate of Approval **Location:** SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209	4.1. Receives the Official Receipt	None	2 hour/s	• Administrative Assistant II; Zamboanga Extension Office
	4.2. Releases the signed Certificate of Approval		2 hour/s	• Administrative Assistant II; Zamboanga Extension Office
Total Processing Time:		Working Days: 40 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Decrease of Capital Stock (Return of Capital)**

  Filing Fee- P5,000.00 plus Amended Articles of Incorporation of P1,000.00

  plus

  Legal Research Fee (LRF)- 1% of computed filing fee but not less than P10.00

  plus

  Documentary stamp tax of P30

- **Decrease of Capital Stock (All others)**

  Filing Fee- P3,000.00 plus Amended Articles of Incorporation of P1,000.00

  plus

  Legal Research Fee (LRF)- 1% of computed filing fee but not less than P10.00

plus

Documentary stamp tax of P30

22. Application for Dissolution (For amendment to shorten the corporate term under Section 136 of the RCC where the proposed expiration of the corporate term [must contemplate a future date] is less than one year, from approval of the application for amendment)

This service details the procedure in applying dissolution of non-Philippine national Stock and Non-stock domestic corporations registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs) through the eAMEND Portal under Regular Processing.

Office or Division:	Zamboanga Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All domestic corporations registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs)
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf)*	
2. Amended Articles of Incorporation (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
3. Notarized Directors' certificate signed by majority of the directors or trustees and the corporate secretary (1) Original Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *attesting that:* *1. the dissolution by shortening of corporate term was approved by majority of the board of directors/trustees and ratified by at least 2/3 vote of the stockholders representing the*	

outstanding capital stock including the holders of non-voting shares/members of the corporation;
2. *date and place of stockholders' or members' meeting*
3. *the tax identification number of the signatories which shall be placed below their names*

SEC Website

Director's Certificate - https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf

Trustee's Certificate - https://www.sec.gov.ph/wp-content/uploads/2019/11/Trustees_Certificate.pdf

4. Audited Financial Statements as of the last fiscal year stamped received by SEC and BI (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Sub Requirement	
4.A. If the applicant has ceased operations for at least one (1) year	
4.A.1. Audited Financial Statements as of the last fiscal year of operation (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
4.A.2. Affidavit of non-operation certified under oath by the President and Treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
4.B. If the applicant has no operation since incorporation	
4.B.1. Balance Sheet certified under oath by the Treasurer and President (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
4.B.2. Affidavit of non-operation certified under oath by the President and Treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
4.B.3. Certificate of non-registration issued by the BIR (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Bureau of Internal Revenue - Revenue District Office
4.C. If the applicant corporation (stock or nonstock) is with total assets or liabilities of less than Six Hundred Thousand Pesos (Php600,000.00)	
4.C.1. Balance Sheet as of last preceding fiscal year certified under oath by the President and Treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

5. Certification under oath by the President and Treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *certifying that:* *1. the dissolution is not prejudicial to the interest of the creditors; and* *2. there is no opposition from any creditor from the time of publication of the notice of dissolution up to the filing of the dissolution with the Commission*	
6. Bureau of Internal Revenue (BIR) Tax Clearance Certificate (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Bureau of Internal Revenue - Revenue District Office
7. Publisher's Affidavit of Publication of the notice of meeting (once) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
8. Notarized Secretary's Certificate of no pending case of intra-corporate dispute (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx)*	
For Situational Requirement	
A. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
A.1. Monitoring Clearance from Markets and Securities Regulation Department (MSRD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Markets and Securities Regulation Department
B. For Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies, and foundation	
B.1. Monitoring Clearance from Corporate Governance and Finance Department (CGFD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Corporate Governance and Finance Department
C. For Financing/Lending	
C.1. Monitoring Clearance from Financing and Lending Companies Department (FLCD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Zamboanga Extension Office
D. For Financial Technology (FinTech) related business activities [Operators of payment systems; Payment Service Providers; Electronic Money Issuers (EMI); Non-bank EMIs; Alternative Credit Scoring Companies; AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); KYC/Security Companies (KYC Service Providers); Digital Banks; Digital Asset Exchanges; Virtual Asset Service Providers; Play-to-Earn Platforms;	

o E-Commerce Companies; Crowdfunding Platforms; RegTech Companies (RegTech Service Providers); SupTech Companies (SupTech Service Providers); and Digital Advisers/Robo-Advisers]	
D.1. PhiliFintech Innovation Office (PIO) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office
D.2. Enforcement and Investor Protection Department (EIPD) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department
E. For Banks, banking and quasi-banking institutions, pawnshops, corporations engaged in money service business (ex. Money Changer and Remittance Services), non-stock savings and loan associations (NSSLAs) and other Financial Intermediaries	
E.1. Endorsement from Bangko Sentral ng Pilipinas (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Bangko Sentral ng Pilipinas - Financial Supervision Sector
F. For Insurance/Health Maintenance Organization, preneed	
F.1. Endorsement from Insurance Commission (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Insurance Commission - Legal Services Group - Licensing Division

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the electronic copy of the requirements to the eAMEND Portal **Location:** https://eamend.sec.gov.ph/login **Notes/Instruction:** If the application is found to be for compliance during the evaluation stage, the applicant will have to go back to Step 1- Submission of requirements.	1.1. Verifies completeness of amendment requirements and assign to processors, if the documents are complete	None	2 hour/s	• Administrative Assistant II; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office
	1.2. Processes and evaluates application for amendment		19 working day/s	• Administrative Officer III; Zamboanga Extension Office

				• Specialist I; Zamboanga Extension Office • Specialist II; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office
	1.3. Issues Payment Assessment Form (PAF)		4 hour/s	• Administrative Officer III; Zamboanga Extension Office • Specialist II; Zamboanga Extension Office
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: Amended Articles of Incorporation or By-Laws: PHP 1000 --- Total: PHP 1000 **Formula Fees** Breakdown: Legal Research FeeDocumentary Stamp	1 working day/s	• Administrative Officer III; Zamboanga Extension Office • Specialist II; Zamboanga Extension Office

		TaxName Verification		
3. Submits the documentary requirements with proof of payment to the Receiving Counter through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** Securities and Exchange Commission-Zamboanga Extension Office	3.1. Receives and verifies documentary requirements and proof of payment.	None	2 hour/s	• Data Analyst; Zamboanga Extension Office • Administrative Assistant II; Zamboanga Extension Office
	3.2. Prepares and generates the Certificate of Amended Articles of Incorporation and/or By-Laws		2 hour/s	• Administrative Assistant II; Zamboanga Extension Office
	3.3. Reviews the application and signs the Certificate of Amended Articles of Incorporation and/or By-Laws		18 working day/s, 4 hour/s, 30 minute/s	• Director; Zamboanga Extension Office
	3.4. Tags the application for appointment through the eAMEND Portal indicating the date of release of the certificate		1 hour/s	• Administrative Assistant II; Zamboanga Extension Office
4. Proceeds to the Releasing Section, presents the original proof of payment and receives the signed Certificate of Amended Articles of Incorporation **Location:** Securities and Exchange	4. Releases original copy of the Certificate of Amended Articles of Incorporation	None	30 minute/s	• Administrative Assistant II; Zamboanga Extension Office

Commission-Zamboanga Extension Office				
Total Processing Time:	Working Days: 40 working day/s			
Total Processing Fee:	Total Standard Fee: PHP 1000 See other fees below			

Formula / Schedule of Fees

- **Legal Research Fee**

  1% of the computed Filing Fees for Amended Articles of Incorporation and/or By-Laws

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

- **Name Verification**

  PHP 100 per proposed name/s or trade name/s

  *valid for 30 days

23. Application for Increase of Capital Stock for non-Philippine National One Person Corporation registered under FIA or before IPAs via Cash

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

Office or Division:	Zamboanga Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All FIA Registered One Person Corporation (OPC)
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf)*	
2. Amended Articles of Incorporation (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
3. Secretary Certificate certifying the current/present Authorized Capital Stock, Subscribed capital and Paid-up Capital of the OPC (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
4. Monitoring Clearance (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *https://forms.gle/Nt9p8PN88j7G4LPi8*	
5. Treasurer's Affidavit certifying the increase of capital stock, the amount subscribed and the amount received as payment	Applicant / Client

thereto (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	
6. Subscription Contract (with bank deposit slip /Acknowledgment Receipt signed by the Treasurer/Bank Statement) signed by the President/Director and the Corporate Secretary (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
7. OPC Resolution (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: • *indicating the name of OPC;* • *signed by the Sole Stockholder and Corporate Secretary;* • *indicating the proposed amendments; and* • *date of resolution*	
8. Certificate of Increase of Capital (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/03/2022SECForm_CERTIFICATE-OF-INCREASE-OF-AUTHORIZED-CAPITAL-STOCK-OF-OPC.docx)*	
For Situational Requirement	
A. For Financial Technology (FinTech) related business activities [Operators of payment systems; Payment Service Providers; Electronic Money Issuers (EMI); Non-bank EMIs; Alternative Credit Scoring Companies; AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); KYC/Security Companies (KYC Service Providers); Digital Banks; Digital Asset Exchanges; Virtual Asset Service Providers; Play-to-Earn Platforms; o E-Commerce Companies; Crowdfunding Platforms; RegTech Companies (RegTech Service Providers); SupTech Companies (SupTech Service Providers); and Digital Advisers/Robo-Advisers]	
A.1. PhiliFintech Innovation Office (PIO) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office
A.2. Enforcement and Investor Protection Department (EIPD) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department
B. If to engage as a foreign retailer (amendment of purpose)	
B.1. Certification of Inward Remittance (1) Electronic Copy And (1) Original Copy And (1) Photo	Applicant / Client

Copy	
Remarks: *Certification of Inward Remittance of Foreign Exchange showing compliance of the foreign retailer with the minimum paid-up capital requirement of Twenty-Five Million Pesos (P25,000,000.00) or other proof, such as Bank Certification, certifying that such capital investment is deposited and maintained in a bank in the Philippines*	
B.2. Apostilled/authenticated Certificate of Reciprocity (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *to the effect that such State provides reciprocity to Filipinos*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the electronic copy of the requirements to the eAMEND Portal **Location:** https://eamend.sec.gov.ph/login **Notes/Instruction:** If the application is found to be for compliance during the evaluation stage, the applicant will have to go back to Step 1- Submission of requirements.	1.1. Verifies completeness of amendment requirements and assign to processors, if the documents are complete	None	30 minute/s	• Information Officer II; Zamboanga Extension Office • Securities Counsel I; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office • Director; Zamboanga Extension Office
	1.2. Evaluates whether the documents submitted are complete in form and in substance, then prepares Final Report and forwards		14 working day/s, 1 hour/s, 30 minute/s	• Administrative Officer III; Zamboanga Extension Office

	it to the Post Auditor for review if compliant			• Specialist I; Zamboanga Extension Office • Specialist II; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office
	1.3. Evaluates the final report, then orders the issuance of Payment Assessment Form (PAF) if compliant		14 working day/s, 1 hour/s, 30 minute/s	• Securities Counsel I; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office
	1.4. Issues Payment Assessment Form (PAF)		30 minute/s	• Administrative Officer III; Zamboanga Extension Office • Specialist II; Zamboanga Extension Office
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:**	2. Issues payment confirmation containing the electronic Official Receipt via e-mail	**Standard Fees** Breakdown: Documentary Stamp Tax: PHP 30	1 working day/s	• Administrative Officer III; Zamboanga Extension Office

espaysec.sec.gov.ph/ payment-portal/home		Total: PHP 30 **Formula Fees** Breakdown: Increase of Authorized Capital Stock of an OPCLegal Research Fee		• Specialist II; Zamboanga Extension Office
3. Submits the documentary requirements with proof of payment to the CRMD Receiving Counter at SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209 through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209	3.1. Receives and verifies documentary requirements and proof of payment.	None	1 hour/s	• Data Analyst; Zamboanga Extension Office • Administrative Assistant II; Zamboanga Extension Office
	3.2. Prepares and generates the Certificate of Amended Articles of Incorporation		2 hour/s	• Administrative Assistant II; Zamboanga Extension Office
	3.3. Reviews the application and signs the the Certificate		10 working day/s	• Director; Zamboanga Extension Office
	3.4. Tags the application for appointment through the eAMEND Portal indicating the date of release of the certificate		30 minute/s	• Administrative Assistant II; Zamboanga Extension Office

4. Proceeds to the Releasing Section, presents the original proof of payment and receives the signed Certificate of Amended Articles of Incorporation **Location:** Securities and Exchange Commission Zamboanga Extension Office	4. Releases original copy of the Certificate of Amended Articles of Incorporation	None	30 minute/s	• Administrative Assistant II; Zamboanga Extension Office
Total Processing Time:		Working Days: 40 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 30 See other fees below		

Formula / Schedule of Fees

- **Increase of Authorized Capital Stock of an OPC**

  For Corporation with par value – ⅕ of 1% of the increase in capital stock but not less than PHP 3,000 or the subscription price of the subscribed capital stock whichever is higher

  For Corporation without par value – ⅕ of 1% of the increase in capital stock computed at PHP 100 per share but not less than PHP 3,000 or the issue value of the subscribed capital stock whichever is higher

- **Legal Research Fee**

  1% of the computed Filing Fees for Amended Articles of Incorporation and/or By-Laws

24. Application for Increase of Capital Stock of non-Philippine national Stock Domestic Corporations registered under FIA (“Foreign Investment Act”) or before Investment Promotion Agencies (IPAs) by way of Cash

This service details the adopted online procedure and documentary requirements for application for Increase of Capital Stock by way of Cash pursuant to Section 37 of the Revised Corporation Code of the Philippines.

This service is exclusively for non-Philippine national Stock domestic corporations registered under FIA (“Foreign Investment Act”) or before Investment Promotion Agencies (IPAs).

Office or Division:	Zamboanga Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All domestic corporations registered under FIA (“Foreign Investment Act”) or before Investment Promotion Agencies (IPAs)
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover sheet (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Zamboanga Extension Office
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf* *Note: The two (2) original copies will be submitted upon payment of the corresponding fees.*	
2. Certificate of Increase of Capital Stock (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *No prescribed format. To be prepared by the Company in accordance with Section 37 of the Revised Corporation Code of the Philippines*	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.	
3. Treasurer's Affidavit (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *No prescribed format. To be prepared by the Company in accordance with Section 37 of the Revised Corporation Code of the Philippines* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
4. Directors' certificate (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Zamboanga Extension Office
Remarks: *Download Director's Certificate through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
5. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
6. List of stockholders of record as of date of meeting approving the increase, indicating their nationalities and their respective subscribed and paid-up capital on the present authorized capital stock certified under oath by the corporate secretary (1) Original Copy Or (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
7. Notarized Secretary's Certificate on non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Zamboanga Extension Office
Remarks: *Download Secretary's Certificate on non-existence of intra-corporate dispute through this link:*	

https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
8. Secretary's Certificate on waiver of pre-emptive rights of non-subscribing shareholders (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Zamboanga Extension Office
Remarks: *Download Secretary's Certificate certifying that all non-subscribing stockholders waived their respective pre-emptive rights through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_Waiver_Pre_emptive_Rights.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Zamboanga Extension Office
Remarks: *https://forms.gle/Nt9p8PN88j7G4LPi8*	
B. For Financing and Lending Companies:	
B.1. Financing and Lending Companies Department (FLCD) Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Financing and Lending Companies Department (FLCD)
Remarks: *Please email your request at finlend_queries@sec.gov.ph* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
C. For Listed and Public Companies:	
C.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)

Remarks: *Please email your request at cgfd_fdn@sec.gov.ph* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
C.2. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Markets and Securities Regulation Department (MSRD)
Remarks: *Please email your request at msrdsubmission@sec.gov.ph* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
D. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
D.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector
Remarks: *To request, please refer to BSP Citizen's Charter through this link: https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
E. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
E.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group
Remarks: *To request, please refer to IC Citizen's Charter through this link:* *https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf*	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

F. Additional requirement if cash payment for subscription is already reflected in the Audited Financial Statements:	
F.1. Audited Financial Statements as of the last fiscal year stamped received by BIR and SEC (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Zamboanga Extension Office

Remarks:

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

G. Additional requirement if cash payment for subscription is not yet reflected in the Audited Financial Statements:	
Sub Situational Requirement/s	
G.a. If applicant corporation is/are Listed companies; Public companies defined in the Securities Regulation Code; companies that offer or sell securities to the public; companies with secondary license; and where payment to subscription to the increase is more than P50,000,000.00	
G.a.1. Special Audit Report (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

G.b. Where payment to subscription to the increase is P50,000,000.00 and below	
G.b.1. Subscription Contract executed under oath among stockholder/s, treasurer and president for the corporation (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

For guidance, please refer to SEC Memorandum Circular No. 11 Series of 2016 – Subscription Contracts through this link: https://www.sec.gov.ph/mc-2016/mc-no-11-s-2016subscription-contracts/#gsc.tab=0

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

H. Additional requirement for Rural Banks:	
H.1. Notarized Certification on payment for subscriptions to be signed by majority of the rural bank's Board of Directors in accordance with the form required by BSP (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.2. List of stockholders of record showing their respective subscribed and paid-up amount before and after the increase and the list of subscribers to the increase with their respective subscription and payment as presented and approved by BSP annexed to the notarized certification (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of complete requirements at reports_zeo@sec.gov.ph **Location:** reports_zeo@sec.gov.ph **Notes/Instruction:** • The applicant may, if the application consists of voluminous documents, be advised to	1.1. Receives the required documents and check for completeness, then records the application if complete	None	2 hour/s	• Administrative Officer III; Zamboanga Extension Office • Specialist I; Zamboanga Extension Office • Specialist II; Zamboanga Extension Office • Securities Counsel II;

present the hard copies thereof. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via email. For submission of compliance documents, the client will directly send it to the assigned Specialist's e-mail. The assigned Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.4. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application				Zamboanga Extension Office
	1.2. Sends e-mail containing acknowledgement of application and name of the assigned processor		30 minute/s	• Administrative Officer III; Zamboanga Extension Office • Specialist I; Zamboanga Extension Office • Specialist II; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office
	1.3. Acknowledges the assigned application for pre-processing		30 minute/s	• Administrative Officer III; Zamboanga Extension Office • Specialist I; Zamboanga Extension Office • Specialist II; Zamboanga Extension Office • Securities Counsel II; Zamboanga

considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed terminated without prejudice to refiling. • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances				Extension Office
	1.4. Examines online whether the documents submitted are complete in form and in substance, then prepares Final Report and forwards it to the post auditors for review if compliant		14 working day/s	• Administrative Officer III; Zamboanga Extension Office • Specialist I; Zamboanga Extension Office • Specialist II; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office
	1.5. Reviews the final report, then orders the issuance of Payment Assessment Form (PAF) if compliant		14 working day/s	• Securities Counsel I ; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office
	1.6. Sends the Payment Assessment Form (PAF) to the applicant		30 minute/s	• Administrative Officer III; Zamboanga Extension Office • Specialist II; Zamboanga

warrant a longer period.				Extension Office
2. Pay the corresponding filing fees **Location:** Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide.	2. Issues payment confirmation containing the electronic Official Receipt via e-mail	**Formula Fees** Breakdown: Increase of Capital Stock (For corporation with par value)Increase of Capital Stock (For corporation without par value)	1 working day/s	• Administrative Officer III; Zamboanga Extension Office • Specialist II; Zamboanga Extension Office
3. Submits the documentary requirements with proof of payment to the Receiving Counter **Location:** Securities and Exchange Commission Zamboanga Extension Office **Notes/Instruction:** ***Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)***	3.1. Receives and verifies documentary requirements and proof of payment.	None	2 hour/s	• Data Analyst; Zamboanga Extension Office • Administrative Assistant II; Zamboanga Extension Office
	3.2. Prepares Certificate		1 working day/s	• Administrative Assistant II; Zamboanga Extension Office
	3.3. Signs and approves the application		7 working day/s, 5 hour/s, 30 minute/s	• Director ; Zamboanga Extension Office
	3.4. Forwards the approved application to the Releasing Unit		2 hour/s	• Administrative Assistant II; Zamboanga

				Extension Office
	3.5. Schedules and sends email notification to the applicant on date of release of the certificate		1 working day/s	• Administrative Assistant II; Zamboanga Extension Office
4. Proceeds to the Releasing Section, presents the original proof of payment and receives the signed Certificate of Approval **Location:** Securities and Exchange Commission Zamboanga Extension Office	4.1. Receives the Official Receipt	None	1 hour/s	• Administrative Assistant II; Zamboanga Extension Office
	4.2. Releases the signed Certificate		2 hour/s	• Administrative Assistant II; Zamboanga Extension Office
Total Processing Time:		Working Days: 40 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Increase of Capital Stock (For corporation with par value)**

  1/5 of 1% of the increase in capital stock but not less than P3,000.00 or the subscription price of the subscribed capital stock, whichever is higher

  plus

  Legal Research Fee (LRF) -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00

  plus

  Amended Articles of Incorporation – P1,010.00 (Inclusive of LRF of P10.00)

  plus

  Documentary Stamp tax of P60.00

- **Increase of Capital Stock (For corporation without par value)**

  1/5 of 1% of the increase in capital stock computed at P100.00 per share but not less than P3,000.00 or the issue value of the subscribed capital stock, whichever is higher

  plus

  Legal Research Fee (LRF) -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00

  plus

  Amended Articles of Incorporation – P1,010.00 (Inclusive of LRF of P10.00)

  plus

  Documentary Stamp tax of P60.00

25. Application for Increase of Capital Stock of non-Philippine national Stock Domestic Corporations registered under FIA (“Foreign Investment Act”) or before Investment Promotion Agencies (IPAs) through payment other than cash

This service details the adopted online procedure and documentary requirements on application for increase of capital stock by way of Cash and Non Cash, but not limited to the following:

- *Conversion of advances/liabilities to equity*
- *Stock Dividend*
- *Land, building / condominium units*
- *Untitled Lands*
- *Inventories / Furniture / Personal Properties*
- *Heavy equipment and machinery*
- *Shares of stock*
- *Motor Vehicle*
- *Sea vessel / aircraft*
- *Intangibles*
- *Net assets*
- *Other assets*

This service is exclusively for non-Philippine national Stock domestic corporations registered under FIA (“Foreign Investment Act”) or before Investment Promotion Agencies (IPAs).

Office or Division:	Zamboanga Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All domestic corporations registered under FIA (“Foreign Investment Act”) or before Investment Promotion Agencies (IPAs)
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover sheet (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Zamboanga Extension Office

Remarks:

Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf

Note: The two (2) original copies will be submitted upon payment of the corresponding fees.	
2. Certificate of Increase of Capital Stock (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *No prescribed format. To be prepared by the Company in accordance with Section 37 of the Revised Corporation Code of the Philippines* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
3. Treasurer's Affidavit (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *No prescribed format. To be prepared by the Company in accordance with Section 37 of the Revised Corporation Code of the Philippines* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
4. Directors' certificate (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Zamboanga Extension Office
Remarks: *Download Director's Certificate through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
5. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
6. List of stockholders of record as of date of meeting approving the increase, indicating their nationalities and their respective subscribed and paid-up capital on the present authorized capital stock certified under oath by the corporate secretary (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.	
7. Notarized Secretary's Certificate on non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *Download Secretary's Certificate on non-existence of intra-corporate dispute through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
8. Secretary's Certificate on waiver of pre-emptive rights of non-subscribing shareholders (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Zamboanga Extension Office
Remarks: *Download Secretary's Certificate certifying that all non-subscribing stockholders waived their respective pre-emptive rights through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_Waiver_Pre_emptive_Rights.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Zamboanga Extension Office
Remarks: *https://forms.gle/Nt9p8PN88j7G4LPi8*	
B. For Financing and Lending Companies:	
B.1. Financing and Lending Companies Department (FLCD) Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Zamboanga Extension Office

Remarks: *Please email your request at finlend_queries@sec.gov.ph* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
C. For Listed and Public Companies:	
C.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)
Remarks: *Please email your request at cgfd_fdn@sec.gov.ph* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
C.2. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Markets and Securities Regulation Department (MSRD)
Remarks: *Please email your request at msrdsubmission@sec.gov.ph* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
D. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
D.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector
Remarks: *To request, please refer to BSP Citizen's Charter through this link: https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
E. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	

E.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group

Remarks:

To request, please refer to IC Citizen's Charter through this link:

https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

F. Additional Requirement if the consideration for issuance of shares is in the form of Conversion of Advances / Liabilities to Equity

F.1. Deed of Assignment of advances / liabilities (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

F.a. If the advances/liabilities are already reflected in the Audited Financial Statements (AFS):

F.a.1. Audited Financial Statements (AFS) as of the last fiscal year stamped received by BIR and SEC (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Zamboanga Extension Office

Remarks:

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

F.b. If the advances/liabilities is not yet reflected in the Audited Financial Statements (AFS):

F.b.1. A report to be rendered by an Independent CPA on the verification of the advances to be converted to equity (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.	
G. Additional Requirements if the payment for issuance of shares is by way of Stock Dividend:	
G.1. List of stockholders entitled to stock dividend with their respective outstanding shares and the allocation of stock dividend certified by the corporate secretary (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.2. Audited Financial Statements as of the last fiscal year received by BIR and SEC (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Zamboanga Extension Office
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
G.3. Secretary's Certificate that on the basis of the computation of the Finance Officer, the allocation of stock dividends as indicated in the Certificate of Increase is in proportion to the shareholdings of stockholders as of date of meeting approving the dividend declaration or as of record date and the treatment of resulting fractional shares, if any, are true and correct (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.4. Reconciliation of Retained Earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 16 Series of 2023- Revised Guidelines on the Determination of Retained Earnings Available for Dividend Declaration through this link: https://www.sec.gov.ph/wp-content/uploads/2023/10/2023SEC-MC-No.-16,-s.-of-2023-Revised-Guidelines-on-the-Determination-of-Retained-Earnings%20-Available-for-Dividend-Declaration.pdf*	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.	
Sub Situational Requirement/s	
G.a. In case the unappropriated retained earnings is not sufficient to warrant the dividend declaration:	
G.a.1. Secretary's Certificate on the Board's resolution to reverse the appropriated retained earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H. Additional Requirement if the consideration for issuance of shares is in the form of Land, buildings / condominium units:	
H.1. Detailed schedule of property showing the registered owner, location, area, TCT/CCT no., tax declaration number and the basis of transfer value (market value, assessed value or zonal value) certified by the company accountant (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.2. Copy of TCT/CCT electronically certified and issued by Register of Deeds and tax declaration sheet certified Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.3. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

H.4. Certification from the transferor stating that the improvements are existing and in good condition (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.5. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to Memorandum Circular No. 14 series of 2013- Amended Guidelines Covering the Use of Properties that Require Ownership Registration as Paid-up Capital of Corporation through this link: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
H.a. If transfer value is based on zonal value:	
H.a.1. Latest zonal valuation certified by BIR (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.b. If transfer value is based on appraised value:	
H.b.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.c. If property is mortgaged:	

H.c.1. Mortgagee/creditor's certification on the outstanding loan balance and his/her written consent to the transfer of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.d. For assignment of buildings where assignor is not the owner of the land:	
H.d.1. Lease contract on the land and consent of the land owner to the transfer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I. Additional Requirement if the consideration for issuance of shares is in the form of Untitled Lands:	
I.1. Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least thirty (30) years and the possessor had introduced improvements thereon, if any (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.2. Duplicate original or certified true copies of the tax declaration sheets (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.3. Latest realty tax receipts (1) Original Copy And (1) Photo Copy And (1) Electronic	Applicant / Client

Copy	
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.4. Affidavit by the transferor attesting continuous and open possession of the property is located (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.5. Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.6. Duplicate original or certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument affecting the property recorded in the Register of Deeds for the province of city where the land is situated (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.7. Affidavit executed by the transferor attesting to the: (a) Existence (or non-existence) of easements over the untitled property; (b) Kind/description of the easement and its location; and (c) Whether the transferor is the dominant estate or the servient estate, by virtue of such easements (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

I.8. Under oath undertaking of the transferor/subscriber to answer for any liability that the corporation might incur by virtue of the acceptance of said property as paid-up capital (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.9. Clearance or certification from the Department of Agrarian Reform (DAR) attesting to the following: (a) There is no other claimant to the untitled land; (b) it has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party; or (c) The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Department of Agrarian Reform (DAR) - Department of Agrarian Reform (DAR)
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.10. Blue Print Survey of the Plan as approved by the Bureau of Lands (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.11. Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/ assessed value / zonal value or appraised value) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.12. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.13. Affidavit of undertaking to submit certified true copy of the original certificate of title in the name of the transferee-corporation within one (1) year from the date of receipt of the approval of the application (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
I.a. If transfer value is based on zonal value	
I.a.1. Latest zonal valuation certified by BIR (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.b. If transfer value is based on appraised value	
I.b.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J. Additional Requirement if the consideration for issuance of shares is in the form of Inventories / Furniture / Personal Properties:	
J.1. Detailed schedule of property showing the description and the basis of transfer value (market value or book value) certified by the company accountant (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.	
J.2. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
J.a. If transfer value is based on book value:	
J.a.1. Special Audit Report by an Independent CPA on the verification and valuation of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K. Additional Requirement if the consideration for issuance of shares is in the form of Heavy equipment and machinery:	
K.1. Detailed schedule of the property showing the description and the transfer value certified by the company accountant (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K.2. Appraisal report by a licensed appraiser (not more than 6-month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K.3. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic	Applicant / Client

Copy	
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K.4. Certification from the transferor stating that the properties are existing and in good condition (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L. Additional Requirement if the consideration for issuance of shares is in the form of Shares of Stock:	
L.1. Detailed schedule of the shares of stock showing the stockholder, stock certificate number, no. of shares and the basis of transfer value (market or book value) certified by the company accountant (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.2. Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Information and Communications Technology Department (ICTD)
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.3. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.4. Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the	Applicant / Client

assignor (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.5. Photocopy of the stock certificate (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
L.6. Affidavit of undertaking to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to Memorandum Circular No. 14 series of 2013- Amended Guidelines Covering the Use of Properties that Require Ownership Registration as Paid-up Capital of Corporation through this link: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
L.a. If listed in the Stock Exchange:	
L.a.1. Latest market price quotation in the newspaper or certification from the stock exchange/broker as to latest market price of the shares of stock (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M. Additional Requirement if by way of Motor Vehicles	

M.1. Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified by the company accountant (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.2. Photocopy of certificate of registration and official receipt of annual registration fee (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
M.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.4. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.5. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

For guidance, please refer to Memorandum Circular No. 14 series of 2013- Amended Guidelines Covering the Use of Properties that Require Ownership Registration as Paid-up Capital of Corporation through this link: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/ *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.6. Certification from the transferor stating that the motor vehicles are existing and in good running condition (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N. Additional Requirement if by way of Sea Vessel / Aircraft:	
N.1. Detailed schedule of vessel/aircraft showing registered Owner, registry number, technical description and appraised value certified by the company accountant (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.2. Certified true copy of the certificate of ownership (1) Certified True Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The certified true copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.4. Certificate of seaworthiness/airworthiness issued by appropriate government agency	Applicant / Client

(1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.5. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.6. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to Memorandum Circular No. 14 series of 2013- Amended Guidelines Covering the Use of Properties that Require Ownership Registration as Paid-up Capital of Corporation through this link: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O. Additional Requirement if the consideration for issuance of shares is in the form of Intangibles:	
O.1. Photocopy of System Purchase Agreement or any proof of ownership (for software) (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
O.2. Copy of Certificate of Registration of Intellectual Property Rights and mining permit for mining claims/rights (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.	
O.3. Appraisal report by an accredited appraisal company or by a licensed Filipino mining engineer for mining claims/rights (not more than 6 months old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.4. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.5. Affidavit of undertaking by an officer of the company to submit proof of transfer of ownership within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to Memorandum Circular No. 14 series of 2013- Amended Guidelines Covering the Use of Properties that Require Ownership Registration as Paid-up Capital of Corporation through this link: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P. Additional Requirement if the consideration for issuance of shares is in the form of Net Assets:	
P.1. Audited financial statements (AFS) of the applicant corporation as of the last fiscal year received by BIR and SEC (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Zamboanga Extension Office
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
P.2. Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last	Applicant / Client

fiscal year (2) Photo Copy And (1) Electronic Copy	
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
P.3. Long-form audit report of Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P.4. Deed of Assignment of the assets and liabilities (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P.5. List of creditors with the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P.6. Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P.7. Photocopy of the certificate of registration of the motor vehicles (present original for verification)	Applicant / Client

(1) Original Copy And (2) Photo Copy And (1) Electronic Copy	
Remarks: *Note:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
P.8. Copy of TCT/CCT electronically certified and issued by the Register of Deeds and tax declaration sheets certified by the Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P.9. Photocopy of stock certificates (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
P.10. DTI Certificate of Registration (for single proprietorship) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P.11. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to Memorandum Circular No. 14 series of 2013- Amended Guidelines Covering the Use of Properties that Require Ownership Registration as Paid-up*	

Capital of Corporation through this link: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of complete requirements at imessage@sec.gov.ph **Location:** imessage@sec.gov.ph	1.1. Assigns application to the processor	None	1 hour/s	• Information Officer II; Zamboanga Extension Office • Securities Counsel I; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office • Director; Zamboanga Extension Office
	1.2. Examines online whether the documents submitted are complete in form and in substance, then prepares Final Report and forwards it to the post auditor for review if compliant		14 working day/s	• Administrative Officer III; Zamboanga Extension Office • Specialist I; Zamboanga Extension Office • Specialist II; Zamboanga

				Extension Office • Securities Counsel II; Zamboanga Extension Office
	1.3. Reviews the final report, then orders the issuance of Payment Assessment Form (PAF) if compliant		14 working day/s	• Securities Counsel I ; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office
	1.4. Sends the Payment Assessment Form (PAF) to the applicant		30 minute/s	• Administrative Officer III; Zamboanga Extension Office • Specialist II; Zamboanga Extension Office
2. Pay the corresponding filing fees **Location:** Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide.	2. Issues payment confirmation containing the electronic Official Receipt via e-mail	**Formula Fees** Breakdown: Increase of Capital Stock (For corporation with par value)Increase of Capital Stock (For corporation without par value)	1 working day/s	• Administrative Officer III; Zamboanga Extension Office • Specialist II; Zamboanga Extension Office

3. Submits the documentary requirements with proof of payment to the Receiving Counter **Location:** Securities and Exchange Commission Zamboanga Extension Office **Notes/Instruction:** ***Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)***	3.1. Receives and verifies documentary requirements and proof of payment	None	1 hour/s, 30 minute/s	• Data Analyst; Zamboanga Extension Office • Administrative Assistant II; Zamboanga Extension Office
	3.2. Prepares Certificate		1 working day/s	• Administrative Assistant II; Zamboanga Extension Office
	3.3. Signs and approves the application		7 working day/s, 7 hour/s	• Director ; Zamboanga Extension Office
	3.4. Forwards the approved application to the Releasing Unit		2 hour/s	• Administrative Assistant II; Zamboanga Extension Office
	3.5. Schedules and sends email notification to the applicant on date of release of the certificate		1 working day/s	• Administrative Assistant II; Zamboanga Extension Office
4. Proceeds to the Releasing Section, presents the original proof of payment and receives the signed Certificate of Approval	4.1. Receives the Official Receipt	None	2 hour/s	• Administrative Assistant II; Zamboanga

Location: Securities and Exchange Commission Zamboanga Extension Office				Extension Office
	4.2. Releases the signed Certificate		2 hour/s	• Administrative Assistant II; Zamboanga Extension Office
Total Processing Time:	Working Days: 40 working day/s			
Total Processing Fee:	Total Standard Fee: None See other fees below			

Formula / Schedule of Fees

- **Increase of Capital Stock (For corporation with par value)**

  1/5 of 1% of the increase in capital stock but not less than P3,000.00 or the subscription price of the subscribed capital stock, whichever is higher

  plus

  Legal Research Fee (LRF) -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00

  plus

  Amended Articles of Incorporation – P1,010.00 (Inclusive of LRF of P10.00)

  plus

  Documentary Stamp tax of P60.00

- **Increase of Capital Stock (For corporation without par value)**

  1/5 of 1% of the increase in capital stock computed at P100.00 per share but not less than P3,000.00 or the issue value of the subscribed capital stock, whichever is higher

  plus

  Legal Research Fee (LRF) -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00

  plus

  Amended Articles of Incorporation – P1,010.00 (Inclusive of LRF of P10.00)

  plus

  Documentary Stamp tax of P60.00

26. Application for Monitoring Clearance for All Types of Corporations

An online platform for submitting company monitoring requests. It automatically tracks compliance with the submission of reportorial requirements of Domestic Corporations, ordinary stock and non-stock, except: foundations, publicly-listed corporations and corporations with secondary license; regular monitoring of Foreign Corporations (Branch Offices, Representative Offices, Regional Area Headquarters and Regional Operating Headquarters) except foundations.

Office or Division:	Zamboanga Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	1. General transacting public and business entities for: a.) Registered and Delinquent corporations; b.) Corporations with Notice of Deficiencies and Hearing or Orders; and c.) Corporations with applications to be filed with the Corporate and Partnership Registration Division, Foreign Investment Registration Station Division, and Corporate Filing and Records Division. 2. Government agencies and instrumentalities like Ombudsman, NBI, AMLC, DTI, DSWD, PDIC, etc. 3. Courts like MTC, MeTC, RTC and Sandiganbayan. NOTE: Branch Offices that are required to post a Securities Deposit shall file the same through imessage@sec.gov.ph
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Accomplished Google Form request (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *Application for Monitoring Clearance through: ewatch.sec.gov.ph*	
For Situational Requirement	
A. For Regional Operating Headquarters (ROHQ) and Regional Area Headquarters (RHQ)	
A.1. Proof of Inward Remittance (1) Original Copy And (1) Electronic Copy	Applicant / Client

B. Additional requirements upon evaluation, if needed	
B.1. Secretary's Certificate (No-Intra Corporate Dispute/Clarification/explaining the double filing of General Information Sheet) (1) Original Copy And (1) Electronic Copy	Applicant / Client
B.2. Affidavit (Anti-Dummy Law/one and the same/auditor) (1) Original Copy And (1) Electronic Copy	Applicant / Client
B.3. OGA Acknowledgment (functional currency) (1) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Office of the General Accountant (OGA)
B.4. Form for Appointment of Officers for One Person Corporation (1) Electronic Copy	Applicant / Client
B.5. Surety Bond (1) Original Copy And (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Application for Monitoring Clearance eWatch link: https://ewatch.sec.gov.ph/login Ensure that the corporation has an eSecure account and has complied with the following: • MC 28 submission • Latest due reports (AFS/GIS) • Complete company profile **Location:** https://ewatch.sec.gov.ph/login	1. The system processes the application if the corporation meets the required criteria.	None	30 minute/s	• NONE; Zamboanga Extension Office
2. System automatically updates the status of the corporation to "For Assign" **Location:** Compliance Monitoring Division	2.1. Determines compliance with the latest due reports and their corresponding jurisdiction	None	1 hour/s	• Securities Counsel I ; Zamboanga Extension Office • Securities Counsel II; Zamboang

Notes/Instruction: *If not compliant, the applicant shall comply with the submission of the latest due reportorial requirements and send **a new request through the eWatch system.***				a Extension Office • Director; Zamboanga Extension Office
	2.2. If compliant and within the jurisdiction of SEC Head Office, the request is assigned to a Monitoring Specialist.		30 minute/s	• Securities Counsel I ; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office • Director; Zamboanga Extension Office
	2.3. If not compliant with the latest due reports, the request is reverted to the applicant		2 hour/s	• Monitoring Analyst; Zamboanga Extension Office • Administrative Assistant II; Zamboanga Extension Office • Administrative Officer III; Zamboanga Extension Office • Specialist I; Zamboanga Extension Office

				• Specialist II; Zamboanga Extension Office • Securities Counsel I ; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office
	2.4. If outside the jurisdiction of the SEC Head Office, the request is endorsed to the appropriate Extension Office (EO).		30 minute/s	• Securities Counsel I ; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office • Director; Zamboanga Extension Office
3. Receives an update on the requested service. **Location:** Securities and Exchange Commission-Zamboanga Extension Office **Notes/Instruction:** The corporation shall comply with the findings within **seven (7)** calendar days.	3.1. Send the Monitoring Sheet within 10 working days.	**Formula Fees** Breakdown: Penalties/Fines	10 working day/s	• Monitoring Analyst; Zamboanga Extension Office • Administrative Assistant II; Zamboanga Extension Office • Administrative Officer III;

Failure to comply shall result in the request being automatically purged by the system and a new request must be filed.				Zamboanga Extension Office • Specialist I; Zamboanga Extension Office • Specialist II; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office
	3.2. If WITHOUT PENALTY, issues a Monitoring Sheet - No Penalty - END OF TRANSACTION.		6 hour/s, 35 minute/s	• Monitoring Analyst; Zamboanga Extension Office • Administrative Assistant II; Zamboanga Extension Office • Administrative Officer III; Zamboanga Extension Office • Specialist I; Zamboanga Extension Office • Specialist II; Zamboanga

					Extension Office • Securities Counsel I ; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office
		3.3. If WITH PENALTY, issue the Monitoring Sheet and Payment Assessment Form (PAF)		6 hour/s, 35 minute/s	• Monitoring Analyst; Zamboanga Extension Office • Administrative Assistant II; Zamboanga Extension Office • Administrative Officer III; Zamboanga Extension Office • Specialist I; Zamboanga Extension Office • Specialist II; Zamboanga Extension Office • Securities Counsel I ; Zamboanga Extension Office

				• Securities Counsel II; Zamboanga Extension Office
	3.4. If for compliance, issues a TENTATIVE Monitoring Sheet with remarks		1 working day/s	• Monitoring Analyst; Zamboanga Extension Office • Administrative Assistant II; Zamboanga Extension Office • Administrative Officer III; Zamboanga Extension Office • Specialist I; Zamboanga Extension Office • Specialist II; Zamboanga Extension Office • Securities Counsel I ; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office

4. Present PAF and pay the penalties to the nearest Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home **Location:** Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home **Notes/Instruction:** Send the copy of validated deposit slip/Electronic Official Receipt to the email address of the Monitoring Specialist.	4.1. The system will automatically validate the payment from the applicant. If Landbank Payment, posting is within 1-2 working days If ESPAYSEC, the posting of payment is real-time	**Formula Fees** Breakdown: Penalties/FinesCustodian Fee	2 working day/s	• Administrative Officer III; Zamboanga Extension Office • Specialist II; Zamboanga Extension Office
	4.2. Once the system tags the request as Paid, the monitoring specialist will forward the proof of payment and the monitoring sheet for review and signature.		1 working day/s	• Monitoring Analyst; Zamboanga Extension Office • Administrative Assistant II; Zamboanga Extension Office • Administrative Officer III; Zamboanga Extension Office • Specialist I; Zamboanga Extension Office • Specialist II; Zamboanga Extension Office • Securities Counsel I ; Zamboanga Extension Office

				• Securities Counsel II; Zamboanga Extension Office
	4.3. Review and sign the Monitoring Sheet.		1 working day/s	• Director; Zamboanga Extension Office
	4.4. The signed Monitoring Sheet is uploaded in the Document Verification System to generate QR code.		2 working day/s	• Data Analyst; Zamboanga Extension Office
5. Receive the Confirmation of Payment (COP)/Monitoring Sheet (MS) in PDF Format. - END OF TRANSACTION **Location:** Compliance Monitoring Division	5. Release the Confirmation of Payment/Monitoring Sheet.	None	1 hour/s	• Monitoring Analyst; Zamboanga Extension Office • Administrative Assistant II; Zamboanga Extension Office • Administrative Officer III; Zamboanga Extension Office • Specialist I; Zamboanga Extension Office • Specialist II; Zamboanga Extension Office

				• Securities Counsel I ; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office
Total Processing Time:	Working Days: 19 working day/s, 2 hour/s, 40 minute/s			
Total Processing Fee:	Total Standard Fee: None See other fees below			

Formula / Schedule of Fees

- **Penalties/Fines**

  Guidelines on the Imposition of fines or penalties for non-compliance with reportorial requirements; Securities Regulation Code (SRC); Revised Corporation Code (RCC); Memorandum Circular No. 06, series of 2024; Memorandum Circular No. 8, series of 2009 (MC8-2009); Memorandum Circular No. 15, series of 2006; Memorandum Circular No. 17, series of 2019; Amended rules governing the distribution of excess profits of corporation; Memorandum Circular No. 8, Series of 1998 (MC8-1998); and Office Order No. 298, Series of 2010; Memorandum Circular No. 10 Series of 2026; Memorandum Circular No. 28, Series of 2020.

- **Custodian Fee**

  Memorandum Circular No. 17, series of 2019

27. Cancellation Certificate of Authority of Lending/Financing Branch Offices

This service outlines the online procedure adopted for the cancellation of the Certificate of Authority of Lending and Financing Companies.

Office or Division:	Zamboanga Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Coversheet (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: *May secure a Checklist of requirements and sample formats from the Licensing Unit or through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf.*	
2. Letter addressed to the Director signifying its intention to surrender the Certificate of Authority. (1) Original Copy And (3) Photo Copy	Applicant / Client
3. Original Certificate of Authority (1) Original Copy And (3) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. For pre-processing, send a scanned copy of documentary requirements to imessage@sec.gov.ph and wait for the result on the requested service. **Location:**	1.1. Assign the application to the processor	None	15 minute/s	• Information Officer II; Zamboanga Extension Office • Securities Counsel I ; Zamboanga

Securities and Exchange Commission-Zamboanga Extension Office **Notes/Instruction:** Remarks: *If documents are incomplete and non-compliant, return to clients for compliance by issuing a checklist of deficiencies.				Extension Office • Securities Counsel II; Zamboanga Extension Office • Director; Zamboanga Extension Office
	1.2. Processor reviews and evaluates the submitted documentary requirements.		15 minute/s	• Securities Counsel I ; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office
2. Receives update on the requested service. **Location:** Securities and Exchange Commission-Zamboanga Extension Office **Notes/Instruction:** Remarks: If an applicant receives a checklist of deficiencies, immediately comply and send back to the assigned LU processor.	2. Checks the Compliances on the deficiencies or lacking documentary requirements	None	30 minute/s	• Securities Counsel I ; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office
3. Submits the hard copies at the Receiving counter **Location:**	3.1. Receive and verify documentary requirements.	None	10 minute/s	• Data Analyst; Zamboanga

Securities and Exchange Commission-Zamboanga Extension Office				• Extension Office • Administrative Assistant II; Zamboanga Extension Office
	3.2. Prepare the acknowledgement letter.		10 minute/s	• Securities Counsel I ; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office
	3.3. Sign the acknowledgement letter.		15 minute/s	• Director; Zamboanga Extension Office
	3.4. Forward the acknowledgement letter to the Releasing Unit for releasing		15 minute/s	• Data Analyst; Zamboanga Extension Office • Administrative Assistant II; Zamboanga Extension Office
4. Receive Notice thru email that the Acknowledgement letter is already signed. **Location:** Securities and Exchange	4.1. Notify the Applicant thru email that the Acknowledgement letter is already signed.	None	5 minute/s	• Administrative Assistant II; Zamboanga Extension Office

Commission-Zamboanga Extension Office	4.2. Scans the signed Acknowledgement letter.		5 minute/s	• Data Analyst; Zamboanga Extension Office
5. Proceed to Releasing Section for presentation of the original Certificate of Authority and receive the signed Acknowledgement Letter. **Location:** Securities and Exchange Commission-Zamboanga Extension Office	5. Release signed Acknowledgement Letter.	None	15 minute/s	• Administrative Assistant II; Zamboanga Extension Office
Total Processing Time:		Working Days: 2 hour/s, 15 minute/s		
Total Processing Fee:		Total Standard Fee: None		

28. Cash or Stock Dividend Declaration (For shares that are not listed)

This service details the adopted online procedure and documentary requirements for the acknowledgment of cash or stock dividends pursuant to Sections 42 and 61 of the Revised Corporation Code of the Philippines. The request for acknowledgment of cash dividend declaration is only optional, whereas, the approval of the Commission for the stock dividend declaration in accordance with Section 61 of the Revised Corporation Code of the Philippines.

This service is exclusively for non-Philippine national Stock domestic corporations registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs).

Office or Division:	Zamboanga Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All FIA registered corporations
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover sheet (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Zamboanga Extension Office
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf* *Note: The two (2) original copies will be submitted upon payment of the corresponding fees.*	
2. Audited Financial Statements as of the last fiscal year stamped received by SEC and BIR (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Zamboanga Extension Office
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
3. Reconciliation of Retained Earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *For guidance, please refer to SEC Memorandum Circular No. 16 Series of 2023- Revised Guidelines on the Determination of Retained Earnings Available for Dividend Declaration through this link: https://www.sec.gov.ph/wp-content/uploads/2023/10/2023SEC-MC-No.-16,-s.-of-2023-Revised-Guidelines-on-the-Determination-of-Retained-Earnings%20-Available-for-Dividend-Declaration.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
4. Notarized Secretary's Certificate on non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Zamboanga Extension Office
Remarks: *Download Secretary's Certificate on non-existence of intra-corporate dispute through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. In case the unappropriated retained earnings is not sufficient to warrant the dividend declaration:	
A.1. Notarized Secretary's Certificate of the Board Resolution as to the reversal of appropriated retained earnings to unappropriated retained earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
B. For Corporations with Primary Licenses	
B.1. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Zamboanga Extension Office
Remarks: *https://forms.gle/Nt9p8PN88j7G4LPi8*	
C. For Financing and Lending Companies	

C.1. Financing and Lending Companies Department (FLCD) Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Financing and Lending Companies Department (FLCD)
Remarks: *Please email your request at finlend_queries@sec.gov.ph* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
D. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services, and Operator of Designated Payment System:	
D.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector
Remarks: *To request, kindly refer to the BSP Citizen's Charter* *https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
E. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker	
E.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group
Remarks: *To request, kindly refer to the IC Citizen's Charter https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
F. Additional Requirements in case of Cash Dividend Declaration:	
F.1. Certification under oath by the Corporate Secretary on the board of directors' resolution declaring cash dividends (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.	
G. Additional Requirements in case of Stock Dividend Declaration:	
G.1. Certification under oath by the Corporate Secretary on the declaration of stock dividends by majority of the directors and the stockholders representing 2/3 of the outstanding capital stock (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.2. List of stockholders with their respective subscribed capital stock as of the date meeting approving the declaration of stock dividend together with the allocation of stock dividend certified under oath by the Corporate Secretary (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.3. Analysis of capital structure certified under oath by the Treasurer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.4. Notarized Secretary's Certificate certifying that on the basis of the computation of the Finance Officer, the allocation of stock dividend as indicated in the list of stockholders of record is in proportion to the shareholdings of stockholders as of date of declaration/record date and the treatment of resulting fractional shares (if any), are true and correct (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of complete requirements at imessage@sec.gov.ph **Location:** imessage@sec.gov.ph	1.1. Assigns the application to the processor	None	7 hour/s	• Information Officer II; Zamboanga Extension Office • Securities Counsel I; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office • Director; Zamboanga Extension Office
	1.2. Examines online whether the documents submitted are complete in form and in substance, then prepares Final Report and forwards it to the post auditor for review if compliant		14 working day/s	• Administrative Officer III; Zamboanga Extension Office • Specialist I; Zamboanga Extension Office • Specialist II; Zamboanga Extension Office • Securities Counsel II;

				Zamboanga Extension Office
	1.3. Reviews the final report, then orders the issuance of Payment Assessment Form (PAF) if compliant		14 working day/s	• Securities Counsel I ; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office
	1.4. Sends the Payment Assessment Form (PAF) to the applicant		1 working day/s	• Administrative Officer III; Zamboanga Extension Office • Specialist II; Zamboanga Extension Office
2. Pay the corresponding filing fees **Location:** eSPAYSEC (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide	2. Issues payment confirmation containing the electronic Official Receipt via e-mail	**Formula Fees** Breakdown: If the amount of Cash/Stock dividend declared by Corporation whose securities are not listed is up to PHP50,000,000.00If the amount of Cash/Stock dividend declared by Corporation whose securities	1 working day/s	• Administrative Officer III; Zamboanga Extension Office • Specialist II; Zamboanga Extension Office

		are not listed is over PHP50,000,000.00		
3. Submit the complete application requirements together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip) **Location:** Securities and Exchange Commission Zamboanga Extension Office **Notes/Instruction:** ***Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)***	3.1. Receives the complete application requirements together with proof of payment	None	4 hour/s	• Data Analyst; Zamboanga Extension Office • Administrative Assistant II; Zamboanga Extension Office
	3.2. Compares the hard copies received with the scanned copy of the application documents. If complete and in order, prepare the Acknowledgment letter and forwards it to the Office of the Director for signature.		3 working day/s	• Administrative Officer III; Zamboanga Extension Office • Specialist I; Zamboanga Extension Office • Specialist II; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office
	3.3. Reviews the application and manually signs the acknowledgement letter if compliant		3 working day/s	• Director; Zamboanga Extension Office
	3.4. Scans and uploads the signed Acknowledgement		1 working day/s	• Data Analyst; Zamboang

	Letter on the Document Verification System to generate QR Code, then prints the Acknowledgement Letter			a Extension Office
	3.5. Schedules and sends email notification to the applicant on date of release of the certificate		1 working day/s	• Administrative Assistant II; Zamboanga Extension Office
4. Present the Official Receipt and Appointment Letter upon receipt of the email notification from the assigned processor and receive the duly signed Acknowledgment letter **Location:** Securities and Exchange Commission Zamboanga Extension Office	4.1. Receives the Official Receipt	None	2 hour/s	• Data Analyst; Zamboanga Extension Office • Administrative Assistant II; Zamboanga Extension Office
	4.2. Releases the signed Acknowledgment letter		3 hour/s	• Administrative Assistant II; Zamboanga Extension Office
Total Processing Time:		Working Days: 40 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **If the amount of Cash/Stock dividend declared by Corporation whose securities are not listed is up to PHP50,000,000.00**

  Cash/Stock dividend- P500.00

  plus

Legal Research Fee (LRF)- P10.00

- **If the amount of Cash/Stock dividend declared by Corporation whose securities are not listed is over PHP50,000,000.00**

  Cash/Stock dividend- P1,000.00

  plus

  Legal Research Fee (LRF)- P10.00

29. Certification as to Status of a Registered Corporation

This service details the procedure on the Certification of a Registered Corporation

Office or Division:	Zamboanga Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business)
Who may avail:	Corporations duly registered at Securities and Exchange Commission
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Duly accomplished Freedom of Information (FOI) form submitted to imessage.sec.gov.ph (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Upload duly accomplished Freedom of Information (FOI) form to imessage.sec.gov.ph **Location:** imessage.sec.gov.ph	1.1. Assigns request to processor	None	1 hour/s	• Information Officer III; Zamboanga Extension Office • Securities Counsel I; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office • Director; Zamboanga Extension Office

	1.2. Process request for Certifcation		1 working day/s	• Securities Counsel I; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office
	1.3. Issue Payment Assessment Form (PAF)		1 hour/s	• Administrative Officer III, Specialist II; Zamboanga Extension Office • Specialist II; Zamboanga Extension Office
	1.4. Upload and send PAF to client through imessage.sec.gov.ph		1 hour/s	• Securities Counsel I ; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office
2. Pay the certification fee **Location:** at Electronic System for Payment to SECURITIES AND EXCHANGE COMMISSION (eSPAYSEC) https://espaysec.sec.	2.1. Validate payment	**Standard Fees** Breakdown: Certification Fee : PHP 500 Legal Research Fee: PHP 10 Documentary Stamp	1 hour/s	• Administrative Officer III; Zamboanga Extension Office • Specialist II; Zamboanga

gov.ph/payment-portal/home		Taxes: PHP 30 Total: PHP 540		Extension Office
	2.2. Prepare Certification		5 hour/s	• Securities Counsel I ; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office
	2.3. Approve the Certification		6 hour/s	• Director; Zamboanga Extension Office
3. Claim the approved Certification **Location:** SECURITIES AND EXCHANGE COMMISSION-ZAMBOANGA CITY	3. Release the approved Certification	None	1 hour/s	• Administrative Assistant II; Zamboanga Extension Office
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 540		

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

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

Office or Division:	Zamboanga Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	General transacting public and business entities for: a.) Registered corporations; b.) Suspended and Revoked Corporation for purposes of filing a Petition to Set Aside Order of Suspension or Revocation; and c.) Corporations with Notice of Deficiencies and Hearing or Orders.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Annex D for corporations or Annex E for partnerships may be found in the MC 28 series of 2020 uploaded in the SEC website - MUST BE NOTARIZED UPON SUBMISSION (1) Electronic Copy	Applicant / Client
Remarks: *ALL FORMS SHOULD BE NOTARIZED (Annex D or Annex E)*	

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit Email account address and cellular phone number for the compliance in Memorandum Circular No. 28 Series of 2020 through https://mc28.sec.gov.ph/ The Annex D	1.1. Receive the application through MC28 Portal including its attachments.	None	2 hour/s	• Administrative Officer III; Zamboanga Extension Office

Form can be downloaded in NEW SUBMISSION Requirement. **Location:** https://mc28.sec.gov.ph/ **Notes/Instruction:** 1.1. Click NEW SUBMISSION in MC28 Portal, enter the Correct SEC registration, and fill out the information in the prescribed format provided in MC28, S2020 (ANNEX D for corporations, or Annex E for partnerships - **ALL FORMS SHOULD BE NOTARIZED**) 1.2. Encode the company details reflected in the ANNEX D for corporations, or Annex E for partnerships. Then click the continue and verified contact details. After confirming the details, One-time password/OTP will be sent to the contact details provided in the form. A system will again display a verification page prompting the user to enter the received OTP to proceed. 1.3. Upload NOTARIZED ANNEX				
	1.2. Browse over the SEC systems online, review and compare the information in the uploaded ANNEX D/E and encoded data in the portal.		3 hour/s	• Administrative Officer III; Zamboanga Extension Office
	1.3. Check the authorized Person in Control and the signatories of its attachments.		3 hour/s	• Administrative Officer III; Zamboanga Extension Office

D for corporations; or NOTARIZED ANNEX E for partnerships and other attachments if any, then submit the application.				
2. Receive a display confirmation indicating that the submission was successful along with reference Number assigned to the transaction at the same time a confirmation email notifying them that the submission has been successfully received and is now under reviewed by the SEC. **Location:** Compliance Monitoring Division **Notes/Instruction:** 2.1. If the application is for compliance/rejected, the client must re-apply their application in MC28 Portal New Submission with the compliance from the said remarks.	2.1. If the information in ANNEX D/E is valid, consistently encoded in the portal, and with complete documents, it will be tagged as approved.	None	2 working day/s	• Administrative Officer III; Zamboanga Extension Office
	2.2. If the application is for compliance, it will be tagged as rejected (the findings are stated as well as the possible solutions/remedies for compliance).		3 working day/s	• Administrative Officer III; Zamboanga Extension Office
Total Processing Time:		Working Days: 6 working day/s		
Total Processing Fee:		Total Standard Fee: None		

31. Creation of Additional Paid-in Capital (APIC) for Domestic Stock Corporations Classified as Philippine National

This service details the adopted online procedure and documentary requirements on application for creation of Additional Paid-In Capital (APIC) through:

- *Cash*
- *Previously incurred indebtedness (eg. conversion of advances into equity / conversion of deposit for future subscriptions)*
- *Land, building / condominium units*
- *Untitled Lands*
- *Inventories / Furnitures / Personal Properties*
- *Heavy equipment and machinery*
- *Shares of stock*
- *Motor Vehicle*
- *Sea vessel / aircraft*
- *Intangibles*
- *Net assets*

This service is exclusively for Domestic Stock Corporations classified as Philippine National.

For pre-processing of new applications, scanned copies of the required documents shall be submitted via e-mail through iMessage at imessage.sec.gov.ph

Office or Division:	Zamboanga Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Combined Notarized Secretary's Certificate a. Request of Application; b. Board resolution approving the creation of APIC ; c. List of stockholders of record as of date of Board of Directors meeting approving the creation of APIC indicating	Securities and Exchange Commission - Zamboanga Extension Office

their nationalities and their respective subscribed and paid-up capital certified under oath by the Corporate Secretary; d. On-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	

Remarks:

Download the Combined Secretary's Certificate for ***Creation of Additional Paid-in Capital (APIC) for Domestic Stock Corporations Classified as Philippine National*** *below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Creation-of-APIC-Combined-Cert.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

For Situational Requirement

A. For Corporations with Primary Licenses:

A.1. Monitoring Clearance from Monitoring Unit of Zamboanga Extension Office (ZAMEO) (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Zamboanga Extension Office

Remarks:

Monitoring Unit of Zamboanga Extension Office through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

B. For Financing and Lending Companies:

B.1. Monitoring Clearance from Monitoring Unit of Zamboanga Extension Office (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Zamboanga Extension Office

Remarks:

Monitoring Unit of Zamboanga Extension Office through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

C. For Listed and Public Companies:

C.1. Corporate Governance and Finance Department (CGFD) Clearance	Securities and Exchange Commission (SEC) -

(1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Corporate Governance and Finance Department (CGFD)

Remarks:

Corporate Governance and Finance Department (CGFD) through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

D. Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)

D.1. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Market and Securities Regulation Department (MSRD)

Remarks:

Market and Securities Regulation Department (MSRD) through the link:

eWATCH: *https://ewatch.sec.gov.ph/login*

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

E. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:

E.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector

Remarks:

To request, please refer to BSP Citizen's Charter through this link:
https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

F. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:

F.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group
Remarks: *To request, please refer to IC Citizen's Charter through this link:* *https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G. Additional Requirement if the consideration for issuance of shares is in the form of Previously incurred indebtedness (e.g., conversion of advances into equity / conversion of deposit for future subscription)	
G.1. Deed of Assignment of advances / liabilities (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *Download the Deed of Assignment for **Advances** below:* *a. Sigle Assignor: https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Single-Assignor.docx* *b. Multiple Assignor: https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Multiple-Assignor.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
G.a. If the advances/liabilities is not yet reflected in the Audited Financial Statements (AFS):	
G.a.1. A report to be rendered by an Independent CPA on the verification of the advances to be converted to equity (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H. Additional Requirement if the consideration for issuance of shares is in the form of Land, buildings / condominium units:	
H.1. Detailed schedule of property showing the registered owner, location, area, TCT/CCT no., tax declaration number and the basis of transfer value (market value, assessed value or zonal value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *Download the sample **Detailed Schedule for Land, Buldings/Condominium Units** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DS_Land-Buildings-Condo.xlsx* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.2. Copy of TCT/CCT electronically certified and issued by Register of Deeds and tax declaration sheet certified Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.3. Deed of Assignment: a. Deed of Assignment; b. Certifying that the improvements are existing and in good condition ; c. Undertaking that the corporation will submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office

Remarks: *Download the Deed of Assignment for **Creation of Additional Paid-in Capital (APIC)_Land, Buildings / Condominium Units** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Land-Buildings-Condo.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
H.a. If transfer value is based on appraised value:	
H.a.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.a.2. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_AV_Affidavit.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.b. If property is mortgaged:	
H.b.1. Mortgagee/creditor's certification on the outstanding loan balance and his/her written consent to the transfer of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.	
H.c. For assignment of buildings where assignor is not the owner of the land:	
H.c.1. Lease contract on the land and consent of the land owner to the transfer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I. Additional Requirement if the consideration for issuance of shares is in the form of Untitled Lands:	
I.1. Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least twenty (20) years and the possessor had introduced improvements thereon, if any (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.2. Duplicate original or certified true copies of the tax declaration sheets (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.3. Latest realty tax receipts (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

I.4. Affidavit by the transferor attesting the following: 1. Continuous and open possession of the property is located; 2.a. Existence (or non-existence) of easements over the untitled property; b. Kind/description of the easement and its location; and c. Whether the transferor is the dominant estate or the servient estate, by virtue of such easements 3. That the transferor/subscriber to answer for any liability that the corporation might incur by virtue of the acceptance of said property as paid-up capital) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *Download the **Transferor Affidavit for Untitled Land** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-the-Transferor_Untitled-Lands.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.5. Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.6. Duplicate original or certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument affecting the property recorded in the Register of Deeds for the province of city where the land is situated (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.7. Clearance or certification from the Department of Agrarian Reform (DAR) attesting to the following: (a) There is no other claimant to the untitled land; (b) it has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party; or (c) The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP)	Department of Agrarian Reform (DAR) - Department of Agrarian Reform (DAR)

(1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.8. Blue Print Survey of the Plan as approved by the Bureau of Lands (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.9. Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/ assessed value / zonal value or appraised value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *Download the sample **Detailed Schedule of Untitled Lands** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DS_Untitled-Lands.xlsx* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.10. Deed of Assignment reflecting: a. Assignment of Untitled Lands; b. Undertaking to submit certified true copy of the original certificate of title in the name of the transferee-corporation within one (1) year from the date of receipt of the approval of the application) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *Download the Deed of Assignment for **Creation of Additional Paid-in Capital (APIC)_Untitled Lands** below:*	

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Untitled-Lands.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s	
I.a. If transfer value is based on appraised value	
I.a.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.a.2. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_AV_Affidavit.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J. Additional Requirement if the consideration for issuance of shares is in the form of Inventories / Furniture / Personal Properties:	
J.1. Detailed schedule of property showing the description and the basis of transfer value (market value or book value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *Download the sample **Detailed Schedule of Inventories / Furniture / Personal Properties** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DS_Inventories.xlsx* *Note:*	

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

J.2. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office

Remarks:

*Download the Deed of Assignment for **Creation of Additional Paid-in Capital (APIC)_Inventories / Furniture / Personal Properties** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Inventories-Furniture-Personal-Properties.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

J.a. If transfer value is based on book value:

J.a.1. Special Audit Report by an Independent CPA on the verification and valuation of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

K. Additional Requirement if the consideration for issuance of shares is in the form of Heavy equipment and machinery:

K.1. Detailed schedule of the property showing the description and the transfer value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office

Remarks:

*Download the sample **Detailed Schedule of Heavy Equipment and Machinery** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DS_Heavy-Equipment.xlsx

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*

- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

K.2. Appraisal report by a licensed appraiser (not more than 6-month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

K.3. Deed of Assignment reflecting: a. Assignment of Heavy Equipment and Machineries; b. Certification from the transferor stating that the properties are existing and in good condition (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office

Remarks:

*Download the Deed of Assignment for **Creation of Additional Paid-in Capital (APIC)_Heavy Equipment and Machinery** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Heavy-Equipment-and-Machinery.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

K.a. In case the heavy equipment and machinery qualify as real property as defined under the New Civil Code.

K.a.1. Copy of the latest required Tax Declaration Sheet certified by the Assessor's Office. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

K.a.2. Copy of the TCT / CCT of the land on which the heavy equipment and machinery are located certified by the Register of Deeds. (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

The original copy and photo copy will be submitted upon payment of the corresponding fees.	
K.b. If the assignor is not the owner of the land on which the heavy equipment and machinery are located as defined under the New Civil Code.	
K.b.1. Lease contract on the land and consent of the land owner to the transfer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K.c. If the transfer value is based on appraised value:	
K.c.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_AV_Affidavit.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L. Additional Requirement if the consideration for issuance of shares is in the form of Shares of Stock:	
L.1. Detailed schedule of the shares of stock showing the stockholder, stock certificate number, no. of shares and the basis of transfer value (market or book value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *Download the sample **Detailed Schedule of Shares of Stock** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DS_Shares-of-Stock.xlsx* *Note:*	

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

L.2. Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Information and Communications Technology Department (ICTD)

Remarks:

To be provided by the Company, in case the Company did not file

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

L.3. Deed of Assignment (a. Deed of Assignment ; b. Undertaking that the corporation will submit the required proof of transfer within the prescribed period). (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office

Remarks:

Download the Deed of Assignment for ***Creation of Additional Paid-in Capital (APIC)_Shares of Stock*** *below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Shares-of-Stocks.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

L.4. Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the assignor (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

L.5. Photocopy of the stock certificate (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Notes:

- *The original copy will be presented for verification during the processing stage.*
- *The two (2) photo copies will be submitted upon payment of the corresponding fees.*

Sub Situational Requirement/s	
L.a. If listed in the Stock Exchange:	
L.a.1. Latest market price quotation in the newspaper or certification from the stock exchange/broker as to latest market price of the shares of stock (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M. Additional Requirement if by way of Motor Vehicles	
M.1. Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *Download the sample **Detailed Schedule of Motor Vehicle** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DS_Motor-Vehicle.xlsx* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.2. Photocopy of certificate of registration and official receipt of annual registration fee (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
M.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.4. Deed of Assignment reflecting: a. Assignment of Motor Vehicles; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period; c. Certification from the transferor stating that the motor vehicles are existing and in good running condition. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *Download the Deed of Assignment for* ***Creation of Additional Paid-in Capital (APIC)_Shares of Stock*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Shares-of-Stocks.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
M.a. If the transfer value is based on appraised value:	
M.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_AV_Affidavit.docx*	

The original copy and photo copy will be submitted upon payment of the corresponding fees.
N. Additional Requirement if by way of Sea Vessel / Aircraft:

N.1. Detailed schedule of vessel/aircraft showing registered Owner, registry number, technical description and appraised value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *Download the sample **Detailed Schedule of Sea Vessel / Aircraft** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DS_Sea-Vessel_Aircraft.xlsx* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.2. Certified true copy of the certificate of ownership (1) Certified True Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The certified true copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.4. Certificate of seaworthiness/airworthiness issued by appropriate government agency (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.5. Deed of Assignment reflecting: a. Assignment of Sea Vessel/Aircraft; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *Download the Deed of Assignment for **Creation of Additional Paid-in Capital (APIC)_Sea Vessel/Aircraft** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Sea-Vessels-aircrafts.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
N.a. If the transfer value is based on appraised value:	
N.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_AV_Affidavit.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O. Additional Requirement if the consideration for issuance of shares is in the form of Intangibles:	
O.1. Photocopy of System Purchase Agreement or any proof of ownership (for software) (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	

O.2. Copy of Certificate of Registration of Intellectual Property Rights and mining permit for mining claims/rights (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
O.3. Appraisal report by an accredited appraisal company or by a licensed Filipino mining engineer for mining claims/rights (not more than 6 months old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.4. Deed of Assignment reflecting: a. Assignment of Intangibles; b.Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *Download the Deed of Assignment for* ***Creation of Additional Paid-in Capital (APIC)_Intangibles*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Intangibles.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
O.a. If the transfer value is based on appraised value:	
O.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_AV_Affidavit.docx*	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.	
P. Additional Requirement if the consideration for issuance of shares is in the form of Net Assets:	
P.1. Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
P.2. Deed of Assignment of the assets and liabilities (a. Deed of Assignment; b. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period). (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *Download the Deed of Assignment for **Creation of Additional Paid in Capital_Net Assets** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Net-Assets.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P.3. List of creditors with the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P.4. Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks:	

*Download the sample **Detailed Schedule of Net Asset** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DS_Net-Assets.xlsx* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P.5. Photocopy of the certificate of registration of the motor vehicles (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
P.6. Copy of TCT/CCT electronically certified and issued by the Register of Deeds and tax declaration sheets certified by the Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P.7. Photocopy of stock certificates (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
P.8. DTI Certificate of Registration (for single proprietorship) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of complete requirements for new application. **Location:** iMessage: imessage.sec.gov.ph **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor	1.1. Verifies completeness of the required documents, receives and records the application if complete, and sends an email confirming receipt and identifying the assigned Processor.	**Formula Fees** Breakdown: Creation of APICLegal Research fee Documentary Stamp tax	4 hour/s	• Data Analyst; Zamboanga Extension Office • Administrative Assistant II; Zamboanga Extension Office

correction during the pre-processing stage or review stage, the Processor will prepare a checklist of deficiencies and inform and return it to the applicant through the iMessage. For submission of compliance documents, the client will directly send it to the assigned Processor through the iMessage. The assigned Processor will acknowledge the receipt of compliance documents then proceed to Agency Step 1.2. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		8 working day/s	• Securities Counsel I; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office

application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government	1.3. Reviews the Final Report and, if found in order, directs the issuance of the Payment Assessment Form (PAF).		9 working day/s	• Securities Counsel I; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office
	1.4. Sends the Payment Assessment Form (PAF) to the applicant. Then, informs the applicant to submit the		1 hour/s	• Administrative Officer III; Zamboanga Extension Office

office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given.	original/hard copy upon payment.			• Securities Specialist II; Zamboanga Extension Office
2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the	2.1. Receives complete application requirements with proof of payment; verifies hard copies against online-submitted documents and, if found in order,	None	2 hour/s	• Securities Counsel I; Zamboanga Extension Office • Securities Counsel II;

proof of payment (e-Official Receipt or LBP Oncoll Payment Slip). **Location:** Securities and Exchange Commission Zamboanga Extension Office, San Jose Panigayan Street, Zamboanga City **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)*	forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.			Zamboanga Extension Office
	2.2. Prepares Certificate		4 hour/s	• Administrative Assistant II; Zamboanga Extension Office
	2.3. Reviews the documents, signs, and approves the Certificate.		1 working day/s	• SEC Director I; Zamboanga Extension Office
	2.4. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.		1 hour/s	• Administrative Assistant II; Zamboanga Extension Office
	2.5. Schedules and sends email notification to the applicant on the date of release of the certificate.		2 hour/s	• Administrative Assistant II; Zamboanga Extension Office
3. Present the Official Receipt and Appointment Letter. Then, fill out the logbook for released applications and claim the Certificates of Approval. **Location:**	3. Calls the name of the corporation, assists the client in filling out the logbook, and releases the Certificates of Approval.	None	2 hour/s	• Administrative Assistant II; Zamboanga Extension Office

Securities and Exchange Commission Zamboanga Extension Office, San Jose Panigayan Street, Zamboanga City				

Total Processing Time:	Working Days: 20 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

- **Creation of APIC**

  1/5 of 1% of the amount infused but not less than P5,000.00

- **Legal Research fee**

  equivalent to 1% of the computed filing fee Creation of APIC but not less than P10.00

- **Documentary Stamp tax**

  P30.00 per certificate

32. Creation of Bonded Indebtedness for Domestic Stock Corporations Classified as Philippine National

This service details the adopted online procedure and documentary requirements on application for creation of Bonded Indebtedness pursuant to Section 37 of the Revised Corporate Code of the Philippines.

This service is exclusively for Domestic Stock Corporations classified as Philippine National.

For pre-processing of new applications, scanned copies of the required documents shall be submitted through either of the following:

- ***iMessage:*** *imessage.sec.gov.ph*

Office or Division:	Zamboanga Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Certificate of Creation of Bonded Indebtedness (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *No Prescribed format. To be prepared by the Company in accordance with the Section 37 of the Revised Corporate Code of the Philippines.* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
2. List of the company's properties, with the book value, appraised or bondable value which will be used to secure the	Applicant / Client

projected bond issues, certified by the company accountant (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
3. Projected financial statements showing the utilization of the proceeds of the bonds and the redemption of the bond issues, signed by the company accountant (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
4. Trust indenture, signed by the corporation and the trustee (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
5. Sample form of the mortgaged bond certificate to be issued (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
6. Notarized Secretary's Certificate on non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Zamboanga Extension Office
Remarks: *Download Secretary's Certificate on non-existence of intra-corporate dispute through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance from Monitoring Unit of Zamboanga Extension Office	Securities and Exchange Commission (SEC) -

(2) Photo Copy And (1) Electronic Copy	Zamboanga Extension Office
Remarks: *Monitoring Unit of Zamboanga Extension Office through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
B. For Financing and Lending Companies:	
B.1. Monitoring Clearance from Monitoring Unit of Zamboanga Extension Office (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Zamboanga Extension Office
Remarks: *Monitoring Unit of Zamboanga Extension Office through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
C. For Listed and Public Companies:	
C.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)
Remarks: *Corporate Governance and Finance Department (CGFD) through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
D. Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
D.1. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department
Remarks:	

Market and Securities Regulation Department (MSRD) through the link:

eWATCH: *https://ewatch.sec.gov.ph/login*

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

E. If Audited Financial Statements (AFS) is more than six (6) month old	
E.1. Unaudited financial statements for the current year period certified by the company accountant. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

F. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
F.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector

Remarks:

To request, please refer to BSP Citizen's Charter through this link:
https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

G. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
G.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group

Remarks:

To request, please refer to IC Citizen's Charter through this link:

https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of complete requirements for new application. **Location:** **iMessage:** imessage.sec.gov.ph **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review	1.1. Verifies completeness of the required documents, receives and records the application if complete, and sends an email confirming receipt and identifying the assigned FAAD Specialist.	**Formula Fees** Breakdown: Creation of Bonded Indebtednes sLegal Research FeeDocume ntary Stamp tax	4 hour/s	• Data Analyst; Zamboang a Extension Office • Administrat ive Assistant II; Zamboang a Extension Office

stage, the Processor will prepare a checklist of deficiencies and inform and return it to the applicant via email or imessage. For submission of compliance documents, the client will directly send it to the assigned Processor's e-mail or imessage. The assigned Processor will acknowledge the receipt of compliance documents then proceed to Agency Step 1.2. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and				
	1.2. Reviews online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		8 working day/s	• Securities Counsel I; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office

will be notified that the application is deemed disapproved without prejudice to refiling. • The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations. • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous	1.3. Reviews the Final Report and, if found in order, directs the issuance of the Payment Assessment Form (PAF).		9 working day/s	• Securities Counsel II; Zamboanga Extension Office • Securities Counsel I; Zamboanga Extension Office
	1.4. Sends the Payment Assessment Form (PAF) to the applicant. Then, informs the applicant to submit the original/hard copy upon payment.		1 hour/s	• Administrative Officer III; Zamboanga Extension Office

records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)				• Securities Specialist II; Zamboanga Extension Office
2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or	2.1. Receives complete application requirements with proof of payment; verifies hard copies against online-submitted documents and, if found in order, forwards the application for	None	2 hour/s	• Securities Counsel II; Zamboanga Extension Office • Securities Counsel I; Zamboanga

LBP Oncoll Payment Slip). **Location:** Securities and Exchange Commission Zamboanga Extension Office, San Jose Panigayan Street, Zamboanga City **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)*	Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.			Extension Office
	2.2. Prepares Certificate		4 hour/s	• Administrative Assistant II; Zamboanga Extension Office
	2.3. Reviews the documents, signs, and approves the Certificate.		1 working day/s	• SEC Director I; Zamboanga Extension Office
	2.4. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.		1 hour/s	• Administrative Assistant II; Zamboanga Extension Office
	2.5. Schedules and sends email notification to the applicant on the date of release of the certificate.		2 hour/s	• Administrative Assistant II; Zamboanga Extension Office
3. Present the Official Receipt and Appointment Letter. Then, fill out the logbook for released applications and claim the Certificates of Approval. **Location:** Securities and Exchange Commission	3. Calls the name of the corporation, assists the client in filling out the logbook, and releases the Certificates of Approval.	None	2 hour/s	• Administrative Assistant II; Zamboanga Extension Office

Zamboanga Extension Office, San Jose Panigayan Street, Zamboanga City				

Total Processing Time:	Working Days: 20 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

- **Creation of Bonded Indebtedness**

  1/5 of 1% of the amount declared but not less than P1,000.00

- **Legal Research Fee**

  1% of the amount computed in item 1 but not less than P10.00

- **Documentary Stamp tax**

  P30.00

33. Decrease of Capital Stock for Domestic Stock Corporations Classified as Philippine National

This service details the adopted online procedure and documentary requirements on application for Decrease of Capital Stock pursuant to Section 37 of the Revised Corporation Code of the Philippines.

This service is exclusively for Domestic Stock Corporations classified as Philippine National.

If the decrease of capital stock is accompanied by an application for equity restructuring, comply also with the requirements for Equity Restructuring.

For pre-processing of new applications, scanned copies of the required documents shall be submitted through the iMessage portal at imessage.sec.gov.ph

Office or Division:	Zamboanga Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Unified Certification for Decrease of Capital Stock on: a. Certificate of Decrease of Capital Stock; b. Director's Certificate; c. List of stockholders of record as of date of meeting approving the decrease, indicating their nationalities and their respective subscribed and paid-up capital on the present authorized capital stock; e. Non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Zamboanga Extension Office (ZAMEO)

Remarks:

*Download the **Unified Certification for Decrease in Authorized Capital Stock** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Decrease-of-ACS.docx *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
2. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
3. Treasurer's Certification, attesting the following: a) A complete list of creditors as of last fiscal year; b) that all creditors have been duly informed of the decrease of capital stock; c) that no opposition from any creditor has been received; and d) that the decrease of capital stock is undertaken for a valid and legitimate purpose and is not intended to defraud creditors (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *To be prepared by the Company in compliance* ***with SEC Notice issued last August 28, 2025.*** *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
4. Publisher’s affidavit of the publication of the decrease of capital (once in a newspaper of general circulation) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance from Monitoring Unit of Zamboanga Extension Office (ZAMEO) (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Zamboanga Extension Office (ZAMEO)
Remarks: *Monitoring Unit of Zamboanga Extension Office (ZAMEO) through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login*	

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

B. For Financing and Lending Companies:	
B.1. Monitoring Clearance from Monitoring Unit of Zamboanga Extension Office (ZAMEO) (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Zamboanga Extension Office (ZAMEO)

Remarks:

Monitoring Unit of Zamboanga Extension Office (ZAMEO) through the link:

eWATCH: *https://ewatch.sec.gov.ph/login*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

C. For Listed and Public Companies:	
C.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)

Remarks:

Corporate Governance and Finance Department (CGFD) through the link:

eWATCH: *https://ewatch.sec.gov.ph/login*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

D. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
D.1. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Market and Securities Regulation Department (MSRD)

Remarks:

Market and Securities Regulation Department (MSRD) through the link:

eWATCH: *https://ewatch.sec.gov.ph/login*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.	
E. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
E.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector
Remarks: *To request, please refer to BSP Citizen's Charter through this link:* *https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
F. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
F.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group
Remarks: *To request, please refer to IC Citizen's Charter through this link:* *https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G. In case the treasury shares subject of retirement is not reflected in the latest required Audited Financial Statements	
G.1. Interim Financial Statements certified under oath by the President and Treasurer (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The photo copy will be submitted upon payment of the corresponding fees.*	
H. If with Amendment of Corporate Name / Trade Name / Business Name	
H.1. Name Verification Slip (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office (ZAMEO)

Remarks:

Note: The photo copy will be submitted upon payment of the corresponding fees.

I. If other amendments filed simultaneous with the decrease would result in conversion of a Lending to a Financing company, or vice versa

I.1. Certificate of Authority (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office (ZAMEO)

Remarks:

Note: The photo copy will be submitted upon payment of the corresponding fees.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of complete requirements for new application. **Location:** **iMessage:** imessage.sec.gov.ph **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may	1.1. Verifies completeness of the required documents, receives and records the application if complete, and sends an email confirming receipt and identifying the assigned Processor.	**Formula Fees** Breakdown: Decrease of Capital Stock if return of capitalAmended Articles of Incorporation Legal Research FeeDocumentary stamp tax	4 hour/s	• Data Analyst; Zamboanga Extension Office • Administrative Assistant II; Zamboanga Extension Office

be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the Processor will prepare a checklist of deficiencies and inform and return it to the applicant via email or imessage. For submission of compliance documents, the client will directly send it to the assigned Processor's e-mail or imessage. The assigned Processor will acknowledge the receipt of compliance documents then proceed to Agency Step 1.4. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other				
	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		8 working day/s	• Securities Counsel I; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office

applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations				
	1.3. Reviews the Final Report and, if found in order, orders issuance of the Payment Assessment Form (PAF).		9 working day/s	• Securities Counsel I; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office

• The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time,				
	1.4. Issues the Payment Assessment Form (PAF) to the applicant. Then, informs the applicant to submit the original/hard copy upon payment.		1 hour/s	• Administrative Officer III; Zamboanga Extension Office • Securities Specialist II; Zamboanga Extension Office

provided that a proper notice to the applicant was given).				
2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip). **Location:** Securities and Exchange Commission Zamboanga Extension Office, JV Building, San Jose Panigayan Street, Zamboanga City **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)*	2.1. Receives complete application requirements with proof of payment; verifies hard copies against online-submitted documents and, if found in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.	None	2 hour/s	• Securities Counsel I; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office
	2.2. Prepares the Certificate		4 hour/s	• Administrative Assistant II; Zamboanga Extension Office
	2.3. Reviews the documents, signs, and approves the Certificate.		1 working day/s	• SEC Director I; Zamboanga Extension Office
	2.4. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.		1 hour/s	• Administrative Assistant II; Zamboanga Extension Office
	2.5. Schedules and sends email notification to the applicant on the date of release of the certificate.		2 hour/s	• SEC Administrative Officer II; Zamboanga Extension Office

3. Present the Official Receipt and Appointment Letter.Then, fill out the logbook for released applications and claim the Certificates of Approval. **Location:** Securities and Exchange Commission Zamboanga Extension Office, JV Building, San Jose Panigayan Street, Zamboanga City	3. Calls the name of the corporation, assists the client in filling out the logbook, and releases the Certificates of Approval.	None	2 hour/s	• Administrative Assistant II; Zamboanga Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Decrease of Capital Stock if return of capital**

  a. if return of capital – P5,000.00

  b. All others – P3,000.00

- **Amended Articles of Incorporation**

  P1,000.00

- **Legal Research Fee**

  1% of computed filing fee but not less than P10.00

- **Documentary stamp tax**

  P30

34. Dissolution by Shortening of Corporate Term under Section 136 of the Revised Corporation Code where the proposed expiration of the term is less than one year from the date of filing through Electronic Application for Modification of Entity Data (eAMEND)

This service details the procedure on the application for dissolution by shortening the corporate term where the proposed expiration of the term is less than one year from the date of filing for domestic stock and non-stock corporations.

Office or Division:	Zamboanga Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Corporations duly registered at Securities and Exchange Commission
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Revised Corporation Code

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet (2) Original Copy	Applicant / Client
2. Notarized Directors' or Trustees' Certificate signed by majority of the directors or trustees and the corporate secretary (2) Original Copy	Applicant / Client
Remarks: *The notarized Directors' or Trustees' certificate must be signed by majority of the directors or trustees and the corporate secretary, attesting that: the dissolution by shortening of corporate term was approved by majority of the board of directors/trustees and ratified by at least two-thirds (2/3) vote of the stockholders representing the outstanding capital stock including the holders of non-voting shares/members of the corporation; the date and place of stockholders' or members' meeting; and the tax identification number of the signatories which shall be placed below their names.*	
3. Amended Articles of Incorporation reflecting the proposed date of Dissolution (1) Original Copy And (1) Photo Copy	Applicant / Client
4. Notarized Secretary's Certificate on no pending case of intra-corporate dispute (2) Original Copy	Applicant / Client

5. Affidavit executed under oath by the President and Treasurer (2) Original Copy	Applicant / Client
Remarks: *The Affidavit executed under oath by the President and Treasurer must certify that the dissolution is not prejudicial to the interest of the creditors; and there is no opposition from any creditors from the time of the last publication of the notice of dissolution up to the filing of the application for dissolution with the Commission. A sample format of this document may be requested from the Securities and Exchange Commission - Zamboanga Extension Office.*	
6. Bureau of Internal Revenue Tax Clearance Certificate (1) Original Copy And (1) Photo Copy	Applicant / Client
7. Publisher's Affidavit of Publication of the notice of meeting (1) Original Copy And (1) Photo Copy	Applicant / Client
For Situational Requirement	
A. If the Corporation is regulated by a regulatory agency	
A.1. Clearance/Favorable recommendation from other Departments of the Commission or from the appropriate regulatory agency (1) Original Copy And (1) Photo Copy	Applicant / Client
B. If the Applicant-Corporation is still in operation	
B.1. Audited Financial Statements (AFS) as of the last fiscal year (2) Photo Copy	Applicant / Client
Sub Requirement	
B.1.A. If the Applicant-Corporation is still in operation but with total assets or liabilities of less than PHP 600,000.00	
B.1.A.1. Balance Sheet as of last preceding fiscal year certified under oath by the President and Treasurer (2) Original Copy	Applicant / Client
C. If the Applicant-Corporation has ceased operations for at least one (1) year	
C.1. Audited Financial Statements (AFS) as of the last year of operations (2) Photo Copy	Applicant / Client
C.2. Affidavit of Non-Operation certified under oath by the President and Treasurer (2) Original Copy	Applicant / Client
D. If the Applicant-Corporation has not commenced operations since incorporation	
D.1. Balance Sheet certified under oath by the Treasurer and President	Applicant / Client

(2) Original Copy	
D.2. Affidavit of Non-Operation certified under oath by the President and Treasurer (2) Original Copy	Applicant / Client
D.3. Certificate of Non-Registration issued by the Bureau of Internal Revenue (1) Original Copy And (1) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit requirements to Electronic Application for Modification of Entity Data (eAMEND) portal https://eamend.sec.gov.ph/ **Location:** (eAMEND) portal: https://eamend.sec.gov.ph/ **Notes/Instruction:** To enhance the security of eAMEND transactions, all individuals who wish to use eAMEND portal shall register and create an account on SEC Universal Registration Environment (eSECURE). A user guide for both portals are available for the step by step procedures.	1. Review the application	None	10 working day/s	• Administrative Officer III, Specialist I & II, Securities Counsel I & II; Zamboanga Extension Office
2. Pay the filing fee through the Electronic System for Payment to SECURITIES AND EXCHANGE	2. Payment assessment form is system generated	**Standard Fees** Breakdown: If Stock Corporation: PHP 1000	1 hour/s	• Electronic System for Payment to SEC (eSPAYSEC);

COMMISSION (eSPAYSEC) **Location:** https://espaysec.sec.gov.ph/payment-portal/home		If Non-Stock Corporation: PHP 500 Legal Research Fee: PHP 10 Miscellaneous Fee: PHP 20 Documentary Stamp Tax: PHP 30 Total: PHP 1560		Zamboanga Extension Office
3. Upload electronic copies of documentary requirements to eAMEND portal **Location:** Securities and Exchange Commission Zamboanga Extension Office	3. Verifies submission if complete; then informs applicant to submit the hard copies to the Securities and Exchange Commission Zamboanga Extension Office	None	2 working day/s	• Administrative Officer III Specialist I & II Securities Counsel I & II; Zamboanga Extension Office
4. Submit hard copies of documentary requirements **Location:** Securities and Exchange Commission Zamboanga Extension Office	4.1. Receive the documents and check for completeness in form and substance	None	1 working day/s	• Data Analyst, Administrative Assistant II; Zamboanga Extension Office
	4.2. Post Audits the application		3 working day/s	• Specialist I, Securities Counsel I & II; Zamboanga Extension Office
	4.3. Print Certificate of Dissolution		1 working day/s	• Administrative Assistant II;

				Zamboanga Extension Office
	4.4. Review and approve application		1 working day/s	• Director; Zamboanga Extension Office
5. Claim Certificate of Dissolution **Location:** Securities and Exchange Commission Zamboanga Extension Office	5. Release Certificate of Dissolution	None	1 working day/s	• Administrative Assistant II; Zamboanga Extension Office
Total Processing Time:		Working Days: 19 working day/s, 1 hour/s		
Total Processing Fee:		Total Standard Fee: PHP 1560		

35. Dissolution where no creditors are affected under Section 134 of the Revised Corporation Code

This service details the procedure on the application for voluntary dissolution for domestic stock and non-stock corporations.

Office or Division:	Zamboanga Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Corporations duly registered at Securities and Exchange Commission
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Revised Corporation Code

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Verified Request for Dissolution (2) Original Copy	Applicant / Client
2. Verification and Certification against Forum Shopping (2) Original Copy	Applicant / Client
3. Notarized Directors' or Trustees' Certificate (2) Original Copy	Applicant / Client
Remarks: *The notarized Directors' or Trustees' Certificate must authorize the dissolution and designate an authorized representative to file the verified request for dissolution, signed by a majority of the board of directors or trustees and countersigned by the secretary of the corporation.*	
4. Affidavit executed under oath by the President and Treasurer (2) Original Copy	Applicant / Client
Remarks: *The Affidavit executed under oath by the President and Treasurer must certify that the dissolution is not prejudicial to the interest of the creditors; and there is no opposition from any creditors from the time of the last publication of the notice of dissolution up to the filing of the application for dissolution with the Commission.*	
5. Latest Due General Information Sheet (2) Photo Copy	Applicant / Client
6. Notarized Secretary's Certificate on no pending case of intra-corporate dispute	Applicant / Client

(2) Original Copy	
7. Bureau of Internal Revenue Tax Clearance Certificate (1) Original Copy And (1) Photo Copy	Applicant / Client
8. Publisher's Affidavit of Publication of the notice of meeting (1) Original Copy And (1) Photo Copy	Applicant / Client
For Situational Requirement	
A. If the Corporation is regulated by a regulatory agency	
A.1. Clearance/Favorable recommendation from other Departments of the Commission or from the appropriate regulatory agency (1) Original Copy And (1) Photo Copy	Applicant / Client
B. If the Applicant-Corporation is still in operation	
B.1. Audited Financial Statements (AFS) as of the last fiscal year (2) Photo Copy	Applicant / Client
Sub Requirement	
B.1.A. If the Applicant-Corporation is still in operation but with total assets or liabilities of less than PHP 600,000.00	
B.1.A.1. Balance Sheet as of last preceding fiscal year certified under oath by the President and Treasurer (2) Original Copy	Applicant / Client
C. If the Applicant-Corporation has ceased operations for at least one (1) year	
C.1. Audited Financial Statements (AFS) as of the last year of operations (2) Photo Copy	Applicant / Client
C.2. Affidavit of Non-Operation certified under oath by the President and Treasurer (2) Original Copy	Applicant / Client
D. If the Applicant-Corporation has not commenced operations since incorporation	
D.1. Balance Sheet certified under oath by the Treasurer and President (2) Original Copy	Applicant / Client
D.2. Affidavit of Non-Operation certified under oath by the President and Treasurer (2) Original Copy	Applicant / Client
D.3. Certificate of Non-Registration issued by the Bureau of Internal Revenue (1) Original Copy And (1) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIB

				LE (Designation; Office)
1. Submit requirements to Securities and Exchange Commission Zamboanga Extension Office **Location:** Securities and Exchange Commission Zamboanga Extension Office	1.1. Receive the documents and check for completeness in form and substance.	None	3 working day/s	• Securities Counsel II; Zamboanga Extension Office
	1.2. Issue Payment Assessment Form		1 hour/s	• Administrative Assistant II; Zamboanga Extension Office
2. Pay the filing fee through the Electronic System for Payment to SECURITIES AND EXCHANGE COMMISSION (eSPAYSEC) **Location:** https://espaysec.sec.gov.ph/payment-portal/home	2.1. Verify payment	**Standard Fees** Breakdown: Legal Research Fee: PHP 10 Miscellaneous Fee: PHP 20 Documentary Stamp Tax: PHP 30 Total: PHP 60 **Possible Fees** Breakdown: For Stock Corporation: PHP 1000 For Non Stock Corporation: PHP 500	1 hour/s	• Administrative Assistant II; Zamboanga Extension Office
	2.2. Process Application		12 working day/s	• Securities Counsel II; Zamboanga Extension Office
	2.3. Prepare Certificate of Dissolution		1 working day/s	• Administrative Assistant II; Zamboanga Extension Office
	2.4. Review and approve application		2 working day/s	• Director I; Zamboanga Extension Office
3. Claim Certificate of Dissolution **Location:**	3. Release Certificate of Dissolution	None	1 working day/s	• Administrative Assistant II;

Securities and Exchange Commission Zamboanga Extension Office				Zamboanga Extension Office
Total Processing Time:	Working Days: 19 working day/s, 2 hour/s			
Total Processing Fee:	Total Standard Fee: PHP 60 See other fees below			

Possible Fees

- **For Stock Corporation** : 1000
- **For Non Stock Corporation** : 500

36. Equity Restructuring for Domestic Stock Corporations Classified as Philippine National

This service details the adopted online procedure and documentary requirements on application for equity restructuring, which is a process of wiping-out or reducing the deficit of a corporation.

This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.

For pre-processing of new applications, scanned copies of the required documents shall be submitted through either of the following:

- ***iMessage:*** *imessage.sec.gov.ph*

Office or Division:	Zamboanga Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Combined Notarized Secretary's Certificate a. Request of Application; b. Board resolution approving the equity restructuring plan ; c. non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office (ZAMEO)

Remarks:

Download the Combined Secretary's Certificate for ***Equity Restructuring for Domestic Stock Corporations Classified as Philippine National*** *below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Equity-Restructuring.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance from Monitoring Unit of Zamboanga Extension Office (ZAMEO) (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Zamboanga Extension Office (ZAMEO)
Remarks: *Monitoring Unit of Zamboanga Extension Office (ZAMEO) through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
B. For Financing and Lending Companies:	
B.1. Financing and Lending Companies Monitoring Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Zamboanga Extension Office (ZAMEO)
Remarks: *Monitoring unit of Zamboanga Extension Office (ZAMEO) through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
C. For Listed and Public Companies:	
C.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)
Remarks: *Corporate Governance and Finance Department (CGFD) through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login*	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

D. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance	
D.1. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Markets and Securities Regulation Department (MSRD)

Remarks:

Market and Securities Regulation Department (MSRD) through the link:

eWATCH: *https://ewatch.sec.gov.ph/login*

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

E. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
E.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector

Remarks:

To request, please refer to BSP Citizen's Charter through this link:
https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

F. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
F.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group

Remarks:

To request, please refer to IC Citizen's Charter through this link:

https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of complete requirements for new application. **Location:** **iMessage:** imessage.sec.gov.ph **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies.	1.1. Verifies completeness of the required documents, receives and records the application if complete, and sends an email confirming receipt and identifying the assigned Processor.	**Formula Fees** Breakdown: Equity Restructuring Legal Research Fee Documentary Stamp tax	4 hour/s	• Data Analyst; Zamboanga Extension Office • Administrative Assistant II; Zamboanga Extension Office

• If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the Processor will prepare a checklist of deficiencies and inform and return it to the applicant via email or imessage. For submission of compliance documents, the client will directly send it to the assigned Processor's e-mail or imessage. The assigned Processor will acknowledge the receipt of compliance documents then proceed to Agency Step 1.2. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		8 working day/s	• Securities Counsel I; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office

any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations • The period to act upon the agency actions mentioned above may be extended whenever the said action	1.3. Reviews the Final Report and, if found in order, orders the issuance of the Payment Assessment Form (PAF).		9 working day/s	• Securities Counsel I; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office

requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)	1.4. Sends the Payment Assessment Form (PAF) to the applicant. Then, informs the applicant to submit the original/hard copy upon payment.		1 hour/s	• Administrative Officer III; Zamboanga Extension Office • Securities Specialist II; Zamboanga Extension Office

2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip) **Location:** Securities and Exchange Commission Zamboanga Extension Office, JV Building, San Jose Panigayan Street, Zamboanga City **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)*	2.1. Receives complete application requirements with proof of payment; verifies hard copies against online-submitted documents and, if found in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.	None	2 hour/s	• Securities Counsel I; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office
	2.2. Prepares Certificate		4 hour/s	• Administrative Assistant II; Zamboanga Extension Office
	2.3. Reviews the documents, signs, and approves the Certificate.		1 working day/s	• SEC Director I; Zamboanga Extension Office
	2.4. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.		1 hour/s	• Administrative Assistant II; Zamboanga Extension Office
	2.5. Schedules and sends email notification to the applicant on the date of release of the certificate.		2 hour/s	• Administrative Assistant II; Zamboanga Extension Office
3. Present the Official Receipt and	3. Calls the name of the corporation,	None	2 hour/s	• Administrative

Appointment Letter. Then, fill out the logbook for released applications and claim the Certificates of Approval. **Location:** Securities and Exchange Commission Zamboanga Extension Office, JV Building, San Jose Panigayan Street, Zamboanga City	assists the client in filling out the logbook, and releases the Certificates of Approval.			Assistant II; Zamboanga Extension Office
Total Processing Time:	Working Days: 20 working day/s			
Total Processing Fee:	Total Standard Fee: None See other fees below			
Formula / Schedule of Fees • **Equity Restructuring** **P5,000.00** • **Legal Research Fee** **1% of the amount computed in item 1 but not less than P10.00** • **Documentary Stamp tax** **P30.00**				

37. Increase of Capital Stock by way of Cash through Electronic Application for Modification of Entity Data (eAMEND) - Regular Application

This service details the procedure on application for increase of capital stock by way of Cash.

Office or Division:	Zamboanga Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Corporations duly registered at Securities and Exchange Commission
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover sheet (2) Original Copy	Applicant / Client
Remarks: *A sample format of this document may be requested from the Securities and Exchange Commission - Zamboanga Extension Office through email: reports_zeo@sec.gov.ph or through www.sec.gov.ph*	
2. Certificate of Increase of Capital Stock signed by majority of the directors and certified by Chairman and Corporate Secretary of the stockholders meeting (2) Original Copy	Applicant / Client
Remarks: *A sample format of this document may be requested from the Securities and Exchange Commission - Zamboanga Extension Office through email: reports_zeo@sec.gov.ph or through www.sec.gov.ph*	
3. Treasurer's Affidavit certifying the increase of capital stock, the amount subscribed and the amount received as payment thereto (2) Original Copy	Applicant / Client

Remarks: *A sample format of this document may be requested from the Securities and Exchange Commission - Zamboanga Extension Office through email: reports_zeo@sec.gov.ph or through www.sec.gov.ph*	
4. List of stockholders as of the date of the meeting approving the increase, showing the nationalities of the subscribers and their respective subscribed and paid-up capital in the existing authorized capital stock certified by the corporate secretary (2) Original Copy	Applicant / Client
Remarks: *A sample format of this document may be requested from the Securities and Exchange Commission - Zamboanga Extension Office through email: reports_zeo@sec.gov.ph or through www.sec.gov.ph*	
5. Amended Articles of Incorporation (2) Original Copy	Applicant / Client
6. Notarized Secretary's Certificate on no pending case of intra-corporate dispute (2) Original Copy	Applicant / Client
Remarks: *A sample format of this document may be requested from the Securities and Exchange Commission - Zamboanga Extension Office through email: reports_zeo@sec.gov.ph or through www.sec.gov.ph*	
7. Directors Certificate – notarized and signed by majority of the directors and the corporate secretary certifying (i) the amendment of the Articles of Incorporation increasing the authorized capital stock, (ii) the votes of the directors and the stockholders, (iii) the date and place of the stockholders' meeting (iv) the tax identification number of the signatories which shall be placed below their names (2) Original Copy	Applicant / Client
Remarks: *A sample format of this document may be requested from the Securities and Exchange Commission - Zamboanga Extension Office through email: reports_zeo@sec.gov.ph or through www.sec.gov.ph*	
8. Notarized Secretary's Certificate attesting that non-subscribing stockholders have waived their pre-emptive rights or attesting the resolution of the stockholders representing at least 2/3 of the outstanding capital stock approving the	Applicant / Client

issuance of shares in exchange for a property or previously incurred indebtedness of the corporation. (2) Original Copy	
Remarks: *A sample format of this document may be requested from the Securities and Exchange Commission - Zamboanga Extension Office through email: reports_zeo@sec.gov.ph or through www.sec.gov.ph*	
9. Monitoring Clearance (1) Photo Copy	SECURITIES EXCHANGE COMMISSION - ZAMBOANGA EXTENSION OFFICE
For Situational Requirement	
A. Regulated Corporations	
Sub Situational Requirement/s	
A.a. If belonging to: a) listed companies; b) public companies defined in the Securities Regulation Code; c) companies that offer or sell securities to the public; d) companies with secondary license; e) Where payment to subscription to the increase is more than P50,000,000.00uirement:	
A.a.1. Special Audit Report (2) Original Copy	Applicant / Client
A.b. Otherwise, if applicant does not fall under A	
A.b.1. Subscription Contract executed under oath among stockholder/s, treasurer and president for the corporation, stating the number of additional shares subscribed to and paid for. Note: Per Memorandum Circular No. 11 Series of 2016 (2) Original Copy	Applicant / Client
A.c. For Rural Banks	
A.c.1. Notarized Certification on payment for subscriptions to be signed by majority of the rural bank's Board of Directors in accordance with the form required by BSP with annexed list of stockholders of record showing their respective subscribed and paid-up amount before and after the increase and the list of subscribers to the increase with their respective subscription and payment as presented and approved by BSP (2) Original Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

1. Submit application through Electronic Application for Modification of Entity Data (eAMEND) portal *To enhance the security of eAMEND transactions, all individuals who wish to use eAMEND portal shall register and create an account on SEC Universal Registration Environment (eSECURE). A user guide for both portals are available for the step by step procedures **Location:** SECURITIES EXCHANGE COMMISSION-ZAMBOANGA	1.1. Receive the required documents	**Formula Fees** Breakdown: Increase of Capital StockLegal Research FeeDocumentary Stamp taxHandling Fee	2 hour/s	• Monitoring Analyst; Zamboanga Extension Office
	1.2. Check Monitoring Compliance		1 working day/s	• Monitoring Analyst/Administrative Officer III; Zamboanga Extension Office
	1.3. Process the required documents		3 working day/s	• Specialist I/Specialist II; Zamboanga Extension Office
	1.4. Post audit the application		2 working day/s	• Securities Counsel I/Securities Counsel II; Zamboanga Extension Office
	1.5. Issue Payment Assessment Form (PAF)		2 hour/s	• Specialist I/Specialist II; Zamboanga Extension Office
2. Pay the filing fee as indicated in Payment Assessment Form **Location:** at Electronic System for Payment to SECURITIES AND EXCHANGE COMMISSION (eSPAYSEC) https://espaysec.sec.	2.1. Validate payment	None	1 hour/s	• Administrative Officer III; Zamboanga Extension Office

gov.ph/payment-portal/home	2.2. Print Certificate of Increase of Capital Stock and Amendment of Articles of Incorporation		2 working day/s	• Administrative Assistant II; Zamboanga Extension Office
	2.3. Approve the application		1 working day/s	• Director; Zamboanga Extension Office
3. Claim the approved application **Location:** SECURITIES EXCHANGE COMMISSION-ZAMBOANGA	3. Release approved application	None	2 hour/s	• Administrative Assistant II; Zamboanga Extension Office
Total Processing Time:		Working Days: 9 working day/s, 7 hour/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Increase of Capital Stock**

  1. For corporation with par value – 1/5 of 1% of the increase in capital stock but not less than P3,000.00 or the subscription price of the subscribed capital stock, whichever is higher; 2. For corporation without par value – 1/5 of 1% of the increase in capital stock computed at P100.00 per share but not less than P3,000.00 or the issue value of the subscribed capital stock, whichever is higher.

- **Legal Research Fee**

  Equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00.

- **Documentary Stamp tax**

  P30.00

- **Handling Fee**

  P20.00

38. Increase of Capital Stock by way of Cash through the eAMEND Portal - Simple Processing for One Person Corporations (OPC) Classified as Philippine National

This service details the adopted online procedure and documentary requirements for application for Increase of Capital Stock by way of Cash of OPCs pursuant to Section 37 of the Revised Corporation Code of the Philippines.

***Upon approval, a Digital Certificate shall be issued electronically,** subject to the later submission of originally signed documents.*

This service is exclusively for Domestic Stock Corporations classified as Philippine National.

For the pre-processing of new applications, applicants who choose to file through the eAmend Portal must submit scanned copies of the notarized documents via the eAmend Portal. Applicants are advised to adhere to the prescribed steps outlined in the eAmend Portal for the proper uploading and submission of the required documents.

Office or Division:	Zamboanga Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office

Remarks:

Note:

- *This is a system-generated requirement.*

- *The photo copies will be submitted upon payment of the corresponding fees.*

2. Unified Certification and Subscription Contract for Increase In Authorized Capital Stock containing: Certificate of Increase of Capital Stock; OPC Resolution; Schedule of Capital Structure as of date of OPC Resolution, indicating the nationality, no of shares and amount subscribed, and paid-up capital on the present authorized capital stock; and Treasurer's Affidavit Subscription Contract Non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office

Remarks:

Note:

- *This is a system-generated requirement.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

3. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

For Situational Requirement

A. For Corporations with Primary Licenses:

A.1. Monitoring Clearance from Monitoring Unit of Zamboanga Extension Office (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Zamboanga Extension Office

Remarks:

Monitoring Unit of Zamboanga Extension Office through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

B. Clearance / Endorsement from other departments or other government agencies, if applicable.

B.1. Clearance / Endorsement from other departments or other government agencies. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
C. Additional requirement if cash payment for subscription is already reflected in the Audited Financial Statements:	
C.1. Audited Financial Statements as of the last fiscal year stamped received by BIR and SEC. (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *Note: To be submitted by the Company if not available in the SEC's system.*	
D. Additional requirement if cash payment for subscription is not yet reflected in the Audited Financial Statements:	
Sub Situational Requirement/s	
D.a. If applicant corporation is/are: a) Listed companies; b) Public companies defined in the Securities Regulation Code; c) Companies that offer or sell securities to the public; d) Companies with secondary license; e) Others, pursuant to item no. 2 of SEC MC No. 6 of 2026	
D.a.1. Special Audit Report (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of notarized requirements for new application to eAmend Portal. **Location:**	1.1. Verifies completeness of the required documents. Assigns the application to the Processor, if complete, then	**Formula Fees** Breakdown: Increase of Capital StockAmended Articles of Incorporation	1 working day/s	• Data Analyst; Zamboanga Extension Office • Administrative

https://eamend.sec.gov.ph/ **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies.	records the application.	Legal Research FeeDocumentary Stamp tax		Assistant II; Zamboanga Extension Office
• If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the Processor shall revert the application informing the client of the deficiencies. For submission of compliance documents, the client must upload the documents through the eAmend Portal. The assigned	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		5 working day/s	• Securities Counsel I; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office • Securities Specialist II; Zamboanga Extension Office • Securities Specialist I; Zamboanga

Processor will proceed to Agency Step 1.2. • The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will					Extension Office • Administrative Officer III; Zamboanga Extension Office

be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer				
	1.3. Reviews the Final Report and, if found in order, orders the issuance of the Payment Assessment Form (PAF).		7 working day/s	• Securities Counsel I; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office
	1.4. Issues the Payment Assessment Form (PAF) to the applicant. Then, informs the applicant to submit the original/hard copy upon payment.		1 working day/s	• Administrative Officer III; Zamboanga Extension Office • Securities Specialist II; Zamboanga Extension Office

period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)				
2. Pay the corresponding filing fees through Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide. **Location:** 1. Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or 2. any Land Bank of the Philippines branch nationwide.	2. Issues payment confirmation containing the electronic Official Receipt via e-mail.	None	1 working day/s	• Financial Management Department; Financial Management Department (FMD)
3. Downloads the Digital Certificate of approval via eAmend and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or	3.1. Calls the name of the corporation, accepts the complete application requirements together with the proof of payment, and transmits these to the Receiving officer.	None	2 hour/s	• Administrative Assistant II; Zamboanga Extension Office • Data Analyst; Zamboanga

LBP Oncoll Payment Slip) **Location:** Securities and Exchange Commission Zamboanga Extension Office, San Jose Panigayan Street, Zamboanga City **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements and amended articles of incorporation).*				Extension Office
	3.2. Verifies hard copies against the documents reviewed by the Processor and attaches the source documents; if found complete and in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.		4 hour/s	• Securities Counsel I; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office • Administrative Officer III; Zamboanga Extension Office • Securities Specialist II; Zamboanga Extension Office • Securities Specialist I; Zamboanga Extension Office
	3.3. Prepares and generates the Certificate.		1 working day/s	• Administrative Assistant II; Zamboanga Extension Office
	3.4. Reviews the documents, signs, and approves the Certificate.		1 working day/s	• SEC Director I; Zamboanga Extension Office
	3.5. Sorts and organizes the		6 hour/s	• Administrative

	documents of approved applications prior to the release of the Certificates of Approval.			Assistant II; Zamboanga Extension Office
	3.6. Tags the application for appointment through eAmend Portal indicating the date of release of the certificate.		1 working day/s	• Administrative Assistant II; Zamboanga Extension Office
4. Present the Official Receipt and Appointment Letter. Then, fill out the logbook for released applications and claim the Certificates of Approval. **Location:** Securities and Exchange Commission Zamboanga Extension Office, San Jose Panigayan Street, Zamboanga City	4. Calls the name of the corporation, assists the client in filling out the logbook, and releases the Certificates of Approval.	None	4 hour/s	• Administrative Assistant II; Zamboanga Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Increase of Capital Stock**

  ****For corporation with par value** –

  1/5 of 1% of the increase in capital stock but not less than P3,000.00 or the subscription price, whichever is higher

  ****For corporation without par value** –

1/5 of 1% of the increase in capital stock computed at P100.00 per share but not less than P3,000.00 or the issue value of the subscribed capital stock, whichever is higher

- **Amended Articles of Incorporation**

  P1,010* (inclusive of Legal Research Fee)

- **Legal Research Fee**

  equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00

- **Documentary Stamp tax**

  P60.00

39. Increase of Capital Stock by way of Cash through the eAMEND Portal for Domestic Stock Corporations Classified as Philippine National (Other than OPC)

This service details the adopted online procedure and documentary requirements for application for Increase of Capital Stock by way of Cash pursuant to Section 37 of the Revised Corporation Code of the Philippines.

This service is exclusively for Domestic Stock Corporations classified as Philippine National.

For the pre-processing of new applications, applicants who choose to file through the eAmend Portal must submit scanned copies of the notarized documents via the eAmend Portal. Applicants are advised to adhere to the prescribed steps outlined in the eAmend Portal for the proper uploading and submission of the required documents.

Office or Division:	Zamboanga Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Unified Certification for Certificate of Increase of Capital Stock on: a. Certificate of Increase of Capital Stock; b. Director's Certificate; c. List of stockholders of record as of date of meeting approving the increase, indicating their nationalities and their respective subscribed and paid-up capital on the present authorized capital stock; d. Non-existence of intra-corporate dispute; e. Waiver of pre-emptive rights of non-subscribing shareholders (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office (ZAMEO)

Remarks:

*Download the Unified Certification for **Increase of Capital Stock** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Unified-Certification-for-Increase-in-Authorized.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

2. Treasurer's Affidavit (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Download Treasurer's Affidavit through this link:

https://www.sec.gov.ph/wp-content/uploads/2025/06/2025Forms_Treasurers-Affidavit.doc

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

3. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

For Situational Requirement

A. For Corporations with Primary Licenses:

A.1. Monitoring Clearance from Monitoring Unit of Zamboanga Extension Office (ZAMEO) (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Zamboanga Extension Office (ZAMEO)

Remarks:

Monitoring Unit of Zamboanga Extension Office (ZAMEO) through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

B. For Financing and Lending Companies:

B.1. Monitoring Clearance from Monitoring Unit of Zamboanga Extension Office (ZAMEO) (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Zamboanga Extension Office (ZAMEO)

Remarks:

Zamboanga Extension Office (ZAMEO) through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

C. For Listed and Public Companies:	
C.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)

Remarks:

Corporate Governance and Finance Department (CGFD) through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

D. Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
D.1. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)

Remarks:

Market and Securities Regulation Department (MSRD) through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

E. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
E.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector

Remarks:

To request, please refer to BSP Citizen's Charter through this link: https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

F. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:

F.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group

Remarks:

To request, please refer to IC Citizen's Charter through this link:

https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

G. Additional requirement if cash payment for subscription is not yet reflected in the Audited Financial Statements:

Sub Situational Requirement/s

G.a. Notarized Subscription Contract

G.a.1. A subscription contract, executed under oath among subscriber/s, treasurer and president for the corporation, stating the number of additional shares subscribed to and paid for. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2026 – Subscription Contracts through this link: https://www.sec.gov.ph/mc-2026/sec-mc-no-06-series-of-2026/#gsc.tab=0

Or May download to the sample below:

https://www.sec.gov.ph/wp-content/uploads/2025/08/2025Forms_Subscription-Contract-for-Cash-Payment.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

G.b. If applicant corporation is/are: a) Listed companies; b) Public companies defined in the Securities Regulation Code; c) Companies that offer or sell securities to the

public; d) Companies with secondary license; e) Others, pursuant to item no. 2 of SEC MC No. 6 of 2026	
G.b.1. Special Audit Report (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H. Additional requirement for Rural Banks:	
H.1. Notarized Certification on payment for subscriptions to be signed by majority of the rural bank's Board of Directors in accordance with the form required by BSP (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.2. List of stockholders of record showing their respective subscribed and paid-up amount before and after the increase and the list of subscribers to the increase with their respective subscription and payment as presented and approved by BSP annexed to the notarized certification (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of notarized requirements for new	1.1. Verifies completeness of the required documents. Assigns the application to the	**Formula Fees** Breakdown: Increase of Capital	1 working day/s	• Administrative Assistant II; Zamboang

application to eAmend Portal. **Location:** **https://eamend.sec.gov.ph/** **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the Processor shall revert the application informing the client of the deficiencies. For submission of compliance documents, the client must upload the	Processor, if complete, then records the application.	StockAmended Articles of Incorporation Legal Research FeeDocumentary Stamp tax		a Extension Office
	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		5 working day/s	• Securities Counsel II; Zamboanga Extension Office • Securities Counsel I; Zamboanga Extension Office • Administrative Officer III; Zamboanga Extension Office • Securities Specialist I; Zamboanga Extension Office • Securities Specialist II; Zamboanga Extension Office

documents through the eAmend Portal. The assigned Processor will proceed to Agency Step 1.2. • The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in					

the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days				
	1.3. Reviews the Final Report and, if found in order, directs the issuance of the Payment Assessment Form (PAF).		7 working day/s	• Securities Counsel II; Zamboanga Extension Office • Securities Counsel I; Zamboanga Extension Office
	1.4. Issues the Payment Assessment Form (PAF) to the applicant.		1 working day/s	• Administrative Officer III; Zamboanga Extension Office • Securities Specialist II; Zamboanga Extension Office

unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)				
2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip) **Location:** Securities and Exchange Commission Zamboanga Extension Office, JV Building, San Jose Panigayan Street, Zamboanga City **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies*	2.1. Calls the name of the corporation, accepts the complete application requirements together with the proof of payment, and transmits these to the Receiving officer.	None	2 hour/s	• Administrative Assistant II; Zamboanga Extension Office • Data Analyst; Zamboanga Extension Office
	2.2. Verifies hard copies against the documents reviewed by the FAAD Specialist and attaches the source documents; if found complete and in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.		4 hour/s	• Administrative Officer III; Zamboanga Extension Office • Securities Specialist I; Zamboanga Extension Office • Securities Specialist II; Zamboang

of the documents pre-processed online, except for audited financial statements).				a Extension Office • Securities Counsel I; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office
	2.3. Prepares and generates the Certificate.		1 working day/s	• Administrative Assistant II; Zamboanga Extension Office
	2.4. Reviews the documents, signs, and approves the Certificate.		2 working day/s	• SEC Director I; Zamboanga Extension Office
	2.5. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.		6 hour/s	• Administrative Assistant II; Zamboanga Extension Office
	2.6. Tags the application for appointment through eAmend Portal indicating the date of release of the certificate.		1 working day/s	• Administrative Assistant II; Zamboanga Extension Office
3. Present the Official Receipt and Appointment Letter. Then, fill out the logbook for released	3. Calls the name of the corporation, assists the client in filling out the logbook, and releases the	None	4 hour/s	• Administrative Assistant II; Zamboang

applications and claim the Certificates of Approval. **Location:** Securities and Exchange Commission Zamboanga Extension Office, JV Building, San Jose Panigayan Street, Zamboanga City	Certificates of Approval.			a Extension Office
Total Processing Time:	Working Days: 20 working day/s			
Total Processing Fee:	Total Standard Fee: None See other fees below			

Formula / Schedule of Fees

- **Increase of Capital Stock**

  ****For corporation with par value –**

  1/5 of 1% of the increase in capital stock but not less than P3,000.00 or the subscription price of the subscribed capital stock, whichever is higher

  ****For corporation without par value –**

  1/5 of 1% of the increase in capital stock computed at P100.00 per share but not less than P3,000.00 or the issue value of the subscribed capital stock, whichever is higher

- **Amended Articles of Incorporation**

  P1,010* (inclusive of Legal Research Fee)

- **Legal Research Fee**

  equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00

- **Documentary Stamp tax**

  P60.00

40. Increase of Capital Stock through payment other than cash through the eAMEND Portal for Domestic Stock Corporations Classified as Philippine National (other than OPC)

This service details the adopted online procedure and documentary requirements on application for increase of capital stock by way of Non Cash, but not limited to the following:

1. *Previously incurred indebtedness (e.g. conversion of advances into equity / conversion of deposit for future subscriptions)*
2. *Stock Dividend*
3. *Land, building / condominium units*
4. *Untitled Lands*
5. *Inventories / Furniture / Personal Properties*
6. *Heavy equipments and machineries*
7. *Shares of stock in another corporation*
8. *Motor Vehicles*
9. *Sea vessels / aircrafts*
10. *Intangibles*
11. *Net assets*
12. *Other assets or generally accepted forms of consideration necessary or convenient for its use and lawful purposes*

This service is exclusively for Domestic Stock Corporations classified as Philippine National.

For the pre-processing of new applications, applicants, through the eAmend Portal, must submit scanned copies of the notarized documents via the eAmend Portal. Applicants are advised to adhere to the prescribed steps outlined in the eAmend Portal for the proper uploading and submission of the required documents.

Office or Division:	Zamboanga Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	

1. Unified Certification for Certificate of Increase of Capital Stock on: a. Certificate of Increase of Capital Stock; b. Director's Certificate; c. List of stockholders of record as of date of meeting approving the increase, indicating their nationalities and their respective subscribed and paid-up capital on the present authorized capital stock; d. Non-existence of intra-corporate dispute; e. Waiver of pre-emptive rights of non-subscribing shareholders (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Unified Certification for **Increase of Capital Stock** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Unified-Certification-for-Increase-in-Authorized.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
2. Treasurer's Affidavit (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download Treasurer's Affidavit through this link:* *https://www.sec.gov.ph/wp-content/uploads/2025/06/2025Forms_Treasurers-Affidavit.doc* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
3. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance from Monitoring Unit of Zamboanga Extension Office (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Zamboanga Extension Office
Remarks: *Monitoring Unit of Zamboanga Extension Office through the link:* • ***eWATCH:*** *https://ewatch.sec.gov.ph/login*	

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.	
B. For Financing and Lending Companies:	
B.1. Monitoring Clearance from Monitoring Unit of Zamboanga Extension Office (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Zamboanga Extension Office
Remarks: *Monitoring Unit of Zamboanga Extension Office through the link:* • ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
C. For Listed and Public Companies:	
C.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)
Remarks: *Corporate Governance and Finance Department (CGFD) through the link:* • ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
D. Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
D.1. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Market and Securities Regulation Department (MSRD)

Remarks: *Market and Securities Regulation Department (MSRD) through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
E. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
E.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector
Remarks: *To request, please refer to BSP Citizen's Charter through this link:* *https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
F. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
F.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group
Remarks: *To request, please refer to IC Citizen's Charter through this link:* *https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G. Additional Requirement if the consideration for issuance of shares is in the form of Previously incurred indebtedness (e.g., conversion of advances into equity / conversion of deposit for future subscription)	
G.1. Deed of Assignment of advances / liabilities (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office

Remarks: *Download the Deed of Assignment for **Advances** below:* *a. Sigle Assignor: https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Single-Assignor.docx* *b. Multiple Assignor: https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Multiple-Assignor.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
G.a. If the advances/liabilities is not yet reflected in the Audited Financial Statements (AFS):	
G.a.1. A report to be rendered by an Independent CPA on the verification of the advances to be converted to equity (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H. Additional Requirements if the payment for issuance of shares is by way of Stock Dividend:	
H.1. List of stockholders entitled to stock dividend with their respective outstanding shares and the allocation of stock dividend certified by the corporate secretary (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.2. Secretary's Certificate that on the basis of the computation of the Finance Officer, the allocation of stock dividends as indicated in the Certificate of Increase is in proportion to the shareholdings of stockholders as of date of	Applicant / Client

meeting approving the dividend declaration or as of record date and the treatment of resulting fractional shares, if any, are true and correct. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.3. Reconciliation of Retained Earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 16 Series of 2023- Revised Guidelines on the Determination of Retained Earnings Available for Dividend Declaration through this link: https://www.sec.gov.ph/wp-content/uploads/2023/10/2023SEC-MC-No.-16,-s.-of-2023-Revised-Guidelines-on-the-Determination-of-Retained-Earnings%20-Available-for-Dividend-Declaration.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
H.a. In case the unappropriated retained earnings is not sufficient to warrant the dividend declaration:	
H.a.1. Secretary's Certificate on the Board's resolution to reverse the appropriated retained earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I. Additional Requirement if the consideration for issuance of shares is in the form of Land, buildings / condominium units:	
I.1. Detailed schedule of property showing the registered owner, location, area, TCT/CCT no., tax declaration number and the basis of transfer value (market value, assessed value or zonal value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks:	

*Download the sample **Detailed Schedule for Land, Buldings/Condominium Units** below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=405110855#gid=405110855

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

I.2. Copy of TCT/CCT electronically certified and issued by Register of Deeds and tax declaration sheet certified Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

I.3. Deed of Assignment: a. Deed of Assignment; b. Certifying that the improvements are existing and in good condition ; c. Undertaking that the corporation will submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office

Remarks:

*Download the Deed of Assignment for **Increase of Capital Stock_Land, Buildings / Condominium Units** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Land-Buildings-Condo.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

I.a. If transfer value is based on appraised value:

I.a.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.	
I.a.2. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.b. If property is mortgaged:	
I.b.1. Mortgagee/creditor's certification on the outstanding loan balance and his/her written consent to the transfer of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.c. For assignment of buildings where assignor is not the owner of the land:	
I.c.1. Lease contract on the land and consent of the land owner to the transfer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J. Additional Requirement if the consideration for issuance of shares is in the form of Untitled Lands:	
J.1. Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had	Applicant / Client

been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least twenty (20) years and the possessor had introduced improvements thereon, if any (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.2. Duplicate original or certified true copies of the tax declaration sheets (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.3. Latest realty tax receipts (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.4. Affidavit by the transferor attesting the following: 1. Continuous and open possession of the property is located; 2.a. Existence (or non-existence) of easements over the untitled property; b. Kind/description of the easement and its location; and c. Whether the transferor is the dominant estate or the servient estate, by virtue of such easements 3. That the transferor/subscriber to answer for any liability that the corporation might incur by virtue of the acceptance of said property as paid-up capital) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *Download the **Transferor Affidavit for Untitled Land** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-the-Transferor_Untitled-Lands.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

J.5. Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.6. Duplicate original or certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument affecting the property recorded in the Register of Deeds for the province of city where the land is situated (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.7. Clearance or certification from the Department of Agrarian Reform (DAR) attesting to the following: (a) There is no other claimant to the untitled land; (b) it has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party; or (c) The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Department of Agrarian Reform (DAR) - Department of Agrarian Reform (DAR)
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.8. Blue Print Survey of the Plan as approved by the Bureau of Lands (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.9. Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/ assessed value / zonal value or appraised value) certified under oath by the company accountant/ treasurer, or any finance officer of the	Securities and Exchange Commission - Zamboanga Extension Office

applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	

Remarks:

*Download the sample **Detailed Schedule of Untitled Lands** below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=508694029#gid=508694029

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

J.10. Deed of Assignment reflecting: a. Assignment of Untitled Lands; b. Undertaking to submit certified true copy of the original certificate of title in the name of the transferee-corporation within one (1) year from the date of receipt of the approval of the application) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office

Remarks:

*Download the Deed of Assignment for **Increase of Capital Stock_Untitled Lands** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Untitled-Lands.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

J.a. If transfer value is based on zonal value

J.a.1. Latest zonal valuation certified by BIR (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

J.b. If transfer value is based on appraised value

J.b.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old)	Applicant / Client

(1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.b.2. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K. Additional Requirement if the consideration for issuance of shares is in the form of Inventories / Furniture / Personal Properties:	
K.1. Detailed schedule of property showing the description and the basis of transfer value (market value or book value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *Download the sample **Detailed Schedule of Inventories / Furniture / Personal Properties** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1666788899#gid=1666788899* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K.2. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic	Securities and Exchange Commission - Zamboanga

Copy	Extension Office
Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Inventories / Furniture / Personal Properties** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Inventories-Furniture-Personal-Properties.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
K.a. If transfer value is based on book value:	
K.a.1. Special Audit Report by an Independent CPA on the verification and valuation of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L. Additional Requirement if the consideration for issuance of shares is in the form of Heavy equipment and machinery:	
L.1. Detailed schedule of the property showing the description and the transfer value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *Download the sample **Detailed Schedule of Heavy Equipment and Machinery** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1745725976#gid=1745725976* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.2. Appraisal report by a licensed appraiser (not more than 6-month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.3. Deed of Assignment reflecting: a. Assignment of Heavy Equipment and Machineries; b. Certification from the transferor stating that the properties are existing and in good condition) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Heavy Equipment and Machinery** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Heavy-Equipment-and-Machinery.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
L.a. In case the heavy equipment and machinery qualify as real property as defined under the New Civil Code.	
L.a.1. Copy of the latest required Tax Declaration Sheet certified by the Assessor's Office. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.a.2. Copy of the TCT / CCT of the land on which the heavy equipment and machinery are located certified by the Register of Deeds. (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.b. If the assignor is not the owner of the land on which the heavy equipment and machinery are located as defined under the New Civil Code.	
L.b.1. Lease contract on the land and consent of the land owner to the transfer	Applicant / Client

(1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.c. If the transfer value is based on appraised value:	
L.c.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M. Additional Requirement if the consideration for issuance of shares is in the form of Shares of Stock:	
M.1. Detailed schedule of the shares of stock showing the stockholder, stock certificate number, no. of shares and the basis of transfer value (market or book value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *Download the sample **Detailed Schedule of Shares of Stock** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1402851319#gid=1402851319* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

M.2. Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *To be provided by the Company, in case the Company did not file* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.3. Deed of Assignment (a. Deed of Assignment ; b. Undertaking that the corporation will submit the required proof of transfer within the prescribed period). (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *Download the Deed of Assignment for* ***Increase of Capital Stock_Shares of Stock*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Shares-of-Stocks.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.4. Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the assignor (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.5. Photocopy of the stock certificate (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	

Sub Situational Requirement/s	
M.a. If listed in the Stock Exchange:	
M.a.1. Latest market price quotation in the newspaper or certification from the stock exchange/broker as to latest market price of the shares of stock (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N. Additional Requirement if by way of Motor Vehicles	
N.1. Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *Download the sample **Detailed Schedule of Motor Vehicle** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=318133614#gid=318133614* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.2. Photocopy of certificate of registration and official receipt of annual registration fee (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	

N.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.4. Deed of Assignment reflecting: a. Assignment of Motor Vehicles; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period; c. Certification from the transferor stating that the motor vehicles are existing and in good running condition (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *Download the Deed of Assignment for* ***Increase of Capital Stock_Motor Vehicle*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Motor-Vehicles.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
N.a. If the transfer value is based on appraised value:	
N.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O. Additional Requirement if by way of Sea Vessel / Aircraft:	

O.1. Detailed schedule of vessel/aircraft showing registered Owner, registry number, technical description and appraised value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *Download the sample **Detailed Schedule of Sea Vessel / Aircraft** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1212106110#gid=1212106110* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.2. Certified true copy of the certificate of ownership (1) Certified True Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The certified true copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.4. Certificate of seaworthiness/airworthiness issued by appropriate government agency (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.5. Deed of Assignment reflecting: a. Assignment of Sea Vessel/Aircraft; b. Undertaking by an officer of the	Securities and Exchange Commission - Zamboanga

corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Extension Office
Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Sea Vessel / Aircraft** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Sea-Vessels-aircrafts.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
O.a. If the transfer value is based on appraised value:	
O.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P. Additional Requirement if the consideration for issuance of shares is in the form of Intangibles:	
P.1. Photocopy of System Purchase Agreement or any proof of ownership (for software) (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
P.2. Copy of Certificate of Registration of Intellectual Property Rights and mining permit for mining claims/rights (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.	
P.3. Appraisal report by an accredited appraisal company or by a licensed Filipino mining engineer for mining claims/rights (not more than 6 months old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P.4. Deed of Assignment reflecting: a. Assignment of Intangibles; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Intangibles** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Intangibles.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
P.a. If the transfer value is based on appraised value:	
P.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q. Additional Requirement if the consideration for issuance of shares is in the form of	

Net Assets:	
Q.1. Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
Q.2. Deed of Assignment of the assets and liabilities (a. Deed of Assignment; b. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period). (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Net Assets** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Net-Assets.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q.3. List of creditors with the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q.4. Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *Download the sample **Detailed Schedule of Net Asset** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1662940848#gid=1662940848*	

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

Q.5. Photocopy of the certificate of registration of the motor vehicles (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note:

- *The original copy will be presented for verification during the processing stage.*
- *The two (2) photo copies will be submitted upon payment of the corresponding fees.*

Q.6. Copy of TCT/CCT electronically certified and issued by the Register of Deeds and tax declaration sheets certified by the Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Q.7. Photocopy of stock certificates (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Notes:

- *The original copy will be presented for verification during the processing stage.*
- *The two (2) photo copies will be submitted upon payment of the corresponding fees.*

Q.8. DTI Certificate of Registration (for single proprietorship) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of notarized requirements for new application to eAmend Portal. **Location:** https://eamend.sec.gov.ph/ **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies.	1.1. Verifies completeness of the required documents. Assigns the application to the Processor, if complete, then records the application.	**Formula Fees** Breakdown: Increase of Capital StockAmended Articles of Incorporation Legal Research FeeDocumentary Stamp tax	4 hour/s	• Data Analyst; Zamboanga Extension Office • Administrative Assistant II; Zamboanga Extension Office
• If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the Processor shall	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		8 working day/s	• Securities Specialist I; Zamboanga Extension Office • Securities Specialist II; Zamboang

revert the application informing the client of the deficiencies. For submission of compliance documents, the client must upload the documents through the eAmend Portal. The assigned Processor will proceed to Agency Step 1.2 • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling.					a Extension Office • Securities Counsel I; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office • Administrative Officer III; Zamboanga Extension Office

• The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of				
	1.3. Reviews the Final Report and, if found in order, orders the issuance of the Payment Assessment Form (PAF).		9 working day/s	• Securities Counsel II; Zamboanga Extension Office • Securities Counsel I; Zamboanga Extension Office
	1.4. Issues the Payment Assessment Form (PAF) to the applicant.		1 hour/s	• Securities Specialist II; Zamboang

the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given.				a Extension Office • Administrative Officer III; Zamboanga Extension Office
2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip). **Location:** Securities and Exchange Commission Zamboanga Extension Office, San Jose Panigayan	2.1. Receives complete application requirements with proof of payment; verifies hard copies against online-submitted documents and, if found in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.	None	2 hour/s	• Securities Counsel I; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office • Securities Specialist I; Zamboanga Extension Office • Securities Specialist II;

Street, Zamboanga City **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)*				Zamboanga Extension Office • Administrative Officer III; Zamboanga Extension Office
	2.2. Prepares and generates the Certificate		4 hour/s	• Administrative Assistant II; Zamboanga Extension Office
	2.3. Reviews the documents, signs, and approves the Certificate.		1 working day/s	• SEC Director I; Zamboanga Extension Office
	2.4. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.		1 hour/s	• Administrative Assistant II; Zamboanga Extension Office
	2.5. Tags the application for appointment through eAmend Portal indicating the date of release of the certificate.		2 hour/s	• Administrative Assistant II; Zamboanga Extension Office
3. Present the Official Receipt and Appointment Letter. Then, fill out the logbook for released applications and claim the Certificates of Approval. **Location:**	3. Calls the name of the corporation, assists the client in filling out the logbook, and releases the Certificates of Approval.	None	2 hour/s	• Administrative Assistant II; Zamboanga Extension Office

Securities and Exchange Commission Zamboanga Extension Office, San Jose Panigayan Street, Zamboanga City				

Total Processing Time:	Working Days: 20 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

- **Increase of Capital Stock**

  ****For corporation with par value –**

  1/5 of 1% of the increase in capital stock but not less than P3,000.00 or the subscription price of the subscribed capital stock, whichever is higher

  ****For corporation without par value –**

  1/5 of 1% of the increase in capital stock computed at P100.00 per share but not less than P3,000.00 or the issue value of the subscribed capital stock, whichever is higher

- **Amended Articles of Incorporation**

  P1,010* (inclusive of Legal Research Fee)

- **Legal Research Fee**

  equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00

- **Documentary Stamp tax**

  P60.00

41. Issuance of Certificate of No Derogatory Information

This service details the procedure on Issuance of Certificate of No Derogatory Information which essentially confirms that there are no adverse findings, pending investigations, or negative records on file with SECURITIES EXCHANGE COMMISSION (SEC)

Office or Division:	Zamboanga Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Corporations duly registered at Securities and Exchange Commission
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Securities and Exchange Commission Form 2015-001 submitted to imessage.sec.gov.ph (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office
2. Monitoring Clearance (1) Original Copy	Securities and Exchange Commission - Zamboanga Extension Office
For Situational Requirement	
A. For Corporations with Secondary Licenses	
A.1. Articles of Incorporation or latest Amended Articles of Incorporation (1) Original Copy	Applicant / Client
B. For Partnerships	
B.1. Articles of Partnership or latest Amended Articles of Partnership (1) Original Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the request for No Derogatory Information to imessage@sec.gov.ph **Location:**	1.1. Assigns request for monitoring	None	30 minute/s	• Director; Zamboanga Extension Office

iMessage: imessage.sec.gov.ph				• Securities Counsel II; Zamboanga Extension Office • Securities Counsel I; Zamboanga Extension Office • Information Officer II; Zamboanga Extension Office
	1.2. Determine compliance, deficiencies and violations, and prepare Monitoring Clearance		1 working day/s	• Monitoring Analyst; Zamboanga Extension Office • Administrative Assistant II; Zamboanga Extension Office • Administrative Officer III; Zamboanga Extension Office • Specialist I; Zamboanga Extension Office • Specialist II; Zamboanga Extension Office • Securities Counsel I;

				Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office
	1.3. Process the request for No Derogatory		4 hour/s	• Administrative Assistant II; Zamboanga Extension Office • Administrative Officer III; Zamboanga Extension Office
	1.4. Issue Payment Assessment Form (PAF)		1 hour/s	• Administrative Officer III; Zamboanga Extension Office • Specialist II; Zamboanga Extension Office
2. Pay the filing fee **Location:** at Electronic System for Payment to SECURITIES AND EXCHANGE COMMISSION (eSPAYSEC) https://espaysec.sec.gov.ph/payment-portal/home	2.1. Verify Payment and forward electronic Official Receipt to Processor.	**Standard Fees** Breakdown: Certification Fee: PHP 500 – P500 DDocumentary Stamp Tax : PHP 30 Total: PHP 530	1 hour/s	• Administrative Officer III; Zamboanga Extension Office • Specialist II; Zamboanga Extension Office

	2.2. Prepare Certificate of No Derogatory Information		4 hour/s	• Administrative Assistant II; Zamboanga Extension Office
	2.3. Approve Certificate of No Derogatory Information		4 hour/s	• Director; Zamboanga Extension Office
3. Claim the approved Certification **Location:** SECURITIES EXCHANGE COMMISSION-ZAMBOANGA CITY	3. Release the approved Certification	None	1 hour/s	• Monitoring Analyst, Administrative Assistant II; Zamboanga Extension Office
Total Processing Time:		Working Days: 2 working day/s, 7 hour/s, 30 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 530		

42. Issuance of Plain/Authenticated Copies of Documents to other Government Agencies

This service allows you to secure copies of public documents within the scope and within legal requirements.

Office or Division:	Zamboanga Extension Office
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Other Government Agencies
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Signed Letter of Request (1) Original Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit Letter of request addressed to the Director **Location:** SECURITIES EXCHANGE COMMISSION-ZAMBOANGA CITY	1.1. Process the request	None	6 hour/s	• Monitoring Analyst Administrative Assistant II; Zamboanga Extension Office
	1.2. Issue Payment Assessment Form (PAF) for Government agencies without data sharing agreement with SEC		1 hour/s	• Administrative Officer III Specialist II; Zamboanga Extension Office

2. Pay the filing fee **Location:** at Electronic System for Payment to SECURITIES AND EXCHANGE COMMISSION (eSPAYSEC) https://espaysec.sec.gov.ph/payment-portal/home	2.1. Validate payment	**Formula Fees** Breakdown: Authetication FeePlain copy fee	1 hour/s	• Administrative Officer III/ Specialist II; Zamboanga Extension Office
	2.2. Prepare the requested documents		6 hour/s	• Monitoring Analyst/ Administrative Assistant II; Zamboanga Extension Office
	2.3. Stamp and sign the documents for authenticated copy,		6 hour/s	• Administrative Officer III/ Specialist I & II; Zamboanga Extension Office
	2.4. Prepare the reply letter		2 hour/s	• Securities Investigator/ Securities Counsel I; Zamboanga Extension Office
3. Claim the requested documents or Receive through email **Location:** SECURITIES EXCHANGE COMMISSION-ZAMBOANGA CITY	3. Release the requested documents or Email the requested documents	None	2 hour/s	• Monitoring Analyst/Administrative Assistant II; Zamboanga Extension Office
Total Processing Time:		Working Days: 3 working day/s		

Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

- **Authetication Fee**

  For list of fees see MC NO. 10, s. 2023 https://www.sec.gov.ph/mc-2023/sec-mc-no-10-series-of-2023/

- **Plain copy fee**

  For list of fees see MC NO. 10, s. 2023 https://www.sec.gov.ph/mc-2023/sec-mc-no-10-series-of-2023/

43. Petition for Correction of Entries in the Articles of Incorporation

This service is for filing a Petition for Correction of Entries to correct minor defects in the Articles of Incorporation.

Office or Division:	Zamboanga Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Corporations registered with the Securities and Exchange Commission
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Monitoring Clearance (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Zamboanga Extension Office
2. Electronic Official Receipt of Payment of Petition Fee (2) Photo Copy	Securities and Exchange Commission - Zamboanga Extension Office
3. Verified Petition for Correction of Entries (2) Original Copy	Applicant / Client
Remarks: *A sample format of this document may be requested from the Securities and Exchange Commission - Zamboanga Extension Office through email: reports_zeo@sec.gov.ph*	
4. Directors' or Trustees' Certificate signed by a majority of the directors or trustees of the corporation (2) Original Copy	Applicant / Client
Remarks: *A sample format of this document may be requested from the Securities and Exchange Commission - Zamboanga Extension Office through email: reports_zeo@sec.gov.ph*	
5. Certificate of No Forum Shopping (2) Original Copy	Applicant / Client
6. Secretary's Certificate of No Intra Corporate Dispute (2) Original Copy	Applicant / Client

Remarks: *A sample format may be requested through e-mail: reports_zeo@sec.gov.ph*				
7. Corrected Articles of Incorporation (2) Original Copy			Applicant / Client	
8. Other supporting documents (2) Photo Copy			Applicant / Client	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit complete requirements to Securities and Exchange Commission - Zamboanga Extension Office **Location:** Securities and Exchange Commission - Zamboanga Extension Office	1.1. Receive documents and check for completeness in form and substance.	None	3 working day/s	• Securities Counsel I; Zamboanga Extension Office
	1.2. Issue Payment Assessment Form to client for payment of the petition fee.		1 hour/s	• Administrative Assistant II; Zamboanga Extension Office
2. Pay Petition Fee through Landbank (Over The Counter deposit) or online through the Electronic System of Payment of the Securities and Exchange Commission (ESPAYSEC) **Location:** https://espaysec.sec.gov.ph/payment-portal/home	2.1. Verify Payment and forward electronic Official Receipt to Processor.	**Standard Fees** Breakdown: Filing Fee: PHP 3000 Legal Research Fee: PHP 30 Documentary Stamp Tax: PHP 30 Total: PHP 3060	1 hour/s	• Administrative Assistant II; Zamboanga Extension Office
	2.2. Process the Petition for Correction of Entries and thereafter prepares the Draft Order for the approval of the Director		5 working day/s	• Securities Counsel I; Zamboanga Extension Office
	2.3. Approve the Order to grant the Petition for Correction of Entries.		2 working day/s	• Director I; Zamboanga Extension Office

	2.4. Update the records of the corporation by applying the corrected entries.		3 working day/s	• Securities Counsel I; Zamboanga Extension Office
3. Claim the Approved Petition for Correction of Entries **Location:** Securities and Exchange Commission Zamboanga Extension Office	3. Release the Approved Petition for Correction of Entries to the Client.	None	1 hour/s	• Securities Counsel I; Zamboanga Extension Office
Total Processing Time:		Working Days: 13 working day/s, 3 hour/s		
Total Processing Fee:		Total Standard Fee: PHP 3060		

44. Petition to Lift Order of Revocation/Suspension

This service details the procedure and documentary requirements for the lifting of the revoked/suspended status of the corporation. The process is done through filing a verified petition under the 2016 SEC Rules of Procedure and all the documentary requirements mentioned in the SEC Memorandum Circular No. 5, series of 2016. Note that this remedy is applicable only to companies revoked or suspended due to noncompliance with reportorial requirements.

Office or Division:	Zamboanga Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All domestic corporations that have their primary license revoked/suspended.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Verified Petition to set aside the Order of Revocation or Suspension (2) Original Copy	Applicant / Client
2. Directors'/Trustees' Certificate (2) Original Copy	Applicant / Client
3. Latest Due Audited Financial Statements (1) Photo Copy	SEC - EFAST
4. Latest Due General Information Sheet (1) Photo Copy	SEC - EFAST
5. Proof of registration of the stock and transfer book or membership book (2) Photo Copy	Applicant / Client
6. Secretary's Certificate of No Intra-Corporate Controversy (2) Original Copy	Applicant / Client
Remarks: *Please see sample format at:* *https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf*	
7. Sworn Certification by External Auditor (2) Original Copy	Applicant / Client

8. Proof of Operation (2) Original Copy	Applicant / Client
Remarks: *Proof of operation for each year, starting from the date of revocation or date of incorporation (for a suspension order) up to the time of the filing of the petition, any of the following but not limited to:* *1. Audited Financial Statements;* *2. Income Tax Returns;* *3. Mayor's or Business Permits/barangay certificate in lieu of Mayor's permit if none;* *4. Contracts;* *5. Receipts showing payment of Real Estate Tax;* *6. Certifications/Recognitions/Annual Conventions; or* *7. Any similar/related documents*	
9. Latest Mayor's/Business Permit (2) Original Copy	Local Government Unit (LGU) - Business Permit and Licensing Office where the principal office address of the client is located
10. Certification Issued by the Corporate Secretary that the latest due Financial Statement and Income Tax Return was received by the SEC and BIR respectively (2) Original Copy	Applicant / Client
11. Certificate of Incorporation, latest Certificate of Filing of Amended Articles or By-Laws (if any) together with the latest Articles of Incorporation and By-Laws (2) Photo Copy	Securities and Exchange Commission (SEC) - Zamboanga Extension Office (ZAMEO)
12. BIR Certificate of Registration (1) Original Copy And (1) Photo Copy	BIR - RDO where the principal office address of the client is located
13. Monitoring Clearance (2) Photo Copy	Securities and Exchange Commission (SEC) - Zamboanga Extension Office (ZAMEO)
14. Clearance from Enforcement and Investor Protection Department (EIPD) and Office of the General Counsel (OGC) (2) Electronic Copy	Securities and Exchange Commission (SEC) - Zamboanga Extension Office (ZAMEO)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits requirements in	1.1. Records the application for pre-	None	30 minute/s	• Data Analyst;

imessage **Location:** https://imessage.sec.gov.ph/	processing, examines if documents are complete in form, and forwards the application for assignment			Zamboanga Extension Office
	1.2. Assigns the application to a processor		30 minute/s	• Data Analyst; Zamboanga Extension Office
	1.3. Examines whether the documents submitted are complete in form and in substance, prepares a draft Order and Notice and submits to the EO Director for review		11 working day/s	• Securities Counsel I; Zamboanga Extension Office
	1.4. Reviews the draft Order and Notice and the documents submitted		4 working day/s	• SEC Director; Zamboanga Extension Office
	1.5. Approves draft Order and Notice		1 working day/s	• SEC Director; Zamboanga Extension Office
	1.6. Prepares and emails the Payment Assessment Form to the client.		1 hour/s	• Securities Counsel I; Zamboanga Extension Office

2. Pays the filing fees through ESPAYSEC/Landbank and send the proof of payment through the imessage. **Location:** iMessage: imessage.sec.gov.ph	2.1. Receives and acknowledges payment, and prepares Memo to be sent to Head Office	**Standard Fees** Breakdown: Filing Fee: PHP 3000 Legal Research Fee: PHP 30 Documentary Stamp Tax per notarized document: PHP 30 Total: PHP 3060	1 hour/s, 30 minute/s	• Securities Counsel I; Zamboanga Extension Office
	2.2. Reviews and signs the Memo		1 hour/s, 30 minute/s	• SEC Director; Zamboanga Extension Office
	2.3. Emails the Memo and the documents for the Petition to Lift Order of Suspension or Revocation to Office of the Commissioner, including the draft Order		2 hour/s	• Securities Counsel I; Zamboanga Extension Office
	2.4. Signs draft Order and emails signed Order to Zamboanga Extension Office		3 working day/s	• Office of the Commissioner - Supervising Commissioner of Extension Offices; Zamboanga Extension Office
	2.5. Emails the signed Order to the client		1 hour/s	• Securities Counsel I; Zamboanga Extension Office
General Remarks 2016 SEC Rules of Procedure				
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 3060		

45. Post-Audit of eAMEND Applications approved under Simple Processing

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

Office or Division:	Zamboanga Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All applications submitted and approved under Simple Processing in the eAMEND Portal
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *With downloadable system-generated forms in the eAmend Portal*	
2. Amendment Form (2) Original Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: • *With downloadable system-generated forms in the eAmend Portal.* • *Original copies should be signed (wet signature) and notarized* • *notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed names*	
3. Monitoring Clearance (2) Original Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: • ***(not applicable for corporation sole)***	

- *If there is no valid and available Monitoring Clearance, submit an Affidavit of Undertaking for Monitoring from the eAMEND System.*

- *If you have previously used an Affidavit of Undertaking for your amendment application, kindly submit a valid Monitoring Clearance issued by the SEC-Zamboanga Extension Office for your current application.*
- *Original copies should be signed (wet signature) and notarized*

4. And other additional documentary requirements uploaded in the eAmend portal (2) Original Copy	Applicant / Client
5. Amended Articles of Incorporation/By-Laws (2) Original Copy	Applicant / Client

Remarks:

- ***two (2) copies shall be submitted together with all the documentary requirements uploaded in the eAMEND portal***

(Please submit the Amended Articles of Incorporation/By-laws incorporating the proposed provisions. The amendments must be clearly underlined and annotated with the phrase "(As amended on [date of meeting])" immediately following the amended provision. Kindly ensure that no established facts are removed or modified in the process.)

For Situational Requirement	
A. For Clearance from other SEC departments	
Sub Situational Requirement/s	
A.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
A.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
A.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
A.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
A.c. For Financial Technology (FinTech) related business activities	
A.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech

	Innovation Office (PIO)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
A.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
B. Endorsement from other government agencies	

Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For applications with Amendment of By-laws	
Sub Situational Requirement/s	
C.a. Air Transport	
C.a.1. Civil Aeronautics Board Endorsement (2) Original Copy And (1) Electronic Copy	Civil Aeronautics Board - Civil Aeronautics Board
C.b. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions	
C.b.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.c. Educational Institution: (stock & non-stock)	
C.c.1. Department of Education Endorsement for Elementary (2) Original Copy And (1) Electronic Copy	Department of Education - Department of Education
C.c.2. Commission on Higher Education Endorsement for College, Tertiary Course (2) Original Copy And (1) Electronic Copy	College, Tertiary Course - College, Tertiary Course
C.c.3. Technical Education Skills and Development Authority Endorsement for Technical Vocational Course (2) Original Copy And (1) Electronic Copy	Technical Education Skills and Development Authority - Technical Education Skills and Development Authority
C.d. Electric Power Plant/Trading of Petroleum Products	
C.d.1. Department of Energy Endorsement (2) Original Copy And (1) Electronic Copy	Department of Energy - Department of Energy
C.e. Hospital, Dental, Medical Clinics	
C.e.1. Department of Health Endorsement (2) Original Copy And (1) Electronic Copy	Department of Health - Department of Health
C.f. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.f.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission

C.g. Money Changer and Remittance Services	
C.g.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.h. Non-Chartered Government Owned and Controlled Corporation	
C.h.1. Government Commission for Government-owned and Controlled Corporation Endorsement (2) Original Copy And (1) Electronic Copy	Government Commission for Government-owned and Controlled Corporation - Government Commission for Government-owned and Controlled Corporation
C.i. Professional Association	
C.i.1. Professional Regulation Commission Endorsement (2) Original Copy And (1) Electronic Copy	Professional Regulation Commission - Professional Regulation Commission
C.j. Radio, TV, Telephone, Internet Service Providers, Value-Added Service Provider	
C.j.1. National Telecommunications Commission Endorsement (2) Original Copy And (1) Electronic Copy	National Telecommunications Commission - National Telecommunications Commission
C.k. Recruitment for Overseas Employment	
C.k.1. Philippine Overseas Employment Administration Endorsement (2) Original Copy And (1) Electronic Copy	Philippine Overseas Employment Administration - Philippine Overseas Employment Administration
C.l. Security Agency/ Anti-Crime Task Force	
C.l.1. Philippine National Police Endorsement (2) Original Copy And (1) Electronic Copy	Philippine National Police - Philippine National Police
C.m. Tobacco Related Business	
C.m.1. National Tobacco Administration Endorsement (2) Original Copy And (1) Electronic Copy	National Tobacco Administration - National Tobacco Administration
C.n. Volunteer Fire Brigade	
C.n.1. Bureau of Fire Protection Endorsement (2) Original Copy And (1) Electronic Copy	Bureau of Fire Protection - Bureau of Fire Protection
C.o. Vessel/Ship Operation, Ship Management. Shipbuilding, Ship Repair, Shipping Agency, Ship Husbanding, Ship Chandling and other Maritime related activities	
C.o.1. Maritime Industry Authority Endorsement (2) Original Copy And (1) Electronic Copy	Maritime Industry Authority - Maritime Industry Authority
C.p. Water Service Providers and Waterworks	

C.p.1. Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems Endorsement (2) Original Copy And (1) Electronic Copy	Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems - Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems
D. For Amendment of Corporate Name	
D.1. Name Verification Slip for Amendment of Corporate Name with Proof of Payment of Reservation Fee (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Filing and Records Division
Remarks: *Corporate Filing and Records Division or request from crmd_amend_name@sec.gov.ph*	
E. Affidavit of a director, trustees or officer undertaking to change corporate name, if not stated in the Articles of Incorporation	
E.1. Affidavit of a director, trustees or officer undertaking to change corporate name, if not stated in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the documentary requirements with proof of payment to the Receiving Unit in the SEC Headquarters through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** CRMD Receiving Unit in the SEC Headquarters	1.1. Stamp receives the submitted documentary requirements	None	1 hour/s	• Administrative Officer III; Zamboanga Extension Office • Specialist I; Zamboanga Extension Office • Specialist II; Zamboanga Extension Office • Securities Counsel II; Zamboang

				a Extension Office
	1.2. Prints Certificate of Amendment (Certificate)		1 hour/s	• Administrative Assistant II; Zamboanga Extension Office
	1.3. Assigns to post-audit processor		30 minute/s	• Administrative Assistant II; Zamboanga Extension Office
	1.4. Post-evaluates the assigned application		6 working day/s, 4 hour/s	• Securities Counsel I ; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office
	1.5. Tags the application as complete in the eAmend portal		30 minute/s	• Administrative Assistant II; Zamboanga Extension Office
2. Proceeds to Releasing Counter, for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Amended Articles of	2. Releases signed Certificate of Amended Articles of Incorporation and/or By-laws	None	1 hour/s	• Administrative Assistant II; Zamboanga Extension Office

Incorporation and/or By-laws **Location:** Securities and Exchange Commission-Zamboanga Extension Office				
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		

46. Post-Evaluation of Regular eSPARC Applications

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

Office or Division:	Zamboanga Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All Natural and Juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (2) Original Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *System-generated*	
2. Articles of Incorporation (2) Original Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *System-generated* *Original copy should be signed (wet signature) and notarized/authenticated*	
3. By-Laws (2) Original Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: • *Original copy should be signed (wet signature)* • *For One Person Corporations, no by-laws required.*	
4. And other additional documentary requirements based on the mode of payment of the subscription of shares. (2) Original Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the documentary requirements with proof of payment to the Receiving Counter through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** Securities and Exchange Commission-Zamboanga Extension Office	1.1. Stamp receives the submitted documentary requirements.	None	1 hour/s	• Administrative Assistant II; Zamboanga Extension Office
	1.2. Prints Certificate of Incorporation (Certificate)		1 hour/s	• SEC Administrative Assistant II; Zamboanga Extension Office
	1.3. Assigns to post-audit processor		30 minute/s	• SEC Administrative Assistant II; Zamboanga Extension Office
	1.4. Post-evaluates the assigned application		6 working day/s, 3 hour/s, 30 minute/s	• Securities Counsel I ; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office
	1.5. Tags the application as complete in the Company Registration Encoding System		30 minute/s	• Administrative Assistant II; Zamboanga

				Extension Office
	1.6. Emails the applicant a Notice of Schedule of Appointment on the release of the Original Certificate.		30 minute/s	• Administrative Assistant II; Zamboanga Extension Office
2. Proceeds to Releasing Section for presentment of the proof of payment issued by the eSPAYSEC or arranges the delivery of the Certificate through preferred courier **Location:** Securities and Exchange Commission-Zamboanga Extension Office	2. Releases original copy of the Certificate	None	1 hour/s	• Administrative Assistant II; Zamboanga Extension Office
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		

47. Post-Evaluation of Simple Amendment of Articles of Incorporation and/or By-Laws of non-Philippine National Domestic Stock and Non-stock Corporations registered under FIA or before IPAs

This service outlines the post-evaluation procedure to verify the compliance, completeness, and accuracy of the hard copies of application documents against the uploaded documents, as a prerequisite for the issuance of the original Certificate of Approval.

Office or Division:	Zamboanga Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All domestic corporations registered under FIA (“Foreign Investment Act”) or before Investment Promotion Agencies (IPAs)
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Photo Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *System-generated document available for download through the eAMEND Portal*	
2. Amendment Form (2) Original Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: • *System-generated document available for download through the eAMEND Portal* • *Original copies should be signed (wet signature) and notarized*	
3. Monitoring Clearance (2) Original Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *Compliance Monitoring Division (CMD) or through cmd_amendment_monitoring@sec.gov.ph*	
4. And other additional documentary requirements uploaded in the eAmend portal (2) Original Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the documentary requirements with proof of payment to the Receiving Counter through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** Securities and Exchange Commission-Zamboanga Extension Office	1.1. Stamp receives the submitted documentary requirements.	None	30 minute/s	• Administrative Officer III; Zamboanga Extension Office • Specialist I; Zamboanga Extension Office • Specialist II; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office
	1.2. Prints Certificate of Amendment (Certificate)		30 minute/s	• Administrative Assistant II; Zamboanga Extension Office
	1.3. Assigns to post-audit processor		30 minute/s	• Administrative Assistant II; Zamboanga Extension Office • Information Officer II; Zamboanga

				Extension Office • Securities Counsel II; Zamboanga Extension Office
	1.4. Post-evaluates the assigned application		6 working day/s, 5 hour/s	• Securities Counsel I; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office
	1.5. Tags the application as complete in the eAmend portal		30 minute/s	• Securities Counsel I ; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office
	1.6. Tags the application for appointment through the eAMEND Portal indicating the date of release of the certificate		30 minute/s	• Administrative Assistant II; Zamboanga Extension Office
2. Proceeds to CRMD Releasing Section for presentment of the proof of payment issued by the eSPAYSEC or arranges the delivery of the Certificate through preferred courier	2. Releases original copy of the Certificate of Amended Articles of Incorporation and/or By-Laws	None	30 minute/s	• Administrative Assistant II; Zamboanga Extension Office

Location: SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209				
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		

48. Post-Evaluation OneSEC eSPARC applications

This detail ensures compliance of the contents of the submitted hard copies of approved registration applications under eSPARC OneSEC in accordance with existing laws, rules, and regulations

Office or Division:	Zamboanga Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (2) Original Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *System-generated*	
2. Articles of Incorporation (2) Original Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *System-generated* *Original copy should be signed (wet signature) and notarized/authenticated*	
3. By-Laws (2) Original Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: • *Original copy should be signed (wet signature)* • *For One Person Corporations, no by-laws required.*	
4. And other additional documentary requirements based on the mode of payment of the subscription of shares. (2) Original Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the documentary requirements with proof of payment to the Receiving Counter through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** Securities and Exchange Commission-Zamboanga Extension Office	1.1. Stamp receives the submitted documentary requirements.	None	1 hour/s	• Administrative Assistant II; Zamboanga Extension Office
	1.2. Prints Certificate of Incorporation (Certificate)		1 hour/s	• Administrative Assistant II; Zamboanga Extension Office
	1.3. Assigns to post-audit processor		30 minute/s	• Administrative Assistant II; Zamboanga Extension Office
	1.4. Post-evaluates the assigned application		6 working day/s, 3 hour/s, 30 minute/s	• Securities Counsel I ; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office
	1.5. Tags the application as complete in the Company Registration Encoding System		30 minute/s	• Administrative Assistant II; Zamboanga Extension Office

	1.6. Emails the applicant a Notice of Schedule of Appointment on the release of the Original Certificate.		30 minute/s	• Administrative Assistant II; Zamboanga Extension Office
2. Proceeds to Releasing Section for presentment of the proof of payment issued by the eSPAYSEC or arranges the delivery of the Certificate through preferred courier **Location:** Securities and Exchange Commission-Zamboanga Extension Office	2. Releases original copy of the Certificate	None	1 hour/s	• Administrative Assistant II; Zamboanga Extension Office
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		

49. Posting of Bond for One Person Corporation (OPC)

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

Office or Division:	Zamboanga Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Target SEC Clients/Stakeholders/Customers
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet (2) Original Copy And (1) Electronic Copy	Applicant / Client
2. Notarized covering letter requesting for posting of Bond (signed by the President of OPC) (1) Original Copy And (1) Electronic Copy And (1) Photo Copy	Applicant / Client
3. Bond issued by a company duly licensed and authorized by the Insurance Commission (1) Original Copy And (1) Electronic Copy And (1) Photo Copy	Applicant / Client
4. Undertaking to faithfully administer the funds of the One Person Corporation to be received as Treasurer, and to disburse and invest the same in accordance with the Articles of Incorporation as approved by the Commission, pursuant to Section 122 of the RCC (1) Original Copy And (1) Electronic Copy And (1) Photo Copy	Applicant / Client
Remarks: *Note: This is not required if upon incorporation, the single stockholder is designated as Treasurer in the Articles of Incorporation.*	
5. Certified copy of the title with annotation (applicable for Property Bond only) (1) Original Copy And (1) Electronic Copy And (1) Photo Copy	Applicant / Client
6. Certificate of Approval of Increase of Capital Stock (if applicable) (3) Photo Copy	Applicant / Client
7. Monitoring Sheet and Proof of payment (Electronic Official Receipt) (3) Photo Copy	Securities and Exchange Commission - Zamboanga Extension Office

Remarks:

Application for Monitoring Clearance through ***imessage.sec.gov.ph***

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit a scanned copy of the Bond via imessage.sec.gov.ph **Location:** **imessage.sec.gov.ph**	1. Assign the ticket for Monitoring	None	20 minute/s	• Securities Counsel II; Zamboanga Extension Office • Securities Counsel I; Zamboanga Extension Office • Director I; Zamboanga Extension Office
2. If applicant receives a tentative assessment, applicant shall comply with the findings indicated in the Monitoring Sheet **Location:** Zamboanga Extension Office **Notes/Instruction:** 2.1. Applicant submits the required documents as advised in the Monitoring Sheet 2.2. Upon receipt of the final assessment, the applicant shall proceed with the payment of the	2.1. Evaluate if the amount of the Bond is compliant.	**Formula Fees** Breakdown: Custodian FeePenalties /Fines	20 minute/s	• Securities Counsel II; Zamboanga Extension Office • Securities Counsel I; Zamboanga Extension Office • Administrative Officer III; Zamboanga Extension Office • Securities Specialist I; Zamboanga

Custodian Fee and any applicable penalties				Extension Office
	2.2. If the amount is insufficient, prepare and issue a tentative Monitoring Sheet.		1 hour/s	• Securities Counsel II; Zamboanga Extension Office • Securities Counsel I; Zamboanga Extension Office • Securities Specialist I; Zamboanga Extension Office • Administrative Officer III; Zamboanga Extension Office
	2.3. If the amount is sufficient, determines compliance, deficiencies and violations and prepares Monitoring Sheet (MS) and Checklist of Requirements, then forwards it to the Reviewer.		20 minute/s	• Securities Counsel II; Zamboanga Extension Office • Securities Counsel I; Zamboanga Extension Office • Securities Specialist I; Zamboanga Extension Office • Administrative Officer III; Zamboanga

				Extension Office
	2.4. Check and consolidate the findings in the Monitoring Sheet, and if found in order, orders the issuance of the Payment Assessment Form (PAF)		20 minute/s	• Securities Counsel II; Zamboanga Extension Office • Administrative Officer III; Zamboanga Extension Office
	2.5. Creates the Payment Assessment Form (PAF) and forwards it to the Monitoring Analyst assigned.		2 hour/s	• Administrative Officer III; Zamboanga Extension Office • Securities Specialist II; Zamboanga Extension Office
	2.6. Send the Monitoring Sheet and Payment Assessment Form (PAF) within 10 working days.		10 working day/s	• Securities Counsel I; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office • Administrative Officer III; • Securities Specialist I; • Administrative Assistant II;

				Zamboanga Extension Office
3. Present PAF to the nearest LBP Branch or pay through the SEC Online Payment Portal www.espaysec.sec.gov.ph **Location:** www.espaysec.sec.gov.ph	3. Receive the proof of payment from the applicant via imessage.sec.gov.ph	**Formula Fees** Breakdown: Custodian FeePenalties /Fines	30 minute/s	• Securities Counsel II; Zamboanga Extension Office • Securities Counsel I; Zamboanga Extension Office • Administrative Officer III; Zamboanga Extension Office • Securities Specialist I; Zamboanga Extension Office • Administrative Assistant II; Zamboanga Extension Office
4. Submit hard copies of the Monitoring Sheet, PAF and proof of payment and attach the original copy of the Bond together with the required document. **Location:** Securities and Exchange Commission Zamboanga	4.1. Receive the documents, verify that the attached Bond is original, and forward to the Monitoring Analyst assigned.	None	20 minute/s	• Data Analyst; Zamboanga Extension Office • Administrative Assistant II; Zamboanga Extension Office

Extension Office, San Jose Panigayan Street, Zamboanga City	4.2. Receive the proof of payment together with the required documents and Draft the Report of the Bond and Certificate of Posting of Bond. Forward the Report of the Bond and Certificate of Posting of Bond to the Reviewer.		3 working day/s	• Securities Counsel I; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office • Securities Specialist I; Zamboanga Extension Office • Administrative Officer III; Zamboanga Extension Office
	4.3. Reviews the Report of the Bond and Certificate of Posting of Bond and other required documents and affixes initials on the other original duplicate copies.		30 minute/s	• Securities Counsel I; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office
	4.4. Transmit the Certificate of Posting of Bond with attached Report to the Director for signature.		5 minute/s	• Securities Counsel I; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office

	4.5. Reviews and signs the Certificate of Posting of Bond and its original duplicate copies.x		1 working day/s	• Director; Zamboanga Extension Office
	4.6. Scan and upload the signed Certificate in the Document Verification System to generate QR code.		5 minute/s	• Administrative Assistant II; Zamboanga Extension Office
	4.7. Prints the Certificate with QR code and informs the client through e-mail that the Certificate has been approved and may now be claimed.		5 minute/s	• Administrative Assistant II; Zamboanga Extension Office
5. Receives appointment letter and proceeds to SEC Headquarters - 5th Floor Receiving Unit for presentation of original proof of payment and receives the Certificate of Posting of Bond. **Location:** Securities and Exchange Commission Zamboanga Extension Office, San Jose Panigayan Street, Zamboanga City	5. Release the Certificate of Posting of Bond to the client.	None	10 minute/s	• Administrative Assistant II; Zamboanga Extension Office
Total Processing Time:		Working Days: 14 working day/s, 6 hour/s, 5 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		
Formula / Schedule of Fees				

- **Custodian Fee**

  Pursuant to SEC Memorandum Circular No. 10, series of 2026

  https://www.sec.gov.ph/mc-2026/sec-mc-no-10-series-of-2026

- **Penalties/Fines**

  Pursuant to SEC Memorandum Circular No. 10, series of 2026

  https://www.sec.gov.ph/mc-2026/sec-mc-no-10-series-of-2026

50. Primary Registration and Secondary License for Lending and Financing Company through the ESPARC (Electronic Simplified Processing of Application for Registration of Company)

The Electronic Simplified Processing of Application for Registration of Company (SEC – ESPARC) is a facility to cater application for registration of Lending and Financing Corporations of Domestic corporations with 2 or more incorporators who may either be natural person, partnership, association or corporations, singly or jointly with others but not more than fifteen (15) in number. The system allows the registrant or his duly appointed representative to submit the proposed company name and input the details of the Articles of Incorporation.

The following are the various company type to choose from:

- *Lending Corporation*
- *Financing Corporation*

Office or Division:	Zamboanga Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Coversheet (3) Original Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *System generated*	
2. Articles of Incorporation (1) Original Copy And (2) Photo Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *Articles of Incorporation reflecting the:* • *Corporate name;* • *Business activity;* • *Principal office address;*	

- *Name, nationality, residences and Tax Identification Number (TIN) of Filipino or foreign incorporators, directors, stockholders including corporate subscribers, the foreign incorporators, directors and stockholders may also state their passport numbers*
- *Capital structure;*
- *Name of Treasurer and TIN;*
- *Undertaking to change company name;*
- *Printed names and Signature of incorporators;*
- *Notarization/Authentication*

*** System generated*

3. By-laws (1) Original Copy And (2) Photo Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *System generated*	
4. Notarized Bank Certificate of Deposit (1) Original Copy And (2) Photo Copy	Applicant / Client
5. Joint Affidavit of Undertaking to Change Name, in case not incorporated in the Articles of Incorporation) (1) Original Copy And (2) Photo Copy	Applicant / Client
6. Affidavit of Relinquishment, in case the treasurer is a foreigner and the business activity of the registrant is a partly-nationalized activity (1) Original Copy And (2) Photo Copy	Applicant / Client
7. Authenticated/Apostilled Articles of Incorporation and By-Laws and supporting documents, if the same were executed in a foreign jurisdiction (1) Original Copy And (2) Photo Copy	Applicant / Client
8. For Clearance from other SEC departments, if applicable (1) Original Copy And (2) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO); Enforcement and Investor Protection Department (EIPD)

Remarks:

For Financial Technology (FinTech) related business activities

- *Operators of payment systems;*
- *Payment Service Providers;*
- *Electronic Money Issuers (EMI);*
- *Non-bank EMIs;*
- *Alternative Credit Scoring Companies;*
- *Online Lending Companies;*
- *Peer-to-peer Lending Companies;*
- *AI/Big Data Companies;*

- *InsurTech Companies (InsurTech Service Providers);*
- *KYC/Security Companies (KYC Service Providers);*
- *Digital Banks;*
- *Digital Asset Exchanges;*
- *Virtual Asset Service Providers;*
- *Play-to-Earn Platforms;*
- *E-Commerce Companies;*
- *Crowdfunding Platforms;*
- *RegTech Companies (RegTech Service Providers);*
- *SupTech Companies (SupTech Service Providers); and*
- *Digital Advisers/Robo-Advisers.*

9. Application Form (1) Original Copy And (2) Photo Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *System generated*	
10. Information Sheet (1) Original Copy And (2) Photo Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *System generated*	
11. Valid NBI Clearance of ALL Incorporators and Stockholders (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: • *With right thumb print and signature* • *Reflecting the residential*	
12. Additional Requirements for FOREIGN Directors and Officers (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *a. Photocopy of Alien Certificate of Registration Card/Immigrant Certificate of Residence Card** *b.Photocopy of Passport Showing Valid Visa or Stay in the Philippines** *c. Clearance from the Bureau of Immigration*	
13. Sworn Certification required under SEC Memorandum Circular No. 29, Series of 2020	Applicant / Client

(1) Original Copy And (2) Photo Copy	

Remarks:

- *Shall include an undertaking that the applicant shall submit hard and soft copies of its MTPP to the AMLD-EIPD within ten (10) days from receipt of its Certificate of Registration and/or secondary license from the Commission*
- *Stamped received by the Anti-Money Laundering Division of the Enforcement and Investor Protection Department (AMLD-EIPD)*

**https://www.sec.gov.ph/mc-2020/mc-no-29-s-2020/*

For Situational Requirement

A. For Financing Corporations

A.1. Personal Information Sheet of Directors & Officers (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Zamboanga Extension Office

Remarks:

System generated

A.2. Additional Requirements for FOREIGN Directors and Officers (1) Original Copy And (2) Photo Copy	Applicant / Client

Remarks:

- *Photocopy of Alien Certificate of Registration Card/Immigrant Certificate of Residence Card**
- *Photocopy of Passport Showing Valid Visa or Stay in the Philippines**
- *Clearance from the Bureau of Immigration*

A.3. Clearance from Bangko Sentral ng Pilipinas (1) Original Copy And (2) Photo Copy	Applicant / Client

Remarks:

If applicant is a subsidiary or affiliate of a bank and/or non-bank financial institution with quasi-banking license

A.4. Manual on Corporate Governance (1) Original Copy And (2) Photo Copy	Applicant / Client

Remarks:

-If foreign participation in voting stock is more than 40%; or

-If total assets is PhP50M or more; or

-If commercial paper issue, either exempt or registered

A.5. Format of Disclosure Statement on Loan/Credit Transactions (1) Original Copy And (2) Photo Copy			Applicant / Client	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph **Location:** Through https://esparc.sec.gov.ph	1.1. Approves or disapproves proposed company name and/or trade name/s in accordance with SEC Memorandum Circular No. 13, Series of 2019 and assigns the application to the Processors.	None	2 working day/s	• Administrative Assistant II; Zamboanga Extension Office • Information Officer II; Zamboanga Extension Office
	1.2. Processes and evaluates application for Registration		3 working day/s, 7 hour/s, 15 minute/s	• Securities Counsel I ; Zamboanga Extension Office
	1.3. Issues Payment Assessment Form(PAF) to the applicant through eSPARC		10 minute/s	• Securities Counsel I ; Zamboanga Extension Office
2. Pays the assessed license fee attached in the email notification. **Location:** Securities and Exchange Commission-Zamboanga Extension Office	2. Issues payment confirmation containing Electronic Official Receipt via email.	**Possible Fees** Breakdown: By-Laws: PHP 1000 Documentary Stamp Tax: PHP 30 Name Verification: PHP 100 Registration of Stock and	10 minute/s	• Administrative Officer III; Zamboanga Extension Office • Specialist II; Zamboanga Extension Office

		Transfer Book: PHP 150 **Formula Fees** Breakdown: Registration of CorporationLicense fees for Lending and Financing Cos		
3. Submits the documentary requirements with proof of payment to the Receiving Counter through the company's representatives or through courier of their choice (e.g. JRS, LBC, J&T etc.) **Location:** Securities and Exchange Commission-Zamboanga Extension Office	3. Officially receives and stamps the hard copies of the registration application	None	1 hour/s	• Administrative Assistant II; Zamboanga Extension Office
4. Proceed to Releasing section for presentment of the original proof of payment and receive the signed Certificate of Lending/Financing Companies. **Location:** Securities and Exchange Commission-Zamboanga Extension Office	4. Release signed Certificate of Branch Office of Lending/Financing Companies.	None	30 minute/s	• Administrative Assistant II; Zamboanga Extension Office • Data Controller;

Total Processing Time:	Working Days: 6 working day/s, 1 hour/s, 5 minute/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Possible Fees

- **By-Laws** : 1000
- **Documentary Stamp Tax** : 30
- **Name Verification** : 100
- **Registration of Stock and Transfer Book** : 150

Formula / Schedule of Fees

- **Registration of Corporation**

  1/5 of 1% of the Authorized Capital Stock

- **License fees for Lending and Financing Cos**

  1/10 of1% of the Paid-Up Capital

51. Property Dividend Declaration for Domestic Stock Corporations Classified as Philippine National

This service details the adopted online procedure and documentary requirements on application for approval of Property Dividend Declaration pursuant to Section 42 of the Revised Corporation Code of the Philippines.

This service is exclusively for Domestic Stock Corporations classified as Philippine National.

For pre-processing of new applications, scanned copies of the required documents shall be submitted through the following:

- ***Electronic mail:*** *faad_application@sec.gov.ph*
- ***iMessage:*** *imessage.sec.gov.ph*

Office or Division:	Zamboanga Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Combined Notarized Secretary's Certificate a. Board of directors' resolution declaring the property dividend; b. List of stockholders with their respective nationalities, subscribed and paid up capital stock as of the date of meeting approving the declaration of property dividend together with the allocation of property dividend; c. Board Resolution as to the reversal of appropriated retained earnings to unappropriated retained earnings, if applicable; d. Non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

Download the Combined Secretary's Certificate for ***Property Dividend Declaration for Domestic Stock Corporations Classified as Philippine National*** *below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Property-Dividend.docx *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
2. Detailed schedule of the property account appearing in the audited financial statements certified by the company accountant of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
3. Certification by the President that the property(ies) for dividend declaration is/are no longer needed in the operation of the company (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
4. Reconciliation of Retained Earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 16 Series of 2023- Revised Guidelines on the Determination of Retained Earnings Available for Dividend Declaration through this link: https://www.sec.gov.ph/wp-content/uploads/2023/10/2023SEC-MC-No.-16,-s.-of-2023-Revised-Guidelines-on-the-Determination-of-Retained-Earnings%20-Available-for-Dividend-Declaration.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. In case where the property declared is in the form of investment in shares of another corporation	
A.1. A certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the applicant corporation (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

B. For Corporations with Primary Licenses:	
B.1. Monitoring Clearance from Monitoring Unit of Zamboanga Extension Office (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Zamboanga Extension Office

Remarks:

Monitoring Unit of Zamboanga Extension Office through the link:

eWATCH: *https://ewatch.sec.gov.ph/login*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

C. For Financing and Lending Companies:	
C.1. Monitoring Clearance from Monitoring Unit of Zamboanga Extension Office (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Zamboanga Extension Office

Remarks:

Zamboanga Extension Office Monitoring Unit through the link:

eWATCH: *https://ewatch.sec.gov.ph/login*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

D. For Listed and Public Companies:	
D.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)

Remarks:

Corporate Governance and Finance Department (CGFD) through the link:

eWATCH: *https://ewatch.sec.gov.ph/login*

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

E. Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)

E.1. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Markets and Securities Regulation Department (MSRD)

Remarks:

Markets and Securities Regulation Department (MSRD) through the link:

eWATCH: *https://ewatch.sec.gov.ph/login*

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

F. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:

F.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector

Remarks:

To request, please refer to BSP Citizen's Charter through this link:
https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

G. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:

G.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group

Remarks:

To request, please refer to IC Citizen's Charter through this link:

https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

				(Designation; Office)
1. Submit the electronic copy of complete requirements for new application **Location:** **iMessage:** imessage.sec.gov.ph **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the Processor will prepare a checklist of deficiencies and inform and	1.1. Verifies completeness of the required documents, receives and records the application if complete, and sends an email confirming receipt and identifying the assigned Processor.	**Formula Fees** Breakdown: Property DividendLegal Research FeeDocumentary Stamp tax	4 hour/s	• Data Analyst; Zamboanga Extension Office • Administrative Assistant II; Zamboanga Extension Office

return it to the applicant via email or imessage. For submission of compliance documents, the client will directly send it to the assigned Processor's e-mail imessage. The assigned Processor will acknowledge the receipt of compliance documents then proceed to Agency Step 1.2. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		8 working day/s	• Securities Counsel I; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office
	1.3. Reviews the Final Report and, if found in order, directs the issuance of the Payment Assessment Form (PAF).		9 working day/s	• Securities Counsel I; Zamboanga Extension Office • Securities Counsel II;

prejudice to refiling. • The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations. • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The				Zamboanga Extension Office
	1.4. Sends the Payment Assessment Form (PAF) to the applicant. Then, informs the applicant to submit the original/hard copy upon payment.		1 hour/s	• Securities Specialist II; Zamboanga Extension Office • Administrative Officer III; Zamboanga Extension Office

government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given).				
2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip). **Location:** Securities and Exchange Commission Zamboanga Extension Office, JV	2.1. Receives complete application requirements with proof of payment; verifies hard copies against online-submitted documents and, if found in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.	None	2 hour/s	• Securities Counsel I; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office

Building, San Jose Panigayan Street, Zamboanga City **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)*	2.2. Prepares Certificate		4 hour/s	• SEC Administrative Assistant II; Zamboanga Extension Office
	2.3. Reviews the documents, signs, and approves the Certificate.		1 working day/s	• SEC Director I; Zamboanga Extension Office
	2.4. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.		1 hour/s	• SEC Administrative Assistant II; Zamboanga Extension Office
	2.5. Schedules and sends email notification to the applicant on date of release of the certificate.		2 hour/s	• SEC Administrative Assistant II; Zamboanga Extension Office
3. Present the Official Receipt and Appointment Letter. Then, fill out the logbook for released applications and claim the Certificates of Approval. **Location:** Securities and Exchange Commission Zamboanga Extension Office, JV Building, San Jose	3. Calls the name of the corporation, assists the client in filling out the logbook, and releases the Certificates of Approval.	None	2 hour/s	• SEC Administrative Assistant II; Zamboanga Extension Office

Panigayan Street, Zamboanga City				
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Property Dividend**

  1/5 of 1% of the value of the property being distributed as dividend but not less than P1,000.00

- **Legal Research Fee**

  1% of the amount computed in item 1 but not less than P10.00

- **Documentary Stamp tax**

  P30.00

52. Reclassification / Declassification / Conversion of Shares / Change in par value for Domestic Stock Corporations Classified as Philippine National

This service details the adopted online procedure and documentary requirements on application for Reclassification, Declassification, Conversion of Shares, or Change in par value pursuant to Section 6 and 15 of the Revised Corporation Code of the Philippines.

This service is exclusively for Domestic Stock Corporations classified as Philippine National.

For pre-processing of new applications, scanned copies of the required documents shall be submitted via e-mail through faad_application@sec.gov.ph or imessage through imessage.sec.gov.ph.

Office or Division:	Zamboanga Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Directors' certificate (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Zamboanga Extension Office
Remarks: *Download Director's Certificate through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
2. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

3. Combined Notarized Secretary's Certificate (a. List of stockholders showing the names, nationalities and stockholdings before and after the reclassification/declassification/conversion/change in par value ; b.Treatment on resulting fractional shares; c. Non-existence of intra-corporate dispute) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office

Remarks:

*Download the **Combined Notarized Secretary's for Reclassification / Conversion of Shares** Certificate below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Reclassification.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

For Situational Requirement

A. For Corporations with Primary Licenses:

A.1. Monitoring Clearance from Monitoring Unit of Zamboanga Extension Office (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Zamboanga Extension Office

Remarks:

Monitoring Unit of Zamboanga Extension Office through the link:

***eWATCH:** https://ewatch.sec.gov.ph/login*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

B. For Financing and Lending Companies:

B.1. Monitoring Clearance from Monitoring Unit of Zamboanga Extension Office (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Zamboanga Extension Office

Remarks:

Monitoring Unit of Zamboanga Extension Office through the link:

***eWATCH:** https://ewatch.sec.gov.ph/login*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

C. For Listed and Public Companies:	
C.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)
Remarks: *Corporate Governance and Finance Department (CGFD) through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
D. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
D.1. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Market and Securities Regulation Department (MSRD)
Remarks: *Market and Securities Regulation Department (MSRD) through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
E. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
E.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector
Remarks: *To request, please refer to BSP Citizen's Charter through this link:* *https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
F. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	

F.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group

Remarks:

To request, please refer to IC Citizen's Charter through this link:

https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of complete requirements for new application. **Location:** **iMessage:** imessage.sec.gov.ph **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies.	1.1. Receives the required documents, checks if everything is complete, and records the application if it is. Then, assigns the application to the FAAD Specialist.	**Formula Fees** Breakdown: Amended Articles of Incorporation Legal Research FeeDocumentary Stamp tax	4 hour/s	• Data Analyst; Zamboanga Extension Office • Administrative Assistant II; Zamboanga Extension Office

• If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the Processor will prepare a checklist of deficiencies and inform and return it to the applicant via email or imessage. For submission of compliance documents, the client will directly send it to the assigned Processor's e-mail or imessage. The assigned Processor will acknowledge the receipt of compliance documents then proceed to Agency Step 1.4. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange				
	1.2. Reviews online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		8 working day/s	• Securities Counsel I; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office

Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations • The period to act upon the agency actions mentioned above may be extended				
	1.3. Reviews the Final Report and, if found in order, directs the issuance of the Payment Assessment Form (PAF).		9 working day/s	• Securities Counsel I; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office

whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)	1.4. Issues the Payment Assessment Form (PAF) to the applicant. Then, informs the applicant to submit the original/hard copy upon payment.		1 hour/s	• Securities Specialist II; Zamboanga Extension Office • Administrative Officer III; Zamboanga Extension Office

2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip). **Location:** Securities and Exchange Commission Zamboanga Extension Office, San Jose Panigayan Street, Zamboanga City **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)*	2.1. Receives complete application requirements with proof of payment; verifies hard copies against online-submitted documents and, if found in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.	None	2 hour/s	• Securities Counsel I; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office
	2.2. Prepares the Certificate		4 hour/s	• SEC Administrative Assistant II; Zamboanga Extension Office
	2.3. Reviews the documents, signs, and approves the Certificate.		1 working day/s	• SEC Director I; Zamboanga Extension Office
	2.4. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.		1 hour/s	• Administrative Assistant II; Zamboanga Extension Office
	2.5. Schedules and sends email notification to the applicant on the date of release of the certificate.		2 hour/s	• Administrative Assistant II; Zamboanga Extension Office

3. Present the Official Receipt and Appointment Letter.Then, fill out the logbook for released applications and claim the Certificates of Approval. **Location:** Securities and Exchange Commission Zamboanga Extension Office, San Jose Panigayan Street, Zamboanga City	3. Calls the name of the corporation, assists the client in filling out the logbook, and releases the Certificates of Approval.	None	2 hour/s	• SEC Administrative Assistant II; Zamboanga Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Amended Articles of Incorporation**

  P2,000.00

- **Legal Research Fee**

  1% of the amount computed in item 1 but not less than P10.00

- **Documentary Stamp tax**

  P30.00

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

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

The following are the various company type to choose form:

- *General Partnership*
- *Professional Partnership*
- *Limited Partnership*

Type of partnership based on foreign equity participation:

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

Office or Division:	Zamboanga Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *System-generated*	
2. Articles of Partnership (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office

Remarks:

System-generated

Original copy should be signed (wet signature) and notarized

For Situational Requirement	
A. Endorsement/Clearance from other government agencies	
Sub Situational Requirement/s	
A.a. Money Changer and Remittance Services	
A.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
A.a.2. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
B. For Clearance from other SEC departments	
Sub Situational Requirement/s	
B.a. For Financial Technology (FinTech) related business activities	
B.a.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)

Remarks:

- *Alternative Credit Scoring Companies;*
- *AI/Big Data Companies;*
- *InsurTech Companies (InsurTech Service Providers);*
- *KYC/Security Companies (KYC Service Providers);*
- *Digital Asset Exchanges;*
- *Virtual Asset Service Providers;*
- *Play-to-Earn Platforms;*
- *E-Commerce Companies;*
- *RegTech Companies (RegTech Service Providers);*
- *SupTech Companies (SupTech Service Providers); and*
- *Digital Advisers/Robo-Advisers.*

B.a.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)

Remarks:

- *Alternative Credit Scoring Companies;*
- *AI/Big Data Companies;*
- *InsurTech Companies (InsurTech Service Providers);*
- *KYC/Security Companies (KYC Service Providers);*

- *Digital Asset Exchanges;*
- *Virtual Asset Service Providers;*
- *Play-to-Earn Platforms;*
- *E-Commerce Companies;*
- *RegTech Companies (RegTech Service Providers);*
- *SupTech Companies (SupTech Service Providers); and*
- *Digital Advisers/Robo-Advisers.*

C. Additional requirement, if applicable;

Sub Situational Requirement/s

C.a. If the Partner is a Juridical Entity

C.a.1. Authenticated/Apostilled Board Resolution approving the Corporation to be a partner and appointing their authorized representative (2) Original Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Board Resolution of the Juridical Entity allowing it to invest in the said Corporation

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ **Location:** ttps://esparc.sec.gov.ph/	1.1. Approves proposed company name and/or trade name/s in accordance with SEC Memorandum Circular No. 13, Series of 2019	None	2 hour/s	• Administrative Assistant II; Zamboanga Extension Office
	1.2. Pre-processes all corporate information submitted		2 working day/s, 7 hour/s, 45 minute/s	• Administrative Assistant II; Zamboanga Extension Office • Specialist I ; Zamboanga Extension Office • Securities Counsel I ;

				Zamboanga Extension Office
	1.3. Processor prepares and issues the Payment Assessment Form (PAF)		30 minute/s	• Administrative Officer III; Zamboanga Extension Office • Specialist II; Zamboanga Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** Aespaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Formula Fees** Breakdown: Articles of PartnershipName ReservationLegal Research FeeDocumentary Stamp Tax	30 minute/s	• Administrative Officer III; Zamboanga Extension Office • Specialist II; Zamboanga Extension Office
3. Submits the documentary requirements with proof of payment to the Receiving Unit through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc. **Location:** Securities and Exchange Commission-Zamboanga Extension Office	3.1. Officially receives and stamps the hard copies of the registration application	None	1 hour/s	• Administrative Assistant II; Zamboanga Extension Office
	3.2. Generates the Certificate and forwards the same with the submitted proof of payment and documentary requirements to the authorized signatory		1 hour/s	• Administrative Assistant II; Zamboanga Extension Office

	3.3. Reviews the application and signs the Certificate;		3 working day/s, 1 hour/s, 45 minute/s	• Director; Zamboanga Extension Office
	3.4. Sends appointment through email indicating the date of release of the Certificate		30 minute/s	• Administrative Assistant II; Zamboanga Extension Office
4. Proceeds to Releasing Unit for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate **Location:** Securities and Exchange Commission-Zamboanga Extension Office	4. Enters company name in the Masterlist and releases the Certificate together with registration application then stamps release the official receipt	None	1 hour/s	• Administrative Assistant II; Zamboanga Extension Office
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Articles of Partnership**

  ⅕ of 1% of the Partnership's Capital but not less than PHP 2,000

- **Name Reservation**

  PHP 100 per Corporate Name

  *Additional Php 100 per trade name/s

- **Legal Research Fee**

1% of the computed Filing Fees

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

54. Registration of Corporations through One-day Submission and E-registration of Companies (OneSEC) with ZERO Processing for DOMESTIC STOCK CORPORATIONS

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

a. *The company classification is All Filipino, .01 to 40%, and more than 40% to 100% foreign equity participation;*
b. *The proposed corporate name may comply to the following: (a) has a name descriptor according to its industry classification; (b) does not contain any Trade Name/s ; and (c) not subject to any Letter of Appeal for reconsideration; and (d) in explicit form (any set or group of letters does not contain any acronym or meaning);*
c. *The primary purpose or main activity is predetermined and is not subject to any modification/correction;*
d. *The corporate term of existence may be determined by the applicant.*
e. *The incorporator/s, members of the Board of Directors and subscribers are Natural Person/s, of legal age;*
f. *The applicant corporation is not located in any of the economic zones, if located within an economic zone, then proceed to eSPARC ZERO Regular processing;*
g. *The share type classification contains the following : (a) Common Shares; (b) with Par Value and (c) Amount of par value is not less than P1.00 and in non-decimal currency;*
h. *The Mode of Payment for the subscription of shares is CASH;*
i. *Once the application is completed, the registration fees are paid immediately through the SEC eSPAYSEC;*
j. *The applicant corporation is not required to secure clearance/endorsement from any Department of SEC and/or other government agency/ies, if clearance/endorsement is needed please proceed to eSPARC ZERO Regular processing;*
k. *None of the incorporators, stockholders/members, directors/trustees, beneficial owners, and officers of the applicant corporation have been convicted of or have pending criminal or administrative case of felony or misdemeanor involving investment or investment-related business, fraud, false statements or omissions, wrongful taking of property, bribery, forgery, counterfeiting or extortion, or other felonies;*
l. *None of the incorporators, stockholders/members, directors/trustees, beneficial owners, and officers of the applicant corporation are included in pertinent sanctions list circularized by the Bangko Sentral ng Pilipinas (BSP), the Anti-Money Laundering Council (AMLC), the Anti-Terrorism Council (ATC), and other domestic and/or international entities or organizations, such as the Office of Foreign Assets Control (OFAC) of the U.S. Department of Treasury and the United Nations Sanctions List;*

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

Activities of Employment Agency Activities

1. *Activities of Employment Agency Activities*

2. *Activities of a Holding Company*
3. *Advertising*
4. *Agriculture*
5. *Air transportation*
6. *Arrastre and Stevedoring services*
7. *Business process outsourcing*
8. *Cargo consolidator*
9. *Cargo Sales Agent or Breakbulk Sales Agent*
10. *Cockpit*
11. *Combined Facilities Support Activities (Cleaning Activities)*
12. *Computer Programming*
13. *Construction*
14. *Courier services*
15. *Creative Arts and Entertainment of Activities*
16. *Customs Brokerage*
17. *Deep Sea Commercial Fishing*
18. *Domestic Airfreight Forwarder*
19. *Domestic Agricultural Aerial Spraying Services*
20. *Domestic Agricultural Aerial Spraying Services using Remotely Piloted Aircraft (RPA)*
21. *Domestic Non-Scheduled Air Transportation Services*
22. *Domestic Scheduled Air Transportation Services*
23. *Drugstore*
24. *Electric generation*
25. *Film production*
26. *Fishery*
27. *Funeral and Related Services*
28. *Gambling and Betting Activities*
29. *Gas station*
30. *General Sales Agent for Cargo*
31. *General Sales Agent for Passenger*
32. *Hotel*
33. *Hospital*
34. *International Airfreight Forwarder*
35. *International Non-Scheduled Air Transportation Services*
36. *International Non-Scheduled All-Cargo Air Transportation Services*
37. *International Scheduled Air Transportation Services*
38. *IT – TNVs*
39. *IT/Software applications*
40. *Landscape care and maintenance service activities*
41. *Land transportation*
42. *Laundry Services*
43. *Logistic*
44. *Management Consultancy*
45. *Mining*
46. *Non-Vessel Operating Common Carrier*
47. *Organization of Convention and Trade Shows*
48. *Other Residential Care Activities*
49. *Personal Services for Wellness except Sports Activities*
50. *Photographic Activities*
51. *Printing and Publishing*
52. *Property Management*
53. *Radio Broadcasting*
54. *Real Estate*

55. *Recruitment*
56. *Renting and Leasing Machinery*
57. *Renting and Leasing Motor Vehicles*
58. *Renting and Leasing of Personal and Household Goods*
59. *Repairs of Computers and Communications Equipment*
60. *Repair of Household Appliances and Home and Garden*
61. *Residential care activities for mental retardation, mental health and substance abuse*
62. *Residential care activities for the elderly and disabled*
63. *Residential Nursing Care Facilities*
64. *Restaurant*
65. *Retail trading of goods*
66. *Retail via mail/telephone order houses via the internet*
67. *Schools*
68. *Sea transportation*
69. *Security agency*
70. *Security Facility Sales and Installation Activities*
71. *Shipping Agency*
72. *Sound Recording*
73. *Sports Activities*
74. *Technical testing/analysis*
75. *Telecommunications*
76. *Television Programming and Broadcasting Activities*
77. *Travel agency*
78. *Veterinary Activities*
79. *Waste Collection/Disposal/Management*
80. *Wholesale and retail trading of goods*
81. *Wholesale trading of goods*
82. *Parking Spaces*
83. *Materials Recycling Facility (MRF) / Junkshop*
84. *Automotive Repair*
85. *Glass, Aluminum, and Other Metal Installations*
86. *Woodworking and Carpentry Business*
87. *Tailoring and Dressmaking Business*
88. *Hauling and Trucking Business*
89. *Storage and Warehousing Facilities Rental*
90. *Motor Vehicle Rental Business*
91. *Manufacturing and Assembly of Electronics and Semiconductor Business*
92. *Manufacturing/Assembly of Automotive Parts Business*
93. *Garment and Textile Business*
94. *Manufacturing of Medical Devices and Parts*
95. *Operation of Fishpond*
96. *Memorial Parks*
97. *Games and Amusement Activities*
98. *Bakeshop*
99. *Beauty Salon*
100. *Cold Storage*

Office or Division:	Zamboanga Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business)

Who may avail:	All Natural and Juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *System-generated*	
2. Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *System-generated*	
3. By-Laws (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: • *System-generated* • ***Not applicable for One Persion Corporation (OPC)***	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ and encodes the data required. **Location:** https://esparc.sec.gov.ph/	1. ESPARC System issues the payment assessment form	None	2 working day/s, 6 hour/s	• eSPARC system; Zamboanga Extension Office
2. Pays the assessed registration fee through eSPAYSEC and receives the Digital copy of the Certificate of Incorporation in the email provided in the system **Location:** https://espaysec.sec.gov.ph/	2. The system issues the electronic receipt of the payment of filing fees.	**Standard Fees** Breakdown: Articles of Incorporation : PHP 2000 By-Laws: PHP 1000 Documentary Stamp Tax: PHP 60 Legal Research Fee: PHP 20 --- Total: PHP 3080 **Possible Fees** Breakdown: Stock and Transfer Book: PHP 150 Membership Book: PHP 75 **Formula Fees** Breakdown: Filing FeeName Verification Fee	1 hour/s	• eSPARC System; Zamboanga Extension Office

3. Generates the Digital Certificate **Location:** esoparc	3. The system issues the Digital Certificate of Incorporation	None	1 hour/s	• eSPARC System; Zamboanga Extension Office
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 3080 See other fees below		

Possible Fees

- **Stock and Transfer Book** : 150
- **Membership Book** : 75

Formula / Schedule of Fees

- **Filing Fee**

  Stock corporation with par value - ⅕ of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher

  Stock corporation without par value - ⅕ of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher

  Non- Stock corporation – PHP 1,000

- **Name Verification Fee**

  Php100.00 per Corporate Name

  *additional fee of Php100.00 for each trade name/s.

55. Registration of Corporations through the Electronic Simplified Processing of Application for Registration of Companies (eSPARC)

This service is for applications for registration of One Person Corporations (OPC), Corporations (Stock and Non-stock) with two (2) or more incorporators but not more than fifteen (15) in number, Foreign Branch/Representative Offices, pursuant to the Revised Corporation Code.

Office or Division:	Zamboanga Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	Target SEC Clients/Stakeholders
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Revised Corporation Code

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet (2) Original Copy	SEC - ZAMEO
2. Application Summary Form (2) Original Copy	SEC - ZAMEO
For Situational Requirement	
A. Domestic Corporation with at least 2 but not more than 15 Incorporators	
A.1. Articles of Incorporation - Domestic Corporation (2) Original Copy	SEC - ZAMEO
Remarks: *This document is system generated and must be originally signed (wet signatures) and notarized (Client may opt not to have the document notarized, as long as a Certificate of Authentication is submitted in lieu of notarization)*	
A.2. Certificate of Authentication (2) Original Copy	SEC - ZAMEO
Remarks: *This document is system generated and must be originally signed (wet signatures)*	
A.3. By-Laws (2) Original Copy	SEC - ZAMEO
Remarks:	

This document is system generated and must be originally signed (wet signatures)
Sub Situational Requirement/s
A.a. Additional Requirements if Proposed Corporation is a Lending Company

A.a.1. Application Form (2) Original Copy	SEC - ZAMEO
Remarks: *This document is system generated*	
A.a.2. Information Sheet (2) Original Copy	SEC - ZAMEO
Remarks: *This document is system generated*	
A.a.3. Treasurer's Affidavit (2) Original Copy	SEC - ZAMEO
Remarks: *This document is system generated*	
A.a.4. NBI Clearance of each Incorporator (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *The address in the NBI Clearance must be the exact same address on the Articles of Incorporation for each incorporator.*	
A.a.5. Certificate of Bank Deposit (1) Original Copy And (1) Photo Copy	Applicant / Client
A.a.6. Sworn Certification (2) Original Copy	Applicant / Client
Remarks: *The format of the Sworn Certification for Lending and Financing Companies is provided on Annex A, SEC Memorandum Circular No. 29, Series of 2020, downloadable through this link: https://www.sec.gov.ph/mc-2020/mc-no-29-s-2020/#gsc.tab=0*	
A.b. Additional Requirements if Proposed Corporation is a Financing Company	
A.b.1. Personal Information Sheet of Directors and Officers (2) Original Copy	SEC - ZAMEO

Remarks: *This document is system generated*	
A.b.2. Form of Disclosure Statement (2) Original Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *This document is system generated*	
A.c. Additional Requirements if Proposed Corporation is a Lending or Financing Company with Foreign Incorporator	
A.c.1. Scanned Copy of Alien Certificate of Registration Card or Immigrant Certificate of Residence Card • Alien Certificate of Registration Card • Immigrant Certificate of Residence Card	
Remarks: *Two (2) Scanned Copies need to be submitted. However, the applicant must present the original identification card upon submission of the hard copies of the registration documents to Securities and Exchange Commission Zamboanga Extension Office*	
A.c.2. Scanned Copy of Passport showing valid Visa or stay in the Philippines • Passport	
Remarks: *Two (2) Scanned Copies need to be submitted. However, the applicant must present the original Passport upon submission of the hard copies of the registration documents to Securities and Exchange Commission Zamboanga Extension Office*	
A.c.3. Clearance from the Bureau of Immigration (1) Original Copy And (1) Photo Copy	Applicant / Client
A.d. Additional Requirements if Proposed Corporation is a Foundation	
A.d.1. Notarized Certificate of Bank Deposit (1) Original Copy And (1) Photo Copy	Applicant / Client
A.d.2. Statement of Willingness to be Audited (2) Original Copy	Securities and Exchange Commission - Zamboanga Extension Office

Remarks: *This document is system generated*	
A.e. Additional Requirement if Proposed Corporation is a Corporation Sole or Religious Aggregate	
A.e.1. Affidavit of Affirmation/Verification by the chief priest, rabbi, minister or presiding elder (1) Original Copy And (1) Photo Copy	Applicant / Client
A.f. Additional Requirement if Proposed Corporation is a Federation or Confederation	
A.f.1. List of Members-Association or Members-Federation certified by the Corporate Secretary (2) Original Copy	Applicant / Client
Remarks: *The listed Members-Association or Members-Federation must be registered with the Securities and Exchange Commission*	
B. One Person Corporation	
B.1. Articles of Incorporation - One Person Corporation (2) Original Copy	SEC - ZAMEO
Remarks: *This document is system generated and must be originally signed (wet signatures) and notarized (Client may opt not to have the document notarized, as long as a Certificate of Authentication is submitted in lieu of notarization)*	
B.2. Certificate of Authentication (2) Original Copy	SEC - ZAMEO
Remarks: *This document is system generated and must be originally signed (wet signatures)*	
B.3. Letter of Acceptance of the Nominee and Alternate Nominee (2) Original Copy	SEC - ZAMEO
Remarks: *This document is system generated and must be originally signed (wet signatures)*	
C. Foreign Corporation	
C.1. Authenticated or Apostilled Board Resolution (1) Original Copy And (1) Photo Copy	Applicant / Client

C.2. Authenticated or Apostilled Articles of Incorporation (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *This form is system generated*	
Sub Situational Requirement/s	
C.a. For Stock Branch Corporation	
C.a.1. FIA Form F-103 (2) Original Copy	Applicant / Client
Remarks: *The form is downloadable through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/SEC_FORM_NO._F103_u04042016.pdf*	
C.b. For Stock Representative Office	
C.b.1. FIA Form F-104 (2) Original Copy	Applicant / Client
Remarks: *The form is downloadable through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/SEC_FORM_NO._F104_u04042016.pdf*	
C.c. For Nonstock Branch or Representative Office	
C.c.1. FIA Form F-108 (2) Original Copy	Applicant / Client
Remarks: *The form is downloadable through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/SEC_FORM_NO._F108_u04042016.pdf*	
C.d. For Regional Operating Area Headquarters	
C.d.1. Application Form (2) Original Copy	Applicant / Client
Remarks: *The form is downloadable through this link: https://www.sec.gov.ph/wp-content/uploads/2024/03/2024Forms_[As-of-07-March-2024]-Regional-Operating-Area-Headquarters.docx*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIB

				LE (Designation; Office)
1. Submit application through eSPARC Regular Processing **Location:** https://esparc.sec.gov.ph/application/select-regular	1.1. Review and verify proposed Company Name and Industry Classification and thereafter assign to Processor	None	1 working day/s, 7 hour/s	• Administrative Assistant II; Zamboanga Extension Office • Information Officer II; Zamboanga Extension Office
	1.2. Process Application details and Pre-Approve Application		3 working day/s	• Securities Counsel I; Zamboanga Extension Office • Administrative Assistant II; Zamboanga Extension Office • Securities Specialist I; Zamboanga Extension Office
2. Upload Duly Accomplished/ Signed/ Notarized Registration Documents **Location:** https://esparc.sec.gov.ph/application/select-regular	2. Review and verify uploaded documents and generate Payment Assessment Form	**Formula Fees** Breakdown: Registration of Corporation	2 working day/s	• Securities Counsel I; Zamboanga Extension Office • Securities Specialist I; Zamboanga Extension Office

				• Administrative Assistant II; Zamboanga Extension Office
3. Pay the registration fees through Landbank (Over The Counter deposit) or online through the Electronic System of Payment of the Securities and Exchange Commission (ESPAYSEC) **Location:** https://espaysec.sec.gov.ph/	3. Verify payment (If payment was done through Over The Counter bank deposit)	**Standard Fees** Breakdown: Company Name Reservation: PHP 100 Documentary Stamp Tax: PHP 30 Handling Fee: PHP 20 Total: PHP 150 **Possible Fees** Breakdown: Articles of Incorporation for Non-Stock Corporation: PHP 1000 Foreign Investments Act Form 100: PHP 3000 **Formula Fees** Breakdown: Filing Fee for stock corporation based on the authorized capital stockLegal	1 hour/s	• Administrative Assistant II; Zamboanga Extension Office • Securities Counsel I; Zamboanga Extension Office • Securities Specialist I; Zamboanga Extension Office

		Research Fee		
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 150 See other fees below		

Possible Fees

- **Articles of Incorporation for Non-Stock Corporation** : 1000
- **Foreign Investments Act Form 100** : 3000

Formula / Schedule of Fees

- **Registration of Corporation**

  1) Filing Fee for stock corporation based on the authorized capital stock:

  - If with par value: one-fifth (1/5) of one percent (1%) of the authorized capital stock but not less than PHP 2,000.00 or the subscription price of the subscribed capital stock whichever is higher;

  - If without par value: one-fifth (1/5) of one percent (1%) of the authorized capital stock computed at PHP 100.00 per share but not less than PHP 2,000.00 or the issue value of the subscribed capital stock whichever is higher;

  2) Filing Fee for Non-Stock Corporation

  3) By-Laws for both stock and non-stock corporations: PHP 1,000.00

  4) Articles of Incorporation for non-stock corporations: PHP 1,000.00

  5) Foreign Investments Act (FIA) Form 100: PHP 3,000.00

  6) Company Name Reservation: PHP 100.00

  - For each additional trade name/s: PHP 100.00

  7) Documentary Stamp Tax: PHP 30.00

  8) Legal Research Fee (LRF): 1% of the Filing Fee but not less than Ten Pesos: PHP 10.00

  9) Handling fee PHP 20.00

- **Filing Fee for stock corporation based on the authorized capital stock**

  With par value: 1/5 of 1% of the authorized capital stock but not less than P 2,000 or the subscription price of the subscribed capital stock whichever is higher;

  Without par value: 1/5 of 1% of the authorized capital stock computed at P100 per share but not less than P 2,000 or the issue value of the subscribed capital stock whichever is higher;

- **Legal Research Fee**

1% of the Filing Fee but not less than ten pesos (PHP10.00)

56. Registration of Corporations through the Electronic Simplified Processing of Application for Registration of Companies (eSPARC) - ZERO Processing

This service is for applications for registration of One Person Corporations (OPC), Corporations (Stock and Non-stock) with two (2) or more incorporators but not more than fifteen (15) in number, Foreign Branch/Representative Offices, pursuant to the Revised Corporation Code.

Office or Division:	Zamboanga Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	Target SEC Clients/Stakeholders
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Revised Corporation Code

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet (1) Electronic Copy	SEC - ZAMEO
2. Application Summary Form (1) Electronic Copy	SEC - ZAMEO
For Situational Requirement	
A. Domestic Corporation with at least 2 but not more than 15 Incorporators	
A.1. Articles of Incorporation - Domestic Corporation (1) Electronic Copy	SEC - ZAMEO
Remarks: *This document is system generated and must be originally signed (wet signatures) and notarized (Client may opt not to have the document notarized, as long as a Certificate of Authentication is submitted in lieu of notarization)*	
A.2. Certificate of Authentication (1) Electronic Copy	SEC - ZAMEO
Remarks: *This document is system generated and must be originally signed (wet signatures)*	
A.3. By-Laws (1) Electronic Copy	SEC - ZAMEO
Remarks:	

This document is system generated and must be originally signed (wet signatures)

B. One Person Corporation	
B.1. Articles of Incorporation - One Person Corporation (1) Electronic Copy	SEC - ZAMEO
Remarks: *This document is system generated and must be originally signed (wet signatures) and notarized (Client may opt not to have the document notarized, as long as a Certificate of Authentication is submitted in lieu of notarization)*	
B.2. Certificate of Authentication (1) Electronic Copy	SEC - ZAMEO
Remarks: *This document is system generated and must be originally signed (wet signatures)*	
B.3. Letter of Acceptance of the Nominee and Alternate Nominee (1) Electronic Copy	SEC - ZAMEO
Remarks: *This document is system generated and must be originally signed (wet signatures)*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application through eSPARC-Regular with ZERO Processing **Location:** https://esparc.sec.gov.ph/	1.1. Review and verify proposed Company Name and Industry Classification and thereafter assign to Processor	None	2 working day/s, 3 hour/s	• Administrative Assistant II, Information Officer II; Zamboanga Extension Office
	1.2. Process Application details and Pre-Approve Application		4 working day/s, 3 hour/s	• Administrative Assistant II, Specialist I, Securities Counsel I;

				Zamboanga Extension Office
2. Authenticate the documents through the Electronic Submission Portal (eSAP) **Location:** esap.sec.gov.ph **Notes/Instruction:** The system-generated documents must be digitally authenticated by the corporate officers	2. System generated	None	1 hour/s	• Electronic Submission Portal (eSAP); Zamboanga Extension Office
3. Pay the registration fees online through the Electronic System of Payment of the Securities and Exchange Commission (ESPAYSEC) **Location:** espaysec.sec.gov.ph	3. Electronic Official Receipt is system generated. A digital certificate will be issued after payment.	**Standard Fees** Breakdown: Documentary Stamp Tax: PHP 30 Handling Fee: PHP 20 Total: PHP 50 **Formula Fees** Breakdown: Filing Fee for stock corporation based on the authorized capital stock	1 hour/s	• Electronic System of Payment of the Securities and Exchange Commission (ESPAYSEC), Electronic Simplified Processing of Application for Registration of Companies (eSPARC); Zamboanga Extension Office
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee:		

	PHP 50 See other fees below

Formula / Schedule of Fees

- **Filing Fee for stock corporation based on the authorized capital stock**

  With par value: 1/5 of 1% of the authorized capital stock but not less than P 2,000 or the subscription price of the subscribed capital stock whichever is higher;

  Without par value: 1/5 of 1% of the authorized capital stock computed at P100 per share but not less than P 2,000 or the issue value of the subscribed capital stock whichever is higher;

57. Registration of Corporations through the Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular with ZERO Processing

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

The following are the various company type to choose form:

1. *Stock Corporation*

As to composition:

1. *One Person Corporation*
2. *Corporation with 2 to 15 incorporators*

As to ownership:

1. *All Filipino*
2. *With Foreign equity participation*

As to Company type:

1. *Domestic Corporations*

1. *Non-stock Corporation*

As to Company sub-types:

1. *Corporation Sole*
2. *Non-stock/Non-profit*
3. *Foundation*
4. *Federation*
5. *Microfinance*
6. *Religious Aggregate*
7. *Condominium Corporation*

As to ownership:

1. *All Filipino*
2. *With foreign equity participation*

Office or Division:	Zamboanga Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *System-generated*	
2. Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *System-generated* • *Original copy should be signed (wet signature) and notarized* • *corporate name;* • *business activity;* • *principal office address;* • *names, nationality, residences and Tax Identification Numbers (TIN) of natural Filipino incorporators/officer (for corporations composed of 2-15 incorporators) or single incorporator, nominee and alternate nominee (for One Person Corporation).* • *capital structure;* • *name of treasurer and TIN;* • *Undertaking to change company name;* • *Printed names and with original signatures of the single stockholder, nominee and alternate nominee of all incorporators for corporations with 2-15 incorporators or single stockholder, nominee and alternate nominee for One Person Corporation;* • *Notarization or Authentication*	
3. By-Laws (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: • *System-generated*	

- *Original copy should be signed (wet signature)*
- *Needs to be submitted for corporations with 2 -15 incorporators only. For One Person Corporations, no by-laws required.*

For Situational Requirement	
A. For Initial Processing of Ordinary Corporations	
A.1. Joint Affidavit of Undertaking to Change Name, in case not incorporated in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)* • *Original copy should be signed (wet signature) and notarized*	
Sub Situational Requirement/s	
A.a. If Articles of Incorporation and By-Laws are executed in a foreign jurisdiction	
A.a.1. Authenticated/Apostilled Articles of Incorporation and By-Laws and supporting documents (1) Original Copy And (1) Electronic Copy	Applicant / Client
A.b. If Incorporator/s is/are a Juridical Entity	
A.b.1. Board Resolution/Directors'/Trustees' Certificate or Secretary's Certificate (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Authenticated/Apostilled (if executed in a foreign jurisdiction)*	
B. Endorsement/Clearance from other government agencies	
Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For Clearance from other SEC departments	
Sub Situational Requirement/s	

C.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
C.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
C.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
C.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD
C.c. For Financial Technology (FinTech) related business activities	
C.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
C.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;*	

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

D. For Foundation	
D.1. Notarized certificate of bank deposit of the contribution (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *which shall not be less than P1,000,000.00*	
D.2. Statement of Willingness to allow the Commission to conduct an audit (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate and Partnership Registration Division
Remarks: *System-generated*	
E. For Federation	
E.1. of Member-Associations certified by the Corporate Secretary and attested by the President (2) Original Copy And (1) Electronic Copy	Applicant / Client
F. For Confederation	
F.1. List of Member-Federations certified by the Corporate Secretary and attested by the President (2) Original Copy And (1) Electronic Copy	Applicant / Client
G. For Condominium Corporation/Association	
G.1. Notarized Copy of the Master Deed with primary entry of the Register of Deeds (2) Original Copy And (1) Electronic Copy	Applicant / Client
G.2. Certification that there is no existing similar condominium association within the condominium project	Securities and Exchange Commission - Corporate and

(2) Original Copy And (1) Electronic Copy			Partnership Registration Division	
Remarks: *System-generated* *Applicant Condominium Corporation/Association to be executed by the Corporate Secretary*				
H. For Non-Stock Religious Aggregate				
H.1. Affidavit of Affirmation/Verification by the chief priest, rabbi, minister, or presiding elder, (not required if already part of the Articles of Incorporation) (2) Original Copy And (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ **Location:** https://esparc.sec.gov.ph/	1.1. Approves proposed company name and/or trade name/s in accordance with SEC Memorandum Circular No. 13, Series of 2019	None	2 working day/s	• Administrative Assistant II; Zamboanga Extension Office • Information Officer II; Zamboanga Extension Office
	1.2. Pre-processes all corporate information submitted		4 working day/s, 6 hour/s, 55 minute/s	• Administrative Assistant II; Zamboanga Extension Office • Specialist I; Zamboanga Extension Office • Securities Counsel I ; Zamboanga

				Extension Office
	1.3. Prepares and issues the Payment Assessment Form (PAF)		30 minute/s	• Administrative Officer III; Zamboanga Extension Office • Specialist II; Zamboanga Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: By-Laws: PHP 1000 Total: PHP 1000 **Formula Fees** Breakdown: Filing FeeRegistration of Stock and Transfer Book/Membership BookName ReservationLegal Research FeeDocumentary Stamp Tax	30 minute/s	• Administrative Officer III; Zamboanga Extension Office • Specialist II; Zamboanga Extension Office
3. Generates and prints the Digital Certificate **Location:** eSPARC	3. The eSPARC system issues the Digital Certificate	None	5 minute/s	• eSPARC System; Zamboanga Extension Office
Total Processing Time:		Working Days: 7 working day/s		

Total Processing Fee:	Total Standard Fee: PHP 1000 See other fees below

Formula / Schedule of Fees

- **Filing Fee**

  Stock corporation with par value - ⅕ of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher

  Stock corporation without par value - ⅕ of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher

  Non- Stock corporation – PHP 1,000

- **Registration of Stock and Transfer Book/Membership Book**

  Stock and Transfer Book – PHP 150

  Membership Book – PHP 75

- **Name Reservation**

  PHP 100 per Corporate Name

  *Additional Php100 per trade name/s

- **Legal Research Fee**

  1% of the computed Filing Fees for Amended Articles of Incorporation and/or By-Laws

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

58. Registration of Corporations through the Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular ZERO where payment for subscription is other than Cash

This service details the procedure for registration of Stock Corporation where payment for subscription is other than Cash through Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular Zero.

Office or Division:	Zamboanga Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *System-generated*	
2. Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *System Generated*	
3. By-Laws (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *System-generated*	
For Situational Requirement	
A. Additional requirements based on kind of payment for subscription	
Sub Situational Requirement/s	

A.a. If subscription payment is through Land and/ Building/Condominium Unit	
A.a.1. Detailed schedule of the property showing the registered owner, location, area, TCT/CCT No., tax declaration number and the basis of transfer value (appraised/market value/assessed value/zonal value) certified by the treasurer (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.a.2. Copy of TCT/CCT and tax declaration sheet certified by Register of Deeds and Assessor's Office, respectively (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.a.3. Latest zonal value certified by BIR, if transfer value is based on zonal value (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.a.4. Appraisal report by authorized appraiser, if transfer value is based on appraised value (not more than 6 months old) (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.a.5. Deed of Assignment (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.a.6. If property is mortgaged, submit mortgage/creditor's certification on the outstanding loan balance and written consent to the transfer of property (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.a.7. For assignment of building where assignor is not owner of the land, submit lease contract on land and consent of landowner to the transfer (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.a.8. Affidavit of Undertaking by an incorporator of the corporation to submit the proof of transfer to the corporation within the prescribed period (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.b. If subscription payment is through Untitled Lands	
A.b.1. Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least thirty (30) years and the possessor had introduced improvements thereon, if any (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.b.2. Duplicate original or certified true copies of the tax declaration sheets (2) Original Copy And (1) Electronic Copy	Applicant / Client

A.b.3. Latest realty tax receipts (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.4. Affidavit by the transferor attesting continuous and open possession of the property and that the property is not tenanted (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.5. Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.6. Duplicate original or certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument affecting the property recorded in the Register of Deeds for the province or city where the land is situated (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.7. Affidavit executed by the transferor (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *attesting to the:* 1. *Existence (or non-existence) of easements over the untitled property* 2. *Kind/description of the easement and its location* 3. *Whether the transferor is the dominant estate or the servient estate, by virtue of such easements*	
A.b.8. Under oath undertaking of the transferor/subscribed to answer for any liability that the corporation might incur by virtue if the acceptance of said property paid-up capital (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.9. Clearance or certification from the Department of Agrarian Reform (DAR) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Department of Agrarian Reform - Documentation and Coordination Division

Remarks: *attesting the following:* 1. *There is no other claimant to the untitled land* 2. *It has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party or* 3. *The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP)*	
A.b.10. Blue Print Survey of the Plan as approved by the Bureau of Lands (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.11. Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/assessed value/zonal value or appraised value) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.12. Latest zonal valuation certified by BIR, if transfer value is based on zonal value (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.13. Appraisal report by authorized appraiser, if transfer value is based on appraised value (not more than 6 month old) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.14. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.15. Affidavit of undertaking to submit certified true copy of the original certificate of title in the name of transferee-corporation within one (1) year from the date of receipt of the approval of the application (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.c. If subscription payment is through Inventories/Furniture/Personal Properties	
A.c.1. Detailed schedule of the property showing the description and transfer value certified by the treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.c.2. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

A.d. If subscription payment is through Heavy Equipment and Machinery	
A.d.1. Detailed schedule of the properties showing the description and the transfer value certified by the treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.d.2. Appraisal report by authorized appraiser (not more than 6 months old). If the property is imported, a valuation report with description of the property by the Bangko Ng Pilipinas (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.d.3. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.e. If subscription payment is through Shares of Stock	
A.e.1. Detailed schedule of the shares of stock showing the name of stockholder, stock certificate number, number of shares and the basis of transfer value whether market or book value certified by the treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.e.2. Audited financial statements of the investee company as of the last fiscal year stamped received by BIR and SEC (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.e.3. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.e.4. Certification by the Corporate Secretary of the investee company that the shares of stock are outstanding in the name of assignor (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.e.5. Photocopy of the stock certificate (present original for verification) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.e.6. Latest market quotation in newspaper or certification from stock exchange/broker as to latest market price of the shares of stock (if listed in the Stock Exchange) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.e.7. Affidavit of Undertaking by an incorporator of the corporation to submit the required proof of transfer within	Applicant / Client

the prescribed period (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	
A.f. If subscription payment is through Motor Vehicle	
A.f.1. Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified by the treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.f.2. Photocopy of the Certificate of Registration and latest Official Receipt of Registration (present the original for verification) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.f.3. Appraisal report by authorized appraiser (not more than six month old) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.f.4. Deed of assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.f.5. Affidavit of undertaking by an incorporator of the corporation to submit the required proof of transfer within the prescribed period (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.g. If subscription payment is through Sea Vessel/Aircraft	
A.g.1. Detailed schedule of the vessel/aircraft showing registered owner, registry number, technical description, and appraised value certified by the treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.g.2. Certified true copy of the certificate of ownership (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.g.3. Appraisal report by authorized appraiser (not more than 6 month old) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.g.4. Certificate of seaworthiness/airworthiness issued by appropriate government agency (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.g.5. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo	Applicant / Client

Copy	
A.g.6. Affidavit of Undertaking by an incorporator of the corporation to submit the required proof of transfer within the prescribed period (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.h. If subscription payment is Intangible	
A.h.1. Photocopy of the System Purchase Agreement or any documents as proof of ownership (for a software) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.h.2. Copy of Certificate of Registration of Intellectual Property Rights, mining permit for mining claims or rights (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.h.3. Appraisal report by an accredited appraisal company or licensed Filipino mining engineer for mining rights/claims (not more than 6 month old) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.h.4. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.i. If subscription payment is through Net Assets by way of conversion of single proprietorship/partnership into corporation	
A.i.1. Audited Financial Statements (AFS) of single proprietorship partnership/division of a corporation for spin-off as of last fiscal year (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.i.2. Long-form audit report of item no. 1 (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.i.3. Deed of Assignment of the assets and liabilities to the corporation (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.i.4. ist of creditors showing the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.i.5. Detailed schedule of properties with certificates of registration/title and their respective book values certified by the company accountant	Applicant / Client

(1) Electronic Copy And (1) Original Copy And (1) Photo Copy	
A.i.6. Photocopy of the certificate of registration of the motor vehicles (present original for verification) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.i.7. Copy of TCT/CCT and tax declaration sheets certified by the Register of Deeds and Assessor's Office, respectively (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.i.8. Photocopy of stock certificate (present original for verification) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.i.9. DTI Certificate of Registration (for single proprietorship) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Department of Trade and Industry - DTI Regional and Provincial Offices
A.i.10. Affidavit of Undertaking by an incorporator of the corporation to submit the required proof of transfer within the prescribed period (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.j. If subscription payment is Lands	
A.j.1. Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/assessed value/zonal value or appraised value) (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.j.2. Latest zonal valuation certified by BIR, if transfer value is based on zonal value (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.j.3. Appraisal report by authorized appraiser, if transfer value is based on appraised value (not more than 6 month old) (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.j.4. Deed of Assignment (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.j.5. Affidavit of undertaking to submit certified true copy of the original certificate of title in the name of transferee-corporation within one (1) year from the date of receipt of the approval of the application (2) Original Copy And (1) Electronic Copy	Applicant / Client
B. For One Person Corporation	
B.1. Letter of Acceptance of the Nominee and Alternate Nominee	Applicant / Client

(1) Electronic Copy And (1) Original Copy And (1) Photo Copy	
Sub Situational Requirement/s	
B.a. If single stockholder is a trustee, administrator, executor, guardian, conservator, custodian, or other person exercising fiduciary duties	
B.a.1. Proof of Authority (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
C. Endorsement from other government agencies	
Sub Situational Requirement/s	
C.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
C.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
D. For Clearance from other SEC departments	
Sub Situational Requirement/s	
D.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
D.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
D.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
D.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
D.c. For Financial Technology (FinTech) related business activities	
D.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);*	

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

D.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)

Remarks:

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

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of	1.1. Approves proposed company name and/or trade	None	2 working day/s	• SEC Administrative

Application for Registration of Company) through https://esparc.sec.gov.ph **Location:** ttps://esparc.sec.gov.ph/ **Notes/Instruction:** *If payment for subscription is other than cash, additional documentary requirements should be submitted.*	name/s in accordance with SEC Memorandum Circular No. 13, Series of 2019			Assistant II; Zamboanga Extension Office
	1.2. Processes and evaluates the legal aspects of the registration application.		8 working day/s, 6 hour/s, 55 minute/s	• Specialist I; Zamboanga Extension Office • Securities Counsel I ; Zamboanga Extension Office
	1.3. Processes and evaluates the financial aspects of the registration application.		9 working day/s	• Specialist I; Zamboanga Extension Office • Securities Counsel I ; Zamboanga Extension Office
	1.4. Issues Payment Assessment Form (PAF) to the applicant		30 minute/s	• Administrative Officer III; Zamboanga Extension Office • Specialist II; Zamboanga Extension Office

2. Pays the filing fee through through eSPAYSEC **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: By-Laws: PHP 1000 --- Total: PHP 1000 **Formula Fees** Breakdown: Registration of Corporation Registration of Stock and Transfer Book/Membership BookName ReservationLegal Research FeeDocumentary Stamp Tax	30 minute/s	• Administrative Officer III; Zamboanga Extension Office • Specialist II; Zamboanga Extension Office
3. Generates and prints the Digital Certificate **Location:** eSPARC **Notes/Instruction:** Remarks: To secure the original copy of the Certificate, clients shall submit two (2) sets of originally signed documentary requirements with original proof of payment within sixty (60) calendar days from the date of issuance of the Digital Certificate	3. The eSPARC system issues the Digital Certificate	None	5 minute/s	• eSPARC System; Zamboanga Extension Office

Total Processing Time:	Working Days: 20 working day/s
Total Processing Fee:	Total Standard Fee: PHP 1000 See other fees below

Formula / Schedule of Fees

- **Registration of Corporation**

  Stock corporation with par value - ⅕ of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher

  Stock corporation without par value - ⅕ of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher

  Non- Stock corporation – PHP 1,000

- **Registration of Stock and Transfer Book/Membership Book**

  Stock and Transfer Book – PHP 150

  Membership Book – PHP 75

- **Name Reservation**

  PHP 100 per Corporate Name

  *Additional Php 100 per trade name

- **Legal Research Fee**

  1% of the computed Filing Fees for Amended Articles of Incorporation and/or By-Laws

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

59. Registration of Corporations, with more than 40% foreign equity, through the ESPARC (Electronic Simplified Processing of Application for Registration of Company) where payment for subscription is Cash except Licensing of Foreign Corporations, Registration of Partnerships, and Licensing of Lending and Financing Companies

This service details the procedure in applying for registration of a non-Philippine national domestic corporation

Non-Philippine National shall mean a corporation organized under the laws of the Philippines of which at least 60% of the capital stock outstanding and entitled to vote is owned and held by citizens of the Philippines

Office or Division:	Zamboanga Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 7 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *System-generated*	
2. Articles of Incorporation (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *System-generated*	

3. Foreign Investments Act (FIA) Application Form (F-100) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *SEC Website* *(https://www.sec.gov.ph/wp-content/uploads/2019/11/SEC_Form_No.F-100.pdf)*	
For Situational Requirement	
A. For Ordinary Stock and Non-Stock Corporation	
A.1. By-Laws (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *System-generated* **except for Corporation Sole*	
A.2. Joint Affidavit of Undertaking to Change Name, in case not incorporated in the Articles of Incorporation (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)*	
Sub Situational Requirement/s	
A.a. In case the treasurer is a foreigner and the business activity of the registrant is a partly-nationalized activity	
A.a.1. Affidavit of Relinquishment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b. If Articles of Incorporation and By-Laws are executed in a foreign jurisdiction	
A.b.1. Authenticated/Apostilled Articles of Incorporation and By-Laws and supporting documents (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.c. If Incorporator/s is/are a Juridical Entity	

A.c.1. Board Resolution/Directors'/Trustees' Certificate or Secretary's Certificate (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *Authenticated/Apostilled if executed in a foreign jurisdiction*	
A.c.2. Certificate of Incorporation and Articles of Incorporation or latest General Information Sheet (GIS) of Filipino corporate subscriber/s (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.c.3. Proof of existence/registration of foreign corporate subscriber/s (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
B. For One Person Corporation	
B.1. Letter of Acceptance of the Nominee and Alternate Nominee (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Sub Situational Requirement/s	
B.a. If single stockholder is a trustee, administrator, executor, guardian, conservator, custodian, or other person exercising fiduciary duties	
B.a.1. Proof of Authority (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
C. For Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies, and foundation	
C.1. Clearance from Corporate Governance and Finance Department (CGFD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Corporate Governance and Finance Department
D. For Capital Market Institutions	
D.1. Clearance from Markets and Securities Regulation Department (MSRD) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Markets and Securities Regulation Department
E. For Financial Technology (FinTech) related business activities [Operators of payment systems; Payment Service Providers; Electronic Money Issuers (EMI); Non-bank EMIs; Alternative Credit Scoring Companies; AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); KYC/Security Companies (KYC Service Providers); Digital Banks; Digital Asset Exchanges; Virtual Asset Service Providers; Play-to-Earn Platforms;	

o E-Commerce Companies; Crowdfunding Platforms; RegTech Companies (RegTech Service Providers); SupTech Companies (SupTech Service Providers); and Digital Advisers/Robo-Advisers]	
E.1. PhiliFintech Innovation Office (PIO) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office
E.2. Enforcement and Investor Protection Department (EIPD) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department
F. For Bank and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
F.1. Endorsement from Bangko Sentral ng Pilipinas (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Bangko Sentral ng Pilipinas - Financial Supervision Sector
G. For Insurance/Health Maintenance Organization	
G.1. Endorsement from Insurance Commission (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Insurance Commission - Legal Services Group - Licensing Division
H. For foreign retailer	
H.1. Certification of Inward Remittance of Foreign Exchange showing compliance of the foreign retailer with the minimum paid-up capital requirement of Twenty-Five Million Pesos (P25,000,000.00) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
H.2. Apostilled/authenticated Certification that the Home State of the Foreign Retailer provides reciprocity to Filipinos (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ and encodes corporate information	1.1. Verifies and approves proposed company name and/or trade name/s if compliant with SEC Memorandum Circular No. 13, Series of 2019	None	1 working day/s	• SEC Administrative Assistant II; Zamboanga Extension Office

Location: https://esparc.sec.gov.ph/				• Information Officer II; Zamboanga Extension Office
	1.2. Assigns to processors		30 minute/s	• SEC Administrative Assistant II; Zamboanga Extension Office • Information Officer II; Zamboanga Extension Office
	1.3. Reviews the application and issues Payment Assessment Form (PAF) if compliant		5 working day/s, 6 hour/s	• Administrative Assistant II; Zamboanga Extension Office • Specialist I; Zamboanga Extension Office • Securities Counsel I ; Zamboanga Extension Office
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:**	2. Issues payment confirmation containing the electronic Official Receipt via e-mail	**Standard Fees** Breakdown: By-Laws: PHP 1000 Foreign Investments Act: PHP 3000	1 working day/s	• Administrative Officer III; Zamboanga Extension Office

espaysec.sec.gov.ph/ payment-portal/home		Total: PHP 4000 **Formula Fees** Breakdown: Registration of Corporation Registration of Stock and Transfer Book/Membership BookName ReservationLegal Research FeeDocumentary Stamp Tax		
3. Submits the documentary requirements with proof of payment through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** Securities and Exchange Commission Zamboanga Extension Office	3.1. Officially receives and stamps the hard copies of the registration application and forwards to the Support Staff	None	4 hour/s	• Administrative Assistant II; Zamboanga Extension Office
	3.2. Generates the Certificate of Incorporation		4 hour/s	• Administrative Assistant II; Zamboanga Extension Office
	3.3. Reviews the application and signs the Certificate of Incorporation		5 working day/s	• Director; Zamboanga Extension Office
	3.4. Sends appointment through email indicating the date of release of the Certificate		30 minute/s	• Administrative Assistant II; Zamboanga

				Extension Office
4. Proceeds to the Releasing section, presents the original proof of payment and receives the signed Certificate of Incorporation **Location:** Securities and Exchange Commission Zamboanga Extension Office	4. Enters company name in the Masterlist, releases the Certificate together with registration application and stamps release the official receipt	None	1 hour/s	• Administrative Assistant II; Zamboanga Extension Office
Total Processing Time:		Working Days: 14 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 4000 See other fees below		

Formula / Schedule of Fees

- **Registration of Corporation**

  Stock corporation with par value - ⅕ of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher

  Stock corporation without par value - ⅕ of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher

  Non- Stock corporation – PHP 1,000

- **Registration of Stock and Transfer Book/Membership Book**

  Stock and Transfer Book – PHP 150

  Membership Book – PHP 75

- **Name Reservation**

  PHP 100 per proposed name/s or trade name/s

- **Legal Research Fee**

  1% of the computed Filing Fees for Amended Articles of Incorporation and/or By-Laws

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

60. Registration of Corporations, with more than 40% foreign equity, through the ESPARC (Electronic Simplified Processing of Application for Registration of Company) where payment for subscription is other than Cash except Licensing of Foreign Corporations, Registration of Partnerships, and Licensing of Lending and Financing Companies

This service details the procedure in applying for registration of a non-Philippine national domestic corporation

Non-Philippine National shall mean a corporation organized under the laws of the Philippines of which at least 60% of the capital stock outstanding and entitled to vote is owned and held by citizens of the Philippines

Office or Division:	Zamboanga Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *System-generated*	
2. Articles of Incorporation (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *System-generated*	
3. Foreign Investments Act (FIA) Application Form (F-100) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Zamboanga Extension Office

Remarks: *SEC Website* *(https://www.sec.gov.ph/wp-content/uploads/2019/11/SEC_Form_No.F-100.pdf)*	
For Situational Requirement	
A. For Ordinary Stock and Non-Stock Corporation	
A.1. By-Laws (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *System-generated* **except for Corporation Sole*	
A.2. Joint Affidavit of Undertaking to Change Name, in case not incorporated in the Articles of Incorporation (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)*	
Sub Situational Requirement/s	
A.a. In case the treasurer is a foreigner and the business activity of the registrant is a partly-nationalized activity	
A.a.1. Affidavit of Relinquishment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b. If Articles of Incorporation and By-Laws are executed in a foreign jurisdiction	
A.b.1. Authenticated/Apostilled Articles of Incorporation and By-Laws and supporting documents (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.c. If subscription payment is through Building/Condominium Unit	
A.c.1. Detailed schedule of the property showing the registered owner, location, area, TCT/CCT No., tax declaration number and the basis of transfer value (appraised/market value/assessed value/zonal value) certified by the treasurer	Applicant / Client

(1) Electronic Copy And (1) Original Copy And (1) Photo Copy	
A.c.2. Copy of TCT/CCT and tax declaration sheet certified by Register of Deeds and Assessor's Office, respectively (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.c.3. Appraisal report by authorized appraiser, if transfer value is based on appraised value (not more than 6 months old) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.c.4. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.c.5. If property is mortgaged, submit mortgage/creditor's certification on the outstanding loan balance and written consent to the transfer of property (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.c.6. For assignment of building where assignor is not owner of the land, submit lease contract on land and consent of landowner to the transfer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.c.7. Affidavit of Undertaking by an incorporator of the corporation to submit the proof of transfer to the corporation within the prescribed period (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.d. If subscription payment is through Inventories/Furniture/Personal Properties	
A.d.1. Detailed schedule of the property showing the description and transfer value certified by the treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.d.2. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.e. If subscription payment is through Heavy Equipment and Machinery	
A.e.1. Detailed schedule of the properties showing the description and the transfer value certified by the treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.e.2. Appraisal report by authorized appraiser (not more than 6 months old). If the property is imported, a valuation	Applicant / Client

report with description of the property by the Bangko Ng Pilipinas (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	
A.e.3. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.e.4. Affidavit of undertaking by the transferor that the machinery is in good running condition (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.f. If subscription payment is through Shares of Stock	
A.f.1. Detailed schedule of the shares of stock showing the name of stockholder, stock certificate number, number of shares and the basis of transfer value whether market or book value certified by the treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.f.2. Audited financial statements of the investee company as of the last fiscal year stamped received by BIR and SEC (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.f.3. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.f.4. Certification by the Corporate Secretary of the investee company that the shares of stock are outstanding in the name of assignor (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.f.5. Photocopy of the stock certificate (present original for verification) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.f.6. Latest market quotation in newspaper or certification from stock exchange/broker as to latest market price of the shares of stock (if listed in the Stock Exchange) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.f.7. Affidavit of Undertaking by an incorporator of the corporation to submit the required proof of transfer within the prescribed period (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.g. If subscription payment is through Motor Vehicle	

A.g.1. Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified by the treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.g.2. Photocopy of the Certificate of Registration and latest Official Receipt of Registration (present the original for verification) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.g.3. Appraisal report by authorized appraiser (not more than six month old) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.g.4. Deed of assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.g.5. Affidavit of undertaking by an incorporator of the corporation to submit the required proof of transfer within the prescribed period (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.g.6. Affidavit of undertaking by the transferor that the motor vehicle is in good running condition (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.h. If subscription payment is through Sea Vessel/Aircraft	
A.h.1. Detailed schedule of the vessel/aircraft showing registered owner, registry number, technical description, and appraised value certified by the treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.h.2. Certified true copy of the certificate of ownership (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.h.3. Appraisal report by authorized appraiser (not more than 6 month old) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.h.4. Certificate of seaworthiness/airworthiness issued by appropriate government agency (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.h.5. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

A.h.6. Affidavit of Undertaking by an incorporator of the corporation to submit the required proof of transfer within the prescribed period (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.i. If subscription payment is Intangible	
A.i.1. Photocopy of the System Purchase Agreement or any documents as proof of ownership (for a software) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.i.2. Copy of Certificate of Registration of Intellectual Property Rights, mining permit for mining claims or rights (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.i.3. Appraisal report by an accredited appraisal company or licensed Filipino mining engineer for mining rights/claims (not more than 6 month old) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.i.4. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.j. If subscription payment is through Net Assets by way of conversion of single proprietorship/partnership into corporation	
A.j.1. Audited Financial Statements (AFS) of single proprietorship partnership/division of a corporation for spin-off as of last fiscal year (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.j.2. Long-form audit report of item no. 1 (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.j.3. Deed of Assignment of the assets and liabilities to the corporation (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.j.4. ist of creditors showing the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.j.5. Detailed schedule of properties with certificates of registration/title and their respective book values certified by the company accountant (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

A.j.6. Photocopy of the certificate of registration of the motor vehicles (present original for verification) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.j.7. Copy of TCT/CCT and tax declaration sheets certified by the Register of Deeds and Assessor's Office, respectively (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.j.8. Photocopy of stock certificate (present original for verification) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.j.9. DTI Certificate of Registration (for single proprietorship) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Department of Trade and Industry - DTI Regional and Provincial Offices
A.j.10. Affidavit of Undertaking by an incorporator of the corporation to submit the required proof of transfer within the prescribed period (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.k. If Incorporator/s is/are a Juridical Entity	
A.k.1. Board Resolution/Directors'/Trustees' Certificate or Secretary's Certificate (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *Authenticated/Apostilled if executed in a foreign jurisdiction*	
A.k.2. Certificate of Incorporation and Articles of Incorporation or latest General Information Sheet (GIS) of Filipino corporate subscriber/s (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.k.3. Proof of existence/registration of foreign corporate subscriber/s (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
B. For One Person Corporation	
B.1. Letter of Acceptance of the Nominee and Alternate Nominee (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Sub Situational Requirement/s	

B.a. If single stockholder is a trustee, administrator, executor, guardian, conservator, custodian, or other person exercising fiduciary duties	
B.a.1. Proof of Authority (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
C. For Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies, and foundation	
C.1. Clearance from Corporate Governance and Finance Department (CGFD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Corporate Governance and Finance Department
D. For Capital Market Institutions	
D.1. Clearance from Markets and Securities Regulation Department (MSRD) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Markets and Securities Regulation Department
E. For Financial Technology (FinTech) related business activities [Operators of payment systems; Payment Service Providers; Electronic Money Issuers (EMI); Non-bank EMIs; Alternative Credit Scoring Companies; AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); KYC/Security Companies (KYC Service Providers); Digital Banks; Digital Asset Exchanges; Virtual Asset Service Providers; Play-to-Earn Platforms; o E-Commerce Companies; Crowdfunding Platforms; RegTech Companies (RegTech Service Providers); SupTech Companies (SupTech Service Providers); and Digital Advisers/Robo-Advisers]	
E.1. PhiliFintech Innovation Office (PIO) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office
E.2. Enforcement and Investor Protection Department (EIPD) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department
F. For Bank and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
F.1. Endorsement from Bangko Sentral ng Pilipinas (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Bangko Sentral ng Pilipinas - Financial Supervision Sector
G. For Insurance/Health Maintenance Organization	
G.1. Endorsement from Insurance Commission (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Insurance Commission - Legal Services Group - Licensing Division
H. For foreign retailer	

H.1. Certification of Inward Remittance of Foreign Exchange showing compliance of the foreign retailer with the minimum paid-up capital requirement of Twenty-Five Million Pesos (P25,000,000.00) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy			Applicant / Client	
H.2. Apostilled/authenticated Certification that the Home State of the Foreign Retailer provides reciprocity to Filipinos (1) Electronic Copy And (1) Original Copy And (1) Photo Copy			Applicant / Client	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ and encodes corporate information **Location:** https://esparc.sec.gov.ph/	1.1. Verifies and approves proposed company name and/or trade name/s if compliant with SEC Memorandum Circular No. 13, Series of 2019	None	1 working day/s	• Administrative Assistant II; Zamboanga Extension Office • Information Officer II; Zamboanga Extension Office
	1.2. Assigns to processors		30 minute/s	• Administrative Assistant II; Zamboanga Extension Office • Information Officer II; Zamboanga Extension Office
	1.3. Examines online whether the documents submitted are complete in form and in substance, then forwards it to the		13 working day/s	• Administrative Assistant II; Zamboanga

	post auditor for further review			Extension Office • Specialist I; Zamboanga Extension Office • Securities Counsel I ; Zamboanga Extension Office
	1.4. Reviews the application		14 working day/s	• Securities Counsel II; Zamboanga Extension Office
	1.5. Issues Payment Assessment Form (PAF)		30 minute/s	• Administrative Officer III; Zamboanga Extension Office • Specialist II; Zamboanga Extension Office
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: By-Laws: PHP 1000 Foreign Investments Act: PHP 3000 --- Total: PHP 4000 **Formula Fees** Breakdown: Registration	1 working day/s	• Administrative Officer III; Zamboanga Extension Office • Specialist II; Zamboanga Extension Office

		of Corporation Registration of Stock and Transfer Book/Membership BookName ReservationLegal Research FeeDocumentary Stamp Tax		
3. Submits the documentary requirements with proof of payment to the Receiving Counter through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209	3.1. Officially receives and stamps the hard copies of the registration application	None	2 hour/s	• Administrative Assistant II; Zamboanga Extension Office
	3.2. Generates the Certificate of Incorporation		1 hour/s	• Administrative Assistant II; Zamboanga Extension Office
	3.3. Reviews and approves the application		10 working day/s, 3 hour/s	• Director; Zamboanga Extension Office
	3.4. Sends appointment through email indicating the date of release of the Certificate		30 minute/s	• Administrative Assistant II; Zamboanga Extension Office
4. Proceeds to the Releasing Section, presents the original proof of payment and receives the Certificate of Incorporation	4. Enters company name in the Masterlist, releases the Certificate together with registration application and	None	30 minute/s	• Administrative Assistant II; Zamboanga

Location: SEC Headquarters, 5th Floor, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209	stamps release the official receipt			Extension Office
Total Processing Time:	Working Days: 40 working day/s			
Total Processing Fee:	Total Standard Fee: PHP 4000 See other fees below			

Formula / Schedule of Fees

- **Registration of Corporation**

  Stock corporation with par value - ⅕ of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher

  Stock corporation without par value - ⅕ of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher

  Non- Stock corporation – PHP 1,000

- **Registration of Stock and Transfer Book/Membership Book**

  Stock and Transfer Book – PHP 150

  Membership Book – PHP 75

- **Name Reservation**

  PHP 100 per proposed name/s or trade name/s

- **Legal Research Fee**

  1% of the computed Filing Fees for Amended Articles of Incorporation and/or By-Laws

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

61. Registration of Non-Stock Corporations through the Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular Only (with Digital Certificate and Post-Audit Evaluation)

This service details the procedure for registration of the following non-stock corporation through Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular Only;

As to Company sub-types:

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

As to ownership:

a. All Filipino
b. With foreign equity participation

Office or Division:	Zamboanga Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *System-generated*	
2. Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga

	Extension Office

Remarks:

System-generated

- *Original copy should be signed (wet signature)*

- *corporate name;*
- *business activity;*
- *principal office address;*
- *names, nationality, residences and Tax Identification Numbers (TIN) of natural Filipino incorporators/officer (for corporations composed of 2-15 incorporators) or single incorporator, nominee and alternate nominee (for One Person Corporation).*
- *capital structure;*
- *name of treasurer and TIN;*
- *Undertaking to change company name;*
- *Printed names and with original signatures of the single stockholder, nominee and alternate nominee of all incorporators for corporations with 2-15 incorporators or single stockholder, nominee and alternate nominee for One Person Corporation;*
- *Notarization or Authentication*

3. By-Laws (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office

Remarks:

- *System-generated*
- *Original copy should be signed (wet signature)*
- *Needs to be submitted for corporations with 2 -15 incorporators only. For One Person Corporations, no by-laws required.*

4. Certificate of Authentication (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office

Remarks:

- *System-generated*
- *Original copy should be signed (wet signature)*

For Situational Requirement

A. Additional Requirement, if applicable;

A.1. Joint Affidavit of Undertaking to Change Name, in case not incorporated in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office

Remarks:

SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)

- *Original copy should be signed (wet signature) and notarized*

Sub Situational Requirement/s	
A.a. If Articles of Incorporation and By-Laws are executed in a foreign jurisdiction	
A.a.1. Authenticated/Apostilled Articles of Incorporation and By-Laws and supporting documents (1) Original Copy And (1) Electronic Copy	Applicant / Client
A.b. If Incorporator/s is/are a Juridical Entity	
A.b.1. Board Resolution/Directors'/Trustees' Certificate or Secretary's Certificate (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Authenticated/Apostilled (if executed in a foreign jurisdiction)*	
A.c. For non-stock religious aggregate	
A.c.1. Affidavit of Affirmation/Verification by the chief priest, rabbi, minister, or presiding elder, (not required if already part of the Articles of Incorporation) (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.d. For foundation	
A.d.1. Notarized certificate of bank deposit of the contribution, which shall not be less than P1,000,000.00 Statement of Willingness to allow the Commission to conduct an audit (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.e. For federation	
A.e.1. List of Member-Associations certified by the Corporate Secretary and attested by the President (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.f. For confederation	
A.f.1. List of Member-Federations certified by the Corporate Secretary and attested by the President (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.g. For condominium corporation/association	
A.g.1. Notarized Copy of the Master Deed with primary entry of the Register of Deeds (2) Original Copy And (1) Electronic Copy	Condominium Developer and Register of Deeds - Condominium Developer and Register of Deeds
A.g.2. Certification that there is no existing similar condominium association within the condominium project	Applicant Condominium Corporation/Association to be

(2) Original Copy And (1) Electronic Copy	executed by the Corporate Secretary - Applicant Condominium Corporation/Association to be executed by the Corporate Secretary
B. Endorsement/Clearance from other government agencies	
Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For Clearance from other SEC departments	
Sub Situational Requirement/s	
C.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
C.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
C.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
C.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
C.c. For Financial Technology (FinTech) related business activities	
C.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;*	

- *AI/Big Data Companies;*
- *InsurTech Companies (InsurTech Service Providers);*
- *KYC/Security Companies (KYC Service Providers);*
- *Digital Banks;*
- *Digital Asset Exchanges;*
- *Virtual Asset Service Providers;*
- *Play-to-Earn Platforms;*
- *E-Commerce Companies;*
- *Crowdfunding Platforms;*
- *RegTech Companies (RegTech Service Providers);*
- *SupTech Companies (SupTech Service Providers); and*
- *Digital Advisers/Robo-Advisers.*

C.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)

Remarks:

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

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through	1.1. Approves proposed company name and/or trade name/s in accordance with SEC Memorandum	None	2 working day/s	• Administrative Assistant II; Zamboanga

https://esparc.sec.gov.ph/ **Location:** https://esparc.sec.gov.ph/	Circular No. 13, Series of 2019			Extension Office • Information Officer II; Zamboanga Extension Office
	1.2. Pre-processes all corporate information submitted		4 working day/s, 6 hour/s, 55 minute/s	• Administrative Assistant II; Zamboanga Extension Office • Specialist I; Zamboanga Extension Office • Securities Counsel I ; Zamboanga Extension Office
	1.3. Prepares and issues the Payment Assessment Form (PAF)		30 minute/s	• Administrative Officer III ; Zamboanga Extension Office • Specialist II ; Zamboanga Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: By-Laws: PHP 1000 Total: PHP 1000	30 minute/s	• Administrative Officer III; Zamboanga Extension Office • Specialist II; Zamboang

		Formula Fees Breakdown: Registration of Corporation Registration of Stock and Transfer Book/Membership BookName ReservationLegal Research FeeDocumentary Stamp Tax		a Extension Office
3. Generates and prints the Digital Certificate **Location:** eSPARC **Notes/Instruction:** To secure the original copy of the Certificate, clients shall submit four (4) sets of originally signed documentary requirements with original proof of payment within sixty (60) calendar days from the date of issuance of the Digital Certificate	3. The eSPARC system issues the Digital Certificate	None	5 minute/s	• eSPARC System; Zamboanga Extension Office
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1000 See other fees below		

Formula / Schedule of Fees

- **Registration of Corporation**

Stock corporation with par value - ⅕ of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher

Stock corporation without par value - ⅕ of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher

Non- Stock corporation – PHP 1,000

- **Registration of Stock and Transfer Book/Membership Book**

  Stock and Transfer Book – PHP 150

  Membership Book – PHP 75

- **Name Reservation**

  PHP 100 per Corporate Name

  *Additional Pgp100 per trade name

- **Legal Research Fee**

  1% of the computed Filing Fees for Amended Articles of Incorporation and/or By-Laws

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

62. Registration of Partnerships, with 0.01% foreign equity or more, through the ESPARC (Electronic Simplified Processing of Application for Registration of Company)

This service details the procedure in applying for registration of a non-Philippine national domestic partnerships

Non-Philippine National shall mean a domestic partnership that is wholly owned by citizens of the Philippines

Office or Division:	Zamboanga Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 7 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *System-generated*	
2. Signed & Notarized Articles of Partnership (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *System-generated* **with Tax Identification Numbers (TIN) of Filipino partners including domestic partnership (to be written in the Articles of partnership and applicable document/s) and/or Tax Identification Numbers (TIN) or passport numbers of foreign partners (to be written in the Articles of Partnership and applicable document/s)* **must be Authenticated/Apostilled, if executed in a foreign jurisdiction*	

3. Foreign Investments Act (FIA) Application Form (F-105) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Zamboanga Extension Office
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2019/11/F-105.doc)* **must be Authenticated/Apostilled, if executed in a foreign jurisdiction*	
For Situational Requirement	
A. If a partner in the partnership is a Foreign Company	
A.1. Proof of existence of foreign company (if a partner in the partnership agreement is signed in the home country) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.2. Board Resolution of the Foreign Company authorizing it to be a partner in a Contract of Partnership (Authenticated/Apostilled Document) and designating the authorized signatures (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
B. For Financial Technology (FinTech) related business activities [Operators of payment systems; Payment Service Providers; Electronic Money Issuers (EMI); Non-bank EMIs; Alternative Credit Scoring Companies; AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); KYC/Security Companies (KYC Service Providers); Digital Banks; Digital Asset Exchanges; Virtual Asset Service Providers; Play-to-Earn Platforms; o E-Commerce Companies; Crowdfunding Platforms; RegTech Companies (RegTech Service Providers); SupTech Companies (SupTech Service Providers); and Digital Advisers/Robo-Advisers]	
B.1. PhiliFintech Innovation Office (PIO) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office
B.2. Enforcement and Investor Protection Department (EIPD) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department
C. For Bank and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
C.1. Endorsement from Bangko Sentral ng Pilipinas (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Bangko Sentral ng Pilipinas - Financial Supervision Sector
D. For Insurance/Health Maintenance Organization	
D.1. Endorsement from Insurance Commission (1) Electronic Copy And (1) Original Copy And (1) Photo	Insurance Commission - Legal Services Group - Licensing

Copy	Division
E. For foreign retailer	
E.1. Certification of Inward Remittance of Foreign Exchange showing compliance of the foreign retailer with the minimum paid-up capital requirement of Twenty-Five Million Pesos (P25,000,000.00) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
E.2. Apostilled/authenticated Certification that the Home State of the Foreign Retailer provides reciprocity to Filipinos (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ and encodes corporate information **Location:** https://esparc.sec.gov.ph/ **Notes/Instruction:** If the application is found to be for compliance during the evaluation stage, the applicant will have to go back to Step 1 for the submission of requirements	1.1. Verifies and approves proposed company name and/or trade name/s if compliant with SEC Memorandum Circular No. 13, Series of 2019	None	1 working day/s	• SEC Administrative Assistant II; Zamboanga Extension Office • Information Officer II; Zamboanga Extension Office
	1.2. Assigns to processors		30 minute/s	• Administrative Assistant II; Zamboanga Extension Office • Information Officer II; Zamboanga Extension Office
	1.3. Reviews the application and issues Payment		5 working day/s	• Administrative Assistant

	Assessment Form (PAF) if compliant			II; Zamboanga Extension Office • Specialist I; Zamboanga Extension Office • Securities Counsel I ; Zamboanga Extension Office
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the electronic Official Receipt via e-mail	**Standard Fees** Breakdown: Foreign Investments Act: PHP 3000 --- Total: PHP 3000 **Formula Fees** Breakdown: Articles of PartnershipName ReservationLegal Research FeeDocumentary Stamp Tax	1 working day/s	• Administrative Officer III; Zamboanga Extension Office • Specialist II; Zamboanga Extension Office
3. Submits the documentary requirements with proof of payment through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:**	3.1. Officially receives and stamps the hard copies of the registration application and forwards to the Support Staff	None	4 hour/s	• Administrative Assistant II; Zamboanga Extension Office
	3.2. Generates the Certificate		2 hour/s	• Administrative

Securities and Exchange Commission Zamboanga Extension Office				Assistant II; Zamboanga Extension Office
	3.3. Reviews the application and signs the Certificate of Incorporation		6 working day/s	• Director; Zamboanga Extension Office
	3.4. Sends appointment through email indicating the date of release of the Certificate		1 hour/s	• Administrative Assistant II; Zamboanga Extension Office
4. Proceeds to the Releasing Section, presents the original proof of payment and receives the signed Certificate of Incorporation **Location:** Securities and Exchange Commission Zamboanga Extension Office	4. Enters company name in the Masterlist, releases the Certificate together with registration application and stamps release the official receipt	None	30 minute/s	• Administrative Assistant II; Zamboanga Extension Office
Total Processing Time:		Working Days: 14 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 3000 See other fees below		

Formula / Schedule of Fees

- **Articles of Partnership**

  ⅕ of 1% of the Partnership's Capital but not less than PHP 2,000

- **Name Reservation**

  PHP 100 per proposed name/s or trade name/s

- **Legal Research Fee**

1% of the computed Filing Fees

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

63. Request for Payment of Fines in Installment Basis

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

Office or Division:	Zamboanga Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	General transacting public and business entities for stock and non-stock registered corporations.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Letter request for the installment (1) Electronic Copy	Applicant / Client
2. Copy of Monitoring Sheet with final assessment (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office

Remarks:

The client may be asked to provide the copy if it is not available in the online database.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Send a letter requesting for installment of payment of fines together with attachments to imessage.sec.gov.ph **Location:** Zamboanga Extension Office imessage.sec.gov.ph	1.1. Assign the letter request.	None	10 minute/s	• Director; Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office • Securities Counsel I; Zamboanga

				Extension Office
	1.2. Review the request if it will qualify for installment of payment of fines.		1 hour/s	• Securities Counsel I; Zamboanga Extension Office
	1.3. Prepare Memorandum to the Commission En Banc. Note: For corporations with Petition to Lift Order of Revocation/ Suspension and requesting for payment in installment, the Memorandum shall be through the Supervising Commissioner of the Department.		1 working day/s	• Securities Counsel I; Zamboanga Extension Office
	1.4. Review the Memorandum. Note: If there are corrections, return the Memorandum to the Securities Counsel.		1 working day/s	• Director; Zamboanga Extension Office
	1.5. Present the request to the Commission En Banc through the Supervising Commissioner as the case may be, for approval. Note: The processing time varies on the schedule of presentation to the Commission En Banc.		10 working day/s	• Securities Counsel I; Zamboanga Extension Office
	1.6. Approves the request for payment in installment of fines.		20 minute/s	• Commission En Banc; Office of the SEC Chairperson

				• Supervising Commissioner; Office of the Commissioner
	1.7. Secure a copy of the En Banc Resolution from the Commission Secretary.		1 working day/s	• Securities Counsel I; Zamboanga Extension Office
	1.8. Inform the applicant about the decision of the Commission En Banc and/or Supervising Commissioner through e-mail or iMessage. Note: The Confirmation of Payment (COP) shall be issued upon full payment of fines.		1 hour/s	• Securities Counsel I; Zamboanga Extension Office

2. Request for the Payment Assessment Form (PAF). **Location:** Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home **Notes/Instruction:** 2.2. Pay the first and/or subsequent installments. Note: Assigned monitor will check monthly compliance of the particular corporation on their staggered payments.	2.1. Receive the Official Receipt from the applicant.	**Formula Fees** Breakdown: Penalties/Fines	10 minute/s	• Securities Counsel I; Zamboanga Extension Office
	2.2. Forward the PAF and/or Monitoring Sheet to the Director for review and for signature.		10 minute/s	• Securities Counsel I; Zamboanga Extension Office
	2.3. Review and sign the Confirmation of Payment or Monitoring Sheet upon full payment of fines. Note: COP is issued only upon full payment; For corporations with Petition to Lift the Order of Revocation/Suspension, the COP and the Order granting the Petition shall be withheld until full payment of fines.		20 minute/s	• Director; Zamboanga Extension Office
3. Receives the Confirmation of Payment of Fines. **Location:** Zamboanga Extension Office iMessage: imessage@sec.gov.ph	3. Release the Confirmation of Payment to the sender's email address or i-Message.	None	1 hour/s	• Securities Counsel I; Zamboanga Extension Office
Total Processing Time:		Working Days: 13 working day/s, 4 hour/s, 10 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		
Formula / Schedule of Fees				

- **Penalties/Fines**

  Guidelines on the Imposition of fines or penalties for non-compliance with reportorial requirements; Memorandum Circular No. 06, series of 2024

  SEC Resolution No. 756, s. 2013 and

  SEC Resolution No. 757, s. 2013

64. Request for Reduction of Fines

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

Office or Division:	Zamboanga Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	For request for reduction of fines, general transacting public and business entities for: 1.) Non-stock corporations pursuing noble purposes, such as: I. Religious Corporations; II. Those engaged in educational, charitable, religious, literary, scientific, cultural and cicic services, and; III. Those engaged in assisting, uplifting or promoting the welfare and interest of the physically handicapped, orphans, farmers and underprivileged.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Letter request for the reduction of fines (1) Electronic Copy	Applicant / Client
2. Copy of Monitoring Sheet with final assessment (1) Electronic Copy	Securities and Exchange Commission - Zamboanga Extension Office

Remarks:

The client may be asked to produce the electronic copy of the Monitoring Sheet with final assessment if the said document is not encoded in the online database.

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Send a letter requesting for reduction of fines	1.1. Assign the letter request.	None	10 minute/s	• Director; Zamboanga

together with attachments to imessage.sec.gov.ph **Location:** Zamboanga Extension Office imessage.sec.gov.ph				Extension Office • Seurities Counsel II; Zamboanga Extension Office • Securities Counsel I; Zamboanga Extension Office
	1.2. Review the request if it will qualify for reduction of fines.		1 hour/s	• Securities Counsel I; Zamboanga Extension Office
	1.3. Prepare Memorandum to the Commission En Banc. Note: For corporations with Petition to Lift Order of Revocation/ Suspension and requesting for payment in installment, the Memorandum shall be through the Supervising Commissioner of the Department.		1 working day/s	• Securities Counsel I; Zamboanga Extension Office
	1.4. Review and sign the Memorandum. Note: If there are corrections, return the Memorandum to the Securities Counsel.		1 working day/s	• Director; Zamboanga Extension Office
	1.5. Present the request to the Commission En Banc through the Supervising Commissioner as the case may be, for approval. Note: The processing time		10 working day/s	• Securities Counsel I; Zamboanga Extension Office

	varies on the schedule of the presentation to Commission En Banc.			
	1.6. Approves the request for reduction of fines.		20 minute/s	• Commission En Banc; Office of the SEC Chairperson • Supervising Commissioner; Office of the Commissioners
	1.7. Secure a copy of the En Banc Resolution from the Commission Secretary.		1 working day/s	• Securities Counsel I; Zamboanga Extension Office
	1.8. Inform the applicant about the decision of the Commission En Banc and/or Supervising Commissioner through e-mail or iMessage. Note: The Confirmation of Payment (COP) shall be issued upon full payment of the total reduced amount.		30 minute/s	• Securities Counsel I; Zamboanga Extension Office
2. 2. Request for the Payment Assessment Form (PAF). 2.1. Pay the reduced amount of penalties as stated in the Payment Assessment Form. **Location:** Zamboanga Extension Office iMessage:	2.1. Prepares the Payment Assessment Form and forwards it to the client via e-mail or iMessage.	**Formula Fees** Breakdown: Penalties/Fines	1 working day/s	• Securities Counsel I; Zamboanga Extension Office
	2.2. Receive the Official Receipt from the applicant.		10 minute/s	• Securities Counsel I; Zamboanga Extension Office

imessage.sec.gov.ph Any Landbank of the Philippines branch or online payment through eSPAYSEC: espaysec.sec.gov.ph	2.3. Forward the Confirmation of Payment and/or Monitoring Sheet to the Director for review and for signature.		7 hour/s	• Securities Counsel I; Zamboanga Extension Office
	2.4. Review and sign the Confirmation of Payment or Monitoring Sheet upon full payment of the total amount reduced. Note: For corporations with Petition to Lift the Order of Revocation/Suspension, the COP and the Order granting the Petition shall be withheld until full payment of the total reduced fines.		1 working day/s	• Director; Zamboanga Extension Office
3. Receives the Confirmation of Payment of Fines. **Location:** Zamboanga Extension Office iMessage: imessage.sec.gov.ph	3. Release the Confirmation of Payment to the sender's email address or iMessage.	None	7 hour/s	• Securities Counsel I; Zamboanga Extension Office
Total Processing Time:		Working Days: 17 working day/s, 10 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Penalties/Fines**

  Guidelines on the Imposition of fines or penalties for non-compliance with reportorial requirements; Memorandum Circular No. 06, series of 2024

  SEC Resolution No. 756, s. 2013 and

  SEC Resolution No. 757, s. 2013

65. Submission of Registration Documents of Partnerships and Corporations Registered through the Electronic Simplified Processing of Application for Registration of Companies (eSPARC) - Regular Processing and One day Submission and E-Registration of Companies (OneSEC)

Partnerships and Corporations registered through eSPARC - Regular Processing are required to submit hard copies of their verified registration documents within 60 days from the date stated in the Digital Certificate of Incorporation. Domestic Stock Corporations, including one-person corporations and those with 2 to 15 incorporators registered through OneSEC are required to submit hard copies of their registration documents within 1 year from the date stated in the Digital Certificate of Incorporation.

Office or Division:	Zamboanga Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business)
Who may avail:	Target SEC Clients/Stakeholders
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *This document is system-generated through the Electronic Simplified Processing of Application for Registration of Companies (eSPARC): https://esparc.sec.gov.ph/application*	
2. Application Summary Form (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *This document is system-generated through the Electronic Simplified Processing of Application for Registration of Companies (eSPARC): https://esparc.sec.gov.ph/application*	
3. Articles of Incorporation or Articles of Partnership (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks:	

This document is system-generated through the Electronic Simplified Processing of Application for Registration of Companies (eSPARC): https://esparc.sec.gov.ph/application *After downloading, client must sign and optionally have it notarized.*	
4. Certificate of Authentication (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *This document is system-generated through the Electronic Simplified Processing of Application for Registration of Companies (eSPARC): https://esparc.sec.gov.ph/application* *After downloading, client must sign.*	
5. By-Laws (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *This document is system-generated through the Electronic Simplified Processing of Application for Registration of Companies (eSPARC): https://esparc.sec.gov.ph/application* *After downloading, client must sign.*	
6. Payment Assessment Form (1) Original Copy And (1) Photo Copy	Applicant / Client
7. Electronic Receipt (1) Original Copy And (1) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit two (2) hard copies of the registration documents and avail of Stock and Transfer or Membership Book. **Location:** Securities and Exchange Commission -	1.1. Receive and check completeness of documents	**Possible Fees** Breakdown: Stock and Transfer/Membership Book : PHP 400	6 hour/s	• Administrative Assistant II; Zamboanga Extension Office
	1.2. Post-audit the application		6 hour/s	• Securities Counsel I;

Zamboanga Extension Office				Zamboanga Extension Office • Securities Counsel II; Zamboanga Extension Office
	1.3. Print the Certificate of Registration		4 hour/s	• Administrative Assistant II; Zamboanga Extension Office
	1.4. Approve the application		1 working day/s	• Director I; Zamboanga Extension Office
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		
Possible Fees • **Stock and Transfer/Membership Book** : 400				

Cagayan De Oro Extension Office

External Services

1. a) Certification of Paid-up Capital / Capital Structure / Percentage of Ownership for Domestic Stock Corporations Classified as Philippine National, and b) Certification of Capital / Contribution of Domestic Partnerships Classified as Philippine National

This service details the adopted online procedure and documentary requirements for issuance of the following Certifications:

a. *Certification of Paid-up Capital Capital Structure,Percentage of Ownership of Philippine National Domestic Corporation, based on any of the following:*

i. *Articles of Incorporation, for newly registered corporations;*
ii. *Audited Financial Statements (AFS) as of the latest fiscal year, duly received by the BIR and SEC;*
iii. *Interim Audited Financial Statements, if there is/are payment/s on unpaid subscription/s or additional issuance/s of shares through cash infusion/s made subsequent to item a(ii);*
iv. *Latest approved Increase in Authorized Capital Stock, if approval is subsequent to item a(ii); or*
v. *Latest approved Confirmation of Valuation, if approval is subsequent to item a(ii)*

b. *Certification of Capital Contribution of Philippine National Domestic Partnerships, based on either:*

i. *Articles of Partnership, for newly recorded partnerships; or*
ii. *Latest approved Amended Articles of Partnership.*

Note that this service is exclusively for Domestic Stock Corporations or Partnerships classified as Philippine National. For corporations/partnerships classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department (CRMD).

For pre-processing of new applications, scanned copies of the required documents shall be submitted through the following:

- ***iMessage:*** *imessage.sec.gov.ph*

Office or Division:	Cagayan De Oro Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations or Partnerships classified as Philippine National. For corporations/partnerships classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station

	(FIRST) Division of the Company Registration and Monitoring Department (CRMD).
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Combined Notarized Secretary's Certificate on: a. Request for Certification; b. List of stockholders showing the present capital structure of the Company (Names of stockholders, nationality, no. of shares and amount subscribed, amount of paid-up capital) ; and c. non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: *Download the Combined Secretary's Certificate for* ***Certification of Paid-up Capital / Capital Structure / Percentage of Ownership for Domestic Stock Corporations Classified as Philippine National*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Certification-of-Paid-up-Capital_Corporation.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
2. Audited Financial Statements as of the last fiscal year, stamped received by SEC and BIR (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Information and Communications Technology Department (ICTD)
Remarks: *To be provided by the Company, in case the Company did not file* *Note: The one (1) photo copy will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses	
A.1. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Cagayan de Oro Extension Office
Remarks: *Monitoring request through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login*	

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

B. Additional Requirement if in case there is/are payment/s to unpaid subscription/s or additional issuance of shares out of the unissued authorized capital stock thru cash infusion made after the fiscal year or after the approval of the increase in capital stock and/or confirmation of valuation:

B.1. Audited Interim Financial Statements (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

External Auditor to be engaged by the Company

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

C. Additional Requirement if the request is Certification of Percentage of Ownership:

C.1. Stock and transfer book of the corporation (to be presented for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Notes:

- *The original copy will be presented for verification during the processing stage.*
- *The two (2) photo copies will be submitted upon payment of the corresponding fees.*

D. If the request is Certification of Partners' Contribution for Partnership:

D.1. Letter request signed by corporate officer / duly authorized representative (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office

Remarks:

Download below:

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Certification-of-Paid-up-Capital_Partnership.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIB

				LE (Designation; Office)
1. Upload the electronic copy of complete requirements for new application by creating a ticket through the iMessage at imessage.sec.gov.ph **Location:** **iMessage:** imessage.sec.gov.ph **Notes/Instruction:** • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the Specialist will prepare a checklist of deficiencies and inform and return it to the applicant through the iMessage. For submission of compliance documents, the client will directly send it to the assigned Specialist's through the iMessage. The assigned Specialist will acknowledge the receipt of compliance documents then proceed to	1.1. Verifies completeness of the uploaded documents. If complete, acknowledges, records and assigns the ticket to a Specialist.	None	1 working day/s	• Administrative Assistant II; Cagayan De Oro Extension Office
	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		6 working day/s	• Securities Specialist II; Cagayan De Oro Extension Office • Administrative Officer IV; Cagayan De Oro Extension Office

Agency Step 1.2. • If upon evaluation, the application does not meet the requirements of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous				
	1.3. Reviews the submitted documents along with the final report and, if compliant, orders the Specialist to issue the Payment Assessment Form (PAF)		7 working day/s	• Securities Specialist II; Cagayan De Oro Extension Office • Administrative Officer IV; Cagayan De Oro Extension Office
	1.4. Prepares and Sends the Payment		1 working day/s	• Securities Specialist

cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)	Assessment Form (PAF) to the applicant through iMessage			II; Cagayan De Oro Extension Office • Administrative Officer IV; Cagayan De Oro Extension Office
2. Upload the scanned copy of the proof of payment of filing fees by replying to the ticket thread in the iMessage portal, and await the release of the electronic copy of the duly signed certificate **Location:** **iMessage:** imessage.sec.gov.ph	2.1. Receives and acknowledges the receipt of proof of payment	None	4 hour/s	• Securities Specialist II; Cagayan De Oro Extension Office • Administrative Officer IV; Cagayan De Oro Extension Office
	2.2. Prepares the Certificate and		1 working day/s	• Securities Specialist

	forwards it to the Reviewing Specialist for review.			II; Cagayan De Oro Extension Office • Administrative Officer IV; Cagayan De Oro Extension Office
	2.3. Reviews and initials the certificate, then forwards to Support Staff for signature of the Director.		1 working day/s	• Securities Specialist II; Cagayan De Oro Extension Office • Administrative Officer IV; Cagayan De Oro Extension Office
	2.4. Signs the Certificate of Paid-up Capital/Capital Structure/Percentage of Ownership		1 working day/s	• Director; Cagayan De Oro Extension Office
	2.5. Scans and uploads the signed Certificate to the Document Verification System to generate a QR Code, forwards the electronic copy of the duly signed certificate to the assigned Specialist		6 hour/s	• Administrative Assistant II; Cagayan De Oro Extension Office
	2.6. Sends and releases the electronic copy of the signed certificate through the iMessage portal and tags the ticket as closed.		6 hour/s	• Securities Specialist II; Cagayan De Oro Extension Office • Administrative Officer IV;

				Cagayan De Oro Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		

2. Amendment to shorten the corporate term (Voluntary Dissolution under Section 136 of the RCC) where the proposed expiration of the corporate term [must contemplate a future date] is less than one year, from approval of the application for amendment under Regular Processing

This service details the procedure and the documentary requirements for amendment of Stock and Non-Stock Corporations to shorten the corporate term where the proposed expiration is less than one year, from the approval of the application under Regular Processing.

Office or Division:	Cagayan De Oro Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered stock domestic corporations with foreign equity participation of not more than forty percent (40%) and non-stock corporations, except lending corporations and financing companies, through their Authorized Representatives.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Amended Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client
3. Directors` or Trustees` Certificate (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *Original copy should be signed (wet signature) and notarized* • *notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors and stockholders, (iii) the date and place of the stockholders' meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed name.* *Secure sample format through the SEC Website:*	

- *Director's Certificate:- https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf*

- *Trustees' Certificate- https://www.sec.gov.ph/wp-content/uploads/2019/11/Trustees_Certificate.pdf*

Sub Requirement	
3.A. For One Person Corporation	
3.A.1. Notarized Resolution of the Single Stockholder (2) Original Copy And (1) Electronic Copy	Applicant / Client

Remarks:

- *signed by the single stockholder and Corporate Secretary*
- *https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm_RESOLUTION-opc.docx*

4. Audited Financial Statements as of the last fiscal year stamped received by SEC and BIR (2) Original Copy And (1) Electronic Copy	Applicant / Client

Remarks:

EXCEPT:

1. *Where the applicant has ceased operations for at least one (1) year, it shall submit: a) Audited Financial Statements as of the last fiscal year of operation; and b) Affidavit of non-operation certified under oath by the President and Treasurer*
2. *Where the applicant has no operation since incorporation, it shall submit: a) Balance Sheet certified under oath by the Treasurer and President; b) Affidavit of non-operation certified under oath by the President and Treasurer; To be provided by the Company 67 c) Certificate of non-registration issued by the BIR*
3. *Where the applicant corporation (stock or nonstock) is with total assets or liabilities of less than Six Hundred Thousand Pesos (Php600,000.00), it shall submit its Balance Sheet as of last preceding fiscal year certified under oath by the President and Treasurer*

5. Certification under oath by the President and Treasurer (2) Original Copy And (1) Electronic Copy	Applicant / Client

Remarks:

certifying that:

1. *the dissolution is not prejudicial to the interest of the creditors; and*
2. *there is no opposition from any creditor from the time of publication of the notice of dissolution up to the filing of the dissolution with the Commission*

6. Bureau of Internal Revenue (BIR) Tax Clearance Certificate (2) Original Copy And (1) Electronic Copy	Bureau of Internal Revenue - BIR
7. Publisher's Affidavit of Publication of the notice of meeting (once) (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Publisher of a newspaper of general circulation*	
8. Notarized Secretary's Certificate of no pending case of intra-corporate dispute (2) Original Copy And (1) Electronic Copy	SECURITIES AND EXCHANGE COMMISSION - Cagayan de Oro Extension Office
Remarks: *Download Secretary's Certificate sample form through this link: https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx*	
9. Clearance/Favorable recommendation from other Departments of the Commission or from the appropriate (2) Original Copy And (1) Electronic Copy	Applicant / Client
For Situational Requirement	
A. For Clearance from other SEC departments	
Sub Situational Requirement/s	
A.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
A.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
A.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
A.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
A.c. For Financial Technology (FinTech) related business activities	
A.c.1. PhiliFintech Innovation Office (PIO) and Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO) and Enforcement and Investor Protection Department (EIPD)

Remarks:

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

B. Endorsement from other government agencies				
Sub Situational Requirement/s				
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services				
B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy			Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas	
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization				
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy			Insurance Commission - Insurance Commission	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, and submit the application in the eAMEND portal (Regular Processing) **Location:**	1.1. Verifies completeness of the submitted amendment requirements and assigns the application to Processors	None	1 hour/s	• SEC Administrative Assistant II; Cagayan De Oro Extension Office
	1.2. Processes and evaluates the legal		4 working day/s, 6	• Securities Counsel II;

(https://eamend.sec.gov.ph/login)	aspects of the dissolution application.		hour/s, 50 minute/s	Cagayan De Oro Extension Office • Securities Counsel I; Cagayan De Oro Extension Office
	1.3. Processes and evaluates the financial aspects of the dissolution application.		5 working day/s	• SEC Securities Examiner III; Corporate and Partnership Registration Division (CPRD) • Securities Counsel II; Cagayan De Oro Extension Office • Securities Counsel I; Cagayan De Oro Extension Office
	1.4. Issues Payment Assessment Form (PAF) to the applicant.		5 minute/s	• Securities Counsel II; Cagayan De Oro Extension Office • Securities Counsel I; Cagayan De Oro Extension Office
2. Pays the filing fee through SEC-accredited Landbank branches or through eSPAYSEC **Location:**	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: AMENDED ARTICLES OF	5 minute/s	• Financial Management Department; Financial Manageme

https://espaysec.sec.gov.ph/		INCORPORATION: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 Total: PHP 1040		nt Department (FMD)
3. Submits the documentary requirements with proof of payment to the Cagayan de Oro Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** Cagayan de Oro Extension Office	3.1. Receives and verifies documentary requirements and proof of payment	None	5 minute/s	• Administrative Assistant II; Cagayan De Oro Extension Office
	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minute/s	• Administrative Assistant II; Cagayan De Oro Extension Office
	3.3. Prepares and generates the Certificate of Amended Articles of Incorporation		10 minute/s	• Administrative Assistant II; Cagayan De Oro Extension Office
	3.4. Reviews the application and signs the Certificate of Amended Articles of Incorporation		9 working day/s, 7 hour/s	• Director; Cagayan De Oro Extension Office
	3.5. Forwards the signed Certificate of Amended Articles of Incorporation to the Releasing Unit.		10 minute/s	• Administrative Assistant II; Cagayan De Oro Extension Office

	3.6. Tags the application through the eAmend Portal to issue the Notice for Schedule of Appointment on the release of the Certificate of Amendment of Articles of Incorporation and/or By-Laws		5 minute/s	• Administrative Assistant II; Cagayan De Oro Extension Office
4. Proceeds to Cagayan de Oro Extension Office for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Amended Articles of Incorporation **Location:** Cagayan de Oro Extension Office	4. Releases signed Certificate of Amended Articles of Incorporation	None	15 minute/s	• Administrative Assistant II; Cagayan De Oro Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1040		

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

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

1. *Articles of Incorporation*

- *Prefatory Clause;*
- *Corporate Name/Business Name;*
- *Primary Purpose;*
- *Secondary Purpose;*
- *Change in the Principal Office Address;*
- *Terms of Existence;*
- *Increase or Decrease in the Number of the Board of Directors/Trustees;*
- *Features of Shares, except if simultaneously filed with an application for increase of capital stock, or reclassification/declassification of shares;*
- *Provision for the Undertaking to Change Name;*
- *Fiscal Year for One Person Corporations (OPCs);*

1. *By-Laws*

- *Adoption of Corporate Name in the By-Laws;*
- *Provision for Transfer of Stock and Rights of Stockholders or Interest (e.g. Right of First Refusal, Pre-Emptive Rights);*
- *Amendment of a Corporation Sole (change of corporate name, change of address, change of primary purpose)*
- *Provision for Tax Exemption for Non-Stock;*
- *Date of Annual Meeting of the stockholders/members;*
- *Fiscal Year;*
- *Audit of Books and Dividends;*
- *Seal;*
- *Subscription, Issuance and Transfer of Shares;*
- *Suspension, Expulsion and Termination of Membership;*
- *The Form for Proxies of Stockholders/Members and the Manner of Voting Them;*
- *The Manner of Election or Appointment, Qualification, Functions, and the Term of Office of All Officers other than Directors/Trustees;*
- *The Place and Manner of Calling and Conducting Regular Meetings of the Stockholders/Members;*
- *The Powers, Qualifications, Duties, Term, and Compensation of Directors/Trustees;*
- *The Required Quorum in Meetings of Stockholders/Members;*
- *The Time, Place, and Manner of Calling and Conducting Regular or Special Meetings of the Directors/Trustees;*
- *The Time, Place, and Manner of Calling and Conducting Special Meetings of the Stockholders/Members; and*
- *Amendments of Amended By-Laws concerning two (2) to four (4) provisions thereof.*

Office or Division:	Cagayan De Oro Extension Office

Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All registered stock domestic corporations with foreign equity participation of not more than forty percent (40%) and non-stock corporations, except lending corporations and financing companies, through their Authorized Representatives.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: *With downloadable system-generated forms in the eAmend Portal*	
2. Amendment Form (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *With downloadable system-generated forms in the eAmend Portal* • *notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed names* • ***For corporation sole**: Original copies should be signed (wet signature) and notarized*	
3. Amended Articles of Incorporation/By-Laws (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • ***two (2) copies shall be submitted together with all the documentary requirements uploaded in the eAMEND portal** (Please submit the Amended Articles of Incorporation/By-laws incorporating the proposed provisions. The amendments must be clearly underlined and annotated with the phrase "(As amended on [date of meeting])" immediately following the amended provision. Kindly ensure that no established facts are removed or modified in the process.)*	

4. Monitoring Clearance (1) Original Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: *Application for Monitoring Clearance through: ewatch.sec.gov.ph* • *If there is no valid and available Monitoring Clearance, submit an Affidavit of Undertaking for Monitoring from the eAMEND System.* • *If you have previously used an Affidavit of Undertaking for your amendment application, kindly submit a valid Monitoring Clearance for your current application.*	
5. Affidavit of Undertaking for Post-Evaluation (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *With downloadable system-generated forms in the eAmend Portal*	
For Situational Requirement	
A. For Clearance from other SEC departments	
Sub Situational Requirement/s	
A.a. For Financial Technology (FinTech) related business activities	
A.a.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and*	

- *Digital Advisers/Robo-Advisers.*

A.a.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)

Remarks:

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

B. Endorsement from other government agencies	
Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For applications with Amendment of By-laws	
Sub Situational Requirement/s	
C.a. Air Transport	
C.a.1. Civil Aeronautics Board Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.b. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions	

C.b.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.c. Educational Institution: (stock & non-stock)	
C.c.1. Department of Education Endorsement for Elementary (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.c.2. Commission on Higher Education Endorsement for College, Tertiary Course (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.c.3. Technical Education Skills and Development Authority Endorsement for Technical Vocational Course (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.d. Electric Power Plant/Trading of Petroleum Products	
C.d.1. Department of Education Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.e. Hospital, Dental, Medical Clinics	
C.e.1. Department of Health Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.f. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.f.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.g. Money Changer and Remittance Services	
C.g.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.h. Non-Chartered Government Owned and Controlled Corporation	
C.h.1. Government Commission for Government-owned and Controlled Corporation Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.i. Professional Association	
C.i.1. Professional Regulation Commission Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.j. Radio, TV, Telephone, Internet Service Providers, Value-Added Service Provider	
C.j.1. National Telecommunications Commission Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.k. Recruitment for Overseas Employment	
C.k.1. Philippine Overseas Employment Administration Endorsement	Applicant / Client

(2) Original Copy And (1) Electronic Copy	
C.l. Security Agency/ Anti-Crime Task Force	
C.l.1. Philippine National Police Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.m. Tobacco Related Business	
C.m.1. National Tobacco Administration Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.n. Volunteer Fire Brigade	
C.n.1. Bureau of Fire Protection (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.o. Vessel/Ship Operation, Ship Management. Shipbuilding, Ship Repair, Shipping Agency, Ship Husbanding, Ship Chandling and other Maritime related activities	
C.o.1. Maritime Industry Authority (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.p. Water Service Providers and Waterworks	
C.p.1. Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
D. For Amendment of Corporate Name	
Sub Situational Requirement/s	
D.a. For Amendment of Corporate Name	
D.a.1. Name Verification Slip for Amendment of Corporate Name with Proof of Payment of Reservation Fee (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Request through iMessage: imessage.sec.gov.ph*	
D.a.2. Affidavit of a director, trustees or officer undertaking to change corporate name, if not stated in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

				(Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, pays the filing fee through through eSPAYSEC and submit the application in the eAMEND portal (Regular Processing) **Location:** **(https://eamend.sec.gov.ph/login)**	1.1. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: Amended Articles of Incorporation: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 Total: PHP 1040 **Possible Fees** Breakdown: Amendment of By-Laws: PHP 1000 **Formula Fees** Breakdown: Name Reservation Slip	5 minute/s	• eAMEND System; Cagayan De Oro Extension Office
	1.2. Verifies completeness and correctness of the submitted amendment requirements and assigns the application to the Processors if the documents are complete.		1 hour/s	• Administrative Assistant II; Cagayan De Oro Extension Office
	1.3. Processes and evaluates application for amendment.		6 working day/s, 6 hour/s, 45 minute/s	• Securities Counsel II; Cagayan De Oro Extension Office • Securities Counsel I; Cagayan De Oro Extension Office • Securities Specialist II; Cagayan De Oro Extension Office • Accounting Specialist I; Cagayan De Oro Extension Office
	1.4. Tags the application Complete and issue the Digital Certificate of Amendment of Articles of		5 minute/s	• Securities Counsel II; Cagayan De Oro Extension Office

	Incorporation and/or By-Laws			• Securities Counsel I; Cagayan De Oro Extension Office • Securities Specialist II; Cagayan De Oro Extension Office • Securities Specialist I; Cagayan De Oro Extension Office
2. Generates the Digital Certificate **Location:** https://eamend.sec.gov.ph/login **Notes/Instruction:** To secure the original copy of the Certificate, the applicant has to submit two (2) sets of originally signed documentary requirements with original proof of payment within a period fifteen (15) days from the date of issuance of the Digital Certificate	2. None	None	5 minute/s	• None; Any of requesting office / division
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1040 See other fees below		
Possible Fees • **Amendment of By-Laws** : 1000				

Formula / Schedule of Fees

- **Name Reservation Slip**

  Php 100 per Corporate Name

  *Additional Php 100 per trade name

4. Application for Amendment of By-Laws concerning five or more provisions and filing of New By-Laws of Domestic Corporations (eAMEND Regular Processing)

This service details the procedure in applying for amendments of the By-laws concerning five or more provisions and filing of New By-Laws through the eAMEND portal under Regular Processing.

1. *New By-Laws*
2. *Amendment of By-Laws concerning five or more provisions*

Office or Division:	Cagayan De Oro Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered stock domestic corporations with foreign equity participation of not more than forty percent (40%) and non-stock corporations, except lending corporations and financing companies, through their Authorized Representatives.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Amended By-Laws/ New By-Laws (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *Please use the most recent Articles of Incorporation and By-Laws, which have been duly approved by the Commission. Simply modify the sections that are being amended. Underline the amended provision and add "(as amended on [date of meeting])" after it.*	
3. Notarized Secretary's Certificate of no pending case of intra-corporate dispute (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office

Remarks: • *Original copy should be signed (wet signature) and notarized* • *Download Secretary's Certificate sample form through this link: https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx*	
4. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: • *If there is no valid and available Monitoring Clearance, submit an Affidavit of Undertaking for Monitoring from the eAMEND System.* • *If you have previously used an Affidavit of Undertaking for your amendment application, kindly submit a valid Monitoring Clearance for your current application.* *Application for Monitoring Clearance through: ewatch.sec.gov.ph*	
5. Directors` or Trustees` Certificate (2) Original Copy And (1) Electronic Copy	SECURITIES AND EXCHANGE COMMISSION - Cagayan de Oro Extension Office
Remarks: • *Original copy should be signed (wet signature) and notarized* • *notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed names* *Download Director's Certificate and/or Trustees' Certificate sample form through this link:* *Director's Certificate:- https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf* *Trustees' Certificate- https://www.sec.gov.ph/wp-content/uploads/2019/11/Trustees_Certificate.pdf*	
6. Clearance/Favorable recommendation from other Departments of the Commission or from the appropriate Government Agency if applicable (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Other Departments

For Situational Requirement	
A. For Clearance from other SEC departments	
Sub Situational Requirement/s	
A.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
A.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
A.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
A.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
A.c. For Financial Technology (FinTech) related business activities	
A.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
A.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)

Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
B. Endorsement from other government agencies	
Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For applications with Amendment of By-laws	
Sub Situational Requirement/s	
C.a. Air Transport	
C.a.1. Civil Aeronautics Board Endorsement (2) Original Copy And (1) Electronic Copy	Civil Aeronautics Board - Civil Aeronautics Board
C.b. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions	
C.b.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.c. Educational Institution: (stock & non-stock)	

C.c.1. Department of Education Endorsement for Elementary (2) Original Copy And (1) Electronic Copy	Department of Education - Department of Education
C.c.2. Commission on Higher Education Endorsement for College, Tertiary Course (2) Original Copy And (1) Electronic Copy	Commission on Higher Education - Commission on Higher Education
C.c.3. Technical Education Skills and Development Authority Endorsement for Technical Vocational Course (2) Original Copy And (1) Electronic Copy	Technical Education Skills and Development Authority - Technical Education Skills and Development Authority
C.d. Electric Power Plant/Trading of Petroleum Products	
C.d.1. Department of Energy Endorsement (2) Original Copy And (1) Electronic Copy	Department of Energy - Department of Energy
C.e. Hospital, Dental, Medical Clinics	
C.e.1. Department of Health Endorsement (2) Original Copy And (1) Electronic Copy	Department of Health - Department of Health
C.f. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.f.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C.g. Money Changer and Remittance Services	
C.g.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.h. Non-Chartered Government Owned and Controlled Corporation	
C.h.1. Government Commission for Government-owned and Controlled Corporation Endorsement (2) Original Copy And (1) Electronic Copy	Government Commission for Government-owned and Controlled Corporation - Government Commission for Government-owned and Controlled Corporation
C.i. Professional Association	
C.i.1. Professional Regulation Commission Endorsement (2) Original Copy And (1) Electronic Copy	Professional Regulation Commission - Professional Regulation Commission
C.j. Radio, TV, Telephone, Internet Service Providers, Value-Added Service Provider	
C.j.1. National Telecommunications Commission Endorsement (2) Original Copy And (1) Electronic Copy	National Telecommunications Commission - National Telecommunications Commission
C.k. Recruitment for Overseas Employment	

C.k.1. Philippine Overseas Employment Administration (2) Original Copy And (1) Electronic Copy			Philippine Overseas Employment Administration - Philippine Overseas Employment Administration	
C.l. Security Agency/ Anti-Crime Task Force				
C.l.1. Philippine National Police Endorsement (2) Original Copy And (1) Electronic Copy			Philippine National Police - Philippine National Police	
C.m. Tobacco Related Business				
C.m.1. National Tobacco Administration Endorsement (2) Original Copy And (1) Electronic Copy			National Tobacco Administration - National Tobacco Administration	
C.n. Volunteer Fire Brigade				
C.n.1. Bureau of Fire Protection Endorsement (2) Original Copy And (1) Electronic Copy			Bureau of Fire Protection - Bureau of Fire Protection	
C.o. Vessel/Ship Operation, Ship Management. Shipbuilding, Ship Repair, Shipping Agency, Ship Husbanding, Ship Chandling and other Maritime related activities				
C.o.1. Maritime Industry Authority Endorsement (2) Original Copy And (1) Electronic Copy			Maritime Industry Authority - Maritime Industry Authority	
C.p. Water Service Providers and Waterworks				
C.p.1. Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems Endorsement (2) Original Copy And (1) Electronic Copy			Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems - Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)

1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, and submit the application in the eAMEND portal (Regular Processing) **Location:** (https://eamend.sec.gov.ph/login)	1.1. Verifies completeness of the submitted amendment requirements and assigns the application to Processors.	None	1 hour/s	• SEC Administrative Assistant II; Cagayan De Oro Extension Office
	1.2. Processes and evaluates application for amendment		9 working day/s, 6 hour/s, 50 minute/s	• SEC Securities Specialist I; Cagayan De Oro Extension Office • Securities Counsel II; Cagayan De Oro Extension Office • Securities Counsel I; Cagayan De Oro Extension Office
	1.3. Issues Payment Assessment Form (PAF) to the applicant.		5 minute/s	• SEC Securities Specialist I; Cagayan De Oro Extension Office • Securities Counsel II; Cagayan De Oro Extension Office • Securities Counsel I; Cagayan De Oro Extension Office
2. Pays the filing fee through SEC-accredited landbank	2. Issues payment confirmation containing the	**Possible Fees** Breakdown: Amended	5 minute/s	• Accounting Division; Financial Manageme

branches or through eSPAYSEC **Location:** https://espaysec.sec.gov.ph/	Electronic Official Receipt via email	By-Laws: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 **Formula Fees** Breakdown: Name Reservation Slip		nt Department (FMD)
3. Submits the documentary requirements with proof of payment to the Cagayan de Oro Extension Office, through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** Cagayan de Oro Extension Office	3.1. Receives and verifies documentary requirements and proof of payment	None	5 minute/s	• Administrative Assistant II; Cagayan De Oro Extension Office
	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minute/s	• Administrative Assistant II; Cagayan De Oro Extension Office
	3.3. Prepares and generates the Certificate of Amendment of By-Laws/New By-Laws		10 minute/s	• SEC Administrative Assistant II; Cagayan De Oro Extension Office
	3.4. Reviews the application and signs the Certificate of Amendment of By-Laws/New By-Laws		9 working day/s, 7 hour/s	• Director; Cagayan De Oro Extension Office
	3.5. Forwards the signed Certificate of Amendment of By-		10 minute/s	• Administrative Assistant II;

	Laws/New By-Laws to the Releasing Unit.			Cagayan De Oro Extension Office
	3.6. Tags the application through the eAmend Portal to issue the Notice for Schedule of Appointment on the release of the Certificate of Amendment of By-Laws/New By-Laws		5 minute/s	• Administrative Assistant II; Cagayan De Oro Extension Office
4. Proceeds to Cagayan de Oro Extension Office for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Amended By-laws/New By-Laws **Location:** Cagayan de Oro Extension Office	4. Releases signed Certificate of Amended By-laws/New By-Laws	None	15 minute/s	• Administrative Assistant II; Cagayan De Oro Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Possible Fees

- **Amended By-Laws** : 1000
- **Legal Research Fee** : 10
- **Documentary Stamp Tax** : 30

Formula / Schedule of Fees

- **Name Reservation Slip**

  Php 100 per corporate name

*additional Php 100 per trade name

5. Application for amendment of corporate term where the proposed expiration is one (1) year or more than one (1) year under Section 136 of the RCC (under eAMEND Regular Processing)

This service details the procedure in applying for amendment of corporate term where the proposed expiration is one (1) year or more than one (1) year under Section 136 of the RCC.

Office or Division:	Cagayan De Oro Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered stock domestic corporations with foreign equity participation of not more than forty percent (40%) and non-stock corporations, except lending corporations and financing companies, through their Authorized Representatives.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: • *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Amended Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client
3. Directors` or Trustees` Certificate (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download Director's Certificate and/or Trustees' Certificate sample form through this link:* • *Director's Certificate:- https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf* • *Trustees' Certificate- https://www.sec.gov.ph/wp-content/uploads/2019/11/Trustees_Certificate.pdf* *Original copy should be signed (wet signature) and notarized*	

notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed names

4. Notarized Secretary's Certificate of no intra-corporate dispute (2) Original Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Download Secretary's Certificate sample form through this link: https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx

5. Monitoring Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office

Remarks:

Application for Monitoring Clearance through: ewatch.sec.gov.ph

For Situational Requirement

A. For Clearance from other SEC departments

Sub Situational Requirement/s

A.a. For Financial Technology (FinTech) related business activities

A.a.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)

Remarks:

- *Operators of payment systems;*
- *Payment Service Providers;*
- *Electronic Money Issuers (EMI);*
- *Non-bank EMIs;*
- *Alternative Credit Scoring Companies;*
- *Online Lending Companies;*
- *Peer-to-peer Lending Companies;*
- *AI/Big Data Companies;*
- *InsurTech Companies (InsurTech Service Providers);*
- *KYC/Security Companies (KYC Service Providers);*
- *Digital Banks;*
- *Digital Asset Exchanges;*
- *Virtual Asset Service Providers;*
- *Play-to-Earn Platforms;*
- *E-Commerce Companies;*

- *Crowdfunding Platforms;*
- *RegTech Companies (RegTech Service Providers);*
- *SupTech Companies (SupTech Service Providers); and*
- *Digital Advisers/Robo-Advisers.*

A.a.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)

Remarks:

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

B. Endorsement from other government agencies	
Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For applications with Amendment of By-laws	
Sub Situational Requirement/s	
C.a. Air Transport	
C.a.1. Civil Aeronautics Board Endorsement	Civil Aeronautics Board - Civil

(2) Original Copy And (1) Electronic Copy	Aeronautics Board
C.b. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions	
C.b.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.c. Educational Institution: (stock & non-stock)	
C.c.1. Department of Education Endorsement for Elementary (2) Original Copy And (1) Electronic Copy	Department of Education - Department of Education
C.c.2. Commission on Higher Education Endorsement for College, Tertiary Course (2) Original Copy And (1) Electronic Copy	Commission on Higher Education - Commission on Higher Education
C.c.3. Technical Education Skills and Development Authority Endorsement for Technical Vocational Course (2) Original Copy And (1) Electronic Copy	Technical Education Skills and Development Authority - Technical Education Skills and Development Authority
C.d. Electric Power Plant/Trading of Petroleum Products	
C.d.1. Department of Energy Endorsement (2) Original Copy And (1) Electronic Copy	Department of Energy - Department of Energy
C.e. Hospital, Dental, Medical Clinics	
C.e.1. Department of Health Endorsement (2) Original Copy And (1) Electronic Copy	Department of Health - Department of Health
C.f. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.f.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C.g. Money Changer and Remittance Services	
C.g.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.h. Non-Chartered Government Owned and Controlled Corporation	
C.h.1. Government Commission for Government-owned and Controlled Corporation Endorsement (2) Original Copy And (1) Electronic Copy	Government Commission for Government-owned and Controlled Corporation - Government Commission for Government-owned and Controlled Corporation
C.i. Professional Association	
C.i.1. Professional Regulation Commission Endorsement (2) Original Copy And (1) Electronic Copy	Professional Regulation Commission - Professional Regulation Commission

C.j. Radio, TV, Telephone, Internet Service Providers, Value-Added Service Provider	
C.j.1. National Telecommunications Commission Endorsement (2) Original Copy And (1) Electronic Copy	National Telecommunications Commission - National Telecommunications Commission
C.k. Recruitment for Overseas Employment	
C.k.1. Philippine Overseas Employment Administration Endorsement (2) Original Copy And (1) Electronic Copy	Philippine Overseas Employment Administration - Philippine Overseas Employment Administration
C.l. Security Agency/ Anti-Crime Task Force	
C.l.1. Philippine National Police Endorsement (2) Original Copy And (1) Electronic Copy	Philippine National Police - Philippine National Police
C.m. Tobacco Related Business	
C.m.1. National Tobacco Administration Endorsement (2) Original Copy And (1) Electronic Copy	National Tobacco Administration - National Tobacco Administration
C.n. Volunteer Fire Brigade	
C.n.1. Bureau of Fire Protection Endorsement (2) Original Copy And (1) Electronic Copy	Bureau of Fire Protection - Bureau of Fire Protection
C.o. Vessel/Ship Operation, Ship Management. Shipbuilding, Ship Repair, Shipping Agency, Ship Husbanding, Ship Chandling and other Maritime related activities	
C.o.1. Maritime Industry Authority Endorsement (2) Original Copy And (1) Electronic Copy	Maritime Industry Authority - Maritime Industry Authority
C.p. Water Service Providers and Waterworks	
C.p.1. Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems Endorsement (2) Original Copy And (1) Electronic Copy	Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems - Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the	1.1. Verifies completeness and correctness of the submitted amendment	None	1 hour/s	• SEC Administrative Assistant II;

requirements, and submit the application in the eAMEND portal (Regular Processing) **Location:** (https://eamend.sec.gov.ph/login)	requirements and assigns the application to the Processors if the documents are complete.			Cagayan De Oro Extension Office
	1.2. Processes and evaluates application for amendment.		2 working day/s, 7 hour/s, 50 minute/s	• Securities Counsel II; Cagayan De Oro Extension Office • Securities Counsel I; Cagayan De Oro Extension Office • Securities Specialist II; Cagayan De Oro Extension Office • Securities Specialist I; Cagayan De Oro Extension Office
	1.3. Issues Payment Assessment Form (PAF) to the applicant through the eAmend Portal.		5 minute/s	• Securities Counsel II; Cagayan De Oro Extension Office • Securities Counsel I; Cagayan De Oro Extension Office • Securities Specialist II; Cagayan De Oro Extension Office • Securities Specialist

				l; Cagayan De Oro Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** https://espaysec.sec.gov.ph/	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: Amended Articles of Incorporation : PHP 1000 Documentary Stamp Tax: PHP 30 Legal Research Fee: PHP 10 --- Total: PHP 1040 **Possible Fees** Breakdown: Amended By-Laws: PHP 1000 **Formula Fees** Breakdown: Name Reservation Slip	5 minute/s	• Accounting Division; Financial Management Department (FMD)

3. Submits the documentary requirements with proof of payment to the Cagayan de Oro Extension Office, through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** Cagayan de Oro Extension Office	3.1. Receives and verifies documentary requirements and proof of payment	None	5 minute/s	• Administrative Assistant II; Cagayan De Oro Extension Office
	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minute/s	• Administrative Assistant II; Cagayan De Oro Extension Office
	3.3. Prepares and generates the Certificate of Amended Articles of Incorporation and/or By-Laws		5 minute/s	• SEC Administrative Assistant II; Cagayan De Oro Extension Office
	3.4. Reviews the application and signs the Certificate of Amended Articles of Incorporation and/or By-Laws		3 working day/s, 6 hour/s, 10 minute/s	• Director; Cagayan De Oro Extension Office
	3.5. Forwards the signed Certificate of Amended Articles of Incorporation and/or By-Laws to the Releasing Unit		15 minute/s	• Administrative Assistant II; Cagayan De Oro Extension Office
	3.6. Tags the application through the eAmend Portal to issue the Notice for Schedule of Appointment on the release of the Certificate of Amendment of Articles of		5 minute/s	• Administrative Assistant II; Cagayan De Oro Extension Office

	Incorporation and/or By-Laws			
4. Proceeds to Cagayan de Oro Extension Office for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Amended Articles of Incorporation and/or By-laws **Location:** Cagayan de Oro Extension Office	4. Releases signed Certificate of Amended Articles of Incorporation and/or By-laws	None	5 minute/s	• Administrative Assistant II; Cagayan De Oro Extension Office
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1040 See other fees below		

Possible Fees

- **Amended By-Laws** : 1000

Formula / Schedule of Fees

- **Name Reservation Slip**

  Php 100 per Corporate Name

  *Additional Php100 per trade name

6. Application for Amendment of Partnerships under eAMEND Regular Processing

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

a. Amendments of the Articles of Partnership
b. Dissolution of Partnership
c. Technical Dissolution
d. Change in Capital Contribution
e. Deed of Assignment
f. Withdrawal of Partners
g. Admission of Partners in the Partnership

Office or Division:	Cagayan De Oro Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered Partnerships through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Amended Articles of Partnership (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Please use the most recent Articles of Partnership, which have been duly approved by the Commission. Simply modify the sections that are being amended duly signed and notarized.*	
For Situational Requirement	
A. For Withdrawal of Partner	
A.1. Affidavit of Withdrawal (2) Original Copy And (1) Electronic Copy	Applicant / Client

A.2. Deed of Assignment of partnership interest and/or documents showing withdrawal, resignation, retirement and death of a partner, if the provision to be Amended is the change of partners (2) Original Copy And (1) Electronic Copy	Applicant / Client
B. For Dissolution of Partnership	
B.1. Affidavit of Dissolution or Articles of Dissolution (2) Original Copy And (1) Electronic Copy	Applicant / Client
B.2. BIR Tax Clearance (2) Original Copy And (1) Electronic Copy	Bureau of Internal Revenue - Bureau of Internal Revenue
C. For Clearance from other SEC departments	
Sub Situational Requirement/s	
C.a. For Financial Technology (FinTech) related business activities	
C.a.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
C.a.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;*	

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

D. Endorsement from other government agencies	
Sub Situational Requirement/s	
D.a. Money Changer and Remittance Services	
D.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - BSP
D.b. Insurance	
D.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - IC
E. For Amendment of Partnership Name	
E.1. Name Verification Slip for Amendment of Partnership Name with Proof of Payment of Reservation Fee (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: *request through imessage.sec.gov.ph*	
E.2. Undertaking of the Partner to change partnership name, if not stated in the Articles of Partnership (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download Undertaking to Change Name through https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

				(Designation; Office)
1. Encodes data required by the eAmend system, uploads and submits the complete and correct duly signed and notarized electronic copy of the requirements to eAmend Portal **Location:** (https://eamend.sec.gov.ph/login)	1.1. Verifies completeness of the submitted amendment requirements and assigns the application to the Processors.	None	1 hour/s	• SEC Administrative Assistant II; Cagayan De Oro Extension Office
	1.2. Processes and evaluates application for amendment.		2 working day/s, 6 hour/s, 50 minute/s	• Securities Counsel II; Cagayan De Oro Extension Office • Securities Counsel I; Cagayan De Oro Extension Office • SEC Securities Specialist II; Cagayan De Oro Extension Office • SEC Securities Specialist I; Cagayan De Oro Extension Office
	1.3. Issues Payment Assessment Form (PAF) to the applicant if compliant		5 minute/s	• Securities Counsel II; Cagayan De Oro Extension Office • Securities Counsel I; Cagayan De Oro Extension Office • SEC Securities

				Specialist II; Cagayan De Oro Extension Office • SEC Securities Specialist I; Cagayan De Oro Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: Amended Articles of Partnership: PHP 2000 Legal Research Fee: PHP 20 Documentary Stamp Tax: PHP 30 Total: PHP 2050 **Possible Fees** Breakdown: Withdrawal of Partner Fee: PHP 1000 Deed of Assignment Fee: PHP 2000 **Formula Fees** Breakdown: Increase of Capital Contribution Name Verification	5 minute/s	• Accounting Division; Financial Management Department (FMD)

3. Submits the documentary requirements with proof of payment to the Cagayan de Oro Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** Cagayan de Oro Extension Office	3.1. Receives and verifies documentary requirements and proof of payment	None	5 minute/s	• Administrative Assistant II; Cagayan De Oro Extension Office
	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minute/s	• Administrative Assistant II; Cagayan De Oro Extension Office
	3.3. Prepares and generates the Certificate of Amended Articles of Partnership		5 minute/s	• SEC Administrative Assistant II; Cagayan De Oro Extension Office
	3.4. Reviews the application and signs the Certificate of Amended Articles of Partnership		3 working day/s, 7 hour/s, 10 minute/s	• Director; Cagayan De Oro Extension Office
	3.5. Encodes signed Certificate of Amended Articles of Partnership		15 minute/s	• Administrative Assistant II; Cagayan De Oro Extension Office
	3.6. Tags the application for appointment through the eAmend Portal indicating the date of release of the Certificate		5 minute/s	• Administrative Assistant II; Cagayan De Oro Extension Office
4. Proceeds to Cagayan de Oro Extension Office for	4. Releases signed Certificate of	None	5 minute/s	• Administrative Assistant

presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Amended Articles of Partnership **Location:** Cagayan de Oro Extension Office	Amended Articles of Partnership			II; Cagayan De Oro Extension Office
Total Processing Time:	Working Days: 7 working day/s			
Total Processing Fee:	Total Standard Fee: PHP 2050 See other fees below			

Possible Fees

- **Withdrawal of Partner Fee** : 1000
- **Deed of Assignment Fee** : 2000

Formula / Schedule of Fees

- **Increase of Capital Contribution**

  ⅕ of 1% of the increase in capital but not less than P2,000.00

- **Name Verification**

  Php100 per Corporate Name

  *additional Php 100 per trade name

7. Application for Change of Head or Appointment of the Head of the Corporation Sole (eAMEND Regular Processing)

This service details the procedure for the Change of Head or Appointment of the Head of the Corporation Sole through the eAMEND portal under Regular Processing.

Office or Division:	Cagayan De Oro Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered corporation sole, through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: • *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Amended Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client
3. Resolution (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Original copies should be signed (wet signature) and notarized*	
For Situational Requirement	
A. If applicable	
Sub Situational Requirement/s	
A.a. For Change of Corporate Name	
A.a.1. Name Verification Slip for Amendment of Corporate Name with Proof of Payment of Reservation Fee	Securities and Exchange Commission - Cagayan de Oro

(2) Original Copy And (1) Electronic Copy	Extension Office
Remarks: *Request from iMessage: imessage.sec.gov.ph*	
A.b. Affidavit of a trustee or officer undertaking to change corporate name, if not stated in the Articles of Incorporation	
A.b.1. Affidavit of a trustee or officer undertaking to change corporate name, if not stated in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, and submit the application in the eAMEND portal (Regular Processing) **Location:** **(https://eamend.sec.gov.ph/login)** **Notes/Instruction:** *If the application is found to be for compliance in the evaluation stage, the applicant will have to go back to Step 1- Submission of complete requirements.*	1.1. Verifies completeness and correctness of the submitted amendment requirements and assigns the application to the Processors if the documents are complete	None	1 hour/s	• SEC Administrative Assistant II; Cagayan De Oro Extension Office
	1.2. Processes and evaluates application for amendment.		2 working day/s, 6 hour/s, 50 minute/s	• Securities Counsel II; Cagayan De Oro Extension Office • Securities Counsel I; Cagayan De Oro Extension Office • Securities Specialist I; Cagayan De Oro Extension Office

	1.3. Issues Payment Assessment Form (PAF) to the applicant.		5 minute/s	• Securities Counsel II; Cagayan De Oro Extension Office • Securities Counsel I; Cagayan De Oro Extension Office • Securities Specialist I; Cagayan De Oro Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** https://espaysec.sec.gov.ph/	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: Amendment of Articles of Incorporation: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 Total: PHP 1040 **Possible Fees** Breakdown: Amendment of By-Laws: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 **Formula Fees**	5 minute/s	• Accounting Division; Financial Management Department (FMD)

		Breakdown: Name Reservation Slip		
3. Submits the documentary requirements with proof of payment to the Cagayan de Oro Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** Cagayan de Oro Extension Office	3.1. Receives and verifies documentary requirements and proof of payment	None	5 minute/s	• Administrative Assistant II; Cagayan De Oro Extension Office
	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minute/s	• Administrative Assistant II; Cagayan De Oro Extension Office
	3.3. Prepares and generates the Certificate of Amended Articles of Incorporation and/or By-Laws		5 minute/s	• SEC Administrative Assistant II; Cagayan De Oro Extension Office
	3.4. Reviews the application and signs the Certificate of Amended Articles of Incorporation and/or By-Laws		3 working day/s, 7 hour/s, 10 minute/s	• Director; Cagayan De Oro Extension Office
	3.5. Forwards the signed Certificate of Amended Articles of Incorporation and/or By-Laws to the Releasing Unit.		15 minute/s	• Administrative Assistant II; Cagayan De Oro Extension Office
	3.6. Tags the application through the eAmend Portal to issue the Notice for Schedule of Appointment on the		5 minute/s	• Administrative Assistant II; Cagayan De Oro

	release of the Certificate of Amendment of Articles of Incorporation and/or By-Laws			Extension Office
4. Proceeds to Cagayan de Oro Extension Office for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Amended Articles of Incorporation and/or By-laws **Location:** Cagayan de Oro Extension Office	4. Releases signed Certificate of Amended Articles of Incorporation and/or By-laws	None	5 minute/s	• Administrative Assistant II; Cagayan De Oro Extension Office
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1040 See other fees below		

Possible Fees

- **Amendment of By-Laws** : 1000
- **Legal Research Fee** : 10
- **Documentary Stamp Tax** : 30

Formula / Schedule of Fees

- **Name Reservation Slip**

  Php100 per Corporate Name

  *Additional Php100 per trade name

8. Application for Conversion from Stock Corporation to Non-stock Corporation through eAMEND portal

This service details the procedure in applying for conversion from stock corporation to non-stock corporation through eAMEND portal using the Regular Processing;

1. Conversion from Stock Corporation to Non-Stock Corporation (Regular Processing)

Office or Division:	Cagayan De Oro Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered stock domestic corporations with foreign equity participation of not more than forty percent (40%), except lending corporations and financing companies, through their Authorized Representatives.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Amended Articles of Incorporation and/or By-Laws (2) Photo Copy And (1) Electronic Copy	Applicant / Client
3. Directors' Certificate (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *Original copy should be signed (wet signature) and notarized* • *notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors and stockholders, (iii) the date and place of the stockholders' meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed names* • *Secure sample format through SEC Website: Primary Registration - Securities and Exchange Commission.*	
4. Secretary's Certificate of no intra-corporate dispute	Applicant / Client

(2) Original Copy And (1) Electronic Copy	
Remarks: • *Secure sample format through SEC Website: Primary Registration - Securities and Exchange Commission*	
5. Monitoring Clearance (2) Original Copy And (1) Electronic Copy	SECURITIES AND EXCHANGE COMMISSION - Cagayan de Oro Extension Office
Remarks: • *If there is no valid and available Monitoring Clearance, submit an Affidavit of Undertaking for Monitoring from the eAMEND System.* • *If you have previously used an Affidavit of Undertaking for your amendment application, kindly submit a valid Monitoring Clearance for your current application.* • *Application for Monitoring Clearance through: ewatch.sec.gov.ph*	
6. Name Verification Slip for Amendment of Corporate Name with Proof of Payment of Reservation Fee (2) Original Copy And (1) Original Copy	SECURITIES AND EXCHANGE COMMISSION - Cagayan de Oro Extension Office
Remarks: *Request through imessage: imessage.sec.gov.ph*	
7. Clearance/Favorable recommendation from other Departments of the Commission or from the appropriate Government Agency if applicable. (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Other Departments
For Situational Requirement	
A. For Clearance from other SEC Departments	
Sub Situational Requirement/s	
A.a. For Financial Technology (FinTech) related business activities	
A.a.1. PhiliFintech Innovation Office (PIO) and Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO) and Enforcement and Investor Protection Department (EIPD)
Remarks:	

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

B. Endorsement from other government agencies	
Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For applications with Amendment of By-laws	
Sub Situational Requirement/s	
C.a. Air Transport	
C.a.1. Civil Aeronautics Board Endorsement (2) Original Copy And (1) Electronic Copy	Civil Aeronautics Board - Civil Aeronautics Board
C.b. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions	
C.b.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.c. Educational Institution: (stock & non-stock)	
C.c.1. Department of Education Endorsement for Elementary (2) Original Copy And (1) Electronic Copy	Department of Education - Department of Education

C.c.2. Commission on Higher Education Endorsement for College, Tertiary Course (2) Original Copy And (1) Electronic Copy	Commission on Higher Education - Commission on Higher Education
C.c.3. Technical Education Skills and Development Authority Endorsement for Technical Vocational Course (2) Original Copy And (1) Electronic Copy	Technical Education Skills and Development Authority - Technical Education Skills and Development Authority
C.d. Electric Power Plant/Trading of Petroleum Products	
C.d.1. Department of Energy Endorsement (2) Original Copy And (1) Electronic Copy	Department of Energy - Department of Energy
C.e. Hospital, Dental, Medical Clinics	
C.e.1. Department of Health Endorsement (2) Original Copy And (1) Electronic Copy	Department of Health - Department of Health
C.f. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.f.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C.g. Money Changer and Remittance Services	
C.g.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.h. Non-Chartered Government Owned and Controlled Corporation	
C.h.1. Government Commission for Government-owned and Controlled Corporation Endorsement (2) Original Copy And (1) Electronic Copy	Government Commission for Government-owned and Controlled Corporation - Government Commission for Government-owned and Controlled Corporation
C.i. Professional Association	
C.i.1. Professional Regulation Commission Endorsement (2) Original Copy And (1) Electronic Copy	Professional Regulation Commission - Professional Regulation Commission
C.j. Radio, TV, Telephone, Internet Service Providers, Value-Added Service Provider	
C.j.1. National Telecommunications Commission Endorsement (2) Original Copy And (1) Electronic Copy	National Telecommunications Commission - National Telecommunications Commission
C.k. Recruitment for Overseas Employment	
C.k.1. Philippine Overseas Employment Administration Endorsement (2) Original Copy And (1) Electronic Copy	Philippine Overseas Employment Administration - Philippine Overseas Employment Administration

C.l. Security Agency/ Anti-Crime Task Force	
C.l.1. Philippine National Police Endorsement (2) Original Copy And (1) Electronic Copy	Philippine National Police - Philippine National Police
C.m. Tobacco Related Business	
C.m.1. National Tobacco Administration Endorsement (2) Original Copy And (1) Electronic Copy	National Tobacco Administration - National Tobacco Administration
C.n. Volunteer Fire Brigade	
C.n.1. Bureau of Fire Protection Endorsement (2) Original Copy And (1) Electronic Copy	Bureau of Fire Protection - Bureau of Fire Protection
C.o. Vessel/Ship Operation, Ship Management. Shipbuilding, Ship Repair, Shipping Agency, Ship Husbanding, Ship Chandling and other Maritime related activities	
C.o.1. Maritime Industry Authority Endorsement (2) Original Copy And (1) Electronic Copy	Maritime Industry Authority - Maritime Industry Authority
C.p. Water Service Providers and Waterworks	
C.p.1. Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems Endorsement (2) Original Copy And (1) Electronic Copy	Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems - Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, and submit the application in the eAMEND portal (Regular Processing) **Location:** (https://eamend.sec.gov.ph/login)	1.1. Verifies completeness of the submitted amendment requirements and assigns the application to a Processor.	None	1 hour/s	• SEC Administrative Assistant II; Cagayan De Oro Extension Office
	1.2. Processes and evaluates application for amendment.		2 working day/s, 6 hour/s, 50 minute/s	• Securities Counsel II; Cagayan De Oro Extension Office • Securities Counsel I; Cagayan

				De Oro Extension Office • Securities Specialist II; Cagayan De Oro Extension Office • Securities Specialist I; Cagayan De Oro Extension Office
	1.3. Issues Payment Assessment Form (PAF) to the applicant.		5 minute/s	• Securities Counsel II; Cagayan De Oro Extension Office • Securities Counsel I; Cagayan De Oro Extension Office • Securities Specialist II ; Cagayan De Oro Extension Office • Securities Specialist I; Cagayan De Oro Extension Office
2. Pays the filing fee **Location:** Through SEC-accredited landbank branches or through eSPAYSEC (https://espaysec.sec.gov.ph/)	2. Issues payment confirmation containing the Electronic Official Receipt via email.	**Standard Fees** Breakdown: Amendment of Articles of Incorporation : PHP 1000 Legal Research Fee: PHP 20 Documentar	5 minute/s	• Accounting Division; Financial Management Department (FMD)

		y Stamp Tax: PHP 60 Amendment By-Laws: PHP 1000 Total: PHP 2080 **Formula Fees** Breakdown: Name Verification Fee		
3. Submits the hard copies of the documentary requirements with proof of payment to the Cagayan de Oro Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** Cagayan de Oro Extension Office	3.1. Receives and verifies documentary requirements and proof of payment	None	5 minute/s	• Administrative Assistant II; Cagayan De Oro Extension Office
	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minute/s	• Administrative Assistant II; Cagayan De Oro Extension Office
	3.3. Prepares and generates the Certificate of Amended Articles of Incorporation and/or By-Laws		5 minute/s	• SEC Administrative Assistant II; Cagayan De Oro Extension Office
	3.4. Reviews the application and signs the Certificate of Amended Articles of Incorporation and/or By-Laws		3 working day/s, 7 hour/s, 10 minute/s	• Director; Cagayan De Oro Extension Office
	3.5. Forwards the signed Certificate of Amended Articles of		15 minute/s	• Administrative Assistant

	Incorporation and/or By-Laws to the Releasing Unit.			II; Cagayan De Oro Extension Office
	3.6. Tags the application through the eAmend Portal to issue the Notice for Schedule of Appointment on the release of the Certificate of Amendment of Articles of Incorporation and/or By-Laws		5 minute/s	• SEC Administrative Assistant II; Cagayan De Oro Extension Office
4. Proceeds to Cagayan de Oro Extension Office for presentment of the proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Amended Articles of Incorporation and/or By-Laws **Location:** Cagayan de Oro Extension Office	4. Releases the signed Certificate of Amended Articles of Incorporation and/or By-Laws	None	5 minute/s	• Administrative Assistant II; Cagayan De Oro Extension Office
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 2080 See other fees below		

Formula / Schedule of Fees

- **Name Verification Fee**

  PHP 100 per corporate name

  plus Php100 per trade name/s

9. Application for Conversion of Corporation Sole to Ordinary Non-Stock Corporations of Domestic Corporations (eAMEND Regular Processing)

This service details the procedure in applying for Conversion of Corporation Sole to Ordinary Non-Stock Corporation through the eAMEND portal under Regular Processing.

Office or Division:	Cagayan De Oro Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered corporation sole (for conversion of corporation sole to non-stock), through their Authorized Representatives (for amendment of corporate term)
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: *All registered corporation sole (for conversion of corporation sole to non-stock), through their Authorized Representatives (for amendment of corporate term)*	
2. Amended Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Please use the most recent Articles of Incorporation and By-Laws, which have been duly approved by the Commission. Simply modify the sections that are being amended. Underline the amended provision and add "(as amended on [date of meeting])" after it.*	
3. Resolution (2) Original Copy And (1) Electronic Copy	Applicant / Client
For Situational Requirement	
A. If applicable	
Sub Situational Requirement/s	
A.a. For Change of Corporate Name	

A.a.1. Name Verification Slip for Amendment of Corporate Name with Proof of Payment of Reservation Fee (2) Original Copy And (1) Electronic Copy			Securities and Exchange Commission - Cagayan de Oro Extension Office	
Remarks: *request through imessage.sec.gov.ph*				
A.a.2. Affidavit of a trustee or officer undertaking to change corporate name, if not stated in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, and submit the application in the eAMEND portal (Regular Processing) **Location:** **(https://eamend.sec.gov.ph/login)** **Notes/Instruction:** *If the application is found to be for compliance in the evaluation stage, the applicant will have to go back to Step 1- Submission of complete requirements.*	1.1. Verifies completeness and correctness of the submitted amendment requirements and assigns the application to the Processors if the documents are complete	None	1 hour/s	• SEC Administrative Assistant II; Cagayan De Oro Extension Office
	1.2. Processes and evaluates application for amendment.		2 working day/s, 6 hour/s, 50 minute/s	• Securities Counsel II; Cagayan De Oro Extension Office • Securities Counsel I; Cagayan De Oro Extension Office • Securities Specialist I; Cagayan De Oro Extension Office
	1.3. Issues Payment Assessment Form (PAF) to the applicant.		5 minute/s	• SEC Securities Specialist I; Cagayan

				De Oro Extension Office • Securities Counsel II; Cagayan De Oro Extension Office • Securities Counsel I; Cagayan De Oro Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** https://espaysec.sec.gov.ph/	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: Amendment of Articles of Incorporation: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 Total: PHP 1040 **Possible Fees** Breakdown: Amendment of By-Laws: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 **Formula Fees** Breakdown: Name	5 minute/s	• Accounting Division; Financial Management Department (FMD)

		Reservation Slip		
3. Submits the documentary requirements with proof of payment to the Cagayan de Oro Extension Office, through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** Cagayan de Oro Extension Office	3.1. Receives and verifies documentary requirements and proof of payment	None	5 minute/s	• Administrative Assistant II; Cagayan De Oro Extension Office
	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minute/s	• Administrative Assistant II; Cagayan De Oro Extension Office
	3.3. Prepares and generates the Certificate of Amended Articles of Incorporation and/or By-Laws		5 minute/s	• SEC Administrative Assistant II; Cagayan De Oro Extension Office
	3.4. Reviews the application and signs the Certificate of Amended Articles of Incorporation and/or By-Laws		3 working day/s, 7 hour/s, 10 minute/s	• Director; Cagayan De Oro Extension Office
	3.5. Forwards the signed Certificate of Amended Articles of Incorporation and/or By-Laws to the Releasing Unit.		15 minute/s	• Administrative Assistant II; Cagayan De Oro Extension Office
	3.6. Tags the application through the eAmend Portal to issue the Notice for Schedule of Appointment on the release of the Certificate of		5 minute/s	• Administrative Assistant II; Cagayan De Oro Extension Office

	Amendment of Articles of Incorporation and/or By-Laws			
4. Proceeds to Cagayan de Oro Extension Office for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Amended Articles of Incorporation and/or By-laws **Location:** Cagayan de Oro Extension Office	4. Releases signed Certificate of Amended Articles of Incorporation and/or By-laws	None	5 minute/s	• Administrative Assistant II; Cagayan De Oro Extension Office
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1040 See other fees below		

Possible Fees

- **Amendment of By-Laws** : 1000
- **Legal Research Fee** : 10
- **Documentary Stamp Tax** : 30

Formula / Schedule of Fees

- **Name Reservation Slip**

  Php100 per Corporate Name

  *Additional Php100 per trade name

10. Application for Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC) under eAMEND Regular Processing

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

Office or Division:	Cagayan De Oro Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Notice of Conversion of a One Person Corporation to Ordinary Stock Corporation in the form prescribed by the Commission (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: • *Sample form downloadable through this link: https://www.sec.gov.ph/mc-2020/mc-no-27-s-2020/* • *Original copy should be signed (wet signature) and notarized* • *Signed by the holder of shares of the outstanding shares of the capital stock;* • *Signed by the Corporation's Corporate Secretary* • *Filed with the Commission within sixty (60) days from such transfer of shares in accordance to Sections 8 to 10 of SEC MC No. 27, series of 2020*	
3. Original or Certified True Copy of the documents effecting the transfer/s of full title/ownership of shares (1) Original Copy Or (1) Photo Copy And (1) Electronic Copy	Applicant / Client
4. Certificate Authorizing Registration/Tax Clearance	Bureau of Internal Revenue -

(2) Original Copy And (1) Electronic Copy	BIR
5. Articles of Incorporation and By-laws of an OSC filed in accordance with the requirements provided under Section 14 of the RCC, which shall comply with and/or contain the following details; (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office

Remarks:

- *Section 14 of the Revised Corporation Code of the Philippines (RCC)*
- *Duly prepared, signed and acknowledged or authenticated by the stockholders who voted for their adoption, and by the corporation's treasurer;*
- *Must clearly state that signatories voluntarily agreed to convert OPC to OSC in the following manner:*

  "KNOW ALL MEN BY THESE PRESENTS:

  - *The undersigned stockholder/s, of legal age, voluntarily agreed to convert a one person corporation (OPC) to Ordinary Stock Corporation (OSC) under the laws of the Republic of the Philippines and certify the following.*
  - *Provision/article indicating the name/s and address of the original incorporator of the OPC*
  - *Provisions/articles reflecting the number of directors, their names and addresses, as well as their subscription and payment details, and;*
  - *Other details particular to an OSC shall likewise be indicated in accordance with the provisions of the RCC and guidelines that the Commission has issued and/or may hereafter issue*
  - *The following shall likewise be added as a new Article in the Articles of Incorporation of the Ordinary Stock Corporation (OSC)*

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

6. Copy of the latest Articles of Incorporation of the OPC shall be attached to the Articles of Incorporation of the Ordinary Stock Corporation (OSC) (2) Original Copy And (1) Electronic Copy	Applicant / Client
7. Monitoring Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office

Remarks:

Application for Monitoring Clearance through: ewatch.sec.gov.ph

- *If there is no valid and available Monitoring Clearance, submit an Affidavit of Undertaking for Monitoring from the eAMEND System.*
- *If you have previously used an Affidavit of Undertaking for your amendment application, kindly submit a valid Monitoring Clearance issued by the Compliance Monitoring*

Division (CMD) for your current application.

For Situational Requirement	
A. For amendment of the Corporate name	
A.1. Name Verification Slip (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: *request through imessage.sec.gov.ph*	
A.2. Undertaking to Change Corporate Name duly executed under oath by the director of the OSC, if not yet included in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)*	
B. For Clearance from other SEC departments	
Sub Situational Requirement/s	
B.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
B.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
B.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
B.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
B.c. For Financial Technology (FinTech) related business activities	
B.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI)*	

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

B.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)

Remarks:

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

C. Endorsement clearance from appropriate Government agencies

Sub Situational Requirement/s

C.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services

C.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas

C.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization				
C.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy			Insurance Commission - Insurance Commission	
D. Undertaking to Assume All Liabilities of the OPC, duly executed under oath by all stockholders of the OSC, if not yet included in the Articles of Incorporation				
D.1. Undertaking to Assume All Liabilities of the OPC, duly executed under oath by all stockholders of the OSC (2) Original Copy And (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, pays the filing fee through through eSPAYSEC and submit the application in the eAMEND portal (Regular Processing) **Location:** (https://eamend.sec.gov.ph/login)	1.1. Verifies completeness of the submitted amendment requirements and assigns the application to the Processors.	None	1 hour/s	• SEC Administrative Assistant II; Cagayan De Oro Extension Office
	1.2. Processes and evaluates application for amendment.		9 working day/s, 6 hour/s, 50 minute/s	• Securities Counsel II; Cagayan De Oro Extension Office • Securities Counsel I; Cagayan De Oro Extension Office • SEC Securities Specialist II; Cagayan De Oro Extension Office • SEC Securities Specialist I; Cagayan De Oro Extension Office

	1.3. Issues Payment Assessment Form (PAF) to the applicant if compliant.		5 minute/s	• Securities Counsel II; Cagayan De Oro Extension Office • Securities Counsel I; Cagayan De Oro Extension Office • SEC Securities Specialist II; Cagayan De Oro Extension Office • SEC Securities Specialist I; Cagayan De Oro Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: Amendment of Articles of Incorporation: PHP 1000 Amendment of By-laws: PHP 1000 Legal Research Fee: PHP 20 Documentary Stamp Tax: PHP 60 --- Total: PHP 2080 **Formula Fees** Breakdown: Name	5 minute/s	• Accounting Officer; Financial Management Department (FMD)

		Verification Fee		
3. Submits the documentary requirements with proof of payment to the Cagayan de Oro Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** Cagayan de Oro Extension Office	3.1. Receives and verifies documentary requirements and proof of payment	None	5 minute/s	• Administrative Assistant II; Cagayan De Oro Extension Office
	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minute/s	• Administrative Assistant II; Cagayan De Oro Extension Office
	3.3. Prepares and generates the Certificate of Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC)		10 minute/s	• Administrative Assistant II; Cagayan De Oro Extension Office
	3.4. Reviews the application and signs the Certificate of Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC)		9 working day/s, 7 hour/s	• Director; Cagayan De Oro Extension Office
	3.5. Encodes signed Certificate of Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC)		10 minute/s	• Administrative Assistant II; Cagayan De Oro Extension Office
	3.6. 3.6 Tags the application for appointment through the eAmend Portal indicating the date of release of the Certificate		5 minute/s	• Administrative Assistant II; Cagayan De Oro

				Extension Office
4. Proceeds to CRMD Releasing Section at the Cagayan de Oro Extension Office for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC) **Location:** Cagayan de Oro Extension Office	4. Releases signed Certificate of Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC)	None	15 minute/s	• Administrative Assistant II; Cagayan De Oro Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 2080 See other fees below		

Formula / Schedule of Fees

- **Name Verification Fee**

  PHP 100 per proposed company name

  *additional Php100 per trade name/s

11. Application for Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC) under eAMEND Regular Processing

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

Office or Division:	Cagayan De Oro Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Notice of Conversion of an Ordinary Stock Corporation to a One Person Corporation in the form prescribed by the Commission (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: • *Sample form downloadable through this link: https://www.sec.gov.ph/mc-2020/mc-no-27-s-2020/* • *Original copy should be signed (wet signature) and notarized* • *Signed by the single stockholder who has acquired all the outstanding shares of the capital stock of an ordinary corporation* • *Signed by the Corporation's Corporate Secretary*	
3. Original or Certified True Copy of the documents effecting the transfer/s of full title/ownership of shares (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

- *Deeds of Assignment or any legal document transferring the shares to the single stockholder and if applicable;*
- *Certified True Copy of Proof of Authority to act on behalf of the Board*

4. Certificate Authorizing Registration/Tax Clearance (2) Original Copy And (1) Electronic Copy	Bureau of Internal Revenue - BIR
5. Articles of Incorporation of an OPC (with sample form at the SEC Website) (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office

Remarks:

- *Request sample form through this link:*

  MC No. 07 s.2019 - Guidelines on the Establishment of a One Person Corporation (OPC) - Securities and Exchange Commission

- *Must be duly prepared, signed and acknowledged or authenticated by the single stockholder and by the corporation's Treasurer;*
- *Provision/article indicating the name/s and address/es of the original incorporator/s of the OSC*
- *Provision/articles on the number of directors, their payment details were modified to reflect the name, address, subscription and payment details of the single stockholder in the form prescribed by the Commission*
- *Other details particular to an OPC indicated in MC No. 07, Series of 2019.*
- *Must contain the following as a new Article in the Articles of Incorporation of the One Person Corporation:*

  "Upon issuance by the Securities and Exchange Commission of the Certificate of Filing of Amended Articles of Incorporation, reflecting its conversion into a One Person Corporation, the attached Articles of Incorporation of the Ordinary Stock Corporation shall be deemed superseded"

6. Copy of the latest Articles of Incorporation of the Ordinary Stock Corporation (OSC) (2) Original Copy And (1) Electronic Copy	Applicant / Client
7. Notarized Secretary's Certificate of No Intra corporate Dispute (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office

Remarks:

Download Secretary's Certificate sample form through this link: https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx

8. Monitoring Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office

Remarks:

Application for Monitoring Clearance through: ewatch.sec.gov.ph *If there is no valid and available Monitoring Clearance, submit an Affidavit of Undertaking for Monitoring from the eAMEND System.* *If you have previously used an Affidavit of Undertaking for your amendment application, kindly submit a valid Monitoring Clearance for your current application.*	
9. Letter of acceptance of appointment by Nominee and Alternate Nominee (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: *Nominee and/or Alternate Nominee or through https://www.sec.gov.ph/wp-content/uploads/2019/10/2019_Sample-Acceptance-Letter-of-Nomi nees.docx*	
10. Self-appointed Treasurer's Bond, if applicable (2) Original Copy And (1) Electronic Copy	Applicant / Client
11. Undertaking to Assume All Liabilities of the OPC, duly executed under oath by all stockholders of the OSC, if not yet included in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client
For Situational Requirement	
A. For amendment of the Corporate name	
A.1. Name Verification Slip (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: *imessage.sec.gov.ph*	
A.2. Undertaking to Change Corporate Name duly executed under oath by the director of the OSC, if not yet included in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client
B. For Clearance from other SEC departments	
Sub Situational Requirement/s	
B.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
B.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)

B.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
B.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
B.c. For Financial Technology (FinTech) related business activities	
B.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers*	
B.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)
C. Endorsement clearance from appropriate Government agencies	
Sub Situational Requirement/s	
C.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
C.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, pays the filing fee through through eSPAYSEC and submit the application in the eAMEND portal (Regular Processing) **Location:** **(https://eamend.sec.gov.ph/login)**	1.1. Verifies completeness of the submitted amendment requirements and assigns the application to the Processors.	None	1 hour/s	• SEC Administrative Assistant II; Cagayan De Oro Extension Office
	1.2. Processes and evaluates application for amendment.		9 working day/s, 6 hour/s, 50 minute/s	• Securities Counsel II; Cagayan De Oro Extension Office • Securities Counsel I; Cagayan De Oro Extension Office • SEC Securities Specialist II; Cagayan De Oro Extension Office • SEC Securities Specialist I; Cagayan De Oro Extension Office
	1.3. Issues Payment Assessment Form (PAF) to the applicant if compliant		5 minute/s	• Securities Counsel II; Cagayan De Oro Extension Office • Securities Counsel I; Cagayan De Oro

				Extension Office • SEC Securities Specialist II; Cagayan De Oro Extension Office • SEC Securities Specialist I; Cagayan De Oro Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** https://espaysec.sec.gov.ph/	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: Amendment of Articles of Incorporation: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 Total: PHP 1040 **Formula Fees** Breakdown: Name Verification Fee	5 minute/s	• Accounting Officer; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the Cagayan de Oro Extension Office through the company's representatives or through a courier of	3.1. Receives and verifies documentary requirements and proof of payment	None	5 minute/s	• Administrative Assistant II; Cagayan De Oro Extension Office
	3.2. Retrieves and prints the source		15 minute/s	• Administrative

their choice (e.g. JRS, LBC, J&T, etc.) **Location:** Cagayan de Oro Extension Office	documents in the system and forwards the application to the Support Staff			Assistant II; Cagayan De Oro Extension Office
	3.3. Prepares and generates the Certificate of Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC)		10 minute/s	• SEC Administrative Assistant II; Cagayan De Oro Extension Office
	3.4. Reviews the application and signs the Certificate of Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC)		9 working day/s, 7 hour/s	• Director; Cagayan De Oro Extension Office
	3.5. Encodes signed Certificate of Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC)		10 minute/s	• Administrative Assistant II; Cagayan De Oro Extension Office
	3.6. Tags the application for appointment through the eAmend Portal indicating the date of release of the Certificate		5 minute/s	• Administrative Assistant II; Cagayan De Oro Extension Office
4. Proceeds to Cagayan de Oro Extension Office for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of	4. Releases signed Certificate of Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC)	None	15 minute/s	• Administrative Assistant II; Cagayan De Oro Extension Office

Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC) **Location:** Cagayan de Oro Extension Office				

Total Processing Time:	Working Days: 20 working day/s
Total Processing Fee:	Total Standard Fee: PHP 1040 See other fees below

Formula / Schedule of Fees

- **Name Verification Fee**

  Php 100 per Corporate Name

  *Additional Php 100 per trade name/s

12. Application for Monitoring Clearance for All Types of Corporations

An online platform for submitting company monitoring requests. It automatically tracks compliance with the submission of reportorial requirements of Domestic Corporations, ordinary stock and non-stock, except: publicly-listed corporations and corporations with secondary license, and Foreign Corporations (Branch Offices, Representative Offices, Regional Area Headquarters and Regional Operating Headquarters)

Office or Division:	Cagayan De Oro Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	1. General transacting public and business entities for: a.) Registered and Delinquent corporations; and b.) Corporations with Notice of Deficiencies and Hearing or Orders 2. Government agencies and instrumentalities like Ombudsman, NBI, AMLC, DTI, DSWD, PDIC, etc. 3. Courts like MTC, MeTC, RTC and Sandiganbayan.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. eSecure account (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: *Application for Monitoring Clearance through: ewatch.sec.gov.ph*	
For Situational Requirement	
A. Additional requirements upon evaluation, if needed	
A.1. Secretary's Certificate (No-Intra Corporate Dispute/Clarification/explaining the double filing of General Information Sheet) (1) Original Copy And (1) Electronic Copy	Applicant / Client
A.2. Affidavit (Anti-Dummy Law/one and the same/auditor) (1) Original Copy And (1) Electronic Copy	Applicant / Client
A.3. OGA Acknowledgment (functional currency) (1) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Office of the

	General Accountant (OGA)
A.4. Form for Appointment of Officers for One Person Corporation (1) Electronic Copy	Applicant / Client
A.5. Surety Bond (1) Original Copy And (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Application for Monitoring Clearance through eWatch link: https://ewatch.sec.gov.ph/login Ensure that the corporation has an eSecure account and has complied with the following: • MC 28 submission • Latest due reports (AFS/GIS) • Complete company profile **Location:** https://ewatch.sec.gov.ph/login	1. The system processes the application if the corporation meets the required criteria.	None	30 minute/s	• NONE; Cagayan De Oro Extension Office

2. System automatically updates the status of the corporation to “For Assign” **Location:** Cagayan de Oro Extension Office **Notes/Instruction:** *If not compliant, the applicant shall comply with the submission of the latest due reportorial requirements and send **a new request through the eWatch system.***	2.1. Determines compliance with the latest due reports and their corresponding jurisdiction	None	30 minute/s	• Administrative Assistant II; Cagayan De Oro Extension Office
	2.2. If compliant and within the jurisdiction of SEC Cagayan de Oro Extension Office, the request is assigned to a Monitoring Specialist.		30 minute/s	• Administrative Assistant II; Cagayan De Oro Extension Office
	2.3. If not compliant with the latest due reports, the request is reverted to the applicant		30 minute/s	• Administrative Assistant II; Cagayan De Oro Extension Office
	2.4. If outside the jurisdiction of the SEC Cagayan de Oro Extension Office, the request is endorsed to the appropriate Extension Office (EO) or the SEC Head Office.		20 minute/s	• Administrative Assistant II; Cagayan De Oro Extension Office
3. Receives an update on the requested service. **Location:** Cagayan de Oro Extension Office **Notes/Instruction:** The corporation shall comply with the findings within **seven (7)** calendar days. Failure to comply shall result in the request being	3.1. Send the Monitoring Sheet within 10 working days.	**Formula Fees** Breakdown: Penalties/Fines	10 working day/s	• Administrative Officer IV, Securities Specialist II; Cagayan De Oro Extension Office
	3.2. If WITHOUT PENALTY, issues a Monitoring Sheet - No Penalty - END OF TRANSACTION.		1 working day/s	• Administrative Officer IV, Securities Specialist II;

automatically purged by the system and a new request must be filed.				Cagayan De Oro Extension Office
	3.3. If WITH PENALTY, issue the Monitoring Sheet and Payment Assessment Form (PAF)		1 working day/s	• Administrative Officer IV, Securities Specialist II; Cagayan De Oro Extension Office
	3.4. If for compliance, issues a TENTATIVE Monitoring Sheet with remarks		1 working day/s	• Administrative Officer IV, Securities Specialist II; Cagayan De Oro Extension Office
4. Present PAF and pay the penalties to the nearest Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home **Location:** Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home **Notes/Instruction:** Send the copy of validated deposit slip/Electronic Official	4.1. The system will automatically validate the payment from the applicant. If Landbank Payment, posting is within 1-2 working days If ESPAYSEC, the posting of payment is real-time	**Formula Fees** Breakdown: Penalties/FinesCustodian Fee	2 working day/s	• Administrative Officer IV, Securities Specialist II; Cagayan De Oro Extension Office
	4.2. Once the system tags the request as Paid, the monitoring specialist will forward the proof of payment and the monitoring sheet for review and signature.		1 working day/s	• Administrative Officer IV, Securities Specialist II; Cagayan De Oro Extension Office
	4.3. Review and sign the Monitoring Sheet.		1 working day/s	• Director; Cagayan De Oro Extension Office

Receipt to the email address of the Monitoring Specialist.	4.4. The signed Monitoring Sheet is uploaded in the Document Verification System to generate QR code.		2 working day/s	• Administrative Officer IV, Securities Specialist II; Cagayan De Oro Extension Office
5. Receive the Confirmation of Payment (COP)/Monitoring Sheet (MS) in PDF Format. - END OF TRANSACTION **Location:** Cagayan de Oro Extension Office	5. Release the Confirmation of Payment/Monitoring Sheet.	None	20 minute/s	• Administrative Officer IV, Securities Specialist II; Cagayan De Oro Extension Office
Total Processing Time:		Working Days: 19 working day/s, 2 hour/s, 40 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Penalties/Fines**

  Guidelines on the Imposition of fines or penalties for non-compliance with reportorial requirements; Securities Regulation Code (SRC); Revised Corporation Code (RCC); Memorandum Circular No. 06, series of 2024; Memorandum Circular No. 8, series of 2009 (MC8-2009); Memorandum Circular No. 15, series of 2006; Memorandum Circular No. 17, series of 2019; Amended rules governing the distribution of excess profits of corporation; Memorandum Circular No. 8, Series of 1998 (MC8-1998); and Office Order No. 298, Series of 2010; Memorandum Circular No. 10 Series of 2026; Memorandum Circular No. 28, Series of 2020.

- **Custodian Fee**

  Memorandum Circular No. 17, series of 2019

13. Cash or Stock Dividend Declaration (For Shares That Are Not Listed) – Domestic Stock Corporations Classified as Philippine National

This service details the adopted online procedure and documentary requirements for the acknowledgment of cash or stock dividends pursuant to Sections 42 of the Revised Corporation Code of the Philippines. The request for acknowledgment of cash or stock dividend declaration is only optional.

Note that this service is exclusively for Domestic Stock Corporations or Partnerships classified as Philippine National. For corporations/partnerships classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department (CRMD).

For pre-processing of new applications, scanned copies of the required documents shall be submitted through the following:

- ***iMessage:*** *imessage.sec.gov.ph*

Office or Division:	Cagayan De Oro Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Note that this service is exclusively for Domestic Stock Corporations or Partnerships classified as Philippine National. For corporations/partnerships classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department (CRMD).
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Reconciliation of Retained Earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 16 Series of 2023- Revised Guidelines on the Determination of Retained Earnings Available for Dividend Declaration*	

through this link: https://www.sec.gov.ph/wp-content/uploads/2023/10/2023SEC-MC-No.-16,-s.-of-2023-Revised-Guidelines-on-the-Determination-of-Retained-Earnings%20-Available-for-Dividend-Declaration.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

2. Notarized Secretary's Certificate on non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Cagayan de Oro Extension Office

Remarks:

Download Secretary's Certificate on non-existence of intra-corporate dispute through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

For Situational Requirement

A. In case the unappropriated retained earnings is not sufficient to warrant the dividend declaration:

A.1. Notarized Secretary's Certificate of the Board Resolution as to the reversal of appropriated retained earnings to unappropriated retained earnings. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office

Remarks:

*Download the Combined Secretary's Certificate for **Cash or Stock Dividend Declaration (For Shares That Are Not Listed)** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Cash-Dividend-Declaration.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

B. For Corporations with Primary Licenses

B.1. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Cagayan de Oro Extension Office

Remarks:

Monitoring Request through the link:

***eWATCH:** https://ewatch.sec.gov.ph/login*

Note: The two (2) photocopies will be submitted upon payment of the corresponding fees.	
C. For Financing and Lending Companies	
C.1. Financing and Lending Companies Department (FLCD) Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Cagayan de Oro Extension Office
Remarks: *Monitoring Request through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
D. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services, and Operator of Designated Payment System:	
D.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector
Remarks: *To request, kindly refer to the BSP Citizen's Charter* *https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
E. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker	
E.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group
Remarks: *To request, kindly refer to the IC Citizen's Charter https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
F. Additional Requirements in case of Cash Dividend Declaration:	
F.1. Certification under oath by the Corporate Secretary on the board of directors' resolution declaring cash dividends	Applicant / Client

(1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G. Additional Requirements in case of Stock Dividend Declaration:	
G.1. Combined Notarized Secretary's Certificate a. declaration of stock dividends by majority of the directors and the stockholders representing 2/3 of the outstanding capital stock ; b. List of stockholders with their respective subscribed capital stock as of the date meeting approving the declaration of stock dividend together with the allocation of stock dividend; c. Certifying that on the basis of the computation of the Finance Officer, the allocation of stock dividend as indicated in the list of stockholders of record is in proportion to the shareholdings of stockholders as of date of declaration/record date and the treatment of resulting fractional shares (if any). (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: *Download the Combined Secretary's Certificate for* ***Stock Dividend Declaration (For Shares That Are Not Listed)*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Stock-Dividend-Declaration.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.2. Analysis of capital structure certified under oath by the Treasurer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

1. Submit the electronic copy of complete requirements for new application **Location:** • **iMessage:** imessage.sec.gov.ph **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the Specialist will prepare a checklist of deficiencies and inform and return it to the	1.1. Receives the required documents, checks if everything is complete, and records the application if it is. Then, assigns the application to the Specialist.	None	1 working day/s	• Administrative Assistant II; Cagayan De Oro Extension Office

applicant via email or imessage. For submission of compliance documents, the client will directly send it to the assigned Specialist's e-mail or imessage. The assigned Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.2. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		6 working day/s	• Securities Specialist II; Cagayan De Oro Extension Office

prejudice to refiling. • The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations. • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The	1.3. Reviews the Final Report and, if found in order, directs the Specialist to issue the Payment Assessment Form (PAF).		7 working day/s	• Securities Specialist I; Cagayan De Oro Extension Office
	1.4. Sends the Payment Assessment Form (PAF) to the applicant. Then, inform the applicant to submit a copy of proof of payment via email or iMessage.		1 working day/s	• Securities Specialist II; Cagayan De Oro Extension Office

government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)				
2. Pay the corresponding filing fees. Then, send the scanned copy of the proof of payment of the filing fees to the assigned Specialist through iMessage and await notification from the Assigned Specialist for the release of certificate. **Location:** Cagayan de Oro Extension Office	2.1. Receives and acknowledges the receipt of proof of payment.	None	2 hour/s	• Securities Specialist II; Cagayan De Oro Extension Office
	2.2. Prepares the Certificate and forwards it to the Reviewing Specialist for review		1 working day/s	• Securities Specialist II; Cagayan De Oro Extension Office

Notes/Instruction: ***Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)***	2.3. Reviews the application and initials the acknowledgment then forwards to the Office of the Director for signature of the Director.		1 working day/s	• Securities Specialist I; Cagayan De Oro Extension Office
	2.4. Signs the acknowledgement letter		1 working day/s	• Director; Cagayan De Oro Extension Office
	2.5. Scans and uploads the signed Acknowledgement Letter on the Document Verification System to generate QR Code, then prints the Acknowledgement Letter and informs the Specialist of the availability of the Acknowledgement Letter for releasing.		4 hour/s	• Administrative Assistant II; Cagayan De Oro Extension Office
	2.6. Schedules and sends notification to the applicant on the date of submission of the complete application requirement and release of the acknowledgment letter.		4 hour/s	• Securities Specialist II; Cagayan De Oro Extension Office
3. Submit complete application requirements together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip) and copy of notification to submit the same, and receive the duly signed Acknowledgment Letter. **Location:**	3.1. Receives complete application requirement and proof of payment.	None	2 hour/s	• Administrative Assistant II; Cagayan De Oro Extension Office
	3.2. Compares the hard copies received with the scanned copy of the application documents.		2 hour/s	• Administrative Assistant II; Cagayan De Oro

Cagayan de Oro Extension Office				Extension Office
	3.3. Calls the name of the corporation, assists the client in filling out the logbook, and releases the signed Acknowledgment Letter		2 hour/s	• Administrative Assistant II; Cagayan De Oro Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		

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

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

Office or Division:	Cagayan De Oro Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	General transacting public and business entities for registered stock and non-stock corporations.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Proof of transfer of certificate/s of ownership in the name of the corporation (1) Original Copy And (1) Electronic Copy	Applicant / Client
2. Transmittal letter (1) Original Copy And (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Present at the Cagayan de Oro Extension Office proof/s of transfer of certificate/s of ownership in the name of transferee corporation. **Location:** Cagayan de Oro Extension Office	1.1. Examine certificate/s of new title/s in the name of the transferee corporation, verifying against the original documents.	None	4 hour/s	• SEC Counsel II; Cagayan De Oro Extension Office • SEC Counsel I; Cagayan De Oro Extension Office • Securities Specialist II; Cagayan De Oro

				Extension Office • Securities Specialist I; Cagayan De Oro Extension Office
	1.2. Endorse to the examiners if the new titles are valid and in accordance with law.		4 hour/s	• SEC Counsel II; Cagayan De Oro Extension Office • SEC Counsel I; Cagayan De Oro Extension Office • Securities Specialist II; Cagayan De Oro Extension Office • Securities Specialist I; Cagayan De Oro Extension Office
2. Present new certificates or titles to the Cagayan de Oro Extension Office with a transmittal letter. **Location:** Cagayan de Oro Extension Office	2.1. Receives transmittal letter and the new titles and certificates of ownership and forwards to the Director.	None	1 hour/s	• Administrative Assistant II; Cagayan De Oro Extension Office
	2.2. Forwards certificates or new titles and certificates of ownership to the Director for evaluation and confirmation.		1 hour/s	• Director; Cagayan De Oro Extension Office
	2.3. Assigns the certificates or new titles to Securities		1 hour/s	• Director; Cagayan De Oro

	Counsel/Securities Specialist.			Extension Office
	2.4. Prepares draft letter/s confirming that proof/s of transfer of ownership of the property in the name of the transferee corporation/s is/are compliant with SEC rules and regulations.		3 hour/s	• SEC Counsel II; Cagayan De Oro Extension Office • SEC Counsel I; Cagayan De Oro Extension Office • Securities Specialist II; Cagayan De Oro Extension Office • Securities Specialist I; Cagayan De Oro Extension Office
	2.5. Review draft of Confirmation Letter and if sufficient, forwards to the Director.		1 hour/s	• Securities Counsel II; Cagayan De Oro Extension Office • Securities Counsel I; Cagayan De Oro Extension Office • Securities Specialist II; Cagayan De Oro Extension Office • Securities Specialist I; Cagayan De Oro Extension Office

	2.6. Approves and signs confirmation letter.		1 hour/s	• Director; Cagayan De Oro Extension Office
3. Receives the Confirmation Letter. **Location:** Cagayan de Oro Extension Office	3. Upload the signed Letter in the Document Verification System to generate QR code and release the Confirmation Letter.	None	10 minute/s	• Administrative Assistant II; Cagayan De Oro Extension Office
Total Processing Time:		Working Days: 2 working day/s, 10 minute/s		
Total Processing Fee:		Total Standard Fee: None		

15. Confirmation of Valuation for Domestic Stock Corporations Classified as Philippine National

This service details the adopted online procedure and documentary requirements on application for confirmation of valuation of consideration for additional issuance shares out of the unissued shares pursuant to Section 61 of the Revised Corporation Code, which may be in the form of, but not limited to the following:

- *Previously incurred indebtedness (eg. conversion of advances into equity / conversion of deposit for future subscriptions)*
- *Land, building / condominium units*
- *Untitled Lands*
- *Inventories / Furnitures / Personal Properties*
- *Heavy equipment and machinery*
- *Shares of stock*
- *Motor Vehicle*
- *Sea vessel / aircraft*
- *Intangibles*
- *Net assets*
- *Other assets*

This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations/partnerships classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department (CRMD).

For pre-processing of new applications, scanned copies of the required documents shall be submitted via imessage through imessage.sec.gov.ph.

Office or Division:	Cagayan De Oro Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days

	in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Combined Notarized Secretary's Certificate a. Request of Application; b. board resolution approving the additional issuance of shares of stock ; c. List of stockholders with the nationalities, amount subscribed and paid up and the subscribers to the new shares; d. Certifying that all non-subscribing stockholders waived their respective pre-emptive rights or attesting on the resolution by the stockholders representing at least 2/3 of the outstanding capital stock approving the issuance of shares in exchange for property or previously incurred indebtedness; e. non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: *Download the Combined Secretary's Certificate for* ***Confirmation of Valuation for Domestic Stock Corporations Classified as Philippine National*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Confirmation-of-Valuation.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Cagayan de Oro Extension Office
Remarks: *Monitoring Request through the link:* • ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
B. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
B.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision

(1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Sector

Remarks:

To request, please refer to BSP Citizen's Charter through this link: https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

C. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:

C.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group

Remarks:

To request, please refer to IC Citizen's Charter through this link:

https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

D. Additional Requirement if the consideration for issuance of shares is in the form of Previously incurred indebtedness (e.g., conversion of advances into equity / conversion of deposit for future subscription)

D.1. Deed of Assignment of advances / liabilities (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office

Remarks:

*Download the Deed of Assignment for **Confirmation of Valuation_Advances** below:*

a. Sigle Assignor: https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Single-Assignor.docx

b. Multiple Assignor: https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Multiple-Assignor.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

D.a. If the advances/liabilities is not yet reflected in the Audited Financial Statements (AFS):

D.a.1. A report to be rendered by an Independent CPA on the verification of the advances to be converted to equity (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
E. Additional Requirement if the consideration for issuance of shares is in the form of Land, buildings / condominium units:	
E.1. Detailed schedule of property showing the registered owner, location, area, TCT/CCT no., tax declaration number and the basis of transfer value (market value, assessed value or zonal value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: *Download the sample **Detailed Schedule for Land, Buldings/Condominium Units** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DS_Land-Buildings-Condo.xlsx* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
E.2. Copy of TCT/CCT electronically certified and issued by Register of Deeds and tax declaration sheet certified Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
E.3. Deed of Assignment: a. Deed of Assignment; b. Certifying that the improvements are existing and in good	Securities and Exchange Commission - Cagayan de Oro

condition ; c. Undertaking that the corporation will submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Extension Office
Remarks: *Download the Deed of Assignment for **Confirmation of Valuation_Land, Buildings / Condominium Units** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Land-Buildings-Condo.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
E.a. If transfer value is based on appraised value:	
E.a.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
E.a.2. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_AV_Affidavit.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
E.b. If property is mortgaged:	
E.b.1. Mortgagee/creditor's certification on the outstanding loan balance and his/her written consent to the transfer of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
E.c. For assignment of buildings where assignor is not the owner of the land:	
E.c.1. Lease contract on the land and consent of the land owner to the transfer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
F. Additional Requirement if the consideration for issuance of shares is in the form of Untitled Lands:	
F.1. Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least twenty (20) years and the possessor had introduced improvements thereon, if any (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
F.2. Duplicate original or certified true copies of the tax declaration sheets (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
F.3. Latest realty tax receipts (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
F.4. Affidavit by the transferor attesting the following: 1. Continuous and open possession of the property is located; 2.a. Existence (or non-existence) of easements over the untitled property; b. Kind/description of the easement and its location; and c. Whether the transferor is the dominant estate or the servient estate, by virtue of such easements 3. That the transferor/subscriber to answer for any liability that the corporation might incur by virtue of the acceptance of said property as paid-up capital) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: *Download the **Transferor Affidavit for Untitled Land** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-the-Transferor_Untitled-Lands.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
F.5. Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
F.6. Duplicate original or certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument affecting the property recorded in the Register of Deeds for the province of city where the land is situated (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
F.7. Clearance or certification from the Department of Agrarian Reform (DAR) attesting to the following: (a) There is no other claimant to the untitled land; (b) it has not issued	Department of Agrarian Reform (DAR) - Department of Agrarian Reform (DAR)

any Certificate of Land Ownership Award (CLOA) over the property to any other party; or (c) The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
F.8. Blue Print Survey of the Plan as approved by the Bureau of Lands (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
F.9. Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/ assessed value / zonal value or appraised value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the sample* ***Detailed Schedule of Untitled Lands*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DS_Untitled-Lands.xlsx* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
F.10. Deed of Assignment reflecting: a. Assignment of Untitled Lands; b. Undertaking to submit certified true copy of the original certificate of title in the name of the transferee-corporation within one (1) year from the date of receipt of the approval of the application) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks:	

*Download the Deed of Assignment for **Confirmation of Valuation_Untitled Lands** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Untitled-Lands.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s	
F.a. If transfer value is based on zonal value	
F.a.1. Latest zonal valuation certified by BIR (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
F.b. If transfer value is based on appraised value	
F.b.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
F.b.2. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_AV_Affidavit.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G. Additional Requirement if the consideration for issuance of shares is in the form of Inventories / Furniture / Personal Properties:	

G.1. Detailed schedule of property showing the description and the basis of transfer value (market value or book value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: *Download the sample **Detailed Schedule of Inventories / Furniture / Personal Properties** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DS_Inventories.xlsx* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.2. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: *Download the Deed of Assignment for **Confirmation of Valuation_Inventories / Furniture / Personal Properties** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Inventories-Furniture-Personal-Properties.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
G.a. If transfer value is based on book value:	
G.a.1. Special Audit Report by an Independent CPA on the verification and valuation of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H. Additional Requirement if the consideration for issuance of shares is in the form of Heavy equipment and machinery:	
H.1. Detailed schedule of the property showing the description and the transfer value certified under oath by the	Securities and Exchange Commission - Cagayan de Oro

company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Extension Office
Remarks: *Download the sample **Detailed Schedule of Heavy Equipment and Machinery** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DS_Heavy-Equipment.xlsx* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.2. Appraisal report by a licensed appraiser (not more than 6-month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.3. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: *Download the Deed of Assignment for **Confirmation of Valuation_Heavy Equipment and Machinery** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Heavy-Equipment-and-Machinery.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.4. Certification from the transferor stating that the properties are existing and in good condition (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

Sub Situational Requirement/s	
H.a. In case the heavy equipment and machinery qualify as real property as defined under the New Civil Code.	
H.a.1. Copy of the latest required Tax Declaration Sheet certified by the Assessor's Office. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.a.2. Copy of the TCT / CCT of the land on which the heavy equipment and machinery are located certified by the Register of Deeds. (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.b. If the assignor is not the owner of the land on which the heavy equipment and machinery are located as defined under the New Civil Code.	
H.b.1. Lease contract on the land and consent of the land owner to the transfer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.c. If the transfer value is based on appraised value:	
H.c.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_AV_Affidavit.docx*	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.	
I. Additional Requirement if the consideration for issuance of shares is in the form of Shares of Stock:	
I.1. Detailed schedule of the shares of stock showing the stockholder, stock certificate number, no. of shares and the basis of transfer value (market or book value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: *Download the sample **Detailed Schedule of Shares of Stock** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DS_Shares-of-Stock.xlsx* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.2. Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Information and Communications Technology Department (ICTD)
Remarks: *To be provided by the Company, in case the Company did not file* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.3. Deed of Assignment (a. Deed of Assignment ; b. Undertaking that the corporation will submit the required proof of transfer within the prescribed period). (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office

Remarks: *Download the Deed of Assignment for* ***Confirmation of Valuation_Shares of Stock*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Shares-of-Stocks.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.4. Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the assignor (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.5. Photocopy of the stock certificate (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
I.a. If listed in the Stock Exchange:	
I.a.1. Latest market price quotation in the newspaper or certification from the stock exchange/broker as to latest market price of the shares of stock (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J. Additional Requirement if by way of Motor Vehicles	

J.1. Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: *Download the sample **Detailed Schedule of Motor Vehicle** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DS_Motor-Vehicle.xlsx* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.2. Photocopy of certificate of registration and official receipt of annual registration fee (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
J.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.4. Deed of Assignment reflecting: a. Assignment of Motor Vehicles; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period; c. Certification from the transferor stating that the motor vehicles are existing and in good running condition. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office

Remarks:

*Download the Deed of Assignment for **Confirmation of Valuation_Motor Vehicles** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Motor-Vehicles.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s	
J.a. If the transfer value is based on appraised value:	
J.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office

Remarks:

Download the Affidavit of Undertaking re Section 64 (watered stocks) below:

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_AV_Affidavit.docx

The original copy and photo copy will be submitted upon payment of the corresponding fees.

K. Additional Requirement if by way of Sea Vessel / Aircraft:	
K.1. Detailed schedule of vessel/aircraft showing registered Owner, registry number, technical description and appraised value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office

Remarks:

*Download the sample **Detailed Schedule of Sea Vessel / Aircraft** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DS_Sea-Vessel_Aircraft.xlsx

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

K.2. Certified true copy of the certificate of ownership (1) Certified True Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The certified true copy and photo copy will be submitted upon payment of the corresponding fees.*	
K.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K.4. Certificate of seaworthiness/airworthiness issued by appropriate government agency (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K.5. Deed of Assignment reflecting: a. Assignment of Sea Vessel/Aircraft; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: *Download the Deed of Assignment for* ***Confirmation of Valuation_Sea Vessel/Aircraft*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Sea-Vessels-aircrafts.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
K.a. If the transfer value is based on appraised value:	

K.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_AV_Affidavit.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L. Additional Requirement if the consideration for issuance of shares is in the form of Intangibles:	
L.1. Photocopy of System Purchase Agreement or any proof of ownership (for software) (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
L.2. Copy of Certificate of Registration of Intellectual Property Rights and mining permit for mining claims/rights (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
L.3. Appraisal report by an accredited appraisal company or by a licensed Filipino mining engineer for mining claims/rights (not more than 6 months old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.4. Deed of Assignment reflecting: a. Assignment of Intangibles; b.Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks:	

*Download the Deed of Assignment for **Confirmation of Valuation_Intangibles** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Intangibles.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s	
L.a. If the transfer value is based on appraised value:	
L.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office

Remarks:

Download the Affidavit of Undertaking re Section 64 (watered stocks) below:

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_AV_Affidavit.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

M. Additional Requirement if the consideration for issuance of shares is in the form of Net Assets:	
M.1. Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

M.2. Deed of Assignment of the assets and liabilities (a. Deed of Assignment; b. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period). (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office

Remarks:

*Download the Deed of Assignment for **Confirmation of Valuation_Net Assets** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Net-Assets.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

M.3. List of creditors with the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

M.4. Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office

Remarks:

*Download the sample **Detailed Schedule of Net Asset** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DS_Net-Assets.xlsx

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

M.5. Photocopy of the certificate of registration of the motor vehicles (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note:

- *The original copy will be presented for verification during the processing stage.*
- *The two (2) photo copies will be submitted upon payment of the corresponding fees.*

M.6. Copy of TCT/CCT electronically certified and issued by the Register of Deeds and tax declaration sheets certified by the Assessor’s Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.	
M.7. Photocopy of stock certificates (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
M.8. DTI Certificate of Registration (for single proprietorship) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N. Other than the identified kind of payments:	
N.1. Deed of Assignment reflecting: a. Assignment of the assets; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.2. Proof of Ownership (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.3. Basis of Valuation (i.e. Valuation Report or Appraisal Report)	Applicant / Client

(1) Original Copy And (1) Photo Copy And (1) Electronic Copy	

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s	
N.a. If the transfer value is based on appraised value:	
N.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office

Remarks:

Download the Affidavit of Undertaking re Section 64 (watered stocks) below:

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_AV_Affidavit.docx

The original copy and photo copy will be submitted upon payment of the corresponding fees.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of complete requirements for new application. **Location:** imessage.sec.gov.ph **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted	1.1. Verifies completeness of the required documents, receives and records the application if complete, and sends an email confirming receipt and identifying the assigned Specialist.	None	4 hour/s	• Administrative Assistant II; Cagayan De Oro Extension Office

upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the Specialist will prepare a checklist of deficiencies and inform and return it to the applicant through the iMessage. For submission of compliance documents, the client will directly send it to the assigned Specialist's through the iMessage. The assigned Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.2.				
	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		8 working day/s	• Securities Specialist II; Cagayan De Oro Extension Office

• If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling.				
• The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are	1.3. Reviews the Final Report and, if found in order, directs the Specialist to issue the Payment Assessment Form (PAF).		9 working day/s	• Securities Specialist I; Cagayan De Oro Extension Office

compliant with existing SEC laws, rules, and regulations • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business				
	1.4. Sends the Payment Assessment Form (PAF) to the applicant. Then, informs the applicant to submit the original/hard copy upon payment.		1 hour/s	• Securities Specialist II; Cagayan De Oro Extension Office

Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given.				
2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip). **Location:** Cagayan de Oro Extension Office **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)*	2.1. Receives complete application requirements with proof of payment; verifies hard copies against online-submitted documents and, if found in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.	None	2 hour/s	• SEC Administrative Assistant II; Cagayan De Oro Extension Office
	2.2. Prepares Certificate		4 hour/s	• SEC Administrative Assistant II; Cagayan De Oro Extension Office
	2.3. Reviews the documents, signs, and approves the Certificate.		1 working day/s	• Director; Cagayan De Oro Extension Office
	2.4. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.		1 hour/s	• SEC Administrative Assistant II; Cagayan De Oro

				Extension Office
	2.5. Schedules and sends email notification to the applicant on the date of release of the certificate.		2 hour/s	• Securities Specialist II; Cagayan De Oro Extension Office
3. Present the Official Receipt and Appointment Letter. Then, fill out the logbook for released applications and claim the Certificates of Approval. **Location:** Cagayan de Oro Extension Office	3. Calls the name of the corporation, assists the client in filling out the logbook, and releases the Certificates of Approval.	None	2 hour/s	• SEC Administrative Assistant II; Cagayan De Oro Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		

16. Increase of Capital Stock by way of Cash through the eAMEND Portal - Simple Processing for One Person Corporations (OPC) Classified as Philippine National

This service details the adopted online procedure and documentary requirements for application for Increase of Capital Stock by way of Cash of OPCs pursuant to Section 37 of the Revised Corporation Code of the Philippines.

Upon approval, a Digital Certificate shall be issued electronically, *subject to the later submission of originally signed documents.*

This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.

For the pre-processing of new applications, applicants who choose to file through the eAmend Portal must submit scanned copies of the notarized documents via the eAmend Portal. Applicants are advised to adhere to the prescribed steps outlined in the eAmend Portal for the proper uploading and submission of the required documents.

Office or Division:	Cagayan De Oro Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	

1. Cover Sheet (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: *Note:* • *This is a system-generated requirement.* • *The photo copies will be submitted upon payment of the corresponding fees.*	
2. Unified Certification and Subscription Contract for Increase In Authorized Capital Stock containing: Certificate of Increase of Capital Stock; OPC Resolution; Schedule of Capital Structure as of date of OPC Resolution, indicating the nationality, no of shares and amount subscribed, and paid-up capital on the present authorized capital stock; and Treasurer's Affidavit Subscription Contract Non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: *Note:* • *This is a system-generated requirement.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
3. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Cagayan de Oro Extension Office
Remarks: *Monitoring Request through the link:* • ***eWATCH:*** *https://ewatch.sec.gov.ph/login*	

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

B. Clearance / Endorsement from other departments or other government agencies, if applicable.

B.1. Clearance / Endorsement from other departments or other government agencies. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

C. Additional requirement if cash payment for subscription is already reflected in the Audited Financial Statements:

C.1. Audited Financial Statements as of the last fiscal year stamped received by BIR and SEC. (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office

Remarks:

Note: To be submitted by the Company if not available in the SEC's system.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of notarized requirements for new application to eAmend Portal. **Location:** **https://eamend.sec.gov.ph/** **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted	1.1. Verifies completeness of the required documents. Assigns the application to the specialist, if complete, then records the application.	None	1 working day/s	• Administrative Assistant II; Cagayan De Oro Extension Office

upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the Specialist shall revert the application informing the client of the deficiencies. For submission of compliance documents, the client must upload the documents through the eAmend Portal. The assigned Specialist will proceed to Agency Step 1.2. • The foregoing service may be deemed approved pursuant to SEC Memorandum	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		5 working day/s	• Securities Specialist II; Cagayan De Oro Extension Office • Securities Specialist I; Cagayan De Oro Extension Office

Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling.				
	1.3. Reviews the Final Report and, if found in order, directs the Specialist to issue the Payment Assessment Form (PAF).		7 working day/s	• Securities Specialist II; Cagayan De Oro Extension Office • Securities Specialist I; Cagayan De Oro Extension Office

• The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time,				
	1.4. Issues the Payment Assessment Form (PAF) to the applicant. Then, informs the applicant to submit the original/hard copy upon payment.		1 working day/s	• Securities Specialist II; Cagayan De Oro Extension Office • Securities Specialist I; Cagayan De Oro Extension Office

provided that a proper notice to the applicant was given)				
2. Pay the corresponding filing fees through Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide. **Location:** 1. Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or 2. any Land Bank of the Philippines branch nationwide.	2. Issues payment confirmation containing the electronic Official Receipt via e-mail.	None	1 working day/s	• Financial Management Department; Financial Management Department (FMD)
3. Downloads the Digital Certificate of approval via eAmend and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip) **Location:** Cagayan de Oro Extension Office **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at*	3.1. Calls the name of the corporation, accepts the complete application requirements together with the proof of payment, and transmits these to the Receiving officer.	None	2 hour/s	• Administrative Assistant II; Cagayan De Oro Extension Office
	3.2. Verifies hard copies against the documents reviewed by the Specialist and attaches the source documents; if found complete and in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.		4 hour/s	• Securities Specialist II; Cagayan De Oro Extension Office • Securities Specialist I; Cagayan De Oro Extension Office

least one set should all be original copies of the documents pre-processed online, except for audited financial statements and amended articles of incorporation).	3.3. Prepares and generates the Certificate.		1 working day/s	• SEC Administrative Assistant II; Cagayan De Oro Extension Office
	3.4. Reviews the documents, signs, and approves the Certificate.		1 working day/s	• Director; Cagayan De Oro Extension Office
	3.5. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.		6 hour/s	• SEC Administrative Assistant II; Cagayan De Oro Extension Office
	3.6. Tags the application for appointment through eAmend Portal indicating the date of release of the certificate.		1 working day/s	• Administrative Assistant II; Cagayan De Oro Extension Office
4. Present the Official Receipt and Appointment Letter. Then, fill out the logbook for released applications and claim the Certificates of Approval. **Location:** Cagayan de Oro Extension Office	4. Calls the name of the corporation, assists the client in filling out the logbook, and releases the Certificates of Approval.	None	4 hour/s	• Administrative Assistant II; Cagayan De Oro Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		

17. Increase of Capital Stock by way of Cash through the eAMEND Portal for Domestic Stock Corporations Classified as Philippine National (Other than OPC)

This service details the adopted online procedure and documentary requirements for application for Increase of Capital Stock by way of Cash pursuant to Section 37 of the Revised Corporation Code of the Philippines.

This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.

For the pre-processing of new applications, applicants who choose to file through the eAmend Portal must submit scanned copies of the notarized documents via the eAmend Portal. Applicants are advised to adhere to the prescribed steps outlined in the eAmend Portal for the proper uploading and submission of the required documents.

Office or Division:	Cagayan De Oro Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Unified Certification for Certificate of Increase of Capital Stock on: a. Certificate of Increase of Capital Stock; b. Director's Certificate; c. List of stockholders of record as of date of meeting approving the increase, indicating their nationalities and their respective subscribed and paid-up	Securities and Exchange Commission - Cagayan de Oro Extension Office

capital on the present authorized capital stock; d. Non-existence of intra-corporate dispute; e. Waiver of pre-emptive rights of non-subscribing shareholders (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Download the Unified Certification for **Increase of Capital Stock** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Unified-Certification-for-Increase-in-Authorized.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
2. Treasurer's Affidavit (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download Treasurer's Affidavit through this link:* *https://www.sec.gov.ph/wp-content/uploads/2025/06/2025Forms_Treasurers-Affidavit.doc* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
3. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Cagayan de Oro Extension Office
Remarks: *Monitoring request through the link:* • ***eWATCH:** https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	

B. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
B.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector
Remarks: *To request, please refer to BSP Citizen's Charter through this link: https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
C. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
C.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group
Remarks: *To request, please refer to IC Citizen's Charter through this link:* *https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
D. Additional requirement if cash payment for subscription is not yet reflected in the Audited Financial Statements:	
Sub Situational Requirement/s	
D.a. Notarized Subscription Contract	
D.a.1. A subscription contract, executed under oath among subscriber/s, treasurer and president for the corporation, stating the number of additional shares subscribed to and paid for. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2026 – Subscription Contracts through this link: https://www.sec.gov.ph/mc-2026/sec-mc-no-06-series-of-2026/#gsc.tab=0*	

Or May download to the sample below:

https://www.sec.gov.ph/wp-content/uploads/2025/08/2025Forms_Subscription-Contract-for-Cash-Payment.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

E. Additional requirement for Rural Banks:	
E.1. Notarized Certification on payment for subscriptions to be signed by majority of the rural bank's Board of Directors in accordance with the form required by BSP (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

E.2. List of stockholders of record showing their respective subscribed and paid-up amount before and after the increase and the list of subscribers to the increase with their respective subscription and payment as presented and approved by BSP annexed to the notarized certification (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of notarized requirements for new application to eAmend Portal. **Location:** **https://eamend.sec.gov.ph/** **Notes/Instruction:**	1.1. Verifies completeness of the required documents. Assigns the application to the specialist, if complete, then records the application.	None	1 working day/s	• Administrative Assistant II; Cagayan De Oro Extension Office

• Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the Specialist shall revert the application informing the client of the deficiencies. For submission of compliance documents, the client must upload the documents through the eAmend Portal. The assigned Specialist will proceed to Agency Step 1.2.				
	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		5 working day/s	• Securities Specialist II; Cagayan De Oro Extension Office • Securities Specialist I; Cagayan De Oro Extension Office

• The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the				
	1.3. Reviews the Final Report and, if found in order, directs the Specialist to issue the Payment Assessment Form (PAF).		7 working day/s	• Securities Specialist II; Cagayan De Oro Extension Office • Securities Specialist I; Cagayan De Oro Extension Office

application is deemed disapproved without prejudice to refiling. • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or				
	1.4. Issues the Payment Assessment Form (PAF) to the applicant.		1 working day/s	• Securities Specialist II; Cagayan De Oro Extension Office • Securities Specialist I; Cagayan De Oro Extension Office

The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)				
2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip) **Location:** Cagayan de Oro Extension Office **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements).*	2.1. Calls the name of the corporation, accepts the complete application requirements together with the proof of payment, and transmits these to the Receiving officer.	None	2 hour/s	• SEC Administrative Assistant II; Cagayan De Oro Extension Office
	2.2. Verifies hard copies against the documents reviewed by the Specialist and attaches the source documents; if found complete and in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.		4 hour/s	• Securities Specialist II; Cagayan De Oro Extension Office
	2.3. Prepares and generates the Certificate.		1 working day/s	• SEC Administrative Assistant II; Cagayan De Oro Extension Office
	2.4. Reviews the documents, signs, and approves the Certificate.		2 working day/s	• Director; Cagayan De Oro Extension Office

	2.5. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.		6 hour/s	• SEC Administrative Assistant II; Cagayan De Oro Extension Office
	2.6. Tags the application for appointment through eAmend Portal indicating the date of release of the certificate.		1 working day/s	• Administrative Assistant II; Cagayan De Oro Extension Office
3. Present the Official Receipt and Appointment Letter. Then, fill out the logbook for released applications and claim the Certificates of Approval. **Location:** Cagayan de Oro Extension Office	3. Calls the name of the corporation, assists the client in filling out the logbook, and releases the Certificates of Approval.	None	4 hour/s	• SEC Administrative Assistant II; Cagayan De Oro Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		

18. Increase of Capital Stock through payment other than cash of One Person Corporation (OPC through the eAMEND Portal (Regular Amendment) for Domestic Stock Corporations Classified as Philippine National

This service details the adopted online procedure and documentary requirements for application for Increase of Capital Stock by and Non Cash pursuant to Section 37 of the Revised Corporation Code of the Philippines through eAmend Portal.

This service is exclusively for One Person Corporations classified as Philippine National. For corporations classified as Non-Philippine National , please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.

For the pre-processing of new applications, applicants who choose to file through the eAmend Portal must submit scanned copies of the notarized documents via the eAmend Portal. Applicants are advised to adhere to the prescribed steps outlined in the eAmend Portal for the proper uploading and submission of the required documents.

Office or Division:	Cagayan De Oro Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Unified Certification for Certificate of Increase of Capital Stock a. Certificate of Increase of Capital Stock; b. OPC Resolution; c. Schedule of Capital Structure as of date of OPC Resolution, indicating the nationality, no of shares and amount subscribed, and paid-up capital on the present	Securities and Exchange Commission - Cagayan de Oro Extension Office

authorized capital stock; and d. Non-existence of intra-corporate dispute. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Download the Unified Certification for **Increase of Capital Stock_OPC** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Unified-Certification-for-Increase-in-AC-OPC.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
2. Treasurer's Affidavit (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: *Download Treasurer's Affidavit for OPC through this link:* *https://www.sec.gov.ph/wp-content/uploads/2022/03/2022SECForm_TREASURERS-AFFIDAVIT.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
3. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Cagayan de Oro Extension Office

Remarks:

Monitoring Request through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

B. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:

B.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector

Remarks:

To request, please refer to BSP Citizen's Charter through this link:
https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

C. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:

C.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group

Remarks:

To request, please refer to IC Citizen's Charter through this link:

https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

D. Additional Requirement if the consideration for issuance of shares is in the form of Previously incurred indebtedness (e.g., conversion of advances into equity / conversion of deposit for future subscription)

D.1. Deed of Assignment of advances / liabilities (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office

Remarks:

*Download the Deed of Assignment for **Advances** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Single-Assignor.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s	
D.a. If the advances/liabilities is not yet reflected in the Audited Financial Statements (AFS):	
D.a.1. A report to be rendered by an Independent CPA on the verification of the advances to be converted to equity (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

E. Additional Requirements if the payment for issuance of shares is by way of Stock Dividend:	
E.1. Reconciliation of Retained Earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

For guidance, please refer to SEC Memorandum Circular No. 16 Series of 2023- Revised Guidelines on the Determination of Retained Earnings Available for Dividend Declaration through this link: https://www.sec.gov.ph/wp-content/uploads/2023/10/2023SEC-MC-No.-16,-s.-of-2023-Revised-Guidelines-on-the-Determination-of-Retained-Earnings%20-Available-for-Dividend-Declaration.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s	
E.a. In case the unappropriated retained earnings is not sufficient to warrant the dividend declaration:	
E.a.1. Secretary's Certificate on the Board's resolution to reverse the appropriated retained earnings	Applicant / Client

(1) Original Copy And (1) Photo Copy And (1) Electronic Copy	

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

F. Additional Requirement if the consideration for issuance of shares is in the form of Land, buildings / condominium units:

F.1. Detailed schedule of property showing the registered owner, location, area, TCT/CCT no., tax declaration number and the basis of transfer value (market value, assessed value or zonal value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office

Remarks:

*Download the sample **Detailed Schedule for Land, Buldings/Condominium Units** below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=405110855#gid=405110855

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

F.2. Copy of TCT/CCT electronically certified and issued by Register of Deeds and tax declaration sheet certified Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

F.3. Deed of Assignment (a. Deed of Assignment; b. Certifying that the improvements are existing and in good condition ; c. Undertaking that the corporation will submit the required proof of transfer within the prescribed period) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office

Remarks:

*Download the Deed of Assignment for **Increase of Capital Stock_Land, Buildings / Condominium Units** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Land-Buildings-Condo.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s	
F.a. If transfer value is based on appraised value:	
F.a.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
F.a.2. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Electronic Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
F.b. If property is mortgaged:	
F.b.1. Mortgagee/creditor's certification on the outstanding loan balance and his/her written consent to the transfer of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

F.c. For assignment of buildings where assignor is not the owner of the land:	
F.c.1. Lease contract on the land and consent of the land owner to the transfer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G. Additional Requirement if the consideration for issuance of shares is in the form of Untitled Lands:	
G.1. Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least twenty (20) years and the possessor had introduced improvements thereon, if any (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.2. Duplicate original or certified true copies of the tax declaration sheets (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.3. Latest realty tax receipts (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.4. Affidavit by the transferor attesting the following: 1. Continuous and open possession of the property is located; 2.a. Existence (or non-existence) of easements over the untitled property; b. Kind/description of the easement and its	Securities and Exchange Commission - Cagayan de Oro Extension Office

location; and c. Whether the transferor is the dominant estate or the servient estate, by virtue of such easements 3. That the transferor/subscriber to answer for any liability that the corporation might incur by virtue of the acceptance of said property as paid-up capital) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Download **Transferor Affidavit for Untitled Land** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-the-Transferor_Untitled-Lands.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.5. Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.6. Duplicate original or certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument affecting the property recorded in the Register of Deeds for the province of city where the land is situated (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.7. Clearance or certification from the Department of Agrarian Reform (DAR) attesting to the following: (a) There is no other claimant to the untitled land; (b) it has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party; or (c) The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Department of Agrarian Reform (DAR) - Department of Agrarian Reform (DAR)
Remarks:	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.	
G.8. Blue Print Survey of the Plan as approved by the Bureau of Lands (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.9. Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/ assessed value / zonal value or appraised value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: *Download the sample **Detailed Schedule of Untitled Lands** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=508694029#gid=508694029* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.10. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.11. Affidavit of undertaking to submit certified true copy of the original certificate of title in the name of the transferee-corporation within one (1) year from the date of receipt of the approval of the application (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
G.a. If transfer value is based on zonal value	
G.a.1. Latest zonal valuation certified by BIR (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.b. If transfer value is based on appraised value	
G.b.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.b.2. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H. Additional Requirement if the consideration for issuance of shares is in the form of Inventories / Furniture / Personal Properties:	
H.1. Detailed schedule of property showing the description and the basis of transfer value (market value or book value) certified under oath by the company accountant/ treasurer,	Securities and Exchange Commission - Cagayan de Oro Extension Office

or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	

Remarks:

*Download the sample **Detailed Schedule of Inventories / Furniture / Personal Properties** below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1666788899#gid=1666788899

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

H.2. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office

Remarks:

*Download the Deed of Assignment for **Increase of Capital Stock_Inventories / Furniture / Personal Properties** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Inventories-Furniture-Personal-Properties.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

H.a. If transfer value is based on book value:

H.a.1. Special Audit Report by an Independent CPA on the verification and valuation of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

I. Additional Requirement if the consideration for issuance of shares is in the form of Heavy equipment and machinery:

I.1. Detailed schedule of the property showing the description and the transfer value certified under oath by the	Securities and Exchange Commission - Cagayan de Oro

company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Extension Office
Remarks: *Download the sample **Detailed Schedule of Heavy Equipment and Machinery** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1745725976#gid=1745725976* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.2. Appraisal report by a licensed appraiser (not more than 6-month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.3. Deed of Assignment reflecting: a. Assignment of Heavy Equipment and Machineries; b. Certification from the transferor stating that the properties are existing and in good condition) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Heavy Equipment and Machinery** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Heavy-Equipment-and-Machinery.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
I.a. In case the heavy equipment and machinery qualify as real property as defined under the New Civil Code.	

I.a.1. Copy of the latest required Tax Declaration Sheet certified by the Assessor's Office. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.a.2. Copy of the TCT / CCT of the land on which the heavy equipment and machinery are located certified by the Register of Deeds. (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.b. If the assignor is not the owner of the land on which the heavy equipment and machinery are located as defined under the New Civil Code.	
I.b.1. Lease contract on the land and consent of the land owner to the transfer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.c. If the transfer value is based on appraised value:	
I.c.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

J. Additional Requirement if the consideration for issuance of shares is in the form of Shares of Stock:	
J.1. Detailed schedule of the shares of stock showing the stockholder, stock certificate number, no. of shares and the basis of transfer value (market or book value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: *Download the sample **Detailed Schedule of Shares of Stock** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1402851319#gid=1402851319* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.2. Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Information and Communications Technology Department (ICTD)
Remarks: *To be provided by the Company, in case the Company did not file* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.3. Deed of Assignment (a. Deed of Assignment ; b. Undertaking that the corporation will submit the required proof of transfer within the prescribed period). (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Shares of Stock** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Shares-of-Stocks.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

J.4. Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the assignor (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.5. Photocopy of the stock certificate (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
J.a. If listed in the Stock Exchange:	
J.a.1. Latest market price quotation in the newspaper or certification from the stock exchange/broker as to latest market price of the shares of stock (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K. Additional Requirement if by way of Motor Vehicles	
K.1. Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: *Download the sample **Detailed Schedule of Motor Vehicle** below:*	

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=318133614#gid=318133614

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

K.2. Photocopy of certificate of registration and official receipt of annual registration fee (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Notes:

- *The original copy will be presented for verification during the processing stage.*
- *The two (2) photo copies will be submitted upon payment of the corresponding fees.*

K.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

K.4. Deed of Assignment reflecting: a. Assignment of Motor Vehicles; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period; c. Certification from the transferor stating that the motor vehicles are existing and in good running condition (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office

Remarks:

*Download the Deed of Assignment for **Increase of Capital Stock_Motor Vehicle** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Motor-Vehicles.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s	
K.a. If the transfer value is based on appraised value:	
K.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L. Additional Requirement if by way of Sea Vessel / Aircraft:	
L.1. Detailed schedule of vessel/aircraft showing registered Owner, registry number, technical description and appraised value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: *Download the sample **Detailed Schedule of Sea Vessel / Aircraft** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1212106110#gid=1212106110* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.2. Certified true copy of the certificate of ownership (1) Certified True Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The certified true copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.3. Appraisal report by licensed appraiser (not more than 6 month old)	Applicant / Client

(1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.4. Certificate of seaworthiness/airworthiness issued by appropriate government agency (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.5. Deed of Assignment reflecting: a. Assignment of Sea Vessel/Aircraft; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Sea Vessel / Aircraft** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Sea-Vessels-aircrafts.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
L.a. If the transfer value is based on appraised value:	
L.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx*	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.	
M. Additional Requirement if the consideration for issuance of shares is in the form of Intangibles:	
M.1. Photocopy of System Purchase Agreement or any proof of ownership (for software) (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
M.2. Copy of Certificate of Registration of Intellectual Property Rights and mining permit for mining claims/rights (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
M.3. Appraisal report by an accredited appraisal company or by a licensed Filipino mining engineer for mining claims/rights (not more than 6 months old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.4. Deed of Assignment reflecting: a. Assignment of Intangibles; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: *Download the Deed of Assignment for* ***Increase of Capital Stock_Intangibles*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Intangibles.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N. Additional Requirement if the consideration for issuance of shares is in the form of Net Assets:	

N.1. Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
N.2. Deed of Assignment of the assets and liabilities (a. Deed of Assignment; b. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period). (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Net Assets** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Net-Assets.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.3. List of creditors with the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.4. Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: *Download the sample **Detailed Schedule of Net Asset** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1662940848#gid=1662940848* *Note:*	

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

N.5. Photocopy of the certificate of registration of the motor vehicles (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note:

- *The original copy will be presented for verification during the processing stage.*
- *The two (2) photo copies will be submitted upon payment of the corresponding fees.*

N.6. Copy of TCT/CCT electronically certified and issued by the Register of Deeds and tax declaration sheets certified by the Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

N.7. Photocopy of stock certificates (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Notes:

- *The original copy will be presented for verification during the processing stage.*
- *The two (2) photo copies will be submitted upon payment of the corresponding fees.*

N.8. DTI Certificate of Registration (for single proprietorship) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

N.a. If the transfer value is based on appraised value:

N.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office

Remarks:

Download the Affidavit of Undertaking re Section 64 (watered stocks) below:

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

O. Additional requirement if cash payment for subscription is not yet reflected in the Audited Financial Statements:

Sub Situational Requirement/s

O.a. Notarized Subscription Contract

O.a.1. A subscription contract, executed under oath among subscriber/s, treasurer and president for the corporation, stating the number of additional shares subscribed to and paid for (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office

Remarks:

For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2026 – Subscription Contracts through this link: https://www.sec.gov.ph/mc-2026/sec-mc-no-06-series-of-2026/#gsc.tab=0

Or May download to the sample below:

https://www.sec.gov.ph/wp-content/uploads/2025/08/2025Forms_Subscription-Contract-for-Cash-Payment.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

O.b. If applicant corporation is/are: a) Listed companies; b) Public companies defined in the Securities Regulation Code; c) Companies that offer or sell securities to the

public; d) Companies with secondary license; e) Others, pursuant to item no. 2 of SEC MC No. 6 of 2026

O.b.1. Special Audit Report (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of complete requirements for new application. **Location:** **https://eamend.sec.gov.ph/** **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the	1.1. Verifies completeness of the required documents. Assigns the application to the specialist, if complete, then records the application.	None	4 hour/s	• Administrative Assistant II; Cagayan De Oro Extension Office

applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the Specialist shall revert the application informing the client of the deficiencies. For submission of compliance documents, the client must upload the documents through the eAmend Portal. The assigned Specialist will proceed to Agency Step 1.2. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		8 working day/s	• Securities Specialist II; Cagayan De Oro Extension Office • Securities Specialist I; Cagayan De Oro Extension Office

should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations • The period to act upon the agency actions mentioned above may be extended whenever the	1.3. Reviews the Final Report and, if found in order, directs the Specialist to issue the Payment Assessment Form (PAF).		9 working day/s	• Securities Specialist II; Cagayan De Oro Extension Office • Securities Specialist I; Cagayan De Oro Extension Office

said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given.	1.4. Issues the Payment Assessment Form (PAF) to the applicant.		1 hour/s	• Securities Specialist II; Cagayan De Oro Extension Office • Securities Specialist I; Cagayan De Oro Extension Office

2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip). **Location:** Cagayan de Oro Extension Office **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)*	2.1. Receives complete application requirements with proof of payment; verifies hard copies against online-submitted documents and, if found in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.	None	2 hour/s	• Securities Specialist II; Cagayan De Oro Extension Office • Securities Specialist I; Cagayan De Oro Extension Office
	2.2. Prepares and generates the Certificate.		4 hour/s	• SEC Administrative Assistant II; Cagayan De Oro Extension Office
	2.3. Reviews the documents, signs, and approves the Certificate.		1 working day/s	• Director; Cagayan De Oro Extension Office
	2.4. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.		1 hour/s	• SEC Administrative Assistant II; Cagayan De Oro Extension Office
	2.5. Tags the application for appointment through eAmend Portal indicating the date of release of the certificate.		2 hour/s	• Administrative Assistant II; Cagayan De Oro Extension Office

3. Present the Official Receipt and Appointment Letter. Then, fill out the logbook for released applications and claim the Certificates of Approval. **Location:** Cagayan de Oro Extension Office	3. Calls the name of the corporation, assists the client in filling out the logbook, and releases the Certificates of Approval.	None	2 hour/s	• SEC Administrative Assistant II; Cagayan De Oro Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		

19. Increase of Capital Stock through payment other than cash through the eAMEND Portal for Domestic Stock Corporations Classified as Philippine National (other than OPC)

This service details the adopted online procedure and documentary requirements on application for increase of capital stock by way of Non Cash, but not limited to the following:

1. *Previously incurred indebtedness (e.g. conversion of advances into equity / conversion of deposit for future subscriptions)*
2. *Stock Dividend*
3. *Land, building / condominium units*
4. *Untitled Lands*
5. *Inventories / Furniture / Personal Properties*
6. *Heavy equipments and machineries*
7. *Shares of stock in another corporation*
8. *Motor Vehicles*
9. *Sea vessels / aircrafts*
10. *Intangibles*
11. *Net assets*
12. *Other assets or generally accepted forms of consideration necessary or convenient for its use and lawful purposes*

This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.

For the pre-processing of new applications, applicants who choose to file through the eAmend Portal must submit scanned copies of the notarized documents via the eAmend Portal. Applicants are advised to adhere to the prescribed steps outlined in the eAmend Portal for the proper uploading and submission of the required documents.

Office or Division:	Cagayan De Oro Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.
Operating Hours:	8:00 AM - 5:00 PM

Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Unified Certification for Certificate of Increase of Capital Stock on: a. Certificate of Increase of Capital Stock; b. Director's Certificate; c. List of stockholders of record as of date of meeting approving the increase, indicating their nationalities and their respective subscribed and paid-up capital on the present authorized capital stock; d. Non-existence of intra-corporate dispute; e. Waiver of pre-emptive rights of non-subscribing shareholders (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: *Download the Unified Certification for* ***Increase of Capital Stock*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Unified-Certification-for-Increase-in-Authorized.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
2. Treasurer's Affidavit (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: *Download Treasurer's Affidavit through this link:* *https://www.sec.gov.ph/wp-content/uploads/2025/06/2025Forms_Treasurers-Affidavit.doc* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
3. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses:	

A.1. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Cagayan de Oro Extension Office
Remarks: *Monitoring Request through the link:* • ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
B. For Financing and Lending Companies:	
B.1. Financing and Lending Companies Department (FLCD) Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Financing and Lending Companies Department (FLCD)
Remarks: *Financing and Lending Companies Department (FLCD) through the link:* • ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
C. For Listed and Public Companies:	
C.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)
Remarks: *Corporate Governance and Finance Department (CGFD) through the link:* • ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
D. Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
D.1. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance	Securities and Exchange Commission - Market and

(1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities Regulation Department (MSRD)

Remarks:

Market and Securities Regulation Department (MSRD) through the link:

eWATCH: *https://ewatch.sec.gov.ph/login*

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

E. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:

E.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector

Remarks:

To request, please refer to BSP Citizen's Charter through this link:
https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

F. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:

F.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group

Remarks:

To request, please refer to IC Citizen's Charter through this link:

https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

G. Additional Requirement if the consideration for issuance of shares is in the form of Previously incurred indebtedness (e.g., conversion of advances into equity / conversion of deposit for future subscription)

G.1. Deed of Assignment of advances / liabilities (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office

Remarks:

*Download the Deed of Assignment for **Advances** below:*

a. Sigle Assignor: https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Single-Assignor.docx

b. Multiple Assignor: https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Multiple-Assignor.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

G.a. If the advances/liabilities is not yet reflected in the Audited Financial Statements (AFS):

G.a.1. A report to be rendered by an Independent CPA on the verification of the advances to be converted to equity (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

H. Additional Requirements if the payment for issuance of shares is by way of Stock Dividend:

H.1. List of stockholders entitled to stock dividend with their respective outstanding shares and the allocation of stock dividend certified by the corporate secretary (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

H.2. Secretary's Certificate that on the basis of the computation of the Finance Officer, the allocation of stock dividends as indicated in the Certificate of Increase is in proportion to the shareholdings of stockholders as of date of meeting approving the dividend declaration or as of record date and the treatment of resulting fractional shares, if any, are true and correct. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.3. Reconciliation of Retained Earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 16 Series of 2023- Revised Guidelines on the Determination of Retained Earnings Available for Dividend Declaration through this link: https://www.sec.gov.ph/wp-content/uploads/2023/10/2023SEC-MC-No.-16,-s.-of-2023-Revised-Guidelines-on-the-Determination-of-Retained-Earnings%20-Available-for-Dividend-Declaration.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
H.a. In case the unappropriated retained earnings is not sufficient to warrant the dividend declaration:	
H.a.1. Secretary's Certificate on the Board's resolution to reverse the appropriated retained earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I. Additional Requirement if the consideration for issuance of shares is in the form of Land, buildings / condominium units:	
I.1. Detailed schedule of property showing the registered owner, location, area, TCT/CCT no., tax declaration number and the basis of transfer value (market value, assessed value or zonal value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant	Securities and Exchange Commission - Cagayan de Oro Extension Office

corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Download the sample* ***Detailed Schedule for Land, Buldings/Condominium Units*** *below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=405110855#gid=405110855* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.2. Copy of TCT/CCT electronically certified and issued by Register of Deeds and tax declaration sheet certified Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.3. Deed of Assignment: a. Deed of Assignment; b. Certifying that the improvements are existing and in good condition ; c. Undertaking that the corporation will submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: *Download the Deed of Assignment for* ***Increase of Capital Stock_Land, Buildings / Condominium Units*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Land-Buildings-Condo.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
I.a. If transfer value is based on appraised value:	
I.a.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old)	Applicant / Client

(1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.a.2. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.b. If property is mortgaged:	
I.b.1. Mortgagee/creditor's certification on the outstanding loan balance and his/her written consent to the transfer of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.c. For assignment of buildings where assignor is not the owner of the land:	
I.c.1. Lease contract on the land and consent of the land owner to the transfer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

J. Additional Requirement if the consideration for issuance of shares is in the form of Untitled Lands:	
J.1. Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least twenty (20) years and the possessor had introduced improvements thereon, if any (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.2. Duplicate original or certified true copies of the tax declaration sheets (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.3. Latest realty tax receipts (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.4. Affidavit by the transferor attesting the following: 1. Continuous and open possession of the property is located; 2.a. Existence (or non-existence) of easements over the untitled property; b. Kind/description of the easement and its location; and c. Whether the transferor is the dominant estate or the servient estate, by virtue of such easements 3. That the transferor/subscriber to answer for any liability that the corporation might incur by virtue of the acceptance of said property as paid-up capital) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: *Download the **Transferor Affidavit for Untitled Land** below:*	

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-the-Transferor_Untitled-Lands.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

J.5. Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.6. Duplicate original or certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument affecting the property recorded in the Register of Deeds for the province of city where the land is situated (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.7. Clearance or certification from the Department of Agrarian Reform (DAR) attesting to the following: (a) There is no other claimant to the untitled land; (b) it has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party; or (c) The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Department of Agrarian Reform (DAR) - Department of Agrarian Reform (DAR)
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.8. Blue Print Survey of the Plan as approved by the Bureau of Lands (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

J.9. Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/ assessed value / zonal value or appraised value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office

Remarks:

*Download the sample **Detailed Schedule of Untitled Lands** below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=508694029#gid=508694029

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

J.10. Deed of Assignment reflecting: a. Assignment of Untitled Lands; b. Undertaking to submit certified true copy of the original certificate of title in the name of the transferee-corporation within one (1) year from the date of receipt of the approval of the application) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office

Remarks:

*Download the Deed of Assignment for **Increase of Capital Stock_Untitled Lands** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Untitled-Lands.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

J.a. If transfer value is based on zonal value

J.a.1. Latest zonal valuation certified by BIR (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.	
J.b. If transfer value is based on appraised value	
J.b.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.b.2. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K. Additional Requirement if the consideration for issuance of shares is in the form of Inventories / Furniture / Personal Properties:	
K.1. Detailed schedule of property showing the description and the basis of transfer value (market value or book value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: *Download the sample **Detailed Schedule of Inventories / Furniture / Personal Properties** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1666788899#gid=1666788899* *Note:*	

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

K.2. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office

Remarks:

*Download the Deed of Assignment for **Increase of Capital Stock_Inventories / Furniture / Personal Properties** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Inventories-Furniture-Personal-Properties.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

K.a. If transfer value is based on book value:

K.a.1. Special Audit Report by an Independent CPA on the verification and valuation of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

L. Additional Requirement if the consideration for issuance of shares is in the form of Heavy equipment and machinery:

L.1. Detailed schedule of the property showing the description and the transfer value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office

Remarks:

*Download the sample **Detailed Schedule of Heavy Equipment and Machinery** below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1745725976#gid=1745725976

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*

- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

L.2. Appraisal report by a licensed appraiser (not more than 6-month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

L.3. Deed of Assignment reflecting: a. Assignment of Heavy Equipment and Machineries; b. Certification from the transferor stating that the properties are existing and in good condition) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office

Remarks:

*Download the Deed of Assignment for **Increase of Capital Stock_Heavy Equipment and Machinery** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Heavy-Equipment-and-Machinery.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

L.a. In case the heavy equipment and machinery qualify as real property as defined under the New Civil Code.

L.a.1. Copy of the latest required Tax Declaration Sheet certified by the Assessor's Office. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

L.a.2. Copy of the TCT / CCT of the land on which the heavy equipment and machinery are located certified by the Register of Deeds. (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

The original copy and photo copy will be submitted upon payment of the corresponding fees.	
L.b. If the assignor is not the owner of the land on which the heavy equipment and machinery are located as defined under the New Civil Code.	
L.b.1. Lease contract on the land and consent of the land owner to the transfer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.c. If the transfer value is based on appraised value:	
L.c.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M. Additional Requirement if the consideration for issuance of shares is in the form of Shares of Stock:	
M.1. Detailed schedule of the shares of stock showing the stockholder, stock certificate number, no. of shares and the basis of transfer value (market or book value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: *Download the sample **Detailed Schedule of Shares of Stock** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1402851319#gid=1402851319*	

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

M.2. Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Information and Communications Technology Department (ICTD)

Remarks:

To be provided by the Company, in case the Company did not file

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

M.3. Deed of Assignment (a. Deed of Assignment ; b. Undertaking that the corporation will submit the required proof of transfer within the prescribed period). (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office

Remarks:

*Download the Deed of Assignment for **Increase of Capital Stock_Shares of Stock** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Shares-of-Stocks.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

M.4. Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the assignor (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

M.5. Photocopy of the stock certificate (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Notes:

- *The original copy will be presented for verification during the processing stage.*
- *The two (2) photo copies will be submitted upon payment of the corresponding fees.*

Sub Situational Requirement/s	
M.a. If listed in the Stock Exchange:	
M.a.1. Latest market price quotation in the newspaper or certification from the stock exchange/broker as to latest market price of the shares of stock (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

N. Additional Requirement if by way of Motor Vehicles	
N.1. Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office

Remarks:

*Download the sample **Detailed Schedule of Motor Vehicle** below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=318133614#gid=318133614

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

N.2. Photocopy of certificate of registration and official receipt of annual registration fee (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Notes:

- *The original copy will be presented for verification during the processing stage.*
- *The two (2) photo copies will be submitted upon payment of the corresponding fees.*

N.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

N.4. Deed of Assignment reflecting: a. Assignment of Motor Vehicles; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period; c. Certification from the transferor stating that the motor vehicles are existing and in good running condition (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office

Remarks:

*Download the Deed of Assignment for **Increase of Capital Stock_Motor Vehicle** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Motor-Vehicles.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

N.a. If the transfer value is based on appraised value:

N.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office

Remarks:

Download the Affidavit of Undertaking re Section 64 (watered stocks) below:

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx

The original copy and photo copy will be submitted upon payment of the corresponding fees.

O. Additional Requirement if by way of Sea Vessel / Aircraft:	
O.1. Detailed schedule of vessel/aircraft showing registered Owner, registry number, technical description and appraised value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office

Remarks:

*Download the sample **Detailed Schedule of Sea Vessel / Aircraft** below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1212106110#gid=1212106110

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

O.2. Certified true copy of the certificate of ownership (1) Certified True Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The certified true copy and photo copy will be submitted upon payment of the corresponding fees.

O.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

O.4. Certificate of seaworthiness/airworthiness issued by appropriate government agency (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

O.5. Deed of Assignment reflecting: a. Assignment of Sea Vessel/Aircraft; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office

Remarks:

*Download the Deed of Assignment for **Increase of Capital Stock_Sea Vessel / Aircraft** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Sea-Vessels-aircrafts.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

O.a. If the transfer value is based on appraised value:

O.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office

Remarks:

Download the Affidavit of Undertaking re Section 64 (watered stocks) below:

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

P. Additional Requirement if the consideration for issuance of shares is in the form of Intangibles:

P.1. Photocopy of System Purchase Agreement or any proof of ownership (for software) (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

P.2. Copy of Certificate of Registration of Intellectual Property Rights and mining permit for mining claims/rights (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
P.3. Appraisal report by an accredited appraisal company or by a licensed Filipino mining engineer for mining claims/rights (not more than 6 months old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P.4. Deed of Assignment reflecting: a. Assignment of Intangibles; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Intangibles** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Intangibles.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
P.a. If the transfer value is based on appraised value:	
P.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx*	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.	
Q. Additional Requirement if the consideration for issuance of shares is in the form of Net Assets:	
Q.1. Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
Q.2. Deed of Assignment of the assets and liabilities (a. Deed of Assignment; b. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period). (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Net Assets** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Net-Assets.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q.3. List of creditors with the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q.4. Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks:	

*Download the sample **Detailed Schedule of Net Asset** below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1662940848#gid=1662940848

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

Q.5. Photocopy of the certificate of registration of the motor vehicles (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note:

- *The original copy will be presented for verification during the processing stage.*
- *The two (2) photo copies will be submitted upon payment of the corresponding fees.*

Q.6. Copy of TCT/CCT electronically certified and issued by the Register of Deeds and tax declaration sheets certified by the Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Q.7. Photocopy of stock certificates (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Notes:

- *The original copy will be presented for verification during the processing stage.*
- *The two (2) photo copies will be submitted upon payment of the corresponding fees.*

Q.8. DTI Certificate of Registration (for single proprietorship) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of notarized requirements for new application to eAmend Portal. **Location:** **https://eamend.sec.gov.ph/** **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-	1.1. Verifies completeness of the required documents. Assigns the application to the specialist, if complete, then records the application.	None	4 hour/s	• Administrative Assistant II; Cagayan De Oro Extension Office
	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		8 working day/s	• Securities Specialist II; Cagayan De Oro Extension Office • Securities Specialist I; Cagayan De Oro

processing stage or review stage, the Specialist shall revert the application informing the client of the deficiencies. For submission of compliance documents, the client must upload the documents through the eAmend Portal. The assigned Specialist will proceed to Agency Step 1.2 • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without				Extension Office
	1.3. Reviews the Final Report and, if found in order, directs the Specialist to issue the Payment Assessment Form (PAF).		9 working day/s	• Securities Specialist II; Cagayan De Oro Extension Office • Securities Specialist I; Cagayan De Oro Extension Office

prejudice to refiling. • The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The				
	1.4. Issues the Payment Assessment Form (PAF) to the applicant.		1 hour/s	• Securities Specialist I; Cagayan De Oro Extension Office • Securities Specialist II; Cagayan De Oro Extension Office

government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given.				
2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip). **Location:** Cagayan de Oro Extension Office **Notes/Instruction:**	2.1. Receives complete application requirements with proof of payment; verifies hard copies against online-submitted documents and, if found in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.	None	2 hour/s	• Securities Specialist II; Cagayan De Oro Extension Office • Securities Specialist I; Cagayan De Oro Extension Office

Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)	2.2. Prepares and generates the Certificate		4 hour/s	• SEC Administrative Assistant II; Cagayan De Oro Extension Office
	2.3. Reviews the documents, signs, and approves the Certificate.		1 working day/s	• Director; Cagayan De Oro Extension Office
	2.4. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.		1 hour/s	• SEC Administrative Assistant II; Cagayan De Oro Extension Office
	2.5. Tags the application for appointment through eAmend Portal indicating the date of release of the certificate.		2 hour/s	• Administrative Assistant II; Cagayan De Oro Extension Office
3. Present the Official Receipt and Appointment Letter. Then, fill out the logbook for released applications and claim the Certificates of Approval. **Location:** Cagayan de Oro Extension Office	3. Calls the name of the corporation, assists the client in filling out the logbook, and releases the Certificates of Approval.	None	2 hour/s	• SEC Administrative Assistant II; Cagayan De Oro Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		

20. Issuance of Plain/ Authenticated Copies of Documents

This service details the procedure on request for plain and/or authenticated copies of documents on file with the commission. The purpose of this is to obtain plain and or/ authenticated documents to have readily available records for various reasons.

Office or Division:	Cagayan De Oro Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	All Government Agencies
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Filled up Freedom of Information (FOI) Request Form (1) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office

Remarks:

Can be requested via google form: https://bit.ly/4m89Cpy

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the Freedom of Information (FOI) request form to the google form. **Location:** Google Form: https://bit.ly/4m89Cpy	1. Receives the filled-up Freedom of Information Request Form and checks in the Securities and Exchange Commission Database if the requested document/s is/are available and issues Payment Assessment Form (PAF). If document/s is/are not	None	5 minute/s	• Administrative Assistant II; Cagayan De Oro Extension Office

	available in the Securities and Exchange Commission Database, advises client on possible courses of action			
2.Requesting of Copy				
***For For plain copy** 2.A.If the client is requesting for plain copy, pays the filing fee **Location:** via online www.sec.gov.ph online services-ESPAYSEC or Landbank	2.A.1. Confirms the payment thru the ESPAYSEC portal	**Standard Fees** Breakdown: Plain Copy (Articles of Incorporation /By-laws, Article of Amended Incorporation , Amended By-laws, Articles of Incorporation , General Information Sheet, Increase of Capital Stock, Resolution, Secretary Certificate, Board Resolution, Registration Data Sheet, Deed of Assignment): PHP 750 Total: PHP 750 **Possible Fees** Breakdown: Other documents aside from the above/excee	3 hour/s	• Accounting Department; Financial Management Department (FMD)
	2.A.2. Prepare the requested documents and forwards to authorized signatories		20 minute/s	• Administrative Assistant II; Cagayan De Oro Extension Office
	2.A.3. Print the documents		25 minute/s	• Administrative Assistant II; Cagayan De Oro Extension Office

		ded pages : PHP 50		
***For For Certified True Copy** 2.B.If the client is requesting for authenticated copy, pays the filing fee **Location:** via online www.sec.gov.ph online services-ESPAYSEC or Landbank	2.B.1. Confirms the payment thru the ESPAYSEC portal	**Standard Fees** Breakdown: Certified True Copy (CTC): (Articles of Incorporation /By-laws, Amended Articles of Incorporation , Amended By-laws, Article of Incorporation , General Information Sheet, Increase of Capital Stock, Resolution, Secretary Certificate, Board Resolution, Registration Data Sheet, Deed of Assignment) inclusive of documentary stamps: PHP 1030 Total: PHP 1030	4 hour/s	• Accounting Division; Financial Management Department (FMD)
	2.B.2. Prepare the requested documents and forwards to authorized signatories		1 working day/s, 6 hour/s, 30 minute/s	• Administrative Assistant II; Cagayan De Oro Extension Office
	2.B.3. Prints the document and stamps the document		5 hour/s	• Administrative Assistant II; Cagayan De Oro Extension Office
	2.B.4. Signs on the requested documents		20 minute/s	• Administrative Assistant II; Cagayan De Oro Extension Office • Securities Specialist I; Cagayan De Oro Extension Office
3. Receives the document/s via courier or personal pick-up **Location:** Cagayan de Oro Extension Office	3. Releases the document/s to the applicant/requesting party	None	5 minute/s	• Administrative Assistant II; Cagayan De Oro Extension Office
Total Processing Time:				

***For For plain copy**	Working Days: 3 hour/s, 55 minute/s
***For For Certified True Copy**	Working Days: 3 working day/s
Total Processing Fee:	
***For For plain copy**	Total Standard Fee: PHP 750 See other fees below
***For For Certified True Copy**	Total Standard Fee: PHP 1030 See other fees below
Possible Fees • **Other documents aside from the above/exceeded pages** : 50	

21. Petition for Correction of Entries in the Articles of Incorporation and/or By-laws and subsequent amendments thereof of Domestic Corporations

This process details the procedure for correction of entries in the Articles of Incorporation and/or By-laws and subsequent amendments thereof of Domestic Stock and Nonstock corporations.

Office or Division:	Cagayan De Oro Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	SEC registered corporations
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Verified Petition for Correction of Entries (2) Original Copy	Applicant / Client
2. Certificate of Non Forum Shopping (2) Original Copy	Applicant / Client
3. Certificate of Incorporation, Articles of Incorporation and By-Laws (2) Photo Copy	SEC - secexpress.ph
4. Secretary's Certificate regarding approval of the filing of the petition and the authorized signatory (2) Original Copy	Applicant / Client
5. Monitoring Clearance (2) Photo Copy	SEC - Extension Office that has jurisdiction over the principal office address of the company
6. Corrected Articles of Incorporation/By-laws/Amended Articles of Incorporation/Amended By-laws (2) Original Copy	Applicant / Client
Remarks: *Applicable uncorrected document may be used as a guide.*	
7. Other evidence (Affidavits, IDs, etc. depending on the nature of the corrections) (1) Original Copy And (1) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIB

				LE (Designation; Office)
1. Submits requirements through imessage **Location:** https://imessage.sec.gov.ph/	1.1. Records the application for pre-processing, examines if documents are complete in form, and forwards the application for assignment	None	30 minute/s	• Securities Counsel I / Securities Counsel II ; Cagayan De Oro Extension Office • Securities Specialist I; Cagayan De Oro Extension Office
	1.2. Assigns the application to a processor		30 minute/s	• SEC Administrative Assistant II; Cagayan De Oro Extension Office
	1.3. Examines whether the documents submitted are complete in form and in substance, prepares a draft Order and Notce and submits for review		14 working day/s	• Securities Counsel I / Securities Counsel II; Cagayan De Oro Extension Office • Securities Specialist I; Cagayan De Oro Extension Office
	1.4. Reviews the draft Order and Notice and the documents submitted		4 working day/s	• Director; Cagayan De Oro Extension Office
	1.5. Approves draft Order and Notice		1 working day/s, 4 hour/s	• Director; Cagayan De Oro Extension Office

	1.6. Prepares and emails the Payment Assessment Form to client		1 hour/s	• Securities Counsel I / Securities Counsel II ; Cagayan De Oro Extension Office • Securities Specialist I; Cagayan De Oro Extension Office
2. Pays the filing fees through ESPAYSEC/Landbank and emails proof of payment **Location:** Email of processor	2.1. Receives and acknowledges payment	**Standard Fees** Breakdown: Filing Fee: PHP 3000 Legal Research Fee: PHP 30 Documentary Stamp Tax per notarized document: PHP 30 Total: PHP 3060	15 minute/s	• Securities Counsel I / Securities Counsel II ; Cagayan De Oro Extension Office • Securities Specialist I; Cagayan De Oro Extension Office
	2.2. Assigns Case number and records it to the logbook for Petition for Correction of Entries		15 minute/s	• SEC Administrative Officer II; Cagayan De Oro Extension Office
	2.3. Finalizes Order and Notice and forwards Order and Notice for review and signature		30 minute/s	• Securities Counsel I / Securities Counsel II ; Cagayan De Oro Extension Office • Securities Specialist I; Cagayan De Oro Extension Office

	2.4. Signs Order and Notice		30 minute/s	• Director; Cagayan De Oro Extension Office
	2.5. Emails the client that the Order and Notice with all annexes can be picked up		15 minute/s	• Securities Counsel I / Securities Counsel II ; Cagayan De Oro Extension Office • Securities Specialist I; Cagayan De Oro Extension Office
	2.6. Releases the duly approved Order and Notice with all annexes		15 minute/s	• Administrative Assistant II; Cagayan De Oro Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 3060		

22. Petition to Lift Order of Revocation/Suspension

This process details the procedure for petitions to set aside orders of revocation or suspension of stock and nonstock corporations and licensed foreign corporations. Note that this remedy is applicable only to companies revoked or suspended due to noncompliance with reportorial requirements.

Office or Division:	Cagayan De Oro Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	SEC-registered companies whose status is either revoked or suspended.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Verified Petition for Correction of Entries (2) Original Copy	Applicant / Client
2. Directors'/Trustees' Certificate (2) Original Copy	Applicant / Client
3. Latest Due Audited Financial Statements (1) Photo Copy	SEC - EFAST
4. Latest Due General Information Sheet (1) Photo Copy	SEC - EFAST
5. Proof of registration of the stock and transfer book or membership book (2) Photo Copy	Applicant / Client
6. Secretary's Certificate of No Intra-Corporate Controversy (2) Original Copy	Applicant / Client
Remarks: *Please see sample format at:* *https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf*	
7. Sworn Certification by External Auditor (2) Original Copy	Applicant / Client
8. Proof of operation for each year, starting from the date of revocation or date of incorporation (for a suspension order) up to the time of the filing of the petition, any of the following	Applicant / Client

but not limited to: Audited Financial Statements; Income Tax Returns; Mayor's or Business Permits; Contracts; Receipts showing payment of Real Estate Tax; Certifications/Recognitions/Annual Conventions; or Any similar/related documents (2) Photo Copy	
9. Latest Mayor's/Business Permit (2) Photo Copy	LGU - Business Permit and Licensing Office where the principal office address of the client is located
10. Certification Issued by the Corporate Secretary that the latest due Financial Statement and Income Tax Return was received by the SEC and BIR respectively (2) Original Copy	Applicant / Client
11. Certificate of Incorporation, latest Certificate of Filing of Amended Articles or By-Laws (if any) together with the latest Articles of Incorporation and By-Laws (2) Photo Copy	SEC - secexpress.ph
12. BIR Certificate of Registration (2) Photo Copy	BIR - RDO where the principal office address of the client is located
13. Monitoring Clearance (2) Photo Copy	SEC - Extension Office that has jurisdiction over the principal office address of the company

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits requirements in imessage **Location:** https://imessage.sec.gov.ph/	1.1. Records the application for pre-processing, examines if documents are complete in form, and forwards the application for assignment	None	30 minute/s	• Administrative Assistant II; Cagayan De Oro Extension Office
	1.2. Assigns the application to a processor		30 minute/s	• Administrative Assistant II; Cagayan De Oro Extension Office

	1.3. Examines whether the documents submitted are complete in form and in substance, prepares a draft Order and Notice and submits to the EO Director/OIC for review		11 working day/s	• Securities Counsel I; Cagayan De Oro Extension Office • Securities Counsel II; Cagayan De Oro Extension Office • Securities Specialist I; Cagayan De Oro Extension Office
	1.4. Reviews the draft Order and Notice and the documents submitted		4 working day/s	• Securities Counsel II; Cagayan De Oro Extension Office • Securities Counsel I; Cagayan De Oro Extension Office • Securities Specialist I; Cagayan De Oro Extension Office
	1.5. Approves draft Order and Notice		1 working day/s	• Director; Cagayan De Oro Extension Office
	1.6. Prepares and emails the Payment Assessment Form to client		1 hour/s	• Securities Counsel I; Cagayan De Oro Extension Office • Securities Counsel II; Cagayan De Oro

				Extension Office • Securities Specialist I; Cagayan De Oro Extension Office
2. Pays the filing fees through ESPAYSEC/Landbank and emails proof of payment **Location:** imessage.sec.gov.ph	2.1. Receives and acknowledges payment, and prepares Memo to be sent to Head Office	**Standard Fees** Breakdown: Filing Fee: PHP 3000 Legal Research Fee: PHP 30 Documentary Stamp Tax per notarized document: PHP 30 Total: PHP 3060	1 hour/s, 30 minute/s	• Securities Counsel I ; Cagayan De Oro Extension Office • Securities Counsel II ; Cagayan De Oro Extension Office • Securities Specialist I; Cagayan De Oro Extension Office
	2.2. Reviews and signs the Memo		1 hour/s, 30 minute/s	• Director ; Cagayan De Oro Extension Office
	2.3. Emails the Memo and the documents for the Petition to Lift Order of Suspension or Revocation to Office of the Commissioner, including the draft Order		2 hour/s	• Securities Counsel II; Cagayan De Oro Extension Office • Securities Counsel I; Cagayan De Oro Extension Office • Securities Specialist I; Cagayan De Oro Extension Office

	2.4. Signs draft Order and emails signed Order to Cebu Extension Office		3 working day/s	• Office of the Commissioner - Supervising Commissioner of Extension Offices; Any of requesting office / division
	2.5. Emails the signed Order to client		1 hour/s	• Securities Counsel I ; Cagayan De Oro Extension Office • Securities Counsel II ; Cagayan De Oro Extension Office • Securities Specialist I; Cagayan De Oro Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 3060		

23. Post-Audit of eAMEND Applications approved under Simple Processing

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

Office or Division:	Cagayan De Oro Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All applications submitted and approved under Simple Processing in the eAMEND Portal
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: *With downloadable system-generated forms in the eAmend Portal*	
2. Amendment Form (2) Original Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: • *With downloadable system-generated forms in the eAmend Portal.* • *Original copies should be signed (wet signature) and notarized* • *notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed names*	
3. Monitoring Clearance (2) Original Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: • ***(not applicable for corporation sole)***	

- *If there is no valid and available Monitoring Clearance, submit an Affidavit of Undertaking for Monitoring from the eAMEND System.*

- *If you have previously used an Affidavit of Undertaking for your amendment application, kindly submit a valid Monitoring Clearance issued by the Compliance Monitoring Division (CMD) for your current application.*
- *Original copies should be signed (wet signature) and notarized*

4. And other additional documentary requirements uploaded in the eAmend portal (2) Original Copy	Applicant / Client
5. Amended Articles of Incorporation/By-Laws (2) Original Copy	Applicant / Client

Remarks:

- ***two (2) copies shall be submitted together with all the documentary requirements uploaded in the eAMEND portal***

(Please submit the Amended Articles of Incorporation/By-laws incorporating the proposed provisions. The amendments must be clearly underlined and annotated with the phrase "(As amended on [date of meeting])" immediately following the amended provision. Kindly ensure that no established facts are removed or modified in the process.)

For Situational Requirement

A. For Clearance from other SEC departments

Sub Situational Requirement/s

A.a. For Financial Technology (FinTech) related business activities

A.a.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)

Remarks:

- *Operators of payment systems;*
- *Payment Service Providers;*
- *Electronic Money Issuers (EMI);*
- *Non-bank EMIs;*
- *Alternative Credit Scoring Companies;*
- *Online Lending Companies;*
- *Peer-to-peer Lending Companies;*
- *AI/Big Data Companies;*
- *InsurTech Companies (InsurTech Service Providers);*
- *KYC/Security Companies (KYC Service Providers);*
- *Digital Banks;*

- *Digital Asset Exchanges;*
- *Virtual Asset Service Providers;*
- *Play-to-Earn Platforms;*
- *E-Commerce Companies;*
- *Crowdfunding Platforms;*
- *RegTech Companies (RegTech Service Providers);*
- *SupTech Companies (SupTech Service Providers); and*
- *Digital Advisers/Robo-Advisers.*

A.a.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)

Remarks:

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

B. Endorsement from other government agencies	
Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For applications with Amendment of By-laws	
Sub Situational Requirement/s	

C.a. Air Transport	
C.a.1. Civil Aeronautics Board Endorsement (2) Original Copy And (1) Electronic Copy	Civil Aeronautics Board - Civil Aeronautics Board
C.b. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions	
C.b.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.c. Educational Institution: (stock & non-stock)	
C.c.1. Department of Education Endorsement for Elementary (2) Original Copy And (1) Electronic Copy	Department of Education - Department of Education
C.c.2. Commission on Higher Education Endorsement for College, Tertiary Course (2) Original Copy And (1) Electronic Copy	College, Tertiary Course - College, Tertiary Course
C.c.3. Technical Education Skills and Development Authority Endorsement for Technical Vocational Course (2) Original Copy And (1) Electronic Copy	Technical Education Skills and Development Authority - Technical Education Skills and Development Authority
C.d. Electric Power Plant/Trading of Petroleum Products	
C.d.1. Department of Energy Endorsement (2) Original Copy And (1) Electronic Copy	Department of Energy - Department of Energy
C.e. Hospital, Dental, Medical Clinics	
C.e.1. Department of Health Endorsement (2) Original Copy And (1) Electronic Copy	Department of Health - Department of Health
C.f. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.f.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C.g. Money Changer and Remittance Services	
C.g.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.h. Non-Chartered Government Owned and Controlled Corporation	
C.h.1. Government Commission for Government-owned and Controlled Corporation Endorsement (2) Original Copy And (1) Electronic Copy	Government Commission for Government-owned and Controlled Corporation - Government Commission for Government-owned and Controlled Corporation
C.i. Professional Association	

C.i.1. Professional Regulation Commission Endorsement (2) Original Copy And (1) Electronic Copy	Professional Regulation Commission - Professional Regulation Commission
C.j. Radio, TV, Telephone, Internet Service Providers, Value-Added Service Provider	
C.j.1. National Telecommunications Commission Endorsement (2) Original Copy And (1) Electronic Copy	National Telecommunications Commission - National Telecommunications Commission
C.k. Recruitment for Overseas Employment	
C.k.1. Philippine Overseas Employment Administration Endorsement (2) Original Copy And (1) Electronic Copy	Philippine Overseas Employment Administration - Philippine Overseas Employment Administration
C.l. Security Agency/ Anti-Crime Task Force	
C.l.1. Philippine National Police Endorsement (2) Original Copy And (1) Electronic Copy	Philippine National Police - Philippine National Police
C.m. Tobacco Related Business	
C.m.1. National Tobacco Administration Endorsement (2) Original Copy And (1) Electronic Copy	National Tobacco Administration - National Tobacco Administration
C.n. Volunteer Fire Brigade	
C.n.1. Bureau of Fire Protection Endorsement (2) Original Copy And (1) Electronic Copy	Bureau of Fire Protection - Bureau of Fire Protection
C.o. Vessel/Ship Operation, Ship Management. Shipbuilding, Ship Repair, Shipping Agency, Ship Husbanding, Ship Chandling and other Maritime related activities	
C.o.1. Maritime Industry Authority Endorsement (2) Original Copy And (1) Electronic Copy	Maritime Industry Authority - Maritime Industry Authority
C.p. Water Service Providers and Waterworks	
C.p.1. Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems Endorsement (2) Original Copy And (1) Electronic Copy	Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems - Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems
D. For Amendment of Corporate Name	
D.1. Name Verification Slip for Amendment of Corporate Name with Proof of Payment of Reservation Fee (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks:	

Request through imessage.sec.gov.ph

E. Affidavit of a director, trustees or officer undertaking to change corporate name, if not stated in the Articles of Incorporation

E.1. Affidavit of a director, trustees or officer undertaking to change corporate name, if not stated in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submits the documentary requirements with proof of payment to the Cagayan de Oro Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** Cagayan de Oro Extension Office	1.1. Stamp receives the submitted documentary requirements	None	5 minute/s	• Administrative Assistant II; Cagayan De Oro Extension Office
	1.2. Prints Certificate of Amendment (Certificate)		15 minute/s	• Administrative Assistant II; Cagayan De Oro Extension Office
	1.3. Assigns to post-audit processor		10 minute/s	• SEC Administrative Assistant II; Cagayan De Oro Extension Office
	1.4. Post-evaluates the assigned application		6 working day/s, 7 hour/s	• Securities Counsel II/Securities Counsel I; Cagayan De Oro Extension Office • SEC Securities Specialist

				II/SEC Securities Specialist I; Cagayan De Oro Extension Office • Director; Cagayan De Oro Extension Office
	1.5. Tags the application as complete in the eAmend portal		15 minute/s	• SEC Administrative Assistant II; Cagayan De Oro Extension Office
2. Proceeds to Cagayan de Oro Extension Office for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Amended Articles of Incorporation and/or By-laws **Location:** Cagayan de Oro Extension Office	2. Releases signed Certificate of Amended Articles of Incorporation and/or By-laws	None	15 minute/s	• Administrative Assistant II; Cagayan De Oro Extension Office
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		

24. Post-Evaluation of Regular eSPARC Applications

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

Office or Division:	Cagayan De Oro Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All Natural and Juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (2) Original Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: *System-generated*	
2. Articles of Incorporation (2) Original Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: *System-generated* *Original copy should be signed (wet signature) and notarized/authenticated*	
3. By-Laws (2) Original Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: • *Original copy should be signed (wet signature)* • *For One Person Corporations, no by-laws required.*	
4. And other additional documentary requirements based on the mode of payment of the subscription of shares. (2) Original Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the documentary requirements with proof of payment to the Cagayan de Oro Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** Cagayan de Oro Extension Office	1.1. Stamp receives the submitted documentary requirements.	None	5 minute/s	• Administrative Assistant II; Cagayan De Oro Extension Office
	1.2. Prints Certificate of Incorporation (Certificate)		15 minute/s	• SEC Administrative Assistant II; Cagayan De Oro Extension Office
	1.3. Assigns to post-audit processor		5 minute/s	• SEC Administrative Assistant II; Cagayan De Oro Extension Office
	1.4. Post-evaluates the assigned application		6 working day/s, 7 hour/s	• Securities Specialist II; Cagayan De Oro Extension Office • Securities Specialist I ; Cagayan De Oro Extension Office

	1.5. Tags the application as complete in the Company Registration Encoding System		10 minute/s	• Securities Specialist II; Cagayan De Oro Extension Office • Securities Specialist I ; Cagayan De Oro Extension Office
	1.6. Emails the applicant a Notice of Schedule of Appointment on the release of the Original Certificate.		15 minute/s	• Administrative Assistant II; Cagayan De Oro Extension Office
2. Proceeds to Cagayan de Oro Extension Office for presentment of the proof of payment issued by the eSPAYSEC or arranges the delivery of the Certificate through preferred courier **Location:** Cagayan de Oro Extension Office	2. Releases original copy of the Certificate	None	10 minute/s	• Administrative Assistant II; Cagayan De Oro Extension Office
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		

25. Post-Evaluation OneSEC eSPARC applications

This detail ensures compliance of the contents of the submitted hard copies of approved registration applications under eSPARC OneSEC in accordance with existing laws, rules, and regulations

Office or Division:	Cagayan De Oro Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (2) Original Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: *System-generated*	
2. Articles of Incorporation (2) Original Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: *System-generated* *Original copy should be signed (wet signature) and notarized/authenticated*	
3. By-Laws (2) Original Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: • *Original copy should be signed (wet signature)* • *For One Person Corporations, no by-laws required.*	
4. And other additional documentary requirements based on the mode of payment of the subscription of shares. (2) Original Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the documentary requirements with proof of payment to the Cagayan de Oro Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** Cagayan de Oro Extension Office	1.1. Stamp receives the submitted documentary requirements.	None	5 minute/s	• Administrative Assistant II; Cagayan De Oro Extension Office
	1.2. Prints Certificate of Incorporation (Certificate)		15 minute/s	• SEC Administrative Assistant II; Cagayan De Oro Extension Office
	1.3. Assigns to post-audit processor		10 minute/s	• SEC Administrative Assistant II; Cagayan De Oro Extension Office
	1.4. Post-evaluates the assigned application		6 working day/s, 7 hour/s	• Securities Specialist I; Cagayan De Oro Extension Office
	1.5. Tags the application as complete in the Company Registration Encoding System		10 minute/s	• Securities Specialist I; Cagayan De Oro Extension Office
	1.6. Emails the applicant a Notice of Schedule of Appointment on the release of the Original Certificate.		5 minute/s	• Administrative Assistant II; Cagayan De Oro

				Extension Office
2. Proceeds to Cagayan de Oro Extension Office for presentment of the proof of payment issued by the eSPAYSEC or arranges the delivery of the Certificate through preferred courier **Location:** Cagayan de Oro Extension Office	2. Releases original copy of the Certificate	None	15 minute/s	• Administrative Assistant II; Cagayan De Oro Extension Office
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		

26. Reclassification / Declassification / Conversion of Shares / Change in par value for Domestic Stock Corporations Classified as Philippine National

This service details the adopted online procedure and documentary requirements on application for Reclassification, Declassification, Conversion of Shares, or Change in par value pursuant to Section 6 and 15 of the Revised Corporation Code of the Philippines.

This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National , please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.

For pre-processing of new applications, scanned copies of the required documents shall be submitted via e-mail through imessage through imessage.sec.gov.ph.

Office or Division:	Cagayan De Oro Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National , please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Directors' certificate (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Cagayan de Oro Extension Office

Remarks:

Download Director's Certificate through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

2. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
3. Combined Notarized Secretary's Certificate (a. List of stockholders showing the names, nationalities and stockholdings before and after the reclassification/declassification/conversion/change in par value ; b.Treatment on resulting fractional shares; c. Non-existence of intra-corporate dispute) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: *Download the **Combined Notarized Secretary's for Reclassification / Conversion of Shares** Certificate below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Reclassification.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Cagayan de Oro Extension Office
Remarks: *Monitoring request through the link:* ***eWATCH:** https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
B. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
B.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector
Remarks:	

To request, please refer to BSP Citizen's Charter through this link: https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

C. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:

C.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group

Remarks:

To request, please refer to IC Citizen's Charter through this link:

https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of complete requirements for new application. **Location:** **iMessage:** imessage.sec.gov.ph **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02).	1.1. Receives the required documents, checks if everything is complete, and records the application if it is. Then, assigns the application to the Specialist.	None	4 hour/s	• Administrative Assistant II; Cagayan De Oro Extension Office

However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the Specialist will prepare a checklist of deficiencies and inform and return it to the applicant imessage. For submission of compliance documents, the client will directly send it to the assigned Specialist's imessage. The assigned Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.4. • If upon evaluation, the application does not meet the	1.2. Reviews online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		8 working day/s	• Securities Specialist II; Cagayan De Oro Extension Office • Securities Specialist I; Cagayan De Oro Extension Office • Securities Counsel II; Cagayan De Oro Extension Office • Securities Counsel I; Cagayan De Oro Extension Office

requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations				
	1.3. Reviews the Final Report and, if found in order, directs the Specialist to issue the Payment Assessment Form (PAF).		9 working day/s	• Securities Specialist II; Cagayan De Oro Extension Office • Securities Specialist I; Cagayan De Oro Extension Office
	1.4. Issues the Payment Assessment Form (PAF) to the applicant. Then, informs the applicant		1 hour/s	• Securities Counsel II; Cagayan De Oro

• The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in	to submit the original/hard copy upon payment.			Extension Office • Securities Counsel I; Cagayan De Oro Extension Office • Securities Specialist II; Cagayan De Oro Extension Office • Securities Specialist I; Cagayan De Oro Extension Office

processing time, provided that a proper notice to the applicant was given)				
2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip). **Location:** Cagayan de Oro Extension Office **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)*	2.1. Receives complete application requirements with proof of payment; verifies hard copies against online-submitted documents and, if found in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.	None	2 hour/s	• SEC Administrative Assistant II; Cagayan De Oro Extension Office
	2.2. Prepares the Certificate		4 hour/s	• SEC Administrative Assistant II; Cagayan De Oro Extension Office
	2.3. Reviews the documents, signs, and approves the Certificate.		1 working day/s	• Director; Cagayan De Oro Extension Office
	2.4. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.		1 hour/s	• Administrative Assistant II; Cagayan De Oro Extension Office
	2.5. Schedules and sends email notification to the applicant on the date		2 hour/s	• Administrative Assistant II; Cagayan

	of release of the certificate.			De Oro Extension Office
3. Present the Official Receipt and Appointment Letter.Then, fill out the logbook for released applications and claim the Certificates of Approval. **Location:** Cagayan de Oro Extension Office	3. Calls the name of the corporation, assists the client in filling out the logbook, and releases the Certificates of Approval.	None	2 hour/s	• SEC Administrative Assistant II; Cagayan De Oro Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		

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

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

The following are the various company type to choose form:

- *General Partnership*
- *Professional Partnership*
- *Limited Partnership*

Type of partnership based on foreign equity participation:

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

Office or Division:	Cagayan De Oro Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: *System-generated*	
2. Articles of Partnership (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office

Remarks:

System-generated

Original copy should be signed (wet signature) and notarized

For Situational Requirement	
A. Endorsement/Clearance from other government agencies	
Sub Situational Requirement/s	
A.a. Money Changer and Remittance Services	
A.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
A.a.2. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
B. For Clearance from other SEC departments	
Sub Situational Requirement/s	
B.a. For Financial Technology (FinTech) related business activities	
B.a.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)

Remarks:

- *Alternative Credit Scoring Companies;*
- *AI/Big Data Companies;*
- *InsurTech Companies (InsurTech Service Providers);*
- *KYC/Security Companies (KYC Service Providers);*
- *Digital Asset Exchanges;*
- *Virtual Asset Service Providers;*
- *Play-to-Earn Platforms;*
- *E-Commerce Companies;*
- *RegTech Companies (RegTech Service Providers);*
- *SupTech Companies (SupTech Service Providers); and*
- *Digital Advisers/Robo-Advisers.*

B.a.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)

Remarks:

- *Alternative Credit Scoring Companies;*
- *AI/Big Data Companies;*
- *InsurTech Companies (InsurTech Service Providers);*
- *KYC/Security Companies (KYC Service Providers);*

- *Digital Asset Exchanges;*
- *Virtual Asset Service Providers;*
- *Play-to-Earn Platforms;*
- *E-Commerce Companies;*
- *RegTech Companies (RegTech Service Providers);*
- *SupTech Companies (SupTech Service Providers); and*
- *Digital Advisers/Robo-Advisers.*

C. Additional requirement, if applicable;

Sub Situational Requirement/s

C.a. If the Partner is a Juridical Entity

C.a.1. Authenticated/Apostilled Board Resolution approving the Corporation to be a partner and appointing their authorized representative (2) Original Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Board Resolution of the Juridical Entity allowing it to invest in the said Corporation

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ **Location:** https://esparc.sec.gov.ph/	1.1. Approves proposed company name and/or trade name/s in accordance with SEC Memorandum Circular No. 13, Series of 2019	None	2 hour/s	• SEC Administrative Assistant II; Cagayan De Oro Extension Office
	1.2. Pre-processes all corporate information submitted		2 working day/s, 7 hour/s, 45 minute/s	• Securities Counsel II; Cagayan De Oro Extension Office • Securities Counsel I; Cagayan De Oro Extension Office • Securities Specialist I; Cagayan

				De Oro Extension Office
	1.3. Processor prepares and issues the Payment Assessment Form (PAF)		5 minute/s	• Securities Counsel II; Cagayan De Oro Extension Office • Securities Counsel I; Cagayan De Oro Extension Office • Securities Specialist I; Cagayan De Oro Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** Aespaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Formula Fees** Breakdown: Articles of PartnershipName ReservationLegal Research FeeDocumentary Stamp Tax	5 minute/s	• Accounting Division; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the CDOEO office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc. **Location:** Cagayan de Oro Extension Office	3.1. Officially receives and stamps the hard copies of the registration application	None	5 minute/s	• Administrative Assistant II; Cagayan De Oro Extension Office
	3.2. Generates the Certificate and forwards the same with the submitted proof of payment and documentary requirements to the authorized signatory		10 minute/s	• Administrative Assistant II; Cagayan De Oro Extension Office

	3.3. Reviews the application and signs the Certificate;		3 working day/s, 5 hour/s, 30 minute/s	• Director; Cagayan De Oro Extension Office
	3.4. Sends appointment through email indicating the date of release of the Certificate		10 minute/s	• Administrative Assistant II; Cagayan De Oro Extension Office
4. Proceeds to CDOEO office for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate **Location:** Cagayan de Oro Extension Office	4. Enters company name in the Masterlist and releases the Certificate together with registration application then stamps release the official receipt	None	10 minute/s	• Administrative Assistant II; Cagayan De Oro Extension Office
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Articles of Partnership**

  ⅕ of 1% of the Partnership's Capital but not less than PHP 2,000

- **Name Reservation**

  PHP 100 per Corporate Name

  *Additional Php 100 per trade name/s

- **Legal Research Fee**

  1% of the computed Filing Fees

- **Documentary Stamp Tax**

PHP 30 for each filing fee type

28. Registration of Corporations through One-day Submission and E-registration of Companies (OneSEC) with ZERO Processing for DOMESTIC STOCK CORPORATIONS

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

a. *The company classification is All Filipino, .01 to 40%, and more than 40% to 100% foreign equity participation;*
b. *The proposed corporate name may comply to the following: (a) has a name descriptor according to its industry classification; (b) does not contain any Trade Name/s ; and (c) not subject to any Letter of Appeal for reconsideration; and (d) in explicit form (any set or group of letters does not contain any acronym or meaning);*
c. *The primary purpose or main activity is predetermined and is not subject to any modification/correction;*
d. *The corporate term of existence may be determined by the applicant.*
e. *The incorporator/s, members of the Board of Directors and subscribers are Natural Person/s, of legal age;*
f. *The applicant corporation is not located in any of the economic zones, if located within an economic zone, then proceed to eSPARC ZERO Regular processing;*
g. *The share type classification contains the following : (a) Common Shares; (b) with Par Value and (c) Amount of par value is not less than P1.00 and in non-decimal currency;*
h. *The Mode of Payment for the subscription of shares is CASH;*
i. *Once the application is completed, the registration fees are paid immediately through the SEC eSPAYSEC;*
j. *The applicant corporation is not required to secure clearance/endorsement from any Department of SEC and/or other government agency/ies, if clearance/endorsement is needed please proceed to eSPARC ZERO Regular processing;*
k. *None of the incorporators, stockholders/members, directors/trustees, beneficial owners, and officers of the applicant corporation have been convicted of or have pending criminal or administrative case of felony or misdemeanor involving investment or investment-related business, fraud, false statements or omissions, wrongful taking of property, bribery, forgery, counterfeiting or extortion, or other felonies;*
l. *None of the incorporators, stockholders/members, directors/trustees, beneficial owners, and officers of the applicant corporation are included in pertinent sanctions list circularized by the Bangko Sentral ng Pilipinas (BSP), the Anti-Money Laundering Council (AMLC), the Anti-Terrorism Council (ATC), and other domestic and/or international entities or organizations, such as the Office of Foreign Assets Control (OFAC) of the U.S. Department of Treasury and the United Nations Sanctions List;*

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

Activities of Employment Agency Activities

1. *Activities of Employment Agency Activities*

2. *Activities of a Holding Company*
3. *Advertising*
4. *Agriculture*
5. *Air transportation*
6. *Arrastre and Stevedoring services*
7. *Business process outsourcing*
8. *Cargo consolidator*
9. *Cargo Sales Agent or Breakbulk Sales Agent*
10. *Cockpit*
11. *Combined Facilities Support Activities (Cleaning Activities)*
12. *Computer Programming*
13. *Construction*
14. *Courier services*
15. *Creative Arts and Entertainment of Activities*
16. *Customs Brokerage*
17. *Deep Sea Commercial Fishing*
18. *Domestic Airfreight Forwarder*
19. *Domestic Agricultural Aerial Spraying Services*
20. *Domestic Agricultural Aerial Spraying Services using Remotely Piloted Aircraft (RPA)*
21. *Domestic Non-Scheduled Air Transportation Services*
22. *Domestic Scheduled Air Transportation Services*
23. *Drugstore*
24. *Electric generation*
25. *Film production*
26. *Fishery*
27. *Funeral and Related Services*
28. *Gambling and Betting Activities*
29. *Gas station*
30. *General Sales Agent for Cargo*
31. *General Sales Agent for Passenger*
32. *Hotel*
33. *Hospital*
34. *International Airfreight Forwarder*
35. *International Non-Scheduled Air Transportation Services*
36. *International Non-Scheduled All-Cargo Air Transportation Services*
37. *International Scheduled Air Transportation Services*
38. *IT – TNVs*
39. *IT/Software applications*
40. *Landscape care and maintenance service activities*
41. *Land transportation*
42. *Laundry Services*
43. *Logistic*
44. *Management Consultancy*
45. *Mining*
46. *Non-Vessel Operating Common Carrier*
47. *Organization of Convention and Trade Shows*
48. *Other Residential Care Activities*
49. *Personal Services for Wellness except Sports Activities*
50. *Photographic Activities*
51. *Printing and Publishing*
52. *Property Management*
53. *Radio Broadcasting*
54. *Real Estate*

55. *Recruitment*
56. *Renting and Leasing Machinery*
57. *Renting and Leasing Motor Vehicles*
58. *Renting and Leasing of Personal and Household Goods*
59. *Repairs of Computers and Communications Equipment*
60. *Repair of Household Appliances and Home and Garden*
61. *Residential care activities for mental retardation, mental health and substance abuse*
62. *Residential care activities for the elderly and disabled*
63. *Residential Nursing Care Facilities*
64. *Restaurant*
65. *Retail trading of goods*
66. *Retail via mail/telephone order houses via the internet*
67. *Schools*
68. *Sea transportation*
69. *Security agency*
70. *Security Facility Sales and Installation Activities*
71. *Shipping Agency*
72. *Sound Recording*
73. *Sports Activities*
74. *Technical testing/analysis*
75. *Telecommunications*
76. *Television Programming and Broadcasting Activities*
77. *Travel agency*
78. *Veterinary Activities*
79. *Waste Collection/Disposal/Management*
80. *Wholesale and retail trading of goods*
81. *Wholesale trading of goods*
82. *Parking Spaces*
83. *Materials Recycling Facility (MRF) / Junkshop*
84. *Automotive Repair*
85. *Glass, Aluminum, and Other Metal Installations*
86. *Woodworking and Carpentry Business*
87. *Tailoring and Dressmaking Business*
88. *Hauling and Trucking Business*
89. *Storage and Warehousing Facilities Rental*
90. *Motor Vehicle Rental Business*
91. *Manufacturing and Assembly of Electronics and Semiconductor Business*
92. *Manufacturing/Assembly of Automotive Parts Business*
93. *Garment and Textile Business*
94. *Manufacturing of Medical Devices and Parts*
95. *Operation of Fishpond*
96. *Memorial Parks*
97. *Games and Amusement Activities*
98. *Bakeshop*
99. *Beauty Salon*
100. *Cold Storage*

Office or Division:	Cagayan De Oro Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business)

Who may avail:	All Natural and Juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: *System-generated*	
2. Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: *System-generated*	
3. By-Laws (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: • *System-generated* • ***Not applicable for One Persion Corporation (OPC)***	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ and encodes the data required. **Location:** https://esparc.sec.gov.ph/	1. ESPARC System issues the payment assessment form	None	2 working day/s, 6 hour/s	• eSPARC system; Cagayan De Oro Extension Office
2. Pays the assessed registration fee through eSPAYSEC and receives the Digital copy of the Certificate of Incorporation in the email provided in the system **Location:** https://espaysec.sec.gov.ph/	2. The system issues the electronic receipt of the payment of filing fees.	**Standard Fees** Breakdown: Articles of Incorporation : PHP 2000 By-Laws: PHP 1000 Documentary Stamp Tax: PHP 60 Legal Research Fee: PHP 20 --- Total: PHP 3080 **Possible Fees** Breakdown: Stock and Transfer Book: PHP 150 Membership Book: PHP 75 **Formula Fees** Breakdown: Filing FeeName Verification Fee	1 hour/s	• eSPARC System; Cagayan De Oro Extension Office

3. Generates the Digital Certificate **Location:** esoparc	3. The system issues the Digital Certificate of Incorporation	None	1 hour/s	• eSPARC System; Cagayan De Oro Extension Office
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 3080 See other fees below		

Possible Fees

- **Stock and Transfer Book** : 150
- **Membership Book** : 75

Formula / Schedule of Fees

- **Filing Fee**

  Stock corporation with par value - ⅕ of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher

  Stock corporation without par value - ⅕ of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher

  Non- Stock corporation – PHP 1,000

- **Name Verification Fee**

  Php100.00 per Corporate Name

  *additional fee of Php100.00 for each trade name/s.

29. Registration of Corporations through the Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular with ZERO Processing

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

The following are the various company type to choose form:

1. *Stock Corporation*

As to composition:

1. *One Person Corporation*
2. *Corporation with 2 to 15 incorporators*

As to ownership:

1. *All Filipino*
2. *With Foreign equity participation*

As to Company type:

1. *Domestic Corporations*

1. *Non-stock Corporation*

As to Company sub-types:

1. *Corporation Sole*
2. *Non-stock/Non-profit*
3. *Foundation*
4. *Federation*
5. *Microfinance*
6. *Religious Aggregate*
7. *Condominium Corporation*

As to ownership:

1. *All Filipino*
2. *With foreign equity participation*

Office or Division:	Cagayan De Oro Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Cover Sheet for Registration (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: *System-generated*	
2. Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: *System-generated* • *Original copy should be signed (wet signature) and notarized* • *corporate name;* • *business activity;* • *principal office address;* • *names, nationality, residences and Tax Identification Numbers (TIN) of natural Filipino incorporators/officer (for corporations composed of 2-15 incorporators) or single incorporator, nominee and alternate nominee (for One Person Corporation).* • *capital structure;* • *name of treasurer and TIN;* • *Undertaking to change company name;* • *Printed names and with original signatures of the single stockholder, nominee and alternate nominee of all incorporators for corporations with 2-15 incorporators or single stockholder, nominee and alternate nominee for One Person Corporation;* • *Notarization or Authentication*	
3. By-Laws (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: • *System-generated*	

- *Original copy should be signed (wet signature)*
- *Needs to be submitted for corporations with 2 -15 incorporators only. For One Person Corporations, no by-laws required.*

For Situational Requirement	
A. For Initial Processing of Ordinary Corporations	
A.1. Joint Affidavit of Undertaking to Change Name, in case not incorporated in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)* • *Original copy should be signed (wet signature) and notarized*	
Sub Situational Requirement/s	
A.a. If Articles of Incorporation and By-Laws are executed in a foreign jurisdiction	
A.a.1. Authenticated/Apostilled Articles of Incorporation and By-Laws and supporting documents (1) Original Copy And (1) Electronic Copy	Applicant / Client
A.b. If Incorporator/s is/are a Juridical Entity	
A.b.1. Board Resolution/Directors'/Trustees' Certificate or Secretary's Certificate (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Authenticated/Apostilled (if executed in a foreign jurisdiction)*	
B. Endorsement/Clearance from other government agencies	
Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For Clearance from other SEC departments	
Sub Situational Requirement/s	

C.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
C.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
C.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
C.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD
C.c. For Financial Technology (FinTech) related business activities	
C.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
C.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;*	

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

D. For Foundation	
D.1. Notarized certificate of bank deposit of the contribution (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *which shall not be less than P1,000,000.00*	
D.2. Statement of Willingness to allow the Commission to conduct an audit (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: *System-generated*	
E. For Federation	
E.1. of Member-Associations certified by the Corporate Secretary and attested by the President (2) Original Copy And (1) Electronic Copy	Applicant / Client
F. For Confederation	
F.1. List of Member-Federations certified by the Corporate Secretary and attested by the President (2) Original Copy And (1) Electronic Copy	Applicant / Client
G. For Condominium Corporation/Association	
G.1. Notarized Copy of the Master Deed with primary entry of the Register of Deeds (2) Original Copy And (1) Electronic Copy	Applicant / Client
G.2. Certification that there is no existing similar condominium association within the condominium project (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office

Remarks:

System-generated

Applicant Condominium Corporation/Association to be executed by the Corporate Secretary

H. For Non-Stock Religious Aggregate

H.1. Affidavit of Affirmation/Verification by the chief priest, rabbi, minister, or presiding elder, (not required if already part of the Articles of Incorporation)
(2) Original Copy And (1) Electronic Copy

Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ **Location:** https://esparc.sec.gov.ph/	1.1. Approves proposed company name and/or trade name/s in accordance with SEC Memorandum Circular No. 13, Series of 2019	None	2 working day/s	• SEC Administrative Assistant II; Cagayan De Oro Extension Office
	1.2. Pre-processes all corporate information submitted		4 working day/s, 7 hour/s, 45 minute/s	• Securities Counsel II; Cagayan De Oro Extension Office • Securities Counsel I; Cagayan De Oro Extension Office • Securities Specialist II; Cagayan De Oro Extension Office • Accounting Specialist I; Cagayan De Oro Extension Office

				• Administrative Officer IV; Cagayan De Oro Extension Office
	1.3. Processor prepares and issues the Payment Assessment Form (PAF)		5 minute/s	• Securities Counsel II; Cagayan De Oro Extension Office • Securities Counsel I; Cagayan De Oro Extension Office • Securities Specialist II ; Cagayan De Oro Extension Office • Accounting Specialist I; Cagayan De Oro Extension Office • Administrative Officer IV; Cagayan De Oro Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: By-Laws: PHP 1000 --- Total: PHP 1000 **Formula Fees** Breakdown:	5 minute/s	• Accounting Division; Financial Management Department (FMD)

		Filing FeeRegistration of Stock and Transfer Book/Membership BookName ReservationLegal Research FeeDocumentary Stamp Tax		
3. Generates and prints the Digital Certificate **Location:** eSPARC	3. The eSPARC system issues the Digital Certificate	None	5 minute/s	• eSPARC System; Cagayan De Oro Extension Office
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1000 See other fees below		

Formula / Schedule of Fees

- **Filing Fee**

  Stock corporation with par value - ⅕ of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher

  Stock corporation without par value - ⅕ of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher

  Non- Stock corporation – PHP 1,000

- **Registration of Stock and Transfer Book/Membership Book**

  Stock and Transfer Book – PHP 150

  Membership Book – PHP 75

- **Name Reservation**

  PHP 100 per Corporate Name

  *Additional Php100 per trade name/s

- **Legal Research Fee**

1% of the computed Filing Fees for Amended Articles of Incorporation and/or By-Laws

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

30. Registration of Corporations through the Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular ZERO where payment for subscription is other than Cash

This service details the procedure for registration of Stock Corporation where payment for subscription is other than Cash through Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular Zero.

Office or Division:	Cagayan De Oro Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: *System-generated*	
2. Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: *System Generated*	
3. By-Laws (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: *System-generated*	
For Situational Requirement	
A. Additional requirements based on kind of payment for subscription	
Sub Situational Requirement/s	

A.a. If subscription payment is through Land and/ Building/Condominium Unit	
A.a.1. Detailed schedule of the property showing the registered owner, location, area, TCT/CCT No., tax declaration number and the basis of transfer value (appraised/market value/assessed value/zonal value) certified by the treasurer (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.a.2. Copy of TCT/CCT and tax declaration sheet certified by Register of Deeds and Assessor's Office, respectively (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.a.3. Latest zonal value certified by BIR, if transfer value is based on zonal value (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.a.4. Appraisal report by authorized appraiser, if transfer value is based on appraised value (not more than 6 months old) (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.a.5. Deed of Assignment (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.a.6. If property is mortgaged, submit mortgage/creditor's certification on the outstanding loan balance and written consent to the transfer of property (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.a.7. For assignment of building where assignor is not owner of the land, submit lease contract on land and consent of landowner to the transfer (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.a.8. Affidavit of Undertaking by an incorporator of the corporation to submit the proof of transfer to the corporation within the prescribed period (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.b. If subscription payment is through Untitled Lands	
A.b.1. Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least thirty (30) years and the possessor had introduced improvements thereon, if any (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.b.2. Duplicate original or certified true copies of the tax declaration sheets (2) Original Copy And (1) Electronic Copy	Applicant / Client

A.b.3. Latest realty tax receipts (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.4. Affidavit by the transferor attesting continuous and open possession of the property and that the property is not tenanted (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.5. Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.6. Duplicate original or certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument affecting the property recorded in the Register of Deeds for the province or city where the land is situated (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.7. Affidavit executed by the transferor (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *attesting to the:* 1. *Existence (or non-existence) of easements over the untitled property* 2. *Kind/description of the easement and its location* 3. *Whether the transferor is the dominant estate or the servient estate, by virtue of such easements*	
A.b.8. Under oath undertaking of the transferor/subscribed to answer for any liability that the corporation might incur by virtue if the acceptance of said property paid-up capital (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.9. Clearance or certification from the Department of Agrarian Reform (DAR) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Department of Agrarian Reform - Documentation and Coordination Division

Remarks: *attesting the following:* 1. *There is no other claimant to the untitled land* 2. *It has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party or* 3. *The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP)*	
A.b.10. Blue Print Survey of the Plan as approved by the Bureau of Lands (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.11. Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/assessed value/zonal value or appraised value) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.12. Latest zonal valuation certified by BIR, if transfer value is based on zonal value (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.13. Appraisal report by authorized appraiser, if transfer value is based on appraised value (not more than 6 month old) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.14. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.15. Affidavit of undertaking to submit certified true copy of the original certificate of title in the name of transferee-corporation within one (1) year from the date of receipt of the approval of the application (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.c. If subscription payment is through Inventories/Furniture/Personal Properties	
A.c.1. Detailed schedule of the property showing the description and transfer value certified by the treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.c.2. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

A.d. If subscription payment is through Heavy Equipment and Machinery	
A.d.1. Detailed schedule of the properties showing the description and the transfer value certified by the treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.d.2. Appraisal report by authorized appraiser (not more than 6 months old). If the property is imported, a valuation report with description of the property by the Bangko Ng Pilipinas (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.d.3. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.e. If subscription payment is through Shares of Stock	
A.e.1. Detailed schedule of the shares of stock showing the name of stockholder, stock certificate number, number of shares and the basis of transfer value whether market or book value certified by the treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.e.2. Audited financial statements of the investee company as of the last fiscal year stamped received by BIR and SEC (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.e.3. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.e.4. Certification by the Corporate Secretary of the investee company that the shares of stock are outstanding in the name of assignor (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.e.5. Photocopy of the stock certificate (present original for verification) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.e.6. Latest market quotation in newspaper or certification from stock exchange/broker as to latest market price of the shares of stock (if listed in the Stock Exchange) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.e.7. Affidavit of Undertaking by an incorporator of the corporation to submit the required proof of transfer within	Applicant / Client

the prescribed period (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	
A.f. If subscription payment is through Motor Vehicle	
A.f.1. Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified by the treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.f.2. Photocopy of the Certificate of Registration and latest Official Receipt of Registration (present the original for verification) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.f.3. Appraisal report by authorized appraiser (not more than six month old) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.f.4. Deed of assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.f.5. Affidavit of undertaking by an incorporator of the corporation to submit the required proof of transfer within the prescribed period (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.g. If subscription payment is through Sea Vessel/Aircraft	
A.g.1. Detailed schedule of the vessel/aircraft showing registered owner, registry number, technical description, and appraised value certified by the treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.g.2. Certified true copy of the certificate of ownership (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.g.3. Appraisal report by authorized appraiser (not more than 6 month old) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.g.4. Certificate of seaworthiness/airworthiness issued by appropriate government agency (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.g.5. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo	Applicant / Client

Copy	
A.g.6. Affidavit of Undertaking by an incorporator of the corporation to submit the required proof of transfer within the prescribed period (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.h. If subscription payment is Intangible	
A.h.1. Photocopy of the System Purchase Agreement or any documents as proof of ownership (for a software) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.h.2. Copy of Certificate of Registration of Intellectual Property Rights, mining permit for mining claims or rights (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.h.3. Appraisal report by an accredited appraisal company or licensed Filipino mining engineer for mining rights/claims (not more than 6 month old) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.h.4. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.i. If subscription payment is through Net Assets by way of conversion of single proprietorship/partnership into corporation	
A.i.1. Audited Financial Statements (AFS) of single proprietorship partnership/division of a corporation for spin-off as of last fiscal year (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.i.2. Long-form audit report of item no. 1 (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.i.3. Deed of Assignment of the assets and liabilities to the corporation (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.i.4. ist of creditors showing the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.i.5. Detailed schedule of properties with certificates of registration/title and their respective book values certified by the company accountant	Applicant / Client

(1) Electronic Copy And (1) Original Copy And (1) Photo Copy	
A.i.6. Photocopy of the certificate of registration of the motor vehicles (present original for verification) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.i.7. Copy of TCT/CCT and tax declaration sheets certified by the Register of Deeds and Assessor's Office, respectively (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.i.8. Photocopy of stock certificate (present original for verification) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.i.9. DTI Certificate of Registration (for single proprietorship) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Department of Trade and Industry - DTI Regional and Provincial Offices
A.i.10. Affidavit of Undertaking by an incorporator of the corporation to submit the required proof of transfer within the prescribed period (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.j. If subscription payment is Lands	
A.j.1. Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/assessed value/zonal value or appraised value) (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.j.2. Latest zonal valuation certified by BIR, if transfer value is based on zonal value (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.j.3. Appraisal report by authorized appraiser, if transfer value is based on appraised value (not more than 6 month old) (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.j.4. Deed of Assignment (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.j.5. Affidavit of undertaking to submit certified true copy of the original certificate of title in the name of transferee-corporation within one (1) year from the date of receipt of the approval of the application (2) Original Copy And (1) Electronic Copy	Applicant / Client
B. For One Person Corporation	
B.1. Letter of Acceptance of the Nominee and Alternate Nominee	Applicant / Client

(1) Electronic Copy And (1) Original Copy And (1) Photo Copy	
Sub Situational Requirement/s	
B.a. If single stockholder is a trustee, administrator, executor, guardian, conservator, custodian, or other person exercising fiduciary duties	
B.a.1. Proof of Authority (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
C. Endorsement from other government agencies	
Sub Situational Requirement/s	
C.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
C.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
D. For Clearance from other SEC departments	
Sub Situational Requirement/s	
D.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
D.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
D.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
D.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
D.c. For Financial Technology (FinTech) related business activities	
D.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);*	

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

D.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)

Remarks:

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

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of	1.1. Approves proposed company name and/or trade	None	2 working day/s	• SEC Administrative

Application for Registration of Company) through https://esparc.sec.gov.ph **Location:** https://esparc.sec.gov.ph/ **Notes/Instruction:** *If payment for subscription is other than cash, additional documentary requirements should be submitted.*	name/s in accordance with SEC Memorandum Circular No. 13, Series of 2019			Assistant II; Cagayan De Oro Extension Office
	1.2. Processes and evaluates the legal aspects of the registration application.		8 working day/s, 7 hour/s, 45 minute/s	• Securities Counsel II; Cagayan De Oro Extension Office • Securities Counsel I; Cagayan De Oro Extension Office • Securities Specialist II; Cagayan De Oro Extension Office • Securities Specialist I; Cagayan De Oro Extension Office
	1.3. Processes and evaluates the financial aspects of the registration application.		9 working day/s	• Securities Counsel II; Cagayan De Oro Extension Office • Securities Counsel I; Cagayan De Oro Extension Office • Securities Specialist II; Cagayan De Oro Extension Office • Securities Specialist

				I; Cagayan De Oro Extension Office
	1.4. Issues Payment Assessment Form (PAF) to the applicant		5 minute/s	• Securities Counsel II; Cagayan De Oro Extension Office • Securities Counsel I; Cagayan De Oro Extension Office • Securities Specialist II; Cagayan De Oro Extension Office • Securities Specialist I; Cagayan De Oro Extension Office
2. Pays the filing fee through through eSPAYSEC **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: By-Laws: PHP 1000 --- Total: PHP 1000 **Formula Fees** Breakdown: Registration of Corporation Registration of Stock and Transfer Book/Membership BookName ReservationL	5 minute/s	• Accounting Division; Financial Management Department (FMD)

		egal Research FeeDocumentary Stamp Tax		
3. Generates and prints the Digital Certificate **Location:** eSPARC **Notes/Instruction:** Remarks: To secure the original copy of the Certificate, clients shall submit two (2) sets of originally signed documentary requirements with original proof of payment within sixty (60) calendar days from the date of issuance of the Digital Certificate	3. The eSPARC system issues the Digital Certificate	None	5 minute/s	• eSPARC System; Cagayan De Oro Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1000 See other fees below		

Formula / Schedule of Fees

- **Registration of Corporation**

  Stock corporation with par value - ⅕ of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher

  Stock corporation without par value - ⅕ of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher

  Non- Stock corporation – PHP 1,000

- **Registration of Stock and Transfer Book/Membership Book**

  Stock and Transfer Book – PHP 150

  Membership Book – PHP 75

- **Name Reservation**

  PHP 100 per Corporate Name

  *Additional Php 100 per trade name

- **Legal Research Fee**

  1% of the computed Filing Fees for Amended Articles of Incorporation and/or By-Laws

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

31. Registration of Non-Stock Corporations through the Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular Only (with Digital Certificate and Post-Audit Evaluation)

This service details the procedure for registration of the following non-stock corporation through Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular Only;

As to Company sub-types:

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

As to ownership:

a. All Filipino
b. With foreign equity participation

Office or Division:	Cagayan De Oro Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: *System-generated*	
2. Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro

	Extension Office

Remarks:

System-generated

- *Original copy should be signed (wet signature) and notarized*

- *corporate name;*
- *business activity;*
- *principal office address;*
- *names, nationality, residences and Tax Identification Numbers (TIN) of natural Filipino incorporators/officer (for corporations composed of 2-15 incorporators) or single incorporator, nominee and alternate nominee (for One Person Corporation).*
- *capital structure;*
- *name of treasurer and TIN;*
- *Undertaking to change company name;*
- *Printed names and with original signatures of the single stockholder, nominee and alternate nominee of all incorporators for corporations with 2-15 incorporators or single stockholder, nominee and alternate nominee for One Person Corporation;*
- *Notarization or Authentication*

3. By-Laws (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office

Remarks:

- *System-generated*
- *Original copy should be signed (wet signature)*
- *Needs to be submitted for corporations with 2 -15 incorporators only. For One Person Corporations, no by-laws required.*

For Situational Requirement

A. Additional Requirement, if applicable;

A.1. Joint Affidavit of Undertaking to Change Name, in case not incorporated in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office

Remarks:

SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)

- *Original copy should be signed (wet signature) and notarized*

Sub Situational Requirement/s

A.a. If Articles of Incorporation and By-Laws are executed in a foreign jurisdiction

A.a.1. Authenticated/Apostilled Articles of Incorporation and By-Laws and supporting documents	Applicant / Client

(1) Original Copy And (1) Electronic Copy	
A.b. If Incorporator/s is/are a Juridical Entity	
A.b.1. Board Resolution/Directors'/Trustees' Certificate or Secretary's Certificate (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Authenticated/Apostilled (if executed in a foreign jurisdiction)*	
A.c. For non-stock religious aggregate	
A.c.1. Affidavit of Affirmation/Verification by the chief priest, rabbi, minister, or presiding elder, (not required if already part of the Articles of Incorporation) (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.d. For foundation	
A.d.1. Notarized certificate of bank deposit of the contribution, which shall not be less than P1,000,000.00 Statement of Willingness to allow the Commission to conduct an audit (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.e. For federation	
A.e.1. List of Member-Associations certified by the Corporate Secretary and attested by the President (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.f. For confederation	
A.f.1. List of Member-Federations certified by the Corporate Secretary and attested by the President (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.g. For condominium corporation/association	
A.g.1. Notarized Copy of the Master Deed with primary entry of the Register of Deeds (2) Original Copy And (1) Electronic Copy	Condominium Developer and Register of Deeds - Condominium Developer and Register of Deeds
A.g.2. Certification that there is no existing similar condominium association within the condominium project (2) Original Copy And (1) Electronic Copy	Applicant Condominium Corporation/Association to be executed by the Corporate Secretary - Applicant Condominium Corporation/Association to be executed by the Corporate Secretary
B. Endorsement/Clearance from other government agencies	

Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For Clearance from other SEC departments	
Sub Situational Requirement/s	
C.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
C.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
C.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
C.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
C.c. For Financial Technology (FinTech) related business activities	
C.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)

Remarks:

- *Operators of payment systems;*
- *Payment Service Providers;*
- *Electronic Money Issuers (EMI);*
- *Non-bank EMIs;*
- *Alternative Credit Scoring Companies;*
- *Online Lending Companies;*
- *Peer-to-peer Lending Companies;*
- *AI/Big Data Companies;*
- *InsurTech Companies (InsurTech Service Providers);*
- *KYC/Security Companies (KYC Service Providers);*
- *Digital Banks;*
- *Digital Asset Exchanges;*
- *Virtual Asset Service Providers;*
- *Play-to-Earn Platforms;*
- *E-Commerce Companies;*

- *Crowdfunding Platforms;*
- *RegTech Companies (RegTech Service Providers);*
- *SupTech Companies (SupTech Service Providers); and*
- *Digital Advisers/Robo-Advisers.*

C.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)

Remarks:

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

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ **Location:** https://esparc.sec.gov.ph/	1.1. Approves proposed company name and/or trade name/s in accordance with SEC Memorandum Circular No. 13, Series of 2019	None	2 working day/s	• SEC Administrative Assistant II; Cagayan De Oro Extension Office
	1.2. Pre-processes all corporate information submitted		4 working day/s, 7 hour/s, 40 minute/s	• Securities Counsel II; Cagayan De Oro

				Extension Office • Securities Counsel I; Cagayan De Oro Extension Office • Securities Specialist I; Cagayan De Oro Extension Office • Administrative Officer IV; Cagayan De Oro Extension Office
	1.3. Processor prepares and issues the Payment Assessment Form (PAF)		5 minute/s	• Securities Counsel II; Cagayan De Oro Extension Office • Securities Counsel I; Cagayan De Oro Extension Office • Securities Specialist I; Cagayan De Oro Extension Office • Administrative Officer IV; Cagayan De Oro Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:**	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: By-Laws: PHP 1000	10 minute/s	• Accounting Division; Financial Management

espaysec.sec.gov.ph/ payment-portal/home		Total: PHP 1000 **Formula Fees** Breakdown: Registration of Corporation Registration of Stock and Transfer Book/Membership BookName ReservationLegal Research FeeDocumentary Stamp Tax		Department (FMD)
3. Generates and prints the Digital Certificate **Location:** eSPARC **Notes/Instruction:** To secure the original copy of the Certificate, clients shall submit four (4) sets of originally signed documentary requirements with original proof of payment within sixty (60) calendar days from the date of issuance of the Digital Certificate	3. The eSPARC system issues the Digital Certificate	None	5 minute/s	• eSPARC System; Cagayan De Oro Extension Office
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1000 See other fees below		
Formula / Schedule of Fees				

- **Registration of Corporation**

  Stock corporation with par value - ⅕ of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher

  Stock corporation without par value - ⅕ of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher

  Non- Stock corporation – PHP 1,000

- **Registration of Stock and Transfer Book/Membership Book**

  Stock and Transfer Book – PHP 150

  Membership Book – PHP 75

- **Name Reservation**

  PHP 100 per Corporate Name

  *Additional Pgp100 per trade name

- **Legal Research Fee**

  1% of the computed Filing Fees for Amended Articles of Incorporation and/or By-Laws

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

32. Request for Affirmative Certification - For General Public

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

Office or Division:	Cagayan De Oro Extension Office
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	General Public
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Accomplished Certification Request Form through Google Forms (1) Electronic Copy	Applicant / Client
Remarks: *(https://forms.gle/BuXBg3x4tBYrvMnT7)*	

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Send request through imessage.sec.gov.ph **Location:** imessage.sec.gov.ph	1.1. Checks completeness of the information needed and determines request feasibility	None	5 minute/s	• Administrative Assistant II; Cagayan De Oro Extension Office
	1.2. Issues a Payment Assessment Form (PAF). if with complete information and if the request is feasible		5 minute/s	• Administrative Assistant II; Cagayan De Oro Extension Office
2. Pays through the eSPAYSEC	2. Issues payment confirmation	**Standard Fees**	1 minute/s	• Financial Manageme

(espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home or SEC accredited Land Bank branches	containing the electronic Official Receipt via email	Breakdown: Certification Fee: PHP 500 Documentary Stamp Tax: PHP 30 Total: PHP 530		nt Department; Financial Management Department (FMD)
3. Submits proof of payment through imessage.sec.gov.ph **Location:** imessage.sec.gov.ph	3.1. Checks the completeness and legitimacy of payment details.	None	5 minute/s	• Administrative Assistant II; Cagayan De Oro Extension Office
	3.2. Validates the inquiry, the availability of information in online facilities and other records		1 working day/s, 5 hour/s, 37 minute/s	• Administrative Officer IV; Cagayan De Oro Extension Office
	3.3. Drafts the Certification		1 hour/s	• Administrative Officer IV; Cagayan De Oro Extension Office
	3.4. Reviews and sign the Certification		1 working day/s	• Director; Cagayan De Oro Extension Office
	3.5. Scan the signed certification		5 minute/s	• Administrative Assistant II; Cagayan De Oro Extension Office
	3.6. Upload the scanned Certification		5 minute/s	• Administrative

	in the Document Verification System to generate QR Code			Assistant II; Cagayan De Oro Extension Office
	3.7. Prints the Certification with generated QR Code		5 minute/s	• Administrative Assistant II; Cagayan De Oro Extension Office
	3.8. Seals the Certification		4 minute/s	• SEC Administrative Officer II ; Cagayan De Oro Extension Office
	3.9. Sends email for the releasing schedule/notice		40 minute/s	• Administrative Officer IV; Cagayan De Oro Extension Office
4. Goes to the Cagayan de Oro Extension Office and presents the proof of payment and printed releasing appointment for the release of the requested Certification **Location:** Cagayan de Oro Extension Office **Notes/Instruction:** Presents the proof of payment and printed releasing appointment for the release of the	4.1. Receives the printed Confirmation of Payment and Appointment Letter	None	3 minute/s	• Administrative Assistant II; Cagayan De Oro Extension Office
	4.2. Releases the Certification		5 minute/s	• Administrative Assistant II; Cagayan De Oro Extension Office

requested Certification				

General Remarks

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

Total Processing Time:	Working Days: 3 working day/s
Total Processing Fee:	Total Standard Fee: PHP 530

33. Request for Certificate of No Derogatory Information

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

Office or Division:	Cagayan De Oro Extension Office
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	All SEC Registered Entities
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Duly accomplished SEC Form 2015-001 (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: *https://www.sec.gov.ph/wp-content/uploads/2024/03/2024Forms_Revised-Certificate-of-No-Derogatory-Information.pdf*	
For Situational Requirement	
A. For Corporations with Primary Licenses	
A.1. Monitoring Clearance (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: *https://forms.gle/N3MMQx61C5cApzhm8*	
B. For Partnership	
B.1. Articles of Incorporation or latest Amended Articles of Partnership, if any (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office
Remarks: *https://secexpress.ph*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Sends request to iMessage: imessage.sec.gov.ph **Location:** Send to: imessage.sec.gov.ph	1.1. Assigns the request to a processor	None	15 minute/s	• SEC Administrative Assistant II; Cagayan De Oro Extension Office
	1.2. Checks completeness of the requirements and verifies status of corporation through the Certification Issuance System-Unified Reference Database (CIS-URDB) and a Issues a Payment Assessment Form (PAF)		15 minute/s	• Administrative Officer IV; Cagayan De Oro Extension Office • Administrative Assistant II; Cagayan De Oro Extension Office
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the electronic Official Receipt via email	**Standard Fees** Breakdown: Certification Fee: PHP 500 Documentary Stamp Tax: PHP 30 Total: PHP 530	6 hour/s	• Accounting Division; Financial Management Department (FMD)
3. Submits proof of payment through imessage.sec.gov.ph **Location:** imessage.sec.gov.ph	3.1. Acknowledge receipt of proof of payment with instruction to wait for the releasing appointment	None	10 minute/s	• Administrative Officer IV; Cagayan De Oro Extension Office • Administrative

				Assistant II; Cagayan De Oro Extension Office
	3.2. Prints the submitted SEC Form 2015-001, monitoring clearance and proof of payment		25 minute/s	• SEC Administrative Assistant II; Cagayan De Oro Extension Office • SEC Administrative Officer IV; Cagayan De Oro Extension Office
	3.3. Prints the Certificate of No Derogatory Information through the CIS-URDB		25 minute/s	• Administrative Officer IV; Cagayan De Oro Extension Office • Administrative Assistant II; Cagayan De Oro Extension Office
	3.4. Reviews the application and signs the Certificate of No Derogatory Information		2 working day/s	• Director; Cagayan De Oro Extension Office
	3.5. Forwards the signed document to the processor.		10 minute/s	• Administrative Assistant II; Cagayan De Oro

				Extension Office
	3.6. Sends email for releasing appointment		10 minute/s	• Administrative Officer IV; Cagayan De Oro Extension Office • Administrative Assistant II; Cagayan De Oro Extension Office
4. Goes to the CDOEO office and presents the proof of payment and printed releasing appointment for the release of the requested Certificate **Location:** Cagayan de Oro Extension Office	4.1. Seals the Certificate of No Derogatory Information with the SEC logo	None	5 minute/s	• Administrative Assistant II; Cagayan De Oro Extension Office
	4.2. Releases the Certificate of No Derogatory Information (CNDI) to the applicant		5 minute/s	• Administrative Assistant II; Cagayan De Oro Extension Office
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 530		

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

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

Office or Division:	Cagayan De Oro Extension Office
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	General Public
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Accomplished Form for Request for Certification (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submits e-mail request at imessage.sec.gov.ph **Location:** imessage.sec.gov.ph	1.1. Acknowledges the email and send the request form	None	5 minute/s	• SEC Administrative Assistant II; Cagayan De Oro Extension Office
	1.2. Checks completeness of the information needed and determines request feasibility		5 minute/s	• SEC Administrative Assistant II; Cagayan De Oro Extension Office
	1.3. Issues a Payment Assessment Form (PAF) through email, if with complete information		5 minute/s	• SEC Administrative Assistant II;

	and if the request is feasible			Cagayan De Oro Extension Office
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home or SEC accredited Land Bank branches	2. Issues payment confirmation containing the electronic Official Receipt via email	**Standard Fees** Breakdown: Certification Fee: PHP 500 Documentary Stamp Tax: PHP 30 --- Total: PHP 530	1 minute/s	• Financial Management Department; Financial Management Department (FMD)
3. Submits proof of payment at imessage.sec.gov.ph **Location:** imessage.sec.gov.ph	3.1. Checks the completeness and legitimacy of payment details	None	5 minute/s	• Administrative Officer IV; Cagayan De Oro Extension Office
	3.2. Validates the inquiry, the availability of information in online facilities and other records		1 working day/s, 5 hour/s, 30 minute/s	• Administrative Officer IV; Cagayan De Oro Extension Office
	3.3. Drafts the Certification		1 hour/s	• SEC Administrative Assistant II; Cagayan De Oro Extension Office
	3.4. Reviews and sign the Certification		1 working day/s, 30 minute/s	• Director; Cagayan De Oro Extension Office
	3.5. Scan the signed certification		5 minute/s	• SEC Administrative

				Assistant II; Cagayan De Oro Extension Office
	3.6. Upload the scanned Certification in the Document Verification System to generate QR Code		5 minute/s	• SEC Administrative Assistant II; Cagayan De Oro Extension Office
	3.7. Prints the Certification with generated QR Code		5 minute/s	• SEC Administrative Assistant II; Cagayan De Oro Extension Office
	3.8. Seals the Certification		6 minute/s	• SEC Administrative Assistant II; Cagayan De Oro Extension Office
	3.9. Sends email for the releasing schedule/notice		10 minute/s	• Administrative Officer IV; Cagayan De Oro Extension Office
4. Goes to the Cagayan de Oro Extension Office and presents the proof of payment and printed releasing appointment for the release of the requested certification **Location:**	4.1. Receives the printed Confirmation of Payment and Appointment Letter	None	3 minute/s	• SEC Administrative Assistant II; Cagayan De Oro Extension Office

Cagayan de Oro Extension Office **Notes/Instruction:** Present proof of payment and printed releasing appointment	4.2. Releases the Certification		5 minute/s	• SEC Administrative Assistant II; Cagayan De Oro Extension Office
General Remarks The 3-days processing time is for one client/request being served at one time. The time is extended when there are more clients/requests.				
Total Processing Time:	Working Days: 3 working day/s			
Total Processing Fee:	Total Standard Fee: PHP 530			

35. Request for Name Verification for Amendment

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

Office or Division:	Cagayan De Oro Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All SEC Registered Entities
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Accomplished Request for Name Verification Form (1) Electronic Copy	Applicant / Client

Remarks:

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

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Send request to imessage.sec.gov.ph - proposed name/s - name to be amended - SEC Number - meaning of acronym (if applicable) - name reservation term (number of days) - name of requesting party **Location:** imessage.sec.gov.ph	1.1. Acknowledge receipt of request	None	10 minute/s	• Administrative Assistant II; Cagayan De Oro Extension Office
	1.2. Approves or denies proposed name/s or trade name/s		6 working day/s, 7 hour/s, 30 minute/s	• Administrative Assistant II; Cagayan De Oro Extension Office
2. If name is rejected, registrant may appeal	2. Approves or denies appeal for the	None	20 minute/s	• Administrative

for the proposed corporate name **Location:** imessage.sec.gov.ph	proposed name/s or trade name/s			Assistant II; Cagayan De Oro Extension Office
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		

36. Request for Payment Assessment Form for Payment of Annual Fees

This service details the procedure on how a citizen can request a Payment Assessment Form for payment of Annual Fees

Office or Division:	Cagayan De Oro Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business)
Who may avail:	Financing Companies and Lending Companies
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Registration with SEC-eSECURE (1) Electronic Copy	Applicant / Client
Remarks: *https://esecure.sec.gov.ph*	
2. Any one (1) of the valid Government-Issued Identification Card. • PhilSys ID (National ID): Philippine Statistics Authority (PSA) • Passport: Department of Foreign Affairs (DFA) • Driver's License: Land Transportation Office (LTO) • SSS Card: Social Security System (SSS) • UMID Card: Social Security System (SSS) • PRC ID: Professional Regulation Commission (PRC) • Postal ID: Philippine Postal Corporation (PhilPost) • Voter's ID: Commission on Elections (COMELEC) Other Government IDs • Senior Citizen ID: Local Government Unit (LGU) where the senior citizen resides • PWD ID: National Council on Disability Affairs (NCDA) • OWWA E-Card: Overseas Workers Welfare Administration (OWWA) • PhilHealth ID: Philippine Health Insurance Corporation (PhilHealth)	
3. Electronic Copy of the following Documentary Requirements: (1) Electronic Copy	Applicant / Client

Remarks:

1. Certificate of Authority
2. List of Branches with Addresses (if applicable)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. The client must create an account by registering on the SEC eSECURE website (https://esecure.sec.gov.ph/) and then file the Request for Payment of Annual Fees through the SEC iMessage portal (https://imessage.sec.gov.ph/). A ticket number will be issued, which will serve as a reference for follow-ups and status updates. **Location:** SEC eSECURE website: https://esecure.sec.gov.ph/ SEC iMessage portal: https://imessage.sec.gov.ph/	1.1. The SEC officer will acknowledge the request and evaluates/assesses the request and documents submitted by the Client	None	1 hour/s	• SEC Administrative Assistant II; Cagayan De Oro Extension Office
	1.2. Generates and issues Payment Assessment Form (PAF). Directs Client to pay at the Landbank or eSPAYSEC.		30 minute/s	• Securities Specialist II; Cagayan De Oro Extension Office
	1.3. Advise the client to submit the original Payment Assessment Form (PAF) with machine validation, along with a photocopy of the Electronic Official Receipt (eOR), via the SEC iMessage portal under the original ticket created.		30 minute/s	• Securities Specialist II; Cagayan De Oro Extension Office
2. Received the Payment Assessment Form (PAF) and pays the filing fees to Landbank or via eSPAYSEC. **Location:** SEC website > Online Services > eSPAYSEC.	2. Receives payment and issues Electronic Official Receipt (eOR).	None	15 minute/s	• Landbank or eSPAYSEC through the SEC Financial Management Department; Any of requesting

https://espaysec.sec.gov.ph/ **Notes/Instruction:** *Subject to the prescribed processing of Landbank and eSPAYSEC If paid via SEC Payment Portal, an (eOR is generated which will serve as the official copy of the Client).				office / division
3. Submits the Electronic Official Receipt (eOR) to https://imessage.sec.gov.ph.If payment is made through Landbank. **Location:** https://imessage.sec.gov.ph	3. Received proof payment	None	10 minute/s	• SEC Administrative Assistant II; Cagayan De Oro Extension Office
Total Processing Time:		Working Days: 2 hour/s, 25 minute/s		
Total Processing Fee:		Total Standard Fee: None		

37. Request for Payment of Fines in Installment Basis

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

Office or Division:	Cagayan De Oro Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	General transacting public and business entities for stock and non-stock registered corporations.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Letter request for the installment (1) Electronic Copy	Applicant / Client
2. Copy of Monitoring Sheet with final assessment (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office

Remarks:

The client may be asked to provide the copy if it is not available in the online database.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Send a letter requesting for installment of payment of fines together with attachments to imessage.sec.gov.ph **Location:** SEC Cagayan de Oro Extension Office imessage.sec.gov.ph	1.1. Assign the letter request.	None	10 minute/s	• Administrative Assistant II; Cagayan De Oro Extension Office
	1.2. Review the request if it will qualify for installment of payment of fines.		1 hour/s	• Securities Specialist II; Cagayan De Oro Extension Office

	1.3. Prepare Memorandum to the Commission En Banc. Note: For corporations with Petition to Lift Order of Revocation/ Suspension and requesting for payment in installment, the Memorandum shall be through the Supervising Commissioner of the Department.		20 minute/s	• Securities Specialist II; Cagayan De Oro Extension Office
	1.4. Review the Memorandum. Note: If there are corrections, return the Memorandum to the Monitoring Specialist for revision; if no corrections, forward the Memorandum to the Director, for review.		30 minute/s	• Director; Cagayan De Oro Extension Office
	1.5. Present the request to the Commission En Banc through the Supervising Commissioner as the case may be, for approval. Note: The processing time varies on the schedule of presentation to the Commission En Banc.		10 working day/s	• Director; Cagayan De Oro Extension Office
	1.6. Approves the request for payment in installment of fines.		20 minute/s	• Commission En Banc; Office of the SEC Chairperson • Supervising Commissioner; Office

				of the Commissioner
	1.7. Secure a copy of the En Banc Resolution from the Commission Secretary.		1 working day/s	• Securities Specialist II; Cagayan De Oro Extension Office • Administrative Officer; Office of the Commission Secretary (OCS)
	1.8. Prepare the draft letter informing the applicant about the decision of the Commission En Banc and/or Supervising Commissioner. Note: The Confirmation of Payment (COP) shall be issued upon full payment of fines.		30 minute/s	• Securities Specialist II; Cagayan De Oro Extension Office
	1.9. Review and forward the draft letter to the Director.		20 minute/s	• Director; Cagayan De Oro Extension Office
	1.10. Approve and sign the Draft Letter.		10 minute/s	• Director; Cagayan De Oro Extension Office
	1.11. Send the letter directly to the sender's email address.		10 minute/s	• Securities Specialist II; Cagayan De Oro Extension Office
2. Request for the Payment Assessment Form (PAF).	2.1. Receive the Official Receipt from the applicant.	**Formula Fees** Breakdown:	10 minute/s	• Securities Specialist II;

Location: Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home **Notes/Instruction:** 2.2. Pay the first and/or subsequent installments. Note: Assigned monitor will check monthly compliance of the particular corporation on their staggered payments.		Penalties/Fines		Cagayan De Oro Extension Office
	2.2. Forward the PAF and/or Monitoring Sheet to the Director, for review and for signature.		10 minute/s	• Securities Specialist II; Cagayan De Oro Extension Office
	2.3. Review and sign the COP/MS upon full payment of fines. Note: COP is issued only upon full payment; For corporations with Petition to Lift the Order of Revocation/Suspension, the COP and the Order granting the Petition shall be withheld until full payment of fines.		20 minute/s	• Director; Cagayan De Oro Extension Office
3. Receives the Confirmation of Payment of Fines. **Location:** Cagayan de Oro Extension Office	3. Release the Confirmation of Payment to the sender's email address.	None	10 minute/s	• Securities Specialist II; Cagayan De Oro Extension Office
Total Processing Time:		Working Days: 11 working day/s, 4 hour/s, 20 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Penalties/Fines**

  Guidelines on the Imposition of fines or penalties for non-compliance with reportorial requirements; Memorandum Circular No. 06, series of 2024

  SEC Resolution No. 756, s. 2013 and

SEC Resolution No. 757, s. 2013

38. Request for Reduction of Fines

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

Office or Division:	Cagayan De Oro Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	For request for reduction of fines, general transacting public and business entities for: 1.) Non-stock corporations pursuing noble purposes, such as: I. Religious Corporations; II. Those engaged in educational, charitable, religious, literary, scientific, cultural and cicic services, and; III. Those engaged in assisting, uplifting or promoting the welfare and interest of the physically handicapped, orphans, farmers and underprivileged.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Letter request for the reduction of fines (1) Electronic Copy	Applicant / Client
2. Copy of Monitoring Sheet with final assessment (1) Electronic Copy	Securities and Exchange Commission - Cagayan de Oro Extension Office

Remarks:

The client may be asked to produce the electronic copy of the Monitoring Sheet with final assessment if the said document is not encoded in the online database.

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Send a letter requesting for reduction of fines	1.1. Assign the letter request.	None	10 minute/s	• Administrative Assistant

together with attachments to imessage.sec.gov.ph **Location:** imessage.sec.gov.ph				II; Cagayan De Oro Extension Office
	1.2. Review the request if it will qualify for reduction of fines.		1 hour/s	• Securities Specialist II; Cagayan De Oro Extension Office
	1.3. Prepare Memorandum to the Commission En Banc. Note: For corporations with Petition to Lift Order of Revocation/ Suspension and requesting for payment in installment, the Memorandum shall be through the Supervising Commissioner of the Department.		20 minute/s	• Securities Specialist II; Cagayan De Oro Extension Office
	1.4. Inform the client that the request has been endorsed to Commission En Banc. Note: If there are corrections, return the Memorandum to the Monitoring Specialist for revision; if no corrections, forward the Memorandum to the Director, for review.		10 minute/s	• Securities Specialist II; Cagayan De Oro Extension Office
	1.5. Review the Memorandum. Note: If there are corrections, return the Memorandum to the Monitoring Specialist for revision; if no corrections, forward the Memorandum to		30 minute/s	• Director; Cagayan De Oro Extension Office

	the Director, for review.		
	1.6. Present the request to the Commission En Banc through the Supervising Commissioner as the case may be, for approval. Note: The processing time varies on the schedule of the presentation to Commission En Banc.	10 working day/s	• Director; Cagayan De Oro Extension Office
	1.7. Approves the request for reduction of fines.	20 minute/s	• Commission En Banc; Office of the SEC Chairperson • Supervising Commissioner; Office of the Commissioners
	1.8. Secure a copy of the En Banc Resolution from the Commission Secretary.	1 working day/s	• Securities Specialist II; Cagayan De Oro Extension Office • Administrative Officer; Office of the Commission Secretary (OCS)

	1.9. Prepare the draft letter informing the applicant about the decision of the Commission En Banc and/or Supervising Commissioner. Note: The Confirmation of Payment (COP) shall be issued upon full payment of the total reduced amount.		30 minute/s	• Securities Specialist II; Cagayan De Oro Extension Office
	1.10. Review and forward the draft letter to the Director.		20 minute/s	• Director; Cagayan De Oro Extension Office
	1.11. Approve and sign the Draft Letter.		10 minute/s	• Director; Cagayan De Oro Extension Office
	1.12. Send the letter directly to the sender's email address.		10 minute/s	• Securities Specialist II; Cagayan De Oro Extension Office
2. 2. Request for the Payment Assessment Form (PAF). 2.1. Pay the first and/or subsequent installments. Note: Assigned monitor will check monthly compliance of the particular corporation on their staggered payments. **Location:** Cagayan de Oro Extension Office	2.1. Receive the Official Receipt from the applicant.	**Formula Fees** Breakdown: Penalties/Fines	10 minute/s	• Securities Specialist II; Cagayan De Oro Extension Office
	2.2. Forward the PAF and/or Monitoring Sheet to the Director, for review and for signature.		10 minute/s	• Securities Specialist II; Cagayan De Oro Extension Office
	2.3. Review and sign the COP/MS upon full payment of the total amount reduced. Note: For corporations with		20 minute/s	• Director; Cagayan De Oro Extension Office

	Petition to Lift the Order of Revocation/Suspension, the COP and the Order granting the Petition shall be withheld until full payment of the total reduced fines.			
3. Receives the Confirmation of Payment of Fines. **Location:** Cagayan de Oro Extension Office	3. Release the Confirmation of Payment to the sender's email address.	None	10 minute/s	• Securities Specialist II; Cagayan De Oro Extension Office
Total Processing Time:		Working Days: 11 working day/s, 4 hour/s, 30 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Penalties/Fines**

  Guidelines on the Imposition of fines or penalties for non-compliance with reportorial requirements; Memorandum Circular No. 06, series of 2024

  SEC Resolution No. 756, s. 2013 and

  SEC Resolution No. 757, s. 2013

Davao Extension Office

External Services

1. Request for Affirmative Certification

This service details the procedure for the processing of requests as to the status of an incorporated entity or recorded partnership before the Securities and Exchange Commission – Davao Extension Office. The corporation's status may be identified as Registered, Revoked, Suspended, Delinquent, Dissolved or Expired.

Office or Division:	Davao Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Any individual or entity with the desire to know the official status of a recorded partnership or registered corporation.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Electronic SEC Universal Registration Environment (eSECURE) account (Sample: N/A N/A)	Securities and Exchange Commission - www.sec.gov.ph
Remarks: *Note: In the website, click Online Services, then click eSECURE (https://esecure.sec.gov.ph/)*	
2. Electronic Official Receipt as proof of payment (1) Electronic Copy	Securities and Exchange Commission - Information and Communications Technology Department
Remarks: *Note: The eOR will be sent through email or may be downloaded from https://espaysec.sec.gov.ph*	
For Situational Requirement	
A. Situational Requirement: If requesting party is the corporation itself or its representative	
A.1. Current/Latest Monitoring Clearance (1) Electronic Copy	Securities and Exchange Commission - https://ewatch.sec.gov.ph

Remarks:

Copy is available through the link: ***eWATCH:*** *https://ewatch.sec.gov.ph/login or request for copy may be coursed through at imessage.sec.gov.ph*

Submit proof of payment if penalty was assessed

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

1. Requesting party creates a ticket in the iMessage online ticketing portal, providing the necessary details pertaining to the request (imessage.sec.gov.ph). **Location:** imessage.sec.gov.ph **Notes/Instruction:** *The requesting party should choose Davao Extension Office as the processing office and the help topic, Request for Affirmative Certification.* *If requesting party is the corporation itself or its representative and Monitoring Clearance presented is not current, requesting party will be advised to submit latest reportorial requirements and to request for monitoring for the issuance of the latest monitoring clearance. The ticket will be closed.*	1.1. Assigns the request to the proper personnel.	None	4 hour/s	• Director II; Davao Extension Office • Administrative Officer II; Davao Extension Office • Computer Operator; Davao Extension Office
	1.2. 1.2 Evaluates request by checking corporate records in the SEC online system and if compliant, manually issues and uploads Payment Assessment Form (PAF) in the same iMessage thread with the instruction to upload proof of payment for the processing of the request. Otherwise, the party will be informed of deficiencies through the same iMessage thread.		6 hour/s	• Administrative Officer II; Davao Extension Office • Administrative Assistant II; Davao Extension Office

2. Pays the assessed fee at any of the payment gateways (LandBank or SEC payment portal through https://espaysec.sec.gov.ph/ and uploads proof of payment in the same iMessage thread. **Location:** LandBank or SEC payment portal through https://espaysec.sec.gov.ph/ **Notes/Instruction:** The fees are assessed at a per copy basis.	2.1. Prepares the Certificate.	**Standard Fees** Breakdown: Certification Fee: PHP 500 Documentary Stamp Tax: PHP 30 Total: PHP 530	6 hour/s	• Administrative Officer II; Davao Extension Office • Administrative Assistant II; Davao Extension Office
	2.2. Reviews the records and signs the Certificate.		6 hour/s	• Director II; Davao Extension Office • Securities Counsel II; Davao Extension Office
	2.3. Informs party in the iMessage ticket thread of the availability of Certificate for pick-up and/or uploads the signed Certificate.		2 hour/s	• Administrative Officer II; Davao Extension Office • Administrative Assistant II; Davao Extension Office
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 530		

2. Request for Name Verification for Amendment

This service details the procedure for processing requests for name reservation for purposes of amending the corporate name.

Office or Division:	Davao Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Any registered partnership or corporation with intent to amend the corporate name or add/delete trade names
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Electronic SEC Universal Registration Environment (eSECURE) account (Sample: N/A N/A)	Securities and Exchange Commission - www.sec.gov.ph
Remarks: *Note: In the website, click Online Services, then click eSECURE (https://esecure.sec.gov.ph/)*	
2. Copy of Certificate of Registration (1) Electronic Copy	Applicant / Client
Remarks: *Note: This document must be attached to the request letter*	
3. Electronic official receipt as proof of payment (1) Electronic Copy	Applicant / Client
For Situational Requirement	
A. Situational Requirement: Where the proposed new name and/or trade names contains acronyms or words not in English or Filipino	
A.1. Letter explanation as to meaning (1) Electronic Copy	Applicant / Client
Remarks: *Note: This document must be attached to the request letter*	

B. Situational Requirement: Where the proposed new name and/or trade name contains a surname	
B.1. Letter-consent to use surname signed by person whose surname was used (1) Electronic Copy	Applicant / Client
Remarks: *Note: This document must be attached to the request letter*	
C. Situational Requirement: Where the name reservation has already expired	
C.1. Copy of latest expired name reservation slip (1) Electronic Copy	Applicant / Client
Remarks: *Note: This document must be attached to the request letter*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Requesting party creates a ticket in the iMessage online ticketing portal, providing the necessary details pertaining to the request (imessage@sec.gov.ph).secdavaonameamend@gmail.com **Location:** imessage@sec.gov.ph **Notes/Instruction:** *The requesting party should choose Davao Extension Office as the processing office and the help topic, Request for Name Verification for Amendment.*	1.1. Assigns the request to the proper personnel.	None	4 hour/s	• Director II; Davao Extension Office • Administrative Officer II; Davao Extension Office • Computer Operator; Davao Extension Office
	1.2. Evaluates request and if compliant, issues and uploads Payment Assessment Form (PAF) in the same iMessage thread with the instruction to upload proof of payment for the processing of the request.		1 working day/s, 4 hour/s	• Securities Specialist I; Davao Extension Office • Confidential Assistant III; Davao Extension Office

2. . Pays the registration fee at any of the payment gateways (LandBank or SEC payment portal through https://espaysec.sec.gov.ph/) and uploads proof of payment in the same iMessage thread **Location:** LandBank or SEC payment portal through https://espaysec.sec.gov.ph/ **Notes/Instruction:** Note: Payment is for each name reserved	2. Uploads Name Reservation/Verification Slip in the same iMessage thread	**Standard Fees** Breakdown: Name Reservation: PHP 100 --- Total: PHP 100 **Possible Fees** Breakdown: Each Trade Name: PHP 100	1 working day/s	• Securities Specialist I; Davao Extension Office • Confidential Assistant III; Davao Extension Office
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 100 See other fees below		
Possible Fees • **Each Trade Name** : 100				

3. a) Certification of Paid-up Capital / Capital Structure / Percentage of Ownership for Domestic Stock Corporations Classified as Philippine National, and b) Certification of Capital / Contribution of Domestic Partnerships Classified as Philippine National

This service details the adopted online procedure and documentary requirements for issuance of the following Certifications:

a. *Certification of Paid-up Capital Capital Structure,Percentage of Ownership of Philippine National Domestic Corporation, based on any of the following:*

i. *Articles of Incorporation, for newly registered corporations;*
ii. *Audited Financial Statements (AFS) as of the latest fiscal year, duly received by the BIR and SEC;*
iii. *Interim Audited Financial Statements, if there is/are payment/s on unpaid subscription/s or additional issuance/s of shares through cash infusion/s made subsequent to item a(ii);*
iv. *Latest approved Increase in Authorized Capital Stock, if approval is subsequent to item a(ii); or*
v. *Latest approved Confirmation of Valuation, if approval is subsequent to item a(ii)*

b. *Certification of Capital Contribution of Philippine National Domestic Partnerships, based on either:*

i. *Articles of Partnership, for newly recorded partnerships; or*
ii. *Latest approved Amended Articles of Partnership.*

Note that this service is exclusively for Domestic Stock Corporations or Partnerships classified as Philippine National. For corporations/partnerships classified as Non-Philippine National, please refer to the Citizen's Charter of said particular service.

For pre-processing of new applications, scanned copies of the required documents shall be submitted through the following:

- ***iMessage:*** *imessage.sec.gov.ph*

Office or Division:	Davao Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations or Partnerships classified as Philippine National. For corporations/partnerships classified as Non-Philippine National, please refer to the Citizen's Charter of said particular service.

Operating Hours:	8:00 AM - 5:00 PM
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Combined Notarized Secretary's Certificate on: a. Request for Certification; b. List of stockholders showing the present capital structure of the Company (Names of stockholders, nationality, no. of shares and amount subscribed, amount of paid-up capital) ; and c. non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download the Combined Secretary's Certificate for* ***Certification of Paid-up Capital / Capital Structure / Percentage of Ownership for Domestic Stock Corporations Classified as Philippine National*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Certification-of-Paid-up-Capital_Corporation.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
2. Audited Financial Statements as of the last fiscal year, stamped received by SEC and BIR (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - efast.sec.gov.ph
Remarks: *To be provided by the Company, in case the Company did not file* *Note: The one (1) photo copy will be submitted upon payment of the corresponding fees.*	
3. Cover Sheet (2) Original Copy And (1) Electronic Copy	Applicant / Client
For Situational Requirement	
A. For Corporations with Primary Licenses	
A.1. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - https://ewatch.sec.gov.ph
Remarks: *Copy is available through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login or request for copy may be coursed through at imessage@sec.gov.ph* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	

B. For Financing and Lending Companies	
B.1. Monitoring Clearance from Financing and Lending Companies Department (FLCD) (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - https://ewatch.sec.gov.ph
Remarks: *Copy is available through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login or request for copy may be coursed through at imessage@sec.gov.ph* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
C. Additional Requirement if in case there is/are payment/s to unpaid subscription/s or additional issuance of shares out of the unissued authorized capital stock thru cash infusion made after the fiscal year or after the approval of the increase in capital stock and/or confirmation of valuation:	
C.1. Audited Interim Financial Statements (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *External Auditor to be engaged by the Company* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
D. Additional Requirement if the request is Certification of Percentage of Ownership:	
D.1. Stock and transfer book of the corporation (to be presented for verification) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
E. If the request is Certification of Partners' Contribution for Partnership:	
E.1. Letter request signed by corporate officer / duly authorized representative (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download below:*	

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Certification-of-Paid-up-Capital_Partnership.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Upload the electronic copy of complete requirements for new application by creating a ticket through the iMessage at imessage.sec.gov.ph **Location:** **iMessage:** imessage.sec.gov.ph **Notes/Instruction:** • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the Specialist will prepare a checklist of deficiencies and inform and return it to the applicant through the iMessage. For submission of compliance documents, the client will directly send it to the assigned Specialist's	1.1. Verifies completeness of the uploaded documents. If complete, acknowledges, records and assigns the ticket to a Specialist.	**Standard Fees** Breakdown: Certification Fee: PHP 1000 Documentary Stamp Tax : PHP 30 Total: PHP 1030	1 working day/s	• Director II; Davao Extension Office • Administrative Officer II; Davao Extension Office • Computer Operator; Davao Extension Office

through the iMessage. The assigned Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.2. • If upon evaluation, the application does not meet the requirements of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		11 working day/s	• Securities Specialist II; Davao Extension Office • Securities Specialist I; Davao Extension Office
	1.3. Reviews the submitted documents along with the final report and, if compliant, orders the Specialist to issue the Payment Assessment Form (PAF)		2 working day/s	• Securities Specialist III; Davao Extension Office • Securities Examiner III; Davao Extension Office

office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)				
	1.4. Prepares and Sends the Payment Assessment Form (PAF) to the applicant through iMessage.		1 working day/s	• Securities Specialist II; Davao Extension Office • Securities Specialist I; Davao Extension Office
2. Upload the scanned copy of the proof of payment of filing fees by replying to the ticket thread in the iMessage portal, and await the release of the electronic copy	2.1. Receives and acknowledges the receipt of proof of payment.	None	1 working day/s	• Securities Specialist II; Davao Extension Office • Securities Specialist I; Davao

of the duly signed certificate **Location:** **iMessage:** imessage.sec.gov.ph				Extension Office
	2.2. Prepares the Certificate and forwards it to the Reviewing Specialist for review.		1 working day/s	• Administrative Officer II; Davao Extension Office • Administrative Assistant II; Davao Extension Office
	2.3. Reviews and initials the certificate, then forwards for signature of the Director.		1 working day/s	• Securities Specialist III; Davao Extension Office • Securities Examiner III; Davao Extension Office
	2.4. Signs the Certificate of Paid-up Capital/Capital Structure/Percentage of Ownership		1 working day/s	• Director II; Davao Extension Office • Securities Counsel II; Davao Extension Office
	2.5. Scans and uploads the signed Certificate to the Document Verification System to generate a QR Code, forwards the electronic copy of the duly signed certificate to the assigned Specialist		4 hour/s	• Administrative Assistant II; Davao Extension Office
	2.6. Sends and releases the electronic copy of the signed certificate through the iMessage portal and tags the ticket as closed.		4 hour/s	• Securities Specialist II; Davao Extension Office • Securities Specialist I; Davao

				Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1030		

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

The Annex G Form with Sworn Certificate of No Intra Corporate Dispute can be downloaded in Amendment Requirement in the MC28 portal.

FORMS MUST BE NOTARIZED UPON SUBMISSION.

Office or Division:	Davao Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	General transacting public and business entities for: a.) Registered corporations; b.) Suspended and Revoked Corporation for purposes of filing a Petition to Set Aside Order of Suspension or Revocation; and c.) Corporations with Notice of Deficiencies and Hearing or Orders.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. NOTARIZED Annex G (1) Electronic Copy	Applicant / Client
Remarks: *Annex G may be found in the MC 28 series of 2020 uploaded in https://mc28.sec.gov.ph/*	
2. NOTARIZED SECRETARY CERTIFICATE OF NO INTRA-CORPORATE DISPUTE (1) Electronic Copy	Applicant / Client
Remarks: *Template available in MC 28 Portal : https://mc28.sec.gov.ph/*	

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Use and submit notice to change email address and/or mobile number (ANNEX G) application in Memorandum	1.1. Receive the amendment application through MC28 Portal including its attachments.	None	7 working day/s	• Administrative Assistant II; Davao Extension Office

Circular No. 28, Series of 2020 through https://mc28.sec.gov.ph/ . Annex G form should be notarized. Use and submit notice to change email address and/or mobile number (ANNEX G) application in Memorandum Circular No. 28, Series of 2020 through https://mc28.sec.gov.ph/ **Location:** https://mc28.sec.gov.ph/ **Notes/Instruction:** 1.1. Go to **AMENDMENT** in MC28 Portal, the SEC registration number will appear and be available for amendment if the application of ANNEX D for corporations or Annex E for partnerships was approved. 1.2. A one-time password/OTP will be sent to the contact details previously submitted by the client. The user must validate the OTP to proceed with the amendment process. 1.3. Encode the new company details reflected in ANNEX				• Computer Operator; Davao Extension Office
	1.2. Browse over the SEC systems online, review and compare the information in the uploaded ANNEX G and encoded data in the portal.		1 working day/s	• Administrative Assistant II; Davao Extension Office • Computer Operator; Davao Extension Office
	1.3. Check the signatories of the required attachments i.e. ANNEX G and Sworn Certificate of No Intra Corporate Dispute.		1 working day/s	• Administrative Assistant II; Davao Extension Office

G. Then click the continue and verified contact details. After confirming the details, One-time password/OTP will be sent to the contact details provided in the form. 1.4. Upload ANNEX G with Sworn Certificate of No Intra Corporate Dispute, then submit the application.				• Computer Operator; Davao Extension Office
2. Receive a display confirmation indicating that the submission was successful along with reference Number assigned to the transaction at the same time a confirmation email notifying them that the submission has been successfully received and is now under reviewed by the SEC. Receive an email notification in their official email address encoded in MC28 Portal, regarding status and remarks. **Location:** Email of client or MC28 account of corporation. **Notes/Instruction:** 2.1. If the application is for compliance/rejected, client must re-apply their	2.1. If the old information from Annex D/E is consistent with the information in Annex G, consistently encoded in the portal, and with complete documents, it will be tagged as approved. Otherwise, it will be tagged as rejected (the findings are stated as well as the possible solutions/remedies for compliance).	None	3 working day/s	• Administrative Assistant II; Davao Extension Office • Computer Operator; Davao Extension Office

application in MC28 Portal Amendment with the compliance from the said remarks. 2.2 If the party no longer has access to the old information, they may select the " I don't have any access" option. This will prompt them to submit a Notarized Explanation Letter in the form of a Director's Certificate (Must be signed by the majority of the board/trustees). After seven (7) working days, if no comment has been received and the explanation is clearly stated, the request will be tagged as approved. The system will then send a link to proceed with the submission of Annex G.				
	2.2. After seven (7) working days, if no comment has been received and the explanation is clearly stated, the request will be tagged as approved. The system will then send a link to proceed with the submission of Annex G.		8 working day/s	• Administrative Assistant II; Davao Extension Office • Computer Operator; Davao Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		

5. Amendment to shorten the corporate term (Voluntary Dissolution under Section 136 of the RCC) where the proposed expiration of the corporate term [must contemplate a future date] is less than one year, from approval of the application for amendment under Regular Processing

This service details the procedure and the documentary requirements for amendment of Stock and Non-Stock Corporations to shorten the corporate term where the proposed expiration is less than one year, from the approval of the application under Regular Processing.

Office or Division:	Davao Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered stock domestic corporations with foreign equity participation of not more than forty percent (40%) and non-stock corporations, except lending corporations and financing companies, through their Authorized Representatives.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf* • *System-generated form downloadable from the client's eAMEND account to be provided by the applicant.*	
2. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *Please use as basis the most recent Articles of Incorporation, duly approved by the Commission. Simply modify the sections that are being amended. Underline the amended provision and add "(as amended on [date of meeting])" after it.*	
3. Directors` or Trustees` Certificate (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *Original copy should be signed (wet signature) and notarized*	

- *notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and indicating the amended provisions, (ii) the vote of the directors and stockholders, (iii) the date and place of the stockholders' meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed name.*

Secure sample format through the SEC Website:

- *Director's Certificate:- https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf*
- *Trustees' Certificate- https://www.sec.gov.ph/wp-content/uploads/2019/11/Trustees_Certificate.pdf*

4. Audited Financial Statements as of the last fiscal year stamped received by SEC and BIR (2) Original Copy And (1) Electronic Copy	Applicant / Client

Remarks:

EXCEPT:

1. *Where the applicant has ceased operations for at least one (1) year, it shall submit: a) Audited Financial Statements as of the last fiscal year of operation; and b) Affidavit of non-operation certified under oath by the President and Treasurer*
2. *Where the applicant has no operation since incorporation, it shall submit: a) Balance Sheet certified under oath by the Treasurer and President; b) Affidavit of non-operation certified under oath by the President and Treasurer; To be provided by the Company c) Certificate of non-registration issued by the BIR*
3. *Where the applicant corporation (stock or nonstock) is with total assets or liabilities of less than Six Hundred Thousand Pesos (Php600,000.00), it shall submit its Balance Sheet as of last preceding fiscal year certified under oath by the President and Treasurer*

This document as submitted and accepted in the SEC eFAST should be attached to the application.

5. Certification under oath by the President and Treasurer (2) Original Copy And (1) Electronic Copy	Applicant / Client

Remarks:

certifying that:

1. *the dissolution is not prejudicial to the interest of the creditors; and*
2. *there is no opposition from any creditor from the time of publication of the notice of dissolution up to the filing of the dissolution with the Commission*

6. Bureau of Internal Revenue (BIR) Tax Clearance Certificate (2) Original Copy And (1) Electronic Copy	Bureau of Internal Revenue - BIR

7. Publisher’s Affidavit of Publication of the notice of meeting (once) (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Publisher of a newspaper of general circulation*	
8. Notarized Secretary's Certificate of no pending case of intra-corporate dispute (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download Secretary’s Certificate sample form through this link: https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx*	
9. Clearance/Favorable recommendation from other Departments of the Commission or from the appropriate (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
For Situational Requirement	
A. For Clearance from other SEC departments	
Sub Situational Requirement/s	
A.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
A.a.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
A.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
A.b.1. Markets and Securities Regulation Department (MSRD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
A.c. For Financial Technology (FinTech) related business activities	
A.c.1. PhiliFintech Innovation Office (PIO) and Enforcement and Investor Protection Department (EIPD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO) and Enforcement and Investor Protection Department (EIPD)
Remarks: • *Operators of payment systems;*	

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

B. Endorsement from other government agencies	
Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, and submit the application in the eAMEND portal (Regular Processing) **Location:** (https://eamend.sec.gov.ph/login)	1.1. Assigns the application to proper processor.	None	1 working day/s	• Director II; Davao Extension Office • Administrative Officer IV; Davao Extension Office • Administrative Assistant I; Davao

Notes/Instruction: *Note: Applicant should choose the Regular Application type and the Davao Extension Office as the processing office* *Note: Applicant will be notified through email or through eAmend account of any deficiencies in the application.*				Extension Office
	1.2. Processes and evaluates the legal aspects of the dissolution application.		7 working day/s	• Securities Counsel II; Davao Extension Office • Securities Counsel I; Davao Extension Office
	1.3. Processes and evaluates the financial aspects of the dissolution application.		7 working day/s	• Securities Counsel II; Davao Extension Office • Securities Counsel I; Davao Extension Office
	1.4. An email with the link to the system-generated Payment Assessment Form will be sent to the enrolled email of the applicant.		5 minute/s	• eamend.sec.gov.ph; Information and Communications Technology Department (ICTD)
2. Pays the filing fee through SEC-accredited Landbank branches or through eSPAYSEC **Location:** https://espaysec.sec.gov.ph/	2. A system-generated Confirmation of Payment email is immediately sent to the applicant with a link to the electronic official receipt.	**Standard Fees** Breakdown: AMENDED ARTICLES OF INCORPORATION: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 Total: PHP 1040	5 minute/s	• eamend.sec.gov.ph; Information and Communications Technology Department (ICTD)

3. Submits the documentary requirements with proof of payment to the Davao Extension Office, Receiving Unit or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** Receiving Unit, Davao Extension Office	3.1. Receives and verifies documentary requirements and proof of payment.	None	10 minute/s	• Administrative Assistant I; Davao Extension Office • Computer Operator; Davao Extension Office
	3.2. Post-audits and prints Certificate of Amendment.		6 hour/s	• Administrative Officer II; Davao Extension Office • Administrative Assistant II; Davao Extension Office
	3.3. Reviews the application and signs the Certificate of Amended Articles of Incorporation.		3 working day/s	• Director II; Davao Extension Office • Securities Counsel II; Davao Extension Office
	3.4. Tags the application through the eAmend Portal to issue the Notice for Schedule of Appointment on the release of the Certificate of Amendment of Articles of Incorporation and/or By-Laws		10 minute/s	• Administrative Officer II; Davao Extension Office • Administrative Assistant II; Davao Extension Office
4. Proceeds to Davao Extension Office Releasing Unit for presentation of official receipt and receives Certificate. **Location:**	4. Releases signed Certificate of Amended Articles of Incorporation	None	10 minute/s	• Administrative Assistant I; Davao Extension Office

Releasing Unit, Davao Extension Office				• Computer Operator; Davao Extension Office
Total Processing Time:		Working Days: 18 working day/s, 6 hour/s, 40 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 1040		

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

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

1. Articles of Incorporation

- *Prefatory Clause;*
- *Corporate Name/Business Name;*
- *Primary Purpose;*
- *Secondary Purpose;*
- *Change in the Principal Office Address;*
- *Terms of Existence;*
- *Increase or Decrease in the Number of the Board of Directors/Trustees;*
- *Features of Shares, except if simultaneously filed with an application for increase of capital stock, or reclassification/declassification of shares;*
- *Provision for the Undertaking to Change Name;*
- *Fiscal Year for One Person Corporations (OPCs);*

2. By-Laws

- *Adoption of Corporate Name in the By-Laws;*
- *Provision for Transfer of Stock and Rights of Stockholders or Interest (e.g. Right of First Refusal, Pre-Emptive Rights);*
- *Amendment of a Corporation Sole (change of corporate name, change of address, change of primary purpose)*
- *Provision for Tax Exemption for Non-Stock;*
- *Date of Annual Meeting of the stockholders/members;*
- *Fiscal Year;*
- *Audit of Books and Dividends;*
- *Seal;*
- *Subscription, Issuance and Transfer of Shares;*
- *Suspension, Expulsion and Termination of Membership;*
- *The Form for Proxies of Stockholders/Members and the Manner of Voting Them;*
- *The Manner of Election or Appointment, Qualification, Functions, and the Term of Office of All Officers other than Directors/Trustees;*
- *The Place and Manner of Calling and Conducting Regular Meetings of the Stockholders/Members;*
- *The Powers, Qualifications, Duties, Term, and Compensation of Directors/Trustees;*
- *The Required Quorum in Meetings of Stockholders/Members;*
- *The Time, Place, and Manner of Calling and Conducting Regular or Special Meetings of the Directors/Trustees;*
- *The Time, Place, and Manner of Calling and Conducting Special Meetings of the Stockholders/Members; and*
- *Amendments of Amended By-Laws concerning two (2) to four (4) provisions thereof.*

Office or Division:	Davao Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)

Who may avail:	All registered stock domestic corporations with foreign equity participation of not more than forty percent (40%) and non-stock corporations, except lending corporations and financing companies, through their Authorized Representatives.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (1) Electronic Copy	Securities and Exchange Commission - eamend.sec.gov.ph
Remarks: *With downloadable system-generated forms in the eAmend Portal.* *Prepare 2 original copies to be submitted after issuance of digital certificate (see service Post-Audit of eAmend applications approved under Simple Processing)*	
2. Amendment Form (1) Electronic Copy	Applicant / Client
Remarks: • *With downloadable system-generated forms in the eAmend Portal* *Prepare 2 original copies to be submitted after issuance of digital certificate (see service Post-Audit of eAmend applications approved under Simple Processing)* • *notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed names* • ***For corporation sole**: Original copies should be signed (wet signature) and notarized*	
3. Monitoring Clearance (1) Electronic Copy	Securities and Exchange Commission - ewatch.sec.gov.ph
Remarks: *Application for Monitoring Clearance through: ewatch.sec.gov.ph* • *If there is no valid and available Monitoring Clearance, submit an Affidavit of Undertaking for Monitoring from the eAMEND System.* • *If you have previously used an Affidavit of Undertaking for your amendment application, kindly submit a latest, valid Monitoring Clearance issued by the Securities and*	

Exchange Commission for your current application.
- *If penalty was imposed, attach proof of payment of penalty.*

For Corporations with Secondary License: Market and Securities Regulation Department (MSRD)

4. Affidavit of Undertaking (1) Electronic Copy	Applicant / Client

Remarks:

With downloadable system-generated forms in the eAmend Portal

For Situational Requirement

A. For Clearance from other SEC departments

Sub Situational Requirement/s

A.a. For Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation

A.a.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)

A.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House

A.b.1. Markets and Securities Regulation Department (MSRD) Clearance (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)

A.c. For Financial Technology (FinTech) related business activities

A.c.1. PhiliFintech Innovation Office (PIO) Clearance (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)

Remarks:

- *Operators of payment systems;*
- *Payment Service Providers;*
- *Electronic Money Issuers (EMI);*
- *Non-bank EMIs;*
- *Alternative Credit Scoring Companies;*
- *Online Lending Companies;*
- *Peer-to-peer Lending Companies;*
- *AI/Big Data Companies;*
- *InsurTech Companies (InsurTech Service Providers);*
- *KYC/Security Companies (KYC Service Providers);*
- *Digital Banks;*

- *Digital Asset Exchanges;*
- *Virtual Asset Service Providers;*
- *Play-to-Earn Platforms;*
- *E-Commerce Companies;*
- *Crowdfunding Platforms;*
- *RegTech Companies (RegTech Service Providers);*
- *SupTech Companies (SupTech Service Providers); and*
- *Digital Advisers/Robo-Advisers.*

A.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)

Remarks:

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

B. Endorsement from other government agencies	
Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (1) Electronic Copy	Insurance Commission - Insurance Commission
C. Sub-situational requirements	
Sub Situational Requirement/s	

C.a. Air Transport	
C.a.1. Civil Aeronautics Board Endorsement (1) Electronic Copy	Applicant / Client
C.b. Educational Institution: (stock & non-stock)	
C.b.1. Department of Education Endorsement for Elementary (1) Electronic Copy	Applicant / Client
C.b.2. Commission on Higher Education Endorsement for College, Tertiary Course (1) Electronic Copy	Applicant / Client
C.b.3. Technical Education Skills and Development Authority Endorsement for Technical Vocational Course (1) Electronic Copy	Applicant / Client
C.c. Electric Power Plant/Trading of Petroleum Products	
C.c.1. Department of Education Endorsement (1) Electronic Copy	Applicant / Client
C.d. Hospital, Dental, Medical Clinics	
C.d.1. Department of Health Endorsement (1) Electronic Copy	Applicant / Client
C.e. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.e.1. Insurance Commission Endorsement (1) Electronic Copy	Applicant / Client
C.f. Money Changer and Remittance Services	
C.f.1. Bangko Sentral ng Pilipinas Endorsement (1) Electronic Copy	Applicant / Client
C.g. Non-Chartered Government Owned and Controlled Corporation	
C.g.1. Government Commission for Government-owned and Controlled Corporation Endorsement (1) Electronic Copy	Applicant / Client
C.h. Professional Association	
C.h.1. Professional Regulation Commission Endorsement (1) Electronic Copy	Applicant / Client
C.i. Radio, TV, Telephone, Internet Service Providers, Value-Added Service Provider	
C.i.1. National Telecommunications Commission Endorsement (1) Electronic Copy	Applicant / Client
C.j. Recruitment for Overseas Employment	

C.j.1. Philippine Overseas Employment Administration Endorsement (1) Electronic Copy	Applicant / Client
C.k. Security Agency/ Anti-Crime Task Force	
C.k.1. Philippine National Police Endorsement (1) Electronic Copy	Applicant / Client
C.l. Tobacco Related Business	
C.l.1. National Tobacco Administration Endorsement (1) Electronic Copy	Applicant / Client
C.m. Volunteer Fire Brigade	
C.m.1. Bureau of Fire Protection (1) Electronic Copy	Applicant / Client
C.n. Vessel/Ship Operation, Ship Management. Shipbuilding, Ship Repair, Shipping Agency, Ship Husbanding, Ship Chandling and other Maritime related activities	
C.n.1. Maritime Industry Authority (1) Electronic Copy	Applicant / Client
C.o. Water Service Providers and Waterworks	
C.o.1. Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems Endorsement (1) Electronic Copy	Applicant / Client
D. For Amendment of Corporate Name	
Sub Situational Requirement/s	
D.a. For Amendment of Corporate Name	
D.a.1. Name Verification Slip for Amendment of Corporate Name with Proof of Payment of Reservation Fee (1) Electronic Copy	Applicant / Client
Remarks: *Corporate Filing and Records Division or request from crmd_amend_name@sec.gov.ph*	
D.a.2. Affidavit of a director, trustees or officer undertaking to change corporate name, if not stated in the Articles of Incorporation (1) Electronic Copy	Applicant / Client
Remarks: *https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, pays the filing fee through through eSPAYSEC and submit the application in the eAMEND portal (Regular Processing) **Location:** **(https://eamend.sec.gov.ph/login)**	1.1. A system-generated confirmation of payment and submission of uploaded documents for review email is sent to the applicant.	**Standard Fees** Breakdown: Amended Articles of Incorporation: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 Total: PHP 1040 **Possible Fees** Breakdown: Amendment of By-Laws: PHP 1000 **Formula Fees** Breakdown: Name Reservation Slip	5 minute/s	• eAMEND System; Information and Communications Technology Department (ICTD)
	1.2. Verifies completeness and correctness of the submitted amendment requirements and assigns the application, if the documents are complete.		1 working day/s, 7 hour/s	• Director II; Davao Extension Office • Administrative Officer IV; Davao Extension Office • Administrative Assistant I; Davao Extension Office
	1.3. Processes and evaluates application for amendment and if compliant, tags the application Complete and issues the Digital Certificate of Amendment of Articles of Incorporation.		5 working day/s	• Securities Counsel I; Davao Extension Office • Securities Specialist I; Davao Extension Office • Confidential Assistant III; Davao Extension Office
2. Generates the Digital Certificate **Location:** https://eamend.sec.gov.ph/login	2. Issues Digital Certificate with instruction to submit hard copies within the necessary period to avoid issuance of	None	5 minute/s	• eamend.sec.gov.ph; Information and Communications

Notes/Instruction: To secure the original copy of the Certificate, the applicant has to submit two (2) sets of originally signed documentary requirements with original proof of payment within a period fifteen (15) days from the date of issuance of the Digital Certificate	penalty or cancellation of amendment.			Technology Departmen t (ICTD)
Total Processing Time:	Working Days: 6 working day/s, 7 hour/s, 10 minute/s			
Total Processing Fee:	Total Standard Fee: PHP 1040 See other fees below			
Possible Fees • **Amendment of By-Laws** : 1000				
Formula / Schedule of Fees • **Name Reservation Slip** Php 100 per Corporate Name *Additional Php 100 per trade name				

7. Application for Amendment of Articles of Incorporation and/or By-Laws of non-Philippine National Domestic Stock and Non-stock Corporations registered under FIA or before IPAs (Simple Processing)

This service details the procedure in applying for amendment of the Articles of Incorporation and/or By-Laws of non-Philippine national Stock and Non-stock domestic corporations registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs) through the eAMEND Portal under Simple Processing. See provisions of SEC Memorandum Circular No. 03, Series of 2026 for included provisions.

Office or Division:	Davao Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All domestic corporations registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs)
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (1) Electronic Copy	Securities and Exchange Commission - eamend.sec.gov.ph
Remarks: *System-generated document available for download through the eAMEND Portal.* *Prepare 2 original copies to be submitted after issuance of digital certificate (see service Post-Audit of eAmend applications approved under Simple Processing)*	
2. Amendment Form (1) Electronic Copy	Applicant / Client

Remarks: *System-generated document available for download through the eAMEND Portal.* *Prepare 2 original copies to be submitted after issuance of digital certificate (see service Post-Audit of eAmend applications approved under Simple Processing)* • *notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed names*	
3. Affidavit of Undertaking (1) Electronic Copy	Applicant / Client
Remarks: *With downloadable system-generated forms in the eAmend Portal.* • *signed and notarized*	
4. Monitoring Clearance (1) Electronic Copy	Securities and Exchange Commission - ewatch.sec.gov.ph
Remarks: *Application for Monitoring Clearance through: ewatch.sec.gov.ph* • *If there is no valid and available Monitoring Clearance, submit an Affidavit of Undertaking for Monitoring from the eAMEND System.* • *If you have previously used an Affidavit of Undertaking for your amendment application, kindly submit a latest, valid Monitoring Clearance issued by the Securities and Exchange Commission for your current application.* • *If penalty was imposed, attach proof of payment of penalty.* *For Corporations with Secondary License: Market and Securities Regulation Department (MSRD)*	
For Situational Requirement	
A. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
A.1. Monitoring Clearance from Markets and Securities Regulation Department (MSRD) (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department

B. For Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies, and foundation	
B.1. Monitoring Clearance from Corporate Governance and Finance Department (CGFD) (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department
C. For Financing/Lending	
C.1. Monitoring Clearance from Financing and Lending Companies Department (FLCD) (1) Electronic Copy	Securities and Exchange Commission - Financing and Lending Companies Department
D. For Financial Technology (FinTech) related business activities [Operators of payment systems; Payment Service Providers; Electronic Money Issuers (EMI); Non-bank EMIs; Alternative Credit Scoring Companies; AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); KYC/Security Companies (KYC Service Providers); Digital Banks; Digital Asset Exchanges; Virtual Asset Service Providers; Play-to-Earn Platforms; o E-Commerce Companies; Crowdfunding Platforms; RegTech Companies (RegTech Service Providers); SupTech Companies (SupTech Service Providers); and Digital Advisers/Robo-Advisers]	
D.1. PhiliFintech Innovation Office (PIO) Endorsement/Clearance (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office
D.2. Enforcement and Investor Protection Department (EIPD) Endorsement/Clearance (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department
E. For Banks, banking and quasi-banking institutions, pawnshops, corporations engaged in money service business (ex. Money Changer and Remittance Services), non-stock savings and loan associations (NSSLAs) and other Financial Intermediaries	
E.1. Endorsement from Bangko Sentral ng Pilipinas (1) Electronic Copy	Bangko Sentral ng Pilipinas - Financial Supervision Sector
F. For Insurance/Health Maintenance Organization, preneed	
F.1. Endorsement from Insurance Commission (1) Electronic Copy	Insurance Commission - Legal Services Group - Licensing Division

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the	1.1. Verifies completeness of amendment requirements and assign application, if	None	1 working day/s, 7 hour/s	• Director II; Davao Extension Office

requirements, pays the filing fee through through eSPAYSEC and submit the application in the eAMEND portal **Location:** https://eamend.sec.gov.ph/login **Notes/Instruction:** If the application is found to be for compliance during the evaluation stage, the applicant will have to go back to Step 1- Submission of requirements.	the documents are complete			• Administrative Officer IV; Davao Extension Office • Administrative Assistant I; Davao Extension Office
	1.2. Processes and evaluates application for amendment and if compliant, tags the application Complete and issues the Digital Certificate of Amendment of Articles of Incorporation.		5 working day/s	• Securities Counsel II; Davao Extension Office • Securities Counsel I; Davao Extension Office
2. Generates the Digital Certificate. **Location:** https://eamend.sec.gov.ph/login **Notes/Instruction:** *To secure the original copy of the Certificate, the applicant has to submit two (2) sets of originally signed documentary requirements with original proof of payment within a period one (1) year from the date of issuance of the Digital Certificate.*	2. Issues the Digital Certificate	None	5 minute/s	• eamend.sec.gov.ph; Information and Communications Technology Department (ICTD)
Total Processing Time:		Working Days: 6 working day/s, 7 hour/s, 5 minute/s		
Total Processing Fee:		Total Standard Fee: None		

8. Application for Amendment of Articles of Incorporation and/or By-Laws of of non-Philippine National Domestic Stock and Non-stock Corporations registered under FIA or before IPAs (Regular Processing)

*This service details the procedure in applying for amendment of the Articles of Incorporation and/or By-Laws of non-Philippine national Stock and Non-stock domestic corporations registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs) through the eAMEND Portal under **Regular Processing** concerning the following provisions:*

1. *Amendment of Articles of Incorporation other than those covered by Simple Processing;*
2. *Amendment of By-Laws of FIA registered corporations whether stock or non-stock other than those covered by Simple Processing;*
3. *Application for Increase of Capital Stock for One Person Corporation via Cash; and*
4. *Combination of any amendments under Simple and Regular Processing*

Office or Division:	Davao Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All domestic corporations registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs)
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (1) Electronic Copy And (2) Photo Copy	Applicant / Client
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf)*	
2. Amended Articles of Incorporation and/or By-Laws (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
For Situational Requirement	
A. For Ordinary Stock and Non-Stock Corporation	
A.1. Director's Certificate for Stock Corporation or Trustees Certificate for Non-Stock Corporation (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *SEC Website*	

- *Director's Certificate - https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf*
- *Trustees Certificate - https://www.sec.gov.ph/wp-content/uploads/2019/11/Trustees_Certificate.pdf*

A.2. Notarized Secretary's Certificate of no pending case of intra-corporate dispute (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

Remarks:

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

B. For One Person Corporation (OPC)

B.1. Notarized Resolution signed by the Single Stockholder and Corporate Secretary (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

Remarks:

SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm_RESOLUTION-opc.docx)

Sub Situational Requirement/s

B.a. For Change of Nominee and alternate nominee

B.a.1. Acceptance Letter for Change of Nominee and Alternate Nominee (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

Remarks:

SEC Website (https://www.sec.gov.ph/wp-content/uploads/2019/10/2019_Sample-Acceptance-Letter-of-Nominees.docx)

This is only required if the change is filed simultaneously with a change in the Single Stockholder or amendment of other provision/s.

B.b. For Change of Single Stockholder

B.b.1. Certificate Authorizing Registration (1) Electronic Copy And (1) Original Copy And (1) Electronic Copy	Bureau of Internal Revenue - Revenue District Office
B.b.2. Deed of Assignment from the previous Single Stockholder, if the shares will be transferred to the new Single Stockholder	Applicant / Client

(1) Electronic Copy And (1) Original Copy And (1) Photo Copy	
C. For Corporations with Primary License	
C.1. Monitoring Clearance (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - ewatch.sec.gov.ph
Remarks: • *If there is no valid and available Monitoring Clearance, submit an Affidavit of Undertaking for Monitoring from the eAMEND System.* • *If you have previously used an Affidavit of Undertaking for your amendment application, kindly submit a valid Monitoring Clearance for your current application.* • *Copy is available through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login or request for copy may be coursed through at imessage.sec.gov.ph*	
D. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
D.1. Monitoring Clearance from Markets and Securities Regulation Department (MSRD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Markets and Securities Regulation Department
E. For Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies, and foundation	
E.1. Monitoring Clearance from Corporate Governance and Finance Department (CGFD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Corporate Governance and Finance Department
F. For Financing/Lending	
F.1. Monitoring Clearance from Financing and Lending Companies Department (FLCD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Financing and Lending Companies Department
G. For Financial Technology (FinTech) related business activities [Operators of payment systems; Payment Service Providers; Electronic Money Issuers (EMI); Non-bank EMIs; Alternative Credit Scoring Companies; AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); KYC/Security Companies (KYC Service Providers); Digital Banks; Digital Asset Exchanges; Virtual Asset Service Providers; Play-to-Earn Platforms; o E-Commerce Companies; Crowdfunding Platforms; RegTech Companies (RegTech Service Providers); SupTech Companies (SupTech Service Providers); and Digital Advisers/Robo-Advisers]	
G.1. PhiliFintech Innovation Office (PIO) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office
G.2. Enforcement and Investor Protection Department (EIPD) Endorsement/Clearance	Securities and Exchange Commission - Enforcement

(1) Electronic Copy And (1) Original Copy And (1) Photo Copy	and Investor Protection Department
H. For Banks, banking and quasi-banking institutions, pawnshops, corporations engaged in money service business (ex. Money Changer and Remittance Services), non-stock savings and loan associations (NSSLAs) and other Financial Intermediaries	
H.1. Endorsement from Bangko Sentral ng Pilipinas (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Bangko Sentral ng Pilipinas - Financial Supervision Sector
I. For Insurance/Health Maintenance Organization, preneed	
I.1. Endorsement from Insurance Commission (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Insurance Commission - Legal Services Group - Licensing Division
J. If to engage as a foreign retailer (amendment of purpose)	
J.1. Certification of Inward Remittance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: ***Certification of Inward Remittance*** *of Foreign Exchange showing compliance of the foreign retailer with the minimum paid-up capital requirement of Twenty-Five Million Pesos (P25,000,000.00) or other proof, such as Bank Certification, certifying that such capital investment is deposited and maintained in a bank in the Philippines*	
J.2. Apostilled/authenticated Certificate of Reciprocity (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *to the effect that such State provides reciprocity to Filipinos*	
K. If with Amendment of Corporate Name / Trade Name / Business Name	
K.1. Name Verification Slip (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Davao Extension Office
Remarks: *Request may be coursed through imessage.sec.gov.ph*	
Sub Situational Requirement/s	
K.a. If undertaking to change name, in compliance with Section 17 of the Revised Corporation Code of the Philippines (RCCP), is not explicitly stated in any of the submitted forms	

K.a.1. Affidavit of undertaking to change corporate name / trade name (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

Remarks:

- *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)*
- *executed by a director, trustee or officer*

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the electronic copy of the requirements to the eAMEND Portal **Location:** https://eamend.sec.gov.ph/login **Notes/Instruction:** If the application is found to be for compliance during the evaluation stage, the applicant will have to go back to Step 1- Submission of requirements.	1.1. Verifies completeness of amendment requirements and assign to processors, if the documents are complete	None	1 working day/s	• Director II; Davao Extension Office • Administrative Officer IV; Davao Extension Office • Administrative Assistant I; Davao Extension Office
	1.2. Processes, evaluates and pre-approved application for amendment.		9 working day/s	• Securities Counsel II; Davao Extension Office • Securities Counsel I; Davao Extension Office
	1.3. An email with the link to the system-generated Payment Assessment Form will be sent to the enrolled email of the applicant.		5 minute/s	• eamend.sec.gov.ph; Information and Communications Technology Department (ICTD)

2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home	2. A system-generated Confirmation of Payment email is immediately sent to the applicant with a link to the electronic official receipt.	**Standard Fees** Breakdown: Amended Articles of Incorporation or By-Laws: PHP 1000 Total: PHP 1000 **Formula Fees** Breakdown: Legal Research FeeDocumentary Stamp TaxName Verification	5 minute/s	• eamend.sec.gov.ph; Information and Communications Technology Department (ICTD)
3. Submits the documentary requirements with proof of payment to the Receiving Unit, Davao Extension Office **Location:** Receiving Unit, Davao Extension Office	3.1. Receives and verifies documentary requirements and proof of payment.	None	10 minute/s	• Administrative Assistant I; Davao Extension Office • Computer Operator; Davao Extension Office
	3.2. Prepares and generates the Certificate of Amended Articles of Incorporation and/or By-Laws		1 working day/s	• Administrative Officer II; Davao Extension Office • Administrative Assistant II; Davao Extension Office
	3.3. Reviews the application and signs the the Certificate of Amended Articles of Incorporation and/or By-Laws		2 working day/s	• Director II; Davao Extension Office • Securities Counsel II; Davao

				Extension Office
	3.4. Tags the application for appointment through the eAMEND Portal indicating the date of release of the certificate		10 minute/s	• Administrative Officer II; Davao Extension Office • Administrative Assistant II; Davao Extension Office
4. Proceeds to Releasing Unit of the Davao Extension Office for presentation of the original proof of payment and receives the signed Certificate of Amended Articles of Partnership. **Location:** Releasing Unit, Davao Extension Office	4. Releases original copy of the Certificate of Amended Articles of Incorporation and/or By-Laws	None	10 minute/s	• Administrative Assistant II; Davao Extension Office • Administrative Assistant I; Davao Extension Office
Total Processing Time:		Working Days: 13 working day/s, 40 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 1000 See other fees below		

Formula / Schedule of Fees

- **Legal Research Fee**

  1% of the computed Filing Fees for Amended Articles of Incorporation and/or By-Laws

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

- **Name Verification**

  PHP 100 per proposed name/s or trade name/s

  *valid for 30 days

9. Application for Amendment of By-Laws concerning five or more provisions and filing of New By-Laws of Domestic Corporations (eAMEND Regular Processing)

This service details the procedure in applying for amendments of the By-laws concerning five or more provisions and filing of New By-Laws through the eAMEND portal under Regular Processing.

1. *New By-Laws*
2. *Amendment of By-Laws concerning five or more provisions*

Office or Division:	Davao Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered stock domestic corporations with foreign equity participation of not more than forty percent (40%) and non-stock corporations, except lending corporations and financing companies, through their Authorized Representatives.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *System-generated form downloadable from the client's eAMEND account to be provided by the applicant.*	
2. Amended By-Laws/ New By-Laws (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *Please use as basis the most recent By-Laws for Amendment By-Laws, which have been duly approved by the Commission. Simply modify the sections that are being amended. Underline the amended provision and add "(as amended on [date of meeting])" after it.* • *For New By-Laws, the document must be signed by a majority of the members or by the stockholders owning at least 2/3 of the outstanding capital stock*	

3. Notarized Secretary's Certificate of no pending case of intra-corporate dispute (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *Original copy should be signed (wet signature) and notarized* • *Download Secretary's Certificate sample form through this link: https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx*	
4. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - ewatch.sec.gov.ph
Remarks: • *If there is no valid and available Monitoring Clearance, submit an Affidavit of Undertaking for Monitoring from the eAMEND System.* • *If you have previously used an Affidavit of Undertaking for your amendment application, kindly submit a valid Monitoring Clearance for your current application.* • *Copy is available through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login or request for copy may be coursed through at imessage@sec.gov.ph*	
5. Directors` or Trustees` Certificate (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *Original copy should be signed (wet signature) and notarized* • *notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the By-Laws and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed names* *Download Director's Certificate and/or Trustees' Certificate sample form through this link:* *Director's Certificate:- https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf* *Trustees' Certificate- https://www.sec.gov.ph/wp-content/uploads/2019/11/Trustees_Certificate.pdf*	
6. Clearance/Favorable recommendation from other Departments of the Commission or from the appropriate Government Agency if applicable (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

For Situational Requirement	
A. For Clearance from other SEC departments	
Sub Situational Requirement/s	
A.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
A.a.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
A.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
A.b.1. Markets and Securities Regulation Department (MSRD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
A.c. For Financial Technology (FinTech) related business activities	
A.c.1. PhiliFintech Innovation Office (PIO) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
A.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)

Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
B. Endorsement from other government agencies	
Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For applications with Amendment of By-laws	
Sub Situational Requirement/s	
C.a. Air Transport	
C.a.1. Civil Aeronautics Board Endorsement (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Civil Aeronautics Board - Civil Aeronautics Board
C.b. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions	
C.b.1. Bangko Sentral ng Pilipinas Endorsement (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas

C.c. Educational Institution: (stock & non-stock)	
C.c.1. Department of Education Endorsement for Elementary (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Department of Education - Department of Education
C.c.2. Commission on Higher Education Endorsement for College, Tertiary Course (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Commission on Higher Education - Commission on Higher Education
C.c.3. Technical Education Skills and Development Authority Endorsement for Technical Vocational Course (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Technical Education Skills and Development Authority - Technical Education Skills and Development Authority
C.d. Electric Power Plant/Trading of Petroleum Products	
C.d.1. Department of Energy Endorsement (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Department of Energy - Department of Energy
C.e. Hospital, Dental, Medical Clinics	
C.e.1. Department of Health Endorsement (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Department of Health - Department of Health
C.f. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.f.1. Insurance Commission Endorsement (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C.g. Money Changer and Remittance Services	
C.g.1. Bangko Sentral ng Pilipinas Endorsement (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.h. Non-Chartered Government Owned and Controlled Corporation	
C.h.1. Government Commission for Government-owned and Controlled Corporation Endorsement (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Government Commission for Government-owned and Controlled Corporation - Government Commission for Government-owned and Controlled Corporation
C.i. Professional Association	
C.i.1. Professional Regulation Commission Endorsement (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Professional Regulation Commission - Professional Regulation Commission
C.j. Radio, TV, Telephone, Internet Service Providers, Value-Added Service Provider	

C.j.1. National Telecommunications Commission Endorsement (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	National Telecommunications Commission - National Telecommunications Commission
C.k. Recruitment for Overseas Employment	
C.k.1. Philippine Overseas Employment Administration (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Philippine Overseas Employment Administration - Philippine Overseas Employment Administration
C.l. Security Agency/ Anti-Crime Task Force	
C.l.1. Philippine National Police Endorsement (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Philippine National Police - Philippine National Police
C.m. Tobacco Related Business	
C.m.1. National Tobacco Administration Endorsement (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	National Tobacco Administration - National Tobacco Administration
C.n. Volunteer Fire Brigade	
C.n.1. Bureau of Fire Protection Endorsement (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bureau of Fire Protection - Bureau of Fire Protection
C.o. Vessel/Ship Operation, Ship Management. Shipbuilding, Ship Repair, Shipping Agency, Ship Husbanding, Ship Chandling and other Maritime related activities	
C.o.1. Maritime Industry Authority Endorsement (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Maritime Industry Authority - Maritime Industry Authority
C.p. Water Service Providers and Waterworks	
C.p.1. Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems Endorsement (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems - Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic	1.1. Verifies completeness of the submitted amendment	None	1 working day/s	• Director II; Davao Extension Office

copy of the requirements, and submit the application in the eAMEND portal (Regular Processing) **Location:** (https://eamend.sec.gov.ph/login) **Notes/Instruction:** *Note: Applicant should choose the Regular Application type and the Davao Extension Office as the processing office* *Note: Applicant will be notified through email or through eAmend account of any deficiencies in the application.*	requirements and assigns the application to proper Processor.			• Administrative Officer IV; Davao Extension Office • Administrative Assistant I; Davao Extension Office
	1.2. Processes,evaluates and pre-approves application for amendment.		13 working day/s	• Securities Counsel II; Davao Extension Office • Securities Counsel I; Davao Extension Office
	1.3. An email with the link to the system-generated Payment Assessment Form will be sent to the enrolled email of the applicant.		5 minute/s	• eamend.sec.gov.ph; Information and Communications Technology Department (ICTD)
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** https://espaysec.sec.gov.ph/ or Landbank	2. A system-generated Confirmation of Payment email is immediately sent to the applicant with a link to the electronic official receipt.	**Possible Fees** Breakdown: Amended By-Laws: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 **Formula Fees** Breakdown: Name Reservation Slip	5 minute/s	• eamend.sec.gov.ph; Information and Communications Technology Department (ICTD)

3. Submits the documentary requirements with proof of payment to the Davao Extension Office, Receiving Unit or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** Receiving Unit, Davao Extension Office	3.1. Receives and verifies documentary requirements and proof of payment.	None	10 minute/s	• Administrative Assistant I; Davao Extension Office • Computer Operator; Davao Extension Office
	3.2. Post-audits and prints Certificate of Amendment of By-Laws/New By-Laws.		1 working day/s	• Administrative Officer II; Davao Extension Office • Administrative Assistant II; Davao Extension Office
	3.3. Reviews the application and signs the Certificate of Amendment of By-Laws/New By-Laws		3 working day/s	• Director II; Davao Extension Office • Securities Counsel II; Davao Extension Office
	3.4. Tags the application through the eAmend Portal to issue the Notice for Schedule of Appointment on the release of the Certificate of Amendment of By-Laws/New By-Laws		10 minute/s	• Administrative Officer II; Davao Extension Office • Administrative Assistant II; Davao Extension Office
4. Proceeds to Davao Extension Office Releasing Unit for presentation of official receipt and receives Certificate. **Location:**	4. Presents logbook of released certificates and certificate copy of SEC for signature of claimant and subsequently releases signed	None	10 minute/s	• Administrative Assistant II; Davao Extension Office • Administrative

Releasing Unit, Davao Extension Office	Certificate of Amendment			Assistant I; Davao Extension Office
Total Processing Time:		Working Days: 18 working day/s, 40 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Possible Fees

- **Amended By-Laws** : 1000
- **Legal Research Fee** : 10
- **Documentary Stamp Tax** : 30

Formula / Schedule of Fees

- **Name Reservation Slip**

  Php 100 per corporate name

  *additional Php 100 per trade name

10. Application for amendment of corporate term where the proposed expiration is one (1) year or more than one (1) year under Section 136 of the RCC (under eAMEND Regular Processing)

This service details the procedure in applying for amendment of corporate term where the proposed expiration is one (1) year or more than one (1) year under Section 136 of the RCC.

Office or Division:	Davao Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered stock domestic corporations with foreign equity participation of not more than forty percent (40%) and non-stock corporations, except lending corporations and financing companies, through their Authorized Representatives.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf* • *System-generated form downloadable from the client's eAMEND account to be provided by the applicant.*	
2. Amended Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *Please use as basis the most recent Articles of Incorporation, duly approved by the Commission. Simply modify the sections that are being amended. Underline the amended provision and add "(as amended on [date of meeting])" after it.*	
3. Directors` or Trustees` Certificate (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download Director's Certificate and/or Trustees' Certificate sample form through this link:*	

- *Director's Certificate:- https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf*
- *Trustees' Certificate- https://www.sec.gov.ph/wp-content/uploads/2019/11/Trustees_Certificate.pdf*

Original copy should be signed (wet signature) and notarized

Notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed names

4. Notarized Secretary's Certificate of no intra-corporate dispute (2) Original Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Download Secretary's Certificate sample form through this link: https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx

5. Monitoring Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - ewatch.sec.gov.ph

Remarks:

Application for Monitoring Clearance through: ewatch.sec.gov.ph

For Situational Requirement

A. For Clearance from other SEC departments

Sub Situational Requirement/s

A.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation

A.a.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)

A.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House

A.b.1. Markets and Securities Regulation Department (MSRD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)

A.c. For Financial Technology (FinTech) related business activities

A.c.1. PhiliFintech Innovation Office (PIO) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
A.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	

B. Endorsement from other government agencies	
Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For applications with Amendment of By-laws	
Sub Situational Requirement/s	
C.a. Air Transport	
C.a.1. Civil Aeronautics Board Endorsement (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Civil Aeronautics Board - Civil Aeronautics Board
C.b. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions	
C.b.1. Bangko Sentral ng Pilipinas Endorsement (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.c. Educational Institution: (stock & non-stock)	
C.c.1. Department of Education Endorsement for Elementary (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Department of Education - Department of Education
C.c.2. Commission on Higher Education Endorsement for College, Tertiary Course (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Commission on Higher Education - Commission on Higher Education
C.c.3. Technical Education Skills and Development Authority Endorsement for Technical Vocational Course (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Technical Education Skills and Development Authority - Technical Education Skills and Development Authority
C.d. Electric Power Plant/Trading of Petroleum Products	
C.d.1. Department of Energy Endorsement (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Department of Energy - Department of Energy

C.e. Hospital, Dental, Medical Clinics	
C.e.1. Department of Health Endorsement (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Department of Health - Department of Health
C.f. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.f.1. Insurance Commission Endorsement (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C.g. Money Changer and Remittance Services	
C.g.1. Bangko Sentral ng Pilipinas Endorsement (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.h. Non-Chartered Government Owned and Controlled Corporation	
C.h.1. Government Commission for Government-owned and Controlled Corporation Endorsement (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Government Commission for Government-owned and Controlled Corporation - Government Commission for Government-owned and Controlled Corporation
C.i. Professional Association	
C.i.1. Professional Regulation Commission Endorsement (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Professional Regulation Commission - Professional Regulation Commission
C.j. Radio, TV, Telephone, Internet Service Providers, Value-Added Service Provider	
C.j.1. National Telecommunications Commission Endorsement (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	National Telecommunications Commission - National Telecommunications Commission
C.k. Recruitment for Overseas Employment	
C.k.1. Philippine Overseas Employment Administration Endorsement (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Philippine Overseas Employment Administration - Philippine Overseas Employment Administration
C.l. Security Agency/ Anti-Crime Task Force	
C.l.1. Philippine National Police Endorsement (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Philippine National Police - Philippine National Police
C.m. Tobacco Related Business	
C.m.1. National Tobacco Administration Endorsement (1) Original Copy And (1) Photo Copy And (1) Electronic	National Tobacco Administration - National

Copy	Tobacco Administration
C.n. Volunteer Fire Brigade	
C.n.1. Bureau of Fire Protection Endorsement (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bureau of Fire Protection - Bureau of Fire Protection
C.o. Vessel/Ship Operation, Ship Management. Shipbuilding, Ship Repair, Shipping Agency, Ship Husbanding, Ship Chandling and other Maritime related activities	
C.o.1. Maritime Industry Authority Endorsement (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Maritime Industry Authority - Maritime Industry Authority
C.p. Water Service Providers and Waterworks	
C.p.1. Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems Endorsement (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems - Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, and submit the application in the eAMEND portal (Regular Processing) **Location:** (https://eamend.sec.gov.ph/login) **Notes/Instruction:** *Note: Applicant should choose the Regular Application type and the Davao Extension Office as the processing office* *Note: Applicant will be notified through*	1.1. Assigns the application to proper processor.	None	1 working day/s	• Director II; Davao Extension Office • Administrative Officer IV; Davao Extension Office • Administrative Assistant I; Davao Extension Office
	1.2. Processes and evaluates application for amendment.		13 working day/s	• Securities Counsel II; Davao Extension Office • Securities Counsel I; Davao

email or through eAmend account of any deficiencies in the application.				Extension Office
	1.3. An email with the link to the system-generated Payment Assessment Form will be sent to the enrolled email of the applicant.		5 minute/s	• eamend.sec.gov.ph; Information and Communications Technology Department (ICTD)
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** https://espaysec.sec.gov.ph/	2. A system-generated Confirmation of Payment email is immediately sent to the applicant with a link to the electronic official receipt.	**Standard Fees** Breakdown: Amended Articles of Incorporation : PHP 1000 Documentary Stamp Tax: PHP 30 Legal Research Fee: PHP 10 --- Total: PHP 1040 **Possible Fees** Breakdown: Amended By-Laws: PHP 1000 **Formula Fees** Breakdown: Name Reservation Slip	5 minute/s	• eamend.sec.gov.ph; Information and Communications Technology Department (ICTD)
3. Submits the documentary requirements with proof of payment to the Davao Extension Office, Receiving Unit or through a courier	3.1. Receives and verifies documentary requirements and proof of payment.	None	10 minute/s	• Administrative Assistant I; Davao Extension Office • Computer Operator;

of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** Receiving Unit, Davao Extension Office				Davao Extension Office
	3.2. Post-audits and prints Certificate of Amendment.		4 hour/s	• Administrative Officer II; Davao Extension Office • Administrative Assistant II; Davao Extension Office
	3.3. Reviews the application and signs the Certificate of Amended Articles of Incorporation and/or By-Laws		3 working day/s	• Director II; Davao Extension Office • Securities Counsel II; Davao Extension Office
	3.4. Tags the application through the eAmend Portal to issue the Notice for Schedule of Appointment on the release of the Certificate of Amendment of Articles of Incorporation and/or By-Laws		10 minute/s	• Administrative Officer II; Davao Extension Office • Administrative Assistant II; Davao Extension Office
4. Proceeds to Davao Extension Office Releasing Unit for presentation of official receipt and receives Certificate. **Location:** Releasing Unit, Davao Extension Office	4. Releases signed Certificate of Amended Articles of Incorporation and/or By-laws.	None	10 minute/s	• Administrative Assistant II; Davao Extension Office • Administrative Assistant I; Davao Extension Office
Total Processing Time:		Working Days: 17 working day/s, 4 hour/s, 40 minute/s		

Total Processing Fee:	Total Standard Fee: PHP 1040 See other fees below
Possible Fees • **Amended By-Laws** : 1000	
Formula / Schedule of Fees • **Name Reservation Slip** Php 100 per Corporate Name *Additional Php100 per trade name	

11. Application for Amendment of non-Philippine national Partnerships registered under FIA or before IPAs (Regular Processing)

This service details the procedure in applying for amendment of the Articles of Partnerships of non-Philippine national Partnerships registered under FIA or before Investment Promotion Agencies (IPAs) through the eAMEND Portal under Regular Processing.

Office or Division:	Davao Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All partnerships registered under FIA (“Foreign Investment Act”) or before Investment Promotion Agencies (IPAs)
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (1) Electronic Copy And (2) Photo Copy	Applicant / Client
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf)*	
2. Amended Articles of Partnership (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
For Situational Requirement	
A. For Financial Technology (FinTech) related business activities (Operators of payment systems; Payment Service Providers; Electronic Money Issuers (EMI); Non-bank EMIs; Alternative Credit Scoring Companies; Online Lending Companies; Peer-to-peer Lending Companies; AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); KYC/Security Companies (KYC Service Providers); Digital Banks; Digital Asset Exchanges; Virtual Asset Service Providers; Play-to-Earn Platforms; E-Commerce Companies; Crowdfunding Platforms; RegTech Companies (RegTech Service Providers); SupTech Companies (SupTech Service Providers); and Digital Advisers/Robo-Advisers)	
A.1. PhiliFintech Innovation Office (PIO) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
A.2. Enforcement and Investor Protection Department (EIPD) Endorsement/Clearance	Securities and Exchange Commission - Enforcement

(1) Electronic Copy And (1) Original Copy And (1) Photo Copy	and Investor Protection Department (EIPD)
B. For Money Changer and Remittance Services	
B.1. Endorsement from Bangko Sentral ng Pilipinas (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Bangko Sentral ng Pilipinas - Financial Supervision Sector
C. For Insurance/Health Maintenance Organization	
C.1. Endorsement from Insurance Commission (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Insurance Commission - Legal Services Group - Licensing Division
D. If with Amendment of Partnership Name / Trade Name / Business Name	
D.1. Name Verification Slip (1) Electronic Copy And (2) Photo Copy	Applicant / Client
Remarks: *Request may be coursed through imessage.sec.gov.ph*	
Sub Situational Requirement/s	
D.a. If undertaking to change name, in compliance with Section 17 of the Revised Corporation Code of the Philippines (RCCP), is not explicitly stated in any of the submitted forms	
D.a.1. Undertaking of the Partner to change partnership name (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)*	
E. If the provision to be amended is the change of partners	
E.1. Deed of Assignment of partnership interest and/or documents showing withdrawal, resignation, retirement and death of a partner (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
F. If to engage as a foreign retailer (amendment of purpose)	
F.1. Certification of Inward Remittance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks:	

Certification of Inward Remittance of Foreign Exchange showing compliance of the foreign retailer with the minimum paid-up capital requirement of Twenty-Five Million Pesos (P25,000,000.00) or other proof, such as Bank Certification, certifying that such capital investment is deposited and maintained in a bank in the Philippines

F.2. Apostilled/authenticated Certificate of Reciprocity (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

Remarks:

to the effect that such State provides reciprocity to Filipinos

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the electronic copy of the requirements to the eAMEND Portal **Location:** https://eamend.sec.gov.ph/login **Notes/Instruction:** If the application is found to be for compliance during the evaluation stage, the applicant will have to go back to Step 1- Submission of requirements.	1.1. Verifies completeness of the submitted amendment requirements and assigns the application.	None	1 working day/s	• Director II; Davao Extension Office • Administrative Officer IV; Davao Extension Office • Administrative Assistant I; Davao Extension Office
	1.2. Processes and evaluates application for amendment, and pre-approves application if compliant.		9 working day/s	• Securities Counsel II; Davao Extension Office • Securities Counsel I; Davao Extension Office
	1.3. An email with the link to the system-generated Payment Assessment Form will be sent to the enrolled email of the applicant.		5 minute/s	• eamend.sec.gov.ph; Information and Communications Technology

				Department (ICTD)
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home	2. A system-generated Confirmation of Payment email is immediately sent to the applicant with a link to the electronic official receipt.	**Standard Fees** Breakdown: Amended Articles of Partnership: PHP 2000 Legal Research Fee: PHP 20 Documentary Stamp Tax: PHP 30 --- Total: PHP 2050 **Formula Fees** Breakdown: Name Verification	5 minute/s	• eamend.sec.gov.ph; Information and Communications Technology Department (ICTD)
3. Submits the documentary requirements with proof of payment to the Receiving Unit, Davao Extension Office **Location:** Receiving Unit, Davao Extension Office	3.1. Receives and verifies documentary requirements and proof of payment.	None	10 minute/s	• Administrative Assistant I; Davao Extension Office • Computer Operator; Davao Extension Office
	3.2. Prepares and generates the Certificate of Amended Articles of Partnership.		1 working day/s	• Administrative Officer II; Davao Extension Office • Administrative Assistant II; Davao Extension Office
	3.3. Reviews the application and signs the the Certificate of		2 working day/s	• Director II; Davao Extension Office

	Amended Articles of Partnership			• Securities Counsel II; Davao Extension Office
	3.4. Tags the application for appointment through the eAMEND Portal indicating the date of release of the certificate		10 minute/s	• Administrative Officer II; Davao Extension Office • Administrative Assistant II; Davao Extension Office
4. Proceeds to Releasing Unit of the Davao Extension Office for presentation of the original proof of payment and receives the signed Certificate of Amended Articles of Partnership. **Location:** Releasing Unit, Davao Extension Office	4. Releases original copy of the Certificate of Amended Articles of Partnership	None	10 minute/s	• Administrative Assistant II; Davao Extension Office • Administrative Assistant I; Davao Extension Office
Total Processing Time:		Working Days: 13 working day/s, 40 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 2050 See other fees below		

Formula / Schedule of Fees

- **Name Verification**

  PHP 100 per proposed name/s or trade name/s

  *valid for 30 days

12. Application for Amendment of Partnerships under eAMEND Regular Processing

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

a. Amendments of the Articles of Partnership
b. Dissolution of Partnership
c. Technical Dissolution
d. Change in Capital Contribution
e. Deed of Assignment
f. Withdrawal of Partners
g. Admission of Partners in the Partnership

Office or Division:	Davao Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered Partnerships through their Authorized Representatives.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *System-generated form downloadable from eAmend account of the corporation.*	
2. Amended Articles of Partnership (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Please use the most recent Articles of Partnership, which have been duly approved by the Commission. Simply modify the sections that are being amended duly signed and notarized.*	
For Situational Requirement	
A. For Withdrawal of Partner	
A.1. Affidavit of Withdrawal (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.2. Deed of Assignment of partnership interest and/or documents showing withdrawal, resignation, retirement and	Applicant / Client

death of a partner, if the provision to be Amended is the change of partners (2) Original Copy And (1) Electronic Copy	
B. For Dissolution of Partnership	
B.1. Affidavit of Dissolution or Articles of Dissolution (2) Original Copy And (1) Electronic Copy	Applicant / Client
B.2. BIR Tax Clearance (2) Original Copy And (1) Electronic Copy	Bureau of Internal Revenue - Bureau of Internal Revenue
C. For Clearance from other SEC departments	
Sub Situational Requirement/s	
C.a. For Financial Technology (FinTech) related business activities	
C.a.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
C.a.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;*	

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

D. Endorsement from other government agencies	
Sub Situational Requirement/s	
D.a. Money Changer and Remittance Services	
D.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - BSP
D.b. Insurance	
D.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - IC
E. For Amendment of Partnership Name	
E.1. Name Verification Slip for Amendment of Partnership Name with Proof of Payment of Reservation Fee (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Davao Extension Office
Remarks: *Request for Name Verification Slip shall be coursed through imessage@sec.gov.ph*	
E.2. Undertaking of the Partner to change partnership name, if not stated in the Articles of Partnership (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download Undertaking to Change Name through https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

1. Encodes data required by the eAmend system, uploads and clicks submits the complete and correct duly signed and notarized electronic copy of the requirements to eAmend Portal **Location:** (https://eamend.sec.gov.ph/login) **Notes/Instruction:** *Applicant should choose the Regular Application type and the Davao Extension Office as the processing office.* *Applicant will be notified through email or through eAmend account of any deficiencies in the application.*	1.1. Verifies completeness of the submitted amendment requirements and assigns the application.	None	1 working day/s	• Director II; Davao Extension Office • SEC Administrative Officer IV; Davao Extension Office • Administrative Assistant I; Davao Extension Office
	1.2. Processes and evaluates application for amendment, and pre-approves application if compliant.		5 working day/s	• Securities Counsel II; Davao Extension Office • Securities Counsel I; Davao Extension Office
	1.3. An email with the link to the system-generated Payment Assessment Form will be sent to the enrolled email of the applicant.		3 minute/s	• eamend.sec.gov.ph; Information and Communications Technology Department (ICTD)
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** espaysec.sec.gov.ph/payment-portal/home	2. A system-generated Confirmation of Payment email is immediately sent to the applicant with a link to the electronic official receipt.	**Standard Fees** Breakdown: Amended Articles of Partnership: PHP 2000 Legal Research Fee: PHP 20 Documentary Stamp Tax: PHP 30 Total: PHP 2050	5 minute/s	• eamend.sec.gov.ph; Information and Communications Technology Department (ICTD)

		Possible Fees Breakdown: Withdrawal of Partner Fee: PHP 1000 Deed of Assignment Fee: PHP 2000 **Formula Fees** Breakdown: Increase of Capital Contribution Name Verification		
3. Submits the documentary requirements with proof of payment to the Receiving Unit, Davao Extension Office **Location:** Receiving Unit, Davao Extension Office	3.1. Receives and verifies documentary requirements and proof of payment.	None	10 minute/s	• Administrative Assistant I; Davao Extension Office • Computer Operator; Davao Extension Office
	3.2. Post-audits and prints the original Certificate of Amendment		1 hour/s	• Administrative Officer II; Davao Extension Office • Administrative Assistant II; Davao Extension Office
	3.3. Reviews the application and signs the Certificate of Amended Articles of Partnership.		6 hour/s	• Director II; Davao Extension Office • Securities Counsel II;

				Davao Extension Office
	3.4. Encodes signed Certificate of Amended Articles of Partnership.		15 minute/s	• Administrative Officer II; Davao Extension Office • Administrative Assistant II; Davao Extension Office
	3.5. Tags the application for appointment through the eAmend Portal indicating the date of release of the Certificate		5 minute/s	• Administrative Officer II; Davao Extension Office • Administrative Assistant II; Davao Extension Office
4. Proceeds to Releasing Unit of the Davao Extension Office for presentation of the original proof of payment and receives the signed Certificate of Amended Articles of Partnership **Location:** Releasing Unit, Davao Extension Office	4. Releases signed Certificate of Amended Articles of Partnership	None	10 minute/s	• Administrative Assistant II; Davao Extension Office • Administrative Assistant I; Davao Extension Office
Total Processing Time:		Working Days: 6 working day/s, 7 hour/s, 48 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 2050 See other fees below		

Possible Fees

- **Withdrawal of Partner Fee** : 1000

- **Deed of Assignment Fee** : 2000

Formula / Schedule of Fees

- **Increase of Capital Contribution**

  ⅕ of 1% of the increase in capital but not less than P2,000.00

- **Name Verification**

  Php100 per Corporate Name

  *additional Php 100 per trade name

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

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

Office or Division:	Davao Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All licensed foreign and multinational corporations
Operating Hours:	8:00 AM - 5:00 PM
Statute:	(Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 7 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet (1) Electronic Copy And (2) Photo Copy	Applicant / Client
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf)*	
2. Petition for Change of Resident Agent (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
3. Authenticated/Apostilled copy of the Board Resolution approving the change/appointment of Resident Agent (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
For Situational Requirement	
A. For Corporations with Primary License	
A.1. Monitoring Clearance from Compliance Monitoring Division (CMD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - ewatch.sec.gov.ph

Remarks: *Copy is available through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login or request for copy may be coursed through at imessage.sec.gov.ph*	
B. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
B.1. Monitoring Clearance from Markets and Securities Regulation Department (MSRD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Markets and Securities Regulation Department
C. For Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies, and foundation	
C.1. Monitoring Clearance from Corporate Governance and Finance Department (CGFD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Corporate Governance and Finance Department
D. For Financing/Lending	
D.1. Monitoring Clearance from Financing and Lending Companies Department (FLCD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - ewatch.sec.gov.ph
Remarks: *Copy is available through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login or request for copy may be coursed through at imessage.sec.gov.ph*	
E. For Financial Technology (FinTech) related business activities [Operators of payment systems; Payment Service Providers; Electronic Money Issuers (EMI); Non-bank EMIs; Alternative Credit Scoring Companies; AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); KYC/Security Companies (KYC Service Providers); Digital Banks; Digital Asset Exchanges; Virtual Asset Service Providers; Play-to-Earn Platforms; o E-Commerce Companies; Crowdfunding Platforms; RegTech Companies (RegTech Service Providers); SupTech Companies (SupTech Service Providers); and Digital Advisers/Robo-Advisers]	
E.1. PhiliFintech Innovation Office (PIO) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office
E.2. Enforcement and Investor Protection Department (EIPD) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department
F. For Banks, banking and quasi-banking institutions, pawnshops, corporations engaged in money service business (ex. Money Changer and Remittance Services), non-stock savings and loan associations (NSSLAs) and other Financial Intermediaries	

F.1. Endorsement from Bangko Sentral ng Pilipinas (1) Electronic Copy And (1) Original Copy And (1) Photo Copy			Bangko Sentral ng Pilipinas - Financial Supervision Sector	
G. For Insurance/Health Maintenance Organization, preneed				
G.1. Endorsement from Insurance Commission (1) Electronic Copy And (1) Original Copy And (1) Photo Copy			Insurance Commission - Legal Services Group - Licensing Division	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submits the application to imessage.sec.gov.ph or thru email at records_deo@sec.gov.ph **Location:** imessage.sec.gov.ph or records_deo@sec.gov.ph **Notes/Instruction:** If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via email. For submission of compliance documents, the client will directly send it to the assigned Specialist's e-mail. The assigned Specialist will acknowledge the receipt of compliance documents then	1.1. Verifies completeness of amendment requirements and assign to processors if the documents are complete.	None	4 hour/s	• Administrative Officer II; Davao Extension Office • Administrative Assistant II; Davao Extension Office
	1.2. Processes and evaluates application for Appointment/Substitution of Resident Agent		4 working day/s	• Securities Specialist III; Davao Extension Office • Securities Examiner III; Davao Extension Office • Securities Specialist II; Davao Extension Office • Securities Specialist I; Davao Extension Office
	1.3. Issues Payment Assessment Form (PAF) with instruction to submit documents and proof of payment.		15 minute/s	• Securities Examiner III; Davao Extension Office

proceed to Agency Step 1.2				• Securities Specialist III; Davao Extension Office • Securities Specialist II; Davao Extension Office • Securities Specialist I; Davao Extension Office
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the electronic Official Receipt via e-mail	**Standard Fees** Breakdown: Petition for Appointment/ Substitution of Resident Agent: PHP 3000 Legal Research Fee: PHP 30 Documentary Stamp Tax: PHP 30 Total: PHP 3060	5 minute/s	• espaysec.sec.gov.ph; Information and Communications Technology Department (ICTD)
3. Submits the documentary requirements with proof of payment to the Davao Extension Office Receiving Unit through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** Receiving Unit, Davao Extension Office	3.1. Receives and verifies documentary requirements and proof of payment.	None	10 minute/s	• Administrative Assistant I; Davao Extension Office • Computer Operator; Davao Extension Office
	3.2. Prepares and generates the Certificate of Appointment/Substitution of Resident Agent of Foreign or		6 hour/s	• Securities Specialist I; Davao Extension Office • Confidential Assistant

	Multinational Corporations			III; Davao Extension Office
	3.3. Reviews the application and signs the Certificate of Appointment/Substitution of Resident Agent of Foreign or Multinational Corporations		1 working day/s	• Director II; Davao Extension Office • Securities Counsel II; Davao Extension Office
	3.4. Sends email for releasing appointment		10 minute/s	• Administrative Officer II; Davao Extension Office • Administrative Assistant II; Davao Extension Office
4. Proceeds to the Davao Extension Office Releasing Unit presents the original proof of payment and receives the signed Certificate of Registration under FIA **Location:** Releasing Unit, Davao Extension Office	4. Releases signed Certificate of Appointment/Substitution of Resident Agent of Foreign or Multinational Corporations	None	10 minute/s	• Administrative Assistant II; Davao Extension Office • Administrative Assistant I; Davao Extension Office
Total Processing Time:		Working Days: 6 working day/s, 2 hour/s, 50 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 3060		

14. Application for Branch Offices of Lending/Financing Companies

This service outlines the online procedure for establishing branch offices of Lending and Financing Companies.

Office or Division:	Davao Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Coversheet (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: *May secure a Checklist of requirements and sample formats from the Licensing Unit or through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf.*	
2. Personal Information Sheet of Officers of the Branch Office (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: • *Using the prescribed format & notarized* *May secure a Checklist of requirements and sample formats from the Licensing Unit or through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf.*	
3. Information Sheet (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: *May secure Checklist of requirements and sample formats from the Licensing Unit or through the Commission's website at https://www.sec.gov.ph/forms-and-fees/second-license/.*	
4. Valid NBI Clearance of ALL Officers of the Branch	Applicant / Client

(1) Original Copy And (3) Photo Copy	
Remarks: • *With right thumbprint and signature* • *Reflecting the residential address as stated in the Information Sheet* *National Bureau of Investigation (NBI)*	
5. Monitoring Clearance (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: *Copy is available through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login or request for copy may be coursed through at imessage.sec.gov.ph*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. For pre-processing, send a scanned copy of documentary requirements to imessage.sec.gov.ph and wait for the result on the requested service. **Location:** imessage.sec.gov.ph **Notes/Instruction:** Remarks: *If documents are incomplete and non-compliant, return to clients for compliance by issuing a checklist of deficiencies.	1.1. Receive, assign and forward to the processor the scanned copy of documentary requirements.	None	4 hour/s	• Director II; Davao Extension Office • Administrative Officer II; Davao Extension Office • Computer Operator; Davao Extension Office
	1.2. Processor reviews and evaluates the submitted documentary requirements.		1 working day/s, 2 hour/s	• Securities Examiner III; Davao Extension Office • Securities Specialist II; Davao Extension Office • Securities Specialist I; Davao Extension Office

2. Receives update on the requested service through the imessage thread. **Location:** imessage.sec.gov.ph **Notes/Instruction:** **Remarks:** If an applicant receives a checklist of deficiencies, immediately comply and send back to the assigned processor.	2. Checks the Compliances on the deficiencies or lacking documentary requirements	None	3 hour/s	• Securities Examiner III; Davao Extension Office • Securities Specialist II; Davao Extension Office • Securities Specialist I; Davao Extension Office
3. Pay the filing fee at selected Landbank branches (over the counter), or SEC Online Payment Portal. **Location:** espaysec.sec.gov.ph or Landbank **Notes/Instruction:** SEC Online Payment Portal through this link https://espaysec.sec.gov.ph/ For over the counter payment at Landbank: **FUND ACCOUNT:** SEC RCC Current Account **ACCOUNT NO.:**	3. Receive and acknowledge payment	**Possible Fees** Breakdown: Documentary Stamp Tax: PHP 30 **Formula Fees** Breakdown: License fees for Lending and Financing CosLegal Research Fee	5 minute/s	• espaysec.sec.gov.ph; Davao Extension Office

3752-2220-44				
4. Submits the hard copies at the Davao Extension Office. **Location:** Receiving Unit, Davao Extension Office	4.1. Receive and verify documentary requirements and proof of payment and forwards to processor.	None	10 minute/s	• Administrative Assistant I; Davao Extension Office • Computer Operator; Davao Extension Office
	4.2. Prepare the report and forward to Office of the Director for the issuance of the certificate for Branch Office of Lending/Financing Companies		3 hour/s	• Securities Examiner III; Davao Extension Office • Securities Specialist II; Davao Extension Office • Securities Specialist I; Davao Extension Office
	4.3. Review the certificate and sign the Certificate.		3 hour/s	• Director II; Davao Extension Office
5. Proceed to Davao Extension Office for presentment of the original proof of payment and receive the signed Certificate of Lending/Financing Companies **Location:** Releasing Unit, Davao Extension Office	5. Release signed Certificate of Branch Office of Lending/Financing Companies	None	10 minute/s	• Administrative Assistant II; Davao Extension Office • Administrative Assistant I; Davao Extension Office
Total Processing Time:		Working Days: 2 working day/s, 7 hour/s, 25 minute/s		
Total Processing Fee:		Total Standard Fee: None		

	See other fees below

Possible Fees

- **Documentary Stamp Tax** : 30

Formula / Schedule of Fees

- **License fees for Lending and Financing Cos**

  1/10 of 1% of the assigned capital of the Branch

- **Legal Research Fee**

  1% of the Filing Fee but not less than P 10.00

15. Application for Change of Head or Appointment of the Head of the Corporation Sole (eAMEND Regular Processing)

This service details the procedure for the Change of Head or Appointment of the Head of the Corporation Sole through the eAMEND portal under Regular Processing.

Office or Division:	Davao Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered corporation sole, through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *System-generated form downloadable from the client's eAMEND account to be provided by the applicant.*	
2. Amended Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client
3. Resolution (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Original copies should be signed (wet signature) and notarized*	
For Situational Requirement	
A. If applicable	
Sub Situational Requirement/s	
A.a. For Change of Corporate Name	
A.a.1. Name Verification Slip for Amendment of Corporate Name with Proof of Payment of Reservation Fee (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - eamend.sec.gov.ph

Remarks: *Request for copy may be coursed through at imessage.sec.gov.ph*				
A.b. Affidavit of a trustee or officer undertaking to change corporate name, if not stated in the Articles of Incorporation				
A.b.1. Affidavit of a trustee or officer undertaking to change corporate name, if not stated in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, and clicks submit the application in the eAMEND portal (Regular Processing) **Location:** **(https://eamend.sec.gov.ph/login)** **Notes/Instruction:** *Applicant should choose the Regular Application type and the Davao Extension Office as the processing office.* *Applicant will be notified through email or through eAmend account of any deficiencies in the application.*	1.1. Verifies completeness of the submitted amendment requirements and assigns the application.	None	1 working day/s	• Director II; Davao Extension Office • Administrative Officer IV; Davao Extension Office • Administrative Assistant I; Davao Extension Office
	1.2. Processes and evaluates application for amendment, and pre-approves application if compliant.		5 working day/s	• Securities Counsel II; Davao Extension Office • Securities Counsel I; Davao Extension Office
	1.3. An email with the link to the system-generated Payment Assessment Form will be sent to the enrolled email of the applicant.		5 minute/s	• eamend.sec.gov.ph; Information and Communications Technology Department (ICTD)

2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** https://espaysec.sec.gov.ph/	2. A system-generated Confirmation of Payment email is immediately sent to the applicant with a link to the electronic official receipt.	**Standard Fees** Breakdown: Amendment of Articles of Incorporation: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 --- Total: PHP 1040 **Possible Fees** Breakdown: Amendment of By-Laws: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 **Formula Fees** Breakdown: Name Reservation Slip	5 minute/s	• eamend.sec.gov.ph; Information and Communications Technology Department (ICTD)
3. Submits the documentary requirements with proof of payment to the Receiving Unit, Davao Extension Office **Location:** Receiving Unit, Davao Extension Office	3.1. Receives and verifies documentary requirements and proof of payment.	None	10 minute/s	• Administrative Assistant I; Davao Extension Office • Computer Operator; Davao Extension Office
	3.2. Post-audits and prints the original		1 hour/s	• Administrative Officer II; Davao

	Certificate of Amendment			Extension Office • Administrative Assistant II; Davao Extension Office
	3.3. Reviews the application and signs the Certificate of Amended Articles of Partnership.		6 hour/s	• Director II; Davao Extension Office • Securities Counsel II; Davao Extension Office
	3.4. Tags the application through the eAmend Portal to issue the Notice for Schedule of Appointment on the release of the Certificate		5 minute/s	• Administrative Officer II; Davao Extension Office • Administrative Assistant II; Davao Extension Office
4. Proceeds to Releasing Unit of the Davao Extension Office for presentation of the original proof of payment and receives the signed Certificate **Location:** Releasing Unit, Davao Extension Office	4. Releases signed Certificate	None	10 minute/s	• Administrative Assistant II; Davao Extension Office • Administrative Assistant I; Davao Extension Office
Total Processing Time:		Working Days: 6 working day/s, 7 hour/s, 35 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 1040 See other fees below		

Possible Fees

- **Amendment of By-Laws** : 1000

- **Legal Research Fee** : 10
- **Documentary Stamp Tax** : 30

Formula / Schedule of Fees

- **Name Reservation Slip**

  Php100 per Corporate Name

  *Additional Php100 per trade name

16. Application for Conversion from Stock Corporation to Non-stock Corporation through eAMEND portal

This service details the procedure in applying for conversion from stock corporation to non-stock corporation through eAMEND portal using the Regular Processing;

1. *Conversion from Stock Corporation to Non-Stock Corporation (Regular Processing)*

Office or Division:	Davao Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered stock domestic corporations with foreign equity participation of not more than forty percent (40%), except lending corporations and financing companies, through their Authorized Representatives.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *System-generated form downloadable from the client's eAMEND account to be provided by the applicant.*	
2. Amended Articles of Incorporation and/or By-Laws (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *Please use as basis the most recent By-Laws for Amendment By-Laws, which have been duly approved by the Commission. Simply modify the sections that are being amended. Underline the amended provision and add "(as amended on [date of meeting])" after it.*	
3. Directors' Certificate (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *Original copy should be signed (wet signature) and notarized* • *notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors and stockholders,*	

(iii) the date and place of the stockholders' meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed names
- *Secure sample format through SEC Website: Primary Registration - Securities and Exchange Commission.*

4. Notarized Secretary's Certificate of no intra-corporate dispute (2) Original Copy And (1) Electronic Copy	Applicant / Client

Remarks:

- *Secure sample format through SEC Website: Primary Registration - Securities and Exchange Commission*

5. Monitoring Clearance (2) Original Copy And (1) Electronic Copy	SECURITIES AND EXCHANGE COMMISSION - ewatch.sec.gov.ph

Remarks:

- *If there is no valid and available Monitoring Clearance, submit an Affidavit of Undertaking for Monitoring from the eAMEND System.*
- *If you have previously used an Affidavit of Undertaking for your amendment application, kindly submit a valid Monitoring Clearance issued by the Compliance Monitoring Division (CMD) for your current application.*
- *Copy is available through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login or request for copy may be coursed through at imessage.sec.gov.ph*

6. Name Verification Slip for Amendment of Corporate Name with Proof of Payment of Reservation Fee (2) Original Copy And (1) Original Copy	SECURITIES AND EXCHANGE COMMISSION - imessage.sec.gov.ph

Remarks:

Request for copy may be coursed through at imessage@sec.gov.ph

7. Clearance/Favorable recommendation from other Departments of the Commission or from the appropriate Government Agency if applicable. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Other Departments

For Situational Requirement

A. For Clearance from other SEC Departments

Sub Situational Requirement/s

A.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public

companies and foundation	
A.a.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
A.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
A.b.1. Markets and Securities Regulation Department (MSRD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
A.c. For Financial Technology (FinTech) related business activities	
A.c.1. PhiliFintech Innovation Office (PIO) and Enforcement and Investor Protection Department (EIPD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO) and Enforcement and Investor Protection Department (EIPD)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
B. Endorsement from other government agencies	
Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas

B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For applications with Amendment of By-laws	
Sub Situational Requirement/s	
C.a. Air Transport	
C.a.1. Civil Aeronautics Board Endorsement (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Civil Aeronautics Board - Civil Aeronautics Board
C.b. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions	
C.b.1. Bangko Sentral ng Pilipinas Endorsement (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.c. Educational Institution: (stock & non-stock)	
C.c.1. Department of Education Endorsement for Elementary (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Department of Education - Department of Education
C.c.2. Commission on Higher Education Endorsement for College, Tertiary Course (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Commission on Higher Education - Commission on Higher Education
C.c.3. Technical Education Skills and Development Authority Endorsement for Technical Vocational Course (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Technical Education Skills and Development Authority - Technical Education Skills and Development Authority
C.d. Electric Power Plant/Trading of Petroleum Products	
C.d.1. Department of Energy Endorsement (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Department of Energy - Department of Energy
C.e. Hospital, Dental, Medical Clinics	
C.e.1. Department of Health Endorsement (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Department of Health - Department of Health
C.f. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.f.1. Insurance Commission Endorsement (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission

C.g. Money Changer and Remittance Services	
C.g.1. Bangko Sentral ng Pilipinas Endorsement (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.h. Non-Chartered Government Owned and Controlled Corporation	
C.h.1. Government Commission for Government-owned and Controlled Corporation Endorsement (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Government Commission for Government-owned and Controlled Corporation - Government Commission for Government-owned and Controlled Corporation
C.i. Professional Association	
C.i.1. Professional Regulation Commission Endorsement (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Professional Regulation Commission - Professional Regulation Commission
C.j. Radio, TV, Telephone, Internet Service Providers, Value-Added Service Provider	
C.j.1. National Telecommunications Commission Endorsement (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	National Telecommunications Commission - National Telecommunications Commission
C.k. Recruitment for Overseas Employment	
C.k.1. Philippine Overseas Employment Administration Endorsement (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Philippine Overseas Employment Administration - Philippine Overseas Employment Administration
C.l. Security Agency/ Anti-Crime Task Force	
C.l.1. Philippine National Police Endorsement (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Philippine National Police - Philippine National Police
C.m. Tobacco Related Business	
C.m.1. National Tobacco Administration Endorsement (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	National Tobacco Administration - National Tobacco Administration
C.n. Volunteer Fire Brigade	
C.n.1. Bureau of Fire Protection Endorsement (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bureau of Fire Protection - Bureau of Fire Protection
C.o. Vessel/Ship Operation, Ship Management. Shipbuilding, Ship Repair, Shipping Agency, Ship Husbanding, Ship Chandling and other Maritime related activities	

C.o.1. Maritime Industry Authority Endorsement (1) Original Copy And (1) Photo Copy And (1) Electronic Copy			Maritime Industry Authority - Maritime Industry Authority	
C.p. Water Service Providers and Waterworks				
C.p.1. Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems Endorsement (1) Original Copy And (1) Photo Copy And (1) Electronic Copy			Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems - Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, and submit the application in the eAMEND portal (Regular Processing) **Location:** (https://eamend.sec.gov.ph/login) **Notes/Instruction:** *Note: Applicant should choose the Regular Application type and the Davao Extension Office as the processing office* *Note: Applicant will be notified through email or through eAmend account of any deficiencies in the application.*	1.1. Verifies completeness of the submitted amendment requirements and assigns the application to proper processor.	None	1 working day/s	• Director II; Davao Extension Office • Administrative Officer IV; Davao Extension Office • Administrative Assistant II; Davao Extension Office
	1.2. Processes, evaluates and pre-approves application for amendment.		13 working day/s	• Securities Counsel II; Davao Extension Office • Securities Counsel I; Davao Extension Office
	1.3. An email with the link to the system-generated Payment Assessment Form will be sent to the enrolled email of the applicant.		5 minute/s	• eamend.sec.gov.ph; Information and Communications Technology

				Department (ICTD)
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC. **Location:** Through SEC-accredited landbank branches or through eSPAYSEC (https://espaysec.sec.gov.ph/)	2. A system-generated Confirmation of Payment email is immediately sent to the applicant with a link to the electronic official receipt.	**Standard Fees** Breakdown: Amendment of Articles of Incorporation : PHP 1000 Legal Research Fee: PHP 20 Documentary Stamp Tax: PHP 60 Amendment By-Laws: PHP 1000 Total: PHP 2080 **Formula Fees** Breakdown: Name Verification Fee	5 minute/s	• eamend.sec.gov.ph; Information and Communications Technology Department (ICTD)
3. Submits the documentary requirements with proof of payment to the Davao Extension Office, Receiving Unit or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** Receiving Unit, Davao Extension Office	3.1. Receives and verifies documentary requirements and proof of payment.	None	10 minute/s	• Administrative Assistant I; Davao Extension Office • Computer Operator; Davao Extension Office
	3.2. Post-audits and prints Certificate.		4 hour/s	• Administrative Officer II; Davao Extension Office • Administrative Assistant II; Davao Extension Office

	3.3. Reviews the application and signs the Certificate of Amended Articles of Incorporation and/or By-Laws.		3 working day/s	• Director II; Davao Extension Office • Securities Counsel II; Davao Extension Office
	3.4. Tags the application through the eAmend Portal to issue the Notice for Schedule of Appointment on the release of the Certificate of Amendment of Articles of Incorporation and/or By-Laws.		10 minute/s	• Administrative Officer II; Davao Extension Office • Administrative Assistant II; Davao Extension Office
4. Proceeds to Davao Extension Office Releasing Unit for presentation of official receipt and receives Certificate. **Location:** Releasing Unit, Davao Extension Office	4. Releases the signed Certificate of Amended Articles of Incorporation and/or By-Laws.	None	10 minute/s	• Administrative Assistant II; Davao Extension Office • Administrative Assistant I; Davao Extension Office
Total Processing Time:		Working Days: 17 working day/s, 4 hour/s, 40 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 2080 See other fees below		

Formula / Schedule of Fees

- **Name Verification Fee**

  PHP 100 per corporate name

  plus Php100 per trade name/s

17. Application for Conversion of Corporation Sole to Ordinary Non-Stock Corporations of Domestic Corporations (eAMEND Regular Processing)

This service details the procedure in applying for Conversion of Corporation Sole to Ordinary Non-Stock Corporation through the eAMEND portal under Regular Processing.

Office or Division:	Davao Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered corporation sole (for conversion of corporation sole to non-stock), through their Authorized Representatives (for amendment of corporate term)
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *System-generated form downloadable from the client's eAMEND account to be provided by the applicant.*	
2. Amended Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Please use the most recent Articles of Incorporation and By-Laws, which have been duly approved by the Commission. Simply modify the sections that are being amended. Underline the amended provision and add "(as amended on [date of meeting])" after it.*	
3. Resolution (2) Original Copy And (1) Electronic Copy	Applicant / Client
For Situational Requirement	
A. If applicable	
Sub Situational Requirement/s	
A.a. For Change of Corporate Name	
A.a.1. Name Verification Slip for Amendment of Corporate Name with Proof of Payment of Reservation Fee	Securities and Exchange Commission -

(2) Original Copy And (1) Electronic Copy	imessage.sec.gov.ph
Remarks: *Request for copy may be coursed through at imessage.sec.gov.ph*	
A.a.2. Affidavit of a trustee or officer undertaking to change corporate name, if not stated in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, and submit the application in the eAMEND portal (Regular Processing) **Location:** **(https://eamend.sec.gov.ph/login)** **Notes/Instruction:** *Note: Applicant should choose the Regular Application type and the Davao Extension Office as the processing office* *Note: Applicant will be notified through email or through eAmend account of any deficiencies in the application.*	1.1. Verifies completeness of the submitted amendment requirements and assigns the application to proper processor.	None	1 working day/s	• Director II; Davao Extension Office • Administrative Officer IV; Davao Extension Office • Administrative Assistant I; Davao Extension Office
	1.2. Processes, evaluates and pre-approves application for amendment.		13 working day/s	• Securities Counsel II; Davao Extension Office • Securities Counsel I; Davao Extension Office
	1.3. An email with the link to the system-generated Payment Assessment Form will be sent to the enrolled email of the applicant.		5 minute/s	• Securities Counsel II; Davao Extension Office • Securities Counsel I; Davao Extension Office

2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** https://espaysec.sec.gov.ph/	2. A system-generated Confirmation of Payment email is immediately sent to the applicant with a link to the electronic official receipt.	**Standard Fees** Breakdown: Amendment of Articles of Incorporation: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 Total: PHP 1040 **Possible Fees** Breakdown: Amendment of By-Laws: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 **Formula Fees** Breakdown: Name Reservation Slip	5 minute/s	• eamend.sec.gov.ph; Information and Communications Technology Department (ICTD)
3. Submits the documentary requirements with proof of payment to the Davao Extension Office, Receiving Unit or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** Receving Unit, Davao Extension Office	3.1. Receives and verifies documentary requirements and proof of payment.	None	10 minute/s	• Administrative Assistant I; Davao Extension Office • Computer Operator; Davao Extension Office
	3.2. Post-audits and prints Certificate.		4 hour/s	• Administrative Officer II; Davao

				Extension Office • Administrative Assistant II; Davao Extension Office
	3.3. Reviews the application and signs the Certificate of Amended Articles of Incorporation and/or By-Laws.		3 working day/s	• Director II; Davao Extension Office • Securities Counsel II; Davao Extension Office
	3.4. Tags the application through the eAmend Portal to issue the Notice for Schedule of Appointment on the release of the Certificate of Amendment of Articles of Incorporation.		10 minute/s	• Administrative Officer II; Davao Extension Office • Administrative Assistant II; Davao Extension Office
4. Proceeds to Davao Extension Office Releasing Unit for presentation of official receipt and receives Certificate. **Location:** Releasing Unit, Davao Extension Office	4. Releases signed Certificate of Amended Articles of Incorporation.	None	10 minute/s	• Administrative Assistant II; Davao Extension Office • Administrative Assistant I; Davao Extension Office
Total Processing Time:		Working Days: 17 working day/s, 4 hour/s, 40 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 1040 See other fees below		

Possible Fees

- **Amendment of By-Laws** : 1000
- **Legal Research Fee** : 10

- **Documentary Stamp Tax** : 30

Formula / Schedule of Fees

- **Name Reservation Slip**

  Php100 per Corporate Name

  *Additional Php100 per trade name

18. Application for Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC) under eAMEND Regular Processing

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

Office or Division:	Davao Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *System-generated form downloadable from the client's eAMEND account to be provided by the applicant.*	
2. Notice of Conversion of a One Person Corporation to Ordinary Stock Corporation in the form prescribed by the Commission (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *Sample form downloadable through this link: https://www.sec.gov.ph/mc-2020/mc-no-27-s-2020/* • *Original copy should be signed (wet signature) and notarized* • *Signed by the holder of shares of the outstanding shares of the capital stock;* • *Signed by the Corporation's Corporate Secretary* • *Filed with the Commission within sixty (60) days from such transfer of shares in accordance to Sections 8 to 10 of SEC MC No. 27, series of 2020*	
3. Original or Certified True Copy of the documents effecting the transfer/s of full title/ownership of shares (1) Original Copy Or (1) Certified True Copy And (1) Electronic Copy	Applicant / Client
4. Certificate Authorizing Registration/Tax Clearance	Bureau of Internal Revenue -

(2) Original Copy And (1) Electronic Copy	BIR
5. Articles of Incorporation and By-laws of an OSC filed in accordance with the requirements provided under Section 14 of the RCC, which shall comply with and/or contain the following details; (2) Original Copy And (1) Electronic Copy	Applicant / Client

Remarks:

- *Section 14 of the Revised Corporation Code of the Philippines (RCC)*
- *Duly prepared, signed and acknowledged or authenticated by the stockholders who voted for their adoption, and by the corporation's treasurer;*
- *Must clearly state that signatories voluntarily agreed to convert OPC to OSC in the following manner:*

  "KNOW ALL MEN BY THESE PRESENTS:

  - *The undersigned stockholder/s, of legal age, voluntarily agreed to convert a one person corporation (OPC) to Ordinary Stock Corporation (OSC) under the laws of the Republic of the Philippines and certify the following.*
  - *Provision/article indicating the name/s and address of the original incorporator of the OPC*
  - *Provisions/articles reflecting the number of directors, their names and addresses, as well as their subscription and payment details, and;*
  - *Other details particular to an OSC shall likewise be indicated in accordance with the provisions of the RCC and guidelines that the Commission has issued and/or may hereafter issue*
  - *The following shall likewise be added as a new Article in the Articles of Incorporation of the Ordinary Stock Corporation (OSC)*

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

6. Copy of the latest Articles of Incorporation of the OPC shall be attached to the Articles of Incorporation of the Ordinary Stock Corporation (OSC) (2) Original Copy And (1) Electronic Copy	Applicant / Client
7. Monitoring Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - ewatch.sec.gov.ph

Remarks: *Application for Monitoring Clearance through: ewatch.sec.gov.ph* • *If there is no valid and available Monitoring Clearance, submit an Affidavit of Undertaking for Monitoring from the eAMEND System.* • *If you have previously used an Affidavit of Undertaking for your amendment application, kindly submit a valid Monitoring Clearance issued by the Compliance Monitoring Division (CMD) for your current application.*	
For Situational Requirement	
A. For amendment of the Corporate name	
A.1. Name Verification Slip (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - imessage.sec.gov.ph
Remarks: *imessage.sec.gov.ph*	
A.2. Undertaking to Change Corporate Name duly executed under oath by the director of the OSC, if not yet included in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)*	
B. For Clearance from other SEC departments	
Sub Situational Requirement/s	
B.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
B.a.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
B.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
B.b.1. Markets and Securities Regulation Department (MSRD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
B.c. For Financial Technology (FinTech) related business activities	

B.c.1. PhiliFintech Innovation Office (PIO) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI)* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
B.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI)* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	

C. Endorsement clearance from appropriate Government agencies				
Sub Situational Requirement/s				
C.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services				
C.a.1. Bangko Sentral ng Pilipinas Endorsement (1) Original Copy And (1) Photo Copy And (1) Electronic Copy			Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas	
C.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization				
C.b.1. Insurance Commission Endorsement (1) Original Copy And (1) Photo Copy And (1) Electronic Copy			Insurance Commission - Insurance Commission	
D. Undertaking to Assume All Liabilities of the OPC, duly executed under oath by all stockholders of the OSC, if not yet included in the Articles of Incorporation				
D.1. Undertaking to Assume All Liabilities of the OPC, duly executed under oath by all stockholders of the OSC (2) Original Copy And (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, and submit the application in the eAMEND portal (Regular Processing). **Location:** (https://eamend.sec.gov.ph/login) **Notes/Instruction:** *Note: Applicant should choose the Regular Application type and the Davao Extension Office as the processing office* *Note: Applicant will be notified through email or through*	1.1. Verifies completeness of the submitted amendment requirements and assigns the application to proper Processor.	None	1 working day/s	• Director II; Davao Extension Office • Administrative Officer IV; Davao Extension Office • Administrative Assistant I; Davao Extension Office
	1.2. Processes and evaluates application for amendment.		13 working day/s	• Securities Counsel II; Davao Extension Office • Securities Counsel I; Davao

eAmend account of any deficiencies in the application.				Extension Office
	1.3. An email with the link to the system-generated Payment Assessment Form will be sent to the enrolled email of the applicant.		5 minute/s	• eamend.sec.gov.ph; Information and Communications Technology Department (ICTD)
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** espaysec.sec.gov.ph/payment-portal/home	2. A system-generated Confirmation of Payment email is immediately sent to the applicant with a link to the electronic official receipt.	**Standard Fees** Breakdown: Amendment of Articles of Incorporation : PHP 1000 Amendment of By-laws: PHP 1000 Legal Research Fee: PHP 20 Documentary Stamp Tax: PHP 60 --- Total: PHP 2080 **Formula Fees** Breakdown: Name Verification Fee	5 minute/s	• eamend.sec.gov.ph; Information and Communications Technology Department (ICTD)
3. Submits the documentary requirements with proof of payment to the Davao Extension Office, Receiving Unit or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** Receiving Unit, Davao Extension	3.1. Receives and verifies documentary requirements and proof of payment.	None	10 minute/s	• Administrative Assistant I; Davao Extension Office • Computer Operator; Davao Extension Office
	3.2. Post-audits and generates the		4 hour/s	• Administrative Officer

Office	Certificate of Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC)			II; Davao Extension Office • Administrative Assistant II; Davao Extension Office
	3.3. Reviews the application and signs the Certificate of Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC).		3 working day/s	• Director II; Davao Extension Office • Securities Counsel II; Davao Extension Office
	3.4. Tags the application for appointment through the eAmend Portal indicating the date of release of the Certificate.		10 minute/s	• Administrative Officer II; Davao Extension Office • Administrative Assistant II; Davao Extension Office
4. Proceeds to Davao Extension Office Releasing Unit for presentation of official receipt and receives Certificate. **Location:** Releasing Unit, Davao Extension Office	4. Releases signed Certificate of Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC).	None	10 minute/s	• Administrative Assistant II; Davao Extension Office • Administrative Assistant I; Davao Extension Office
Total Processing Time:		Working Days: 17 working day/s, 4 hour/s, 40 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 2080 See other fees below		

Formula / Schedule of Fees

- **Name Verification Fee**

PHP 100 per proposed company name

*additional Php100 per trade name/s

19. Application for Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC) under eAMEND Regular Processing

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

Office or Division:	Davao Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *System-generated form downloadable from the client's eAMEND account to be provided by the applicant.*	
2. Notice of Conversion of an Ordinary Stock Corporation to a One Person Corporation in the form prescribed by the Commission (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *Sample form downloadable through this link: https://www.sec.gov.ph/mc-2020/mc-no-27-s-2020/* • *Original copy should be signed (wet signature) and notarized* • *Signed by the single stockholder who has acquired all the outstanding shares of the capital stock of an ordinary corporation* • *Signed by the Corporation's Corporate Secretary*	
3. Original or Certified True Copy of the documents effecting the transfer/s of full title/ownership of shares (1) Original Copy Or (1) Certified True Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

- *Deeds of Assignment or any legal document transferring the shares to the single stockholder and if applicable; (at least 1 original copy)*
- *Certified True Copy of Proof of Authority to act on behalf of the Board*

4. Certificate Authorizing Registration/Tax Clearance (2) Original Copy And (1) Electronic Copy	Bureau of Internal Revenue - BIR
5. Articles of Incorporation of an OPC (with sample form at the SEC Website) (2) Original Copy And (1) Electronic Copy	Applicant / Client

Remarks:

- *Request sample form through this link:*

  MC No. 07 s.2019 - Guidelines on the Establishment of a One Person Corporation (OPC) - Securities and Exchange Commission

- *Must be duly prepared, signed and acknowledged or authenticated by the single stockholder and by the corporation's Treasurer;*
- *Provision/article indicating the name/s and address/es of the original incorporator/s of the OSC*
- *Provision/articles on the number of directors, their payment details were modified to reflect the name, address, subscription and payment details of the single stockholder in the form prescribed by the Commission*
- *Other details particular to an OPC indicated in MC No. 07, Series of 2019.*
- *Must contain the following as a new Article in the Articles of Incorporation of the One Person Corporation:*

  "Upon issuance by the Securities and Exchange Commission of the Certificate of Filing of Amended Articles of Incorporation, reflecting its conversion into a One Person Corporation, the attached Articles of Incorporation of the Ordinary Stock Corporation shall be deemed superseded"

6. Copy of the latest Articles of Incorporation of the Ordinary Stock Corporation (OSC) (2) Original Copy And (1) Electronic Copy	Applicant / Client
7. Notarized Secretary's Certificate of No Intra corporate Dispute (2) Original Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Download Secretary's Certificate sample form through this link: https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx

8. Monitoring Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - ewatch.sec.gov.ph

Remarks:

Application for Monitoring Clearance through: ewatch.sec.gov.ph *If there is no valid and available Monitoring Clearance, submit an Affidavit of Undertaking for Monitoring from the eAMEND System.* *If you have previously used an Affidavit of Undertaking for your amendment application, kindly submit a valid Monitoring Clearance issued by the Compliance Monitoring Division (CMD) for your current application.*	
9. Letter of acceptance of appointment by Nominee and Alternate Nominee (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Nominee and/or Alternate Nominee or through https://www.sec.gov.ph/wp-content/uploads/2019/10/2019_Sample-Acceptance-Letter-of-Nomi nees.docx*	
10. Self-appointed Treasurer's Bond, if applicable (2) Original Copy And (1) Electronic Copy	Applicant / Client
11. Undertaking to Assume All Liabilities of the OPC, duly executed under oath by all stockholders of the OSC, if not yet included in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client
For Situational Requirement	
A. For amendment of the Corporate name	
A.1. Name Verification Slip (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - imessage.sec.gov.ph
Remarks: *request from imessage.sec.gov.ph*	
A.2. Undertaking to Change Corporate Name duly executed under oath by the director of the OSC, if not yet included in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client
B. For Clearance from other SEC departments	
Sub Situational Requirement/s	
B.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
B.a.1. Corporate Governance and Finance Department (CGFD) Clearance	Securities and Exchange Commission - Corporate

(1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Governance and Finance Department (CGFD)
B.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
B.b.1. Markets and Securities Regulation Department (MSRD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
B.c. For Financial Technology (FinTech) related business activities	
B.c.1. PhiliFintech Innovation Office (PIO) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers*	
B.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)
C. Endorsement clearance from appropriate Government agencies	
Sub Situational Requirement/s	
C.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
C.a.1. Bangko Sentral ng Pilipinas Endorsement (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	

C.b.1. Insurance Commission Endorsement (1) Original Copy And (1) Photo Copy And (1) Electronic Copy			Insurance Commission - Insurance Commission	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, and submit the application in the eAMEND portal (Regular Processing). **Location:** **(https://eamend.sec.gov.ph/login)** **Notes/Instruction:** *Note: Applicant should choose the Regular Application type and the Davao Extension Office as the processing office* *Note: Applicant will be notified through email or through eAmend account of any deficiencies in the application.*	1.1. Verifies completeness of the submitted amendment requirements and assigns the application to proper Processor.	None	1 working day/s	• Director II; Davao Extension Office • Administrative Officer IV; Davao Extension Office • Administrative Assistant I; Davao Extension Office
	1.2. Processes and evaluates application for amendment.		13 working day/s	• Securities Counsel II; Davao Extension Office • Securities Counsel I; Davao Extension Office
	1.3. An email with the link to the system-generated Payment Assessment Form will be sent to the enrolled email of the applicant.		5 minute/s	• eamend.sec.gov.ph; Information and Communications Technology Department (ICTD)

2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** https://espaysec.sec.gov.ph/	2. A system-generated Confirmation of Payment email is immediately sent to the applicant with a link to the electronic official receipt.	**Standard Fees** Breakdown: Amendment of Articles of Incorporation : PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 Total: PHP 1040 **Formula Fees** Breakdown: Name Verification Fee	5 minute/s	• eamend.sec.gov.ph; Information and Communications Technology Department (ICTD)
3. Submits the documentary requirements with proof of payment to the Davao Extension Office, Receiving Unit or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** Receiving Unit, Davao Extension Office	3.1. Receives and verifies documentary requirements and proof of payment.	None	10 minute/s	• Administrative Assistant I; Davao Extension Office • Computer Operator; Davao Extension Office
	3.2. Post-audits and generates the Certificate of Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC)		4 hour/s	• Administrative Officer II; Davao Extension Office • Administrative Assistant II; Davao Extension Office
	3.3. Reviews the application and signs the Certificate of Conversion of Ordinary Stock		3 working day/s	• Director II; Davao Extension Office

	Corporation (OSC) to One Person Corporation (OPC)			• Securities Counsel II; Davao Extension Office
	3.4. Tags the application for appointment through the eAmend Portal indicating the date of release of the Certificate		10 minute/s	• Administrative Officer II; Davao Extension Office • Administrative Assistant II; Davao Extension Office
4. Proceeds to Davao Extension Office Releasing Unit for presentation of official receipt and receives Certificate. **Location:** Releasing Unit, Davao Extension Office	4. Releases signed Certificate of Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC)	None	10 minute/s	• Administrative Assistant II; Davao Extension Office • Administrative Assistant I; Davao Extension Office
Total Processing Time:		Working Days: 17 working day/s, 4 hour/s, 40 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 1040 See other fees below		

Formula / Schedule of Fees

- **Name Verification Fee**

  Php 100 per Corporate Name

  *Additional Php 100 per trade name/s

20. Application for Increase of Capital Stock for non-Philippine National One Person Corporation registered under FIA or before IPAs via Cash

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

Office or Division:	Davao Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All FIA Registered One Person Corporation (OPC)
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (1) Electronic Copy And (2) Photo Copy	Applicant / Client
Remarks: • *This is a system-generated downloadable form available in eAmend account, to be provided by client.*	
2. Amended Articles of Incorporation (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
3. Secretary Certificate certifying the current/present Authorized Capital Stock, Subscribed capital and Paid-up Capital of the OPC (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
4. Monitoring Clearance (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commissio - ewatch.sec.gov.ph
Remarks: *Copy is available through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login or request for copy may be coursed through at imessage.sec.gov.ph*	
5. Treasurer's Affidavit certifying the increase of capital stock, the amount subscribed and the amount received as payment	Applicant / Client

thereto (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	
6. Subscription Contract (with bank deposit slip /Acknowledgment Receipt signed by the Treasurer/Bank Statement) signed by the President/Director and the Corporate Secretary (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
7. OPC Resolution (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: • *indicating the name of OPC;* • *signed by the Sole Stockholder and Corporate Secretary;* • *indicating the proposed amendments; and* • *date of resolution*	
8. Certificate of Increase of Capital (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/03/2022SECForm_CERTIFICATE-OF-INCREASE-OF-AUTHORIZED-CAPITAL-STOCK-OF-OPC.docx)*	
For Situational Requirement	
A. For Financial Technology (FinTech) related business activities [Operators of payment systems; Payment Service Providers; Electronic Money Issuers (EMI); Non-bank EMIs; Alternative Credit Scoring Companies; AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); KYC/Security Companies (KYC Service Providers); Digital Banks; Digital Asset Exchanges; Virtual Asset Service Providers; Play-to-Earn Platforms; o E-Commerce Companies; Crowdfunding Platforms; RegTech Companies (RegTech Service Providers); SupTech Companies (SupTech Service Providers); and Digital Advisers/Robo-Advisers]	
A.1. PhiliFintech Innovation Office (PIO) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office
A.2. Enforcement and Investor Protection Department (EIPD) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department
B. If to engage as a foreign retailer (amendment of purpose)	
B.1. Certification of Inward Remittance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

Remarks: *Certification of Inward Remittance of Foreign Exchange showing compliance of the foreign retailer with the minimum paid-up capital requirement of Twenty-Five Million Pesos (P25,000,000.00) or other proof, such as Bank Certification, certifying that such capital investment is deposited and maintained in a bank in the Philippines*				
B.2. Apostilled/authenticated Certificate of Reciprocity (1) Electronic Copy And (1) Original Copy And (1) Photo Copy			Applicant / Client	
Remarks: *to the effect that such State provides reciprocity to Filipinos*				
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit the electronic copy of notarized requirements for new application to eAmend Portal. **Location:** https://eamend.sec.gov.ph/login **Notes/Instruction:** If the application is found to be for compliance during the evaluation stage, the applicant will have to go back to Step 1- Submission of requirements.	1.1. Verifies completeness of amendment requirements and assign to processors, if the documents are complete	None	1 working day/s	• Director II; Davao Extension Office • Administrative Officer IV; Davao Extension Office • Administrative Assistant I; Davao Extension Office
	1.2. Evaluates whether the documents submitted are complete in form and in substance, then prepares Final Report and forwards it to the assigned reviewer for review if compliant		13 working day/s	• Securities Specialist III; Davao Extension Office • Securities Specialist II; Davao Extension Office
	1.3. Evaluates the final report, and if found in order, directs the processing Specialist to issue		2 working day/s	• Securities Specialist III; Davao Extension Office

	Payment Assessment Form (PAF).			• Securities Specialist II; Davao Extension Office
	1.4. Issues the Payment Assessment Form (PAF) to the applicant. Then, informs the applicant to submit the original/hard copy upon payment.		1 working day/s	• Securities Specialist III; Davao Extension Office • Securities Specialist II; Davao Extension Office
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home or Landbank	2. Issues payment confirmation containing the electronic Official Receipt via e-mail.	**Standard Fees** Breakdown: Documentary Stamp Tax: PHP 30 Amended Articles of Incorporation: PHP 1010 --- Total: PHP 1040 **Formula Fees** Breakdown: Increase of Authorized Capital Stock of an OPCLegal Research Fee	5 minute/s	• eAmend system; Information and Communications Technology Department (ICTD)
3. submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip). **Location:**	3.1. Receives and verifies documentary requirements and proof of payment.	None	10 minute/s	• Admnistrative Assistant I; Davao Extension Office • Computer Operator; Davao Extension Office

Releasing Unit, Davao Extension Office **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements and amended articles of incorporation).*	3.2. Prepares and generates the Certificate of Amended Articles of Incorporation.		6 hour/s	• Administrative Officer II; Davao Extension Office • Administrative Assistant II; Davao Extension Office
	3.3. Reviews the application and signs the the Certificate		1 working day/s	• Director II; Davao Extension Office • Securities Counsel II; Davao Extension Office
	3.4. Tags the application for appointment through the eAMEND Portal indicating the date of release of the certificate		4 hour/s	• Administrative Officer II; Davao Extension Office • Administrative Assistant II; Davao Extension Office
4. Present the Official Receipt and Appointment Letter. Then, fill out the logbook for released applications and claim the Certificates of Approval. **Location:** Releasing Unit, Davao Extension Office	4. Releases original copy of the Certificate of Amended Articles of Incorporation	None	10 minute/s	• Administrative Assistant II; Davao Extension Office • Administrative Assistant I; Davao Extension Office
Total Processing Time:		Working Days: 19 working day/s, 2 hour/s, 25 minute/s		
Total Processing Fee:		Total Standard Fee:		

	PHP 1040 See other fees below

Formula / Schedule of Fees

- **Increase of Authorized Capital Stock of an OPC**

  For Corporation with par value – ⅕ of 1% of the increase in capital stock but not less than PHP 3,000 or the subscription price of the subscribed capital stock whichever is higher

  For Corporation without par value – ⅕ of 1% of the increase in capital stock computed at PHP 100 per share but not less than PHP 3,000 or the issue value of the subscribed capital stock whichever is higher

- **Legal Research Fee**

  1% of the computed Filing Fees for Amended Articles of Incorporation and/or By-Laws

21. Application for Monitoring Clearance for All Types of Corporations

An online platform for submitting company monitoring requests. It automatically tracks compliance with the submission of reportorial requirements of Domestic Corporations, ordinary stock and non-stock, excluding publicly-listed corporations, regular monitoring of Foreign Corporations (Branch Offices, Representative Offices, Regional Area Headquarters and Regional Operating Headquarters).

Office or Division:	Davao Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	1. General transacting public and business entities for: a.) Registered and Delinquent corporations; b.) Corporations with Notice of Deficiencies and Hearing or Orders; and c.) Corporations with applications to be filed with the Corporate and Partnership Registration Division, Foreign Investment Registration Station Division, and Corporate Filing and Records Division. 2. Government agencies and instrumentalities like Ombudsman, NBI, AMLC, DTI, DSWD, PDIC, etc. 3. Courts like MTC, MeTC, RTC and Sandiganbayan. NOTE: Branch Offices that are required to post a Securities Deposit shall file the same through imessage@sec.gov.ph
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. ESECURE and EWATCH accounts (Sample: N/A N/A)	Securities and Exchange Commission - www.sec.gov.ph
Remarks: *Application for Monitoring Clearance through: ewatch.sec.gov.ph*	
2. Annual Financial Statement as of last fiscal year submitted in the SEC Electronic Filing and Submission Tool (SEC eFAST) (1) Electronic Copy	Applicant / Client
3. Latest General Information Sheet submitted in the SEC Electronic Filing and Submission Tool (SEC eFAST) (1) Electronic Copy	Applicant / Client
Remarks:	

Note: No General Information Sheet submission needed for One Person Corporations and Corporation Sole

Note: One Person Corporations may submit a SEC Form for Appointment of Officers in lieu of a GIS, whenever there are udpates in the officers names

For Situational Requirement	
A. For Regional Operating Headquarters (ROHQ) and Regional Area Headquarters (RHQ)	
A.1. Proof of Inward Remittance (1) Original Copy And (1) Electronic Copy	Applicant / Client
B. Additional requirements upon evaluation, if needed	
B.1. Secretary's Certificate (No-Intra Corporate Dispute/Clarification/explaining the double filing of General Information Sheet) (1) Original Copy And (1) Electronic Copy	Applicant / Client
B.2. Affidavit (Anti-Dummy Law/one and the same/auditor) (1) Original Copy And (1) Electronic Copy	Applicant / Client
B.3. OGA Acknowledgment (functional currency) (1) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Office of the General Accountant (OGA)
B.4. Form for Appointment of Officers for One Person Corporation (1) Electronic Copy	Applicant / Client
B.5. Surety Bond (1) Original Copy And (1) Electronic Copy	Applicant / Client
B.6. Corresponding Annex on Official and Alternate Email Addresses and Mobile Numbers of corporations and partnerships (1) Electronic Copy	Applicant / Client
Remarks: *Note: Submission at https://mc28.sec.gov.ph/*	
B.7. Mandatory Disclosure Form (1) Electronic Copy	Applicant / Client
Remarks: *Note: Required from non-stock corporations only. To be submitted online through https://docs.google.com/forms/d/e/1FAIpQLScb8IZVatY1dXviMatoBfvijqh8ofF4JqAtGy15YW7DDHCXyQ/viewform*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIB

				LE (Designation; Office)
1. Application for Monitoring Clearance eWatch link: https://ewatch.sec.gov.ph/login Ensure that the corporation has an eSecure account and has complied with the following: • MC 28 submission • Latest due reports (AFS/GIS) • Complete company profile **Location:** Records Unit, Davao Extension Office **Notes/Instruction:** *If not compliant with the required reports, the request is reverted back to applicant who shall comply with the submission of the latest due reportorial requirements in the eFast. Applicant will thereafter send* ***a new request through the eWatch system.*** *If the requesting corporation is outside the jurisdiction of the Davao Extension Office, the request is transferred to the proper office (CRMD or other Extension Office).* *If there are deficiencies which*	1.1. The system processes the application if the corporation meets the required criteria.	None	5 minute/s	• eWatch system; Information and Communications Technology Department (ICTD)
	1.2. Determines submission of the latest due reports and the principal office of the corporation and if compliant, assigns the request to monitoring officer.		1 working day/s	• Administrative Officer II; Davao Extension Office • Administrative Assistant II; Davao Extension Office
	1.3. Determines compliance, deficiencies and violations, if any, and issues Monitoring Sheet.		14 working day/s	• Securities Specialist III; Davao Extension Office • Securities Specialist II; Davao Extension Office • Administrative Officer IV; Davao Extension Office

*require submission of documents, requesting party is advised thru the eWatch. The corporation shall comply with the findings within **seven (7)** calendar days. Failure to comply shall result in the request being automatically purged by the system and a new request must be filed.*				• Securities Specialist I; Davao Extension Office
***For If no deficiencies and violations are noted in the reports** 2.A.Receives Confirmation of Payment/Monitoring Sheet in eWatch account. **Location:** eWatch account of corporation	2.A.1. Forwards Monitoring Sheet together with the corporate file to the Office of the Director for review and signature	None	2 hour/s	• Administrative Officer II; Davao Extension Office • Administrative Assistant II; Davao Extension Office
	2.A.2. Reviews the Monitoring Sheet and affixes signature.		1 working day/s	• Director II; Davao Extension Office • Securities Counsel II; Davao Extension Office
	2.A.3. Forwards signed Monitoring Sheet to monitoring officer.		2 hour/s	• Administrative Officer II; Davao Extension Office • Administrative Assistant II; Davao Extension Office
	2.A.4. Uploads signed Confirmation of Payment/Monitoring		4 hour/s	• Securities Specialist III; Davao

	Sheet through eWatch.			Extension Office • Securities Specialist II; Davao Extension Office • Administrative Officer IV; Davao Extension Office • Securities Specialist I; Davao Extension Office
***For If there are deficiencies and violations noted in the report which are to be penalized in accordance with regulation** 2.B.Pays the assessed fines and penalties, if any, at any of the payment gateways (LandBank or SEC payment portal through https://espaysec.sec.gov.ph/ and emails proof of payment in the eWatch, and receives Confirmation of Payment/Monitoring Sheet. **Location:** Payment through Landbank or through espaysec and the eWatch account of the corporation for the proof of payment and Monitoring Sheet	2.B.1. Uploads the Monitoring Sheet and the corresponding Payment Assessment Form in eWatch	**Formula Fees** Breakdown: Penalty and Fines	2 hour/s	• Securities Specialist III; Davao Extension Office • Securities Specialist II; Davao Extension Office • Administrative Officer IV; Davao Extension Office • Securities Specialist I; Davao Extension Office
	2.B.2. Receives proof of payment and forwards corporate folder and pertinent documents to the Records Unit for recording.		1 working day/s	• Securities Specialist III; Davao Extension Office • Securities Specialist II; Davao Extension Office • Administrative Officer IV; Davao Extension Office

				• Securities Specialist I; Davao Extension Office
	2.B.3. Forwards Monitoring Sheet together with corporate file to the Office of the Director for review and signature.		2 hour/s	• Administrative Officer II; Davao Extension Office • Administrative Assistant II; Davao Extension Office
	2.B.4. Reviews the Monitoring Sheet and affixes signature.		1 working day/s	• Director II; Davao Extension Office • Securities Counsel II; Davao Extension Office
	2.B.5. Forwards signed Monitoring Sheet to monitoring officer.		2 hour/s	• Administrative Officer II; Davao Extension Office • Administrative Assistant II; Davao Extension Office
	2.B.6. Uploads signed Confirmation of Payment/Monitoring Sheet through eWatch.		4 hour/s	• Securities Specialist III; Davao Extension Office • Securities Specialist II; Davao Extension Office • Administrative Officer IV; Davao Extension Office

				• Securities Specialist I; Davao Extension Office

Total Processing Time:	
***For If no deficiencies and violations are noted in the reports**	Working Days: 17 working day/s, 5 minute/s
***For If there are deficiencies and violations noted in the report which are to be penalized in accordance with regulation**	Working Days: 18 working day/s, 2 hour/s, 5 minute/s

Total Processing Fee:	
***For If no deficiencies and violations are noted in the reports**	Total Standard Fee: None See other fees below
***For If there are deficiencies and violations noted in the report which are to be penalized in accordance with regulation**	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

- **Penalty and Fines**

  Memorandum Circular No. 6, series of 2024

  https://www.sec.gov.ph/mc-2024/sec-mc-no-06-series-of-2024updated-fines-and-penalties-on-the-late-and-non-submission-of-audited-financial-statements-afs-general-information-sheet/#gsc.tab=0

  Memorandum Circular No. 8, series of 2009

  https://www.sec.gov.ph/mc-2009/sec-memorandum-circular-no-08-6/#gsc.tab=0

  Office Order No. 298 Series of 2010

22. Application to do business under the Foreign Investments Act (FIA) of an existing corporation

This service details the procedure of an existing corporation increasing its foreign equity to more than 40%.

Office or Division:	Davao Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered corporations
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 7 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet (1) Electronic Copy And (2) Photo Copy	Applicant / Client
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf)*	
2. FIA Application form (F-101) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2019/11/F-101.doc)*	
3. List of stockholders before and after the increase in foreign equity certified under oath by the corporate secretary (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
4. Notarized Secretary's Certificate of no pending case of intra-corporate dispute (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx)*	
5. Audited Financial Statements as of the last fiscal year duly received by SEC and BIR showing the minimum capital requirement for FIA Registration (1) Electronic Copy And (2) Photo Copy	Applicant / Client
For Situational Requirement	
A. For Corporations with Primary License	
A.1. Monitoring Clearance (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - ewatch.sec.gov.ph
Remarks: *Monitoring clearance through ewatch.sec.gov.ph or copy may be requested through imessage.sec.gov.ph*	
B. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
B.1. Monitoring Clearance from Markets and Securities Regulation Department (MSRD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Markets and Securities Regulation Department
C. For Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies, and foundation	
C.1. Monitoring Clearance from Corporate Governance and Finance Department (CGFD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Corporate Governance and Finance Department
D. For Financing/Lending	
D.1. Monitoring Clearance from Financing and Lending Companies Department (FLCD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Financing and Lending Companies Department
E. For Financial Technology (FinTech) related business activities [Operators of payment systems; Payment Service Providers; Electronic Money Issuers (EMI); Non-bank EMIs; Alternative Credit Scoring Companies; AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); KYC/Security Companies (KYC Service Providers); Digital Banks; Digital Asset Exchanges; Virtual Asset Service Providers; Play-to-Earn Platforms; o E-Commerce Companies; Crowdfunding Platforms; RegTech Companies (RegTech Service Providers); SupTech Companies (SupTech Service Providers); and Digital Advisers/Robo-Advisers]	

E.1. PhiliFintech Innovation Office (PIO) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Offic
E.2. Enforcement and Investor Protection Department (EIPD) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department
F. For Bank and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
F.1. Endorsement from Bangko Sentral ng Pilipinas (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Bangko Sentral ng Pilipinas - Financial Supervision Sector
G. For Insurance/Health Maintenance Organization	
G.1. Endorsement from Insurance Commission (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Insurance Commission - Legal Services Group - Licensing Division
H. In case the paid-in capital stated in item no. 5 failed to meet the minimum capital requirement	
Sub Situational Requirement/s	
H.a. If the present unissued shares are sufficient to warrant additional issuance or increase in paid-in capital is effected through payment of unpaid subscription	
H.a.1. depending on the mode of payment *Any of the following:*	
H.a.1.A. Special Audit Report (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *in accordance with SEC Memorandum Circular No. 6 series of 2008*	
Sub Requirement	
H.a.1.A.A. If payment to the subscription is P50M and below	
H.a.1.A.A.1. Subscription Contract (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *in accordance with SEC Memorandum Circular No. 11 series of 2016*	
---- OR ----	

H.a.1.B. Application for Confirmation of Valuation pursuant to Sec. 61 of the Revised Corporation Code, if the consideration for additional issuance/payment on unpaid subscription is other than cash (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
H.b. If the present unissued shares are not sufficient	
H.b.1. Application for Increase in Authorized Capital Stock (ICS) must be filed (1) Electronic Copy And (2) Photo Copy	Applicant / Client
H.c. If without issuance of shares	
H.c.1. Increase in paid-in capital may be through an application for Creation of Additional Paid-In Capital (APIC) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
I. If to engage as a foreign retailer (amendment of purpose)	
I.1. Certification of Inward Remittance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *Certification of Inward Remittance of Foreign Exchange showing compliance of the foreign retailer with the minimum paid-up capital requirement of Twenty-Five Million Pesos (P25,000,000.00) or other proof, such as Bank Certification, certifying that such capital investment is deposited and maintained in a bank in the Philippines*	
I.2. Apostilled/authenticated Certificate of Reciprocity (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *to the effect that such State provides reciprocity to Filipinos*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the application to imessage.sec.gov.ph or thru email at records_deo@sec.gov.ph **Location:**	1.1. Verifies completeness of requirements and assign to processor if the documents are complete.	None	4 hour/s	• Administrative Officer II; Davao Extension Office • Computer Operator; Davao

imessage.sec.gov.ph or records_deo@sec.gov.ph **Notes/Instruction:** If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via email. For submission of compliance documents, the client will directly send it to the assigned Specialist's e-mail. The assigned Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.2				Extension Office
	1.2. Evaluates whether the documents submitted are complete in form and in substance, then prepares Final Report and forwards it to the reviewing officer		2 working day/s	• Securities Counsel II; Davao Extension Office • Securities Counsel I; Davao Extension Office
	1.3. Evaluates the final report, then orders the processor to issue Payment Assessment Form (PAF) if compliant		2 working day/s	• Securities Counsel II; Davao Extension Office
	1.4. Issues Payment Assessment Form (PAF)		4 hour/s	• SEC Securities Counsel II; Davao Extension Office • Securities Counsel I; Davao Extension Office
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home or Landbank	2. Issues payment confirmation containing the electronic Official Receipt via e-mail	**Standard Fees** Breakdown: Foreign Investments Act: PHP 3000 Legal Research Fee: PHP 30 Documentary Stamp Tax: PHP 30 Total: PHP 3060	5 minute/s	• esparc.sec.gov.ph; Financial Management Department (FMD)
3. Submits the documentary requirements with	3.1. Receives and verifies documentary	None	10 minute/s	• Administrative Assistant I;

proof of payment to the Davao Extension Office Receiving Unit through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** Receiving Unit, Davao Extension Office	requirements and proof of payment.			Davao Extension Office • Computer Operator; Davao Extension Office
	3.2. Prepares and generates the Certificate of Registration under FIA		4 hour/s	• Securities Specialist I; Davao Extension Office • Confidential Assistant III; Davao Extension Office
	3.3. Reviews the application and signs the Certificate of Registration under FIA		1 working day/s	• Director II; Davao Extension Office
	3.4. Encodes signed Certificate of Registration under FIA		10 minute/s	• Computer Operator; Davao Extension Office
	3.5. Sends email for releasing appointment		10 minute/s	• Administrative Officer II; Davao Extension Office • Administrative Assistant II; Davao Extension Office
4. Proceeds to the CRMD Releasing Unit presents the original proof of payment and receives the signed Certificate of Registration under FIA **Location:**	4. Releases signed Certificate of Registration under FIA	None	10 minute/s	• Administrative Assistant II; Davao Extension Office • Administrative Assistant I; Davao

Releasing Unit, Davao Extension Office				Extension Office
Total Processing Time:		Working Days: 6 working day/s, 4 hour/s, 45 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 3060		

23. Cash or Stock Dividend Declaration (For Shares That Are Not Listed) – Domestic Stock Corporations Classified as Philippine National

This service details the adopted online procedure and documentary requirements for the acknowledgment of cash or stock dividends pursuant to Sections 42 of the Revised Corporation Code of the Philippines. The request for acknowledgment of cash or stock dividend declaration is only optional.

Note that this service is exclusively for Domestic Stock Corporations or Partnerships classified as Philippine National.

For pre-processing of new applications, scanned copies of the required documents shall be submitted through the following:

- ***iMessage:*** *imessage.sec.gov.ph*

Office or Division:	Davao Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Note that this service is exclusively for Domestic Stock Corporations or Partnerships classified as Philippine National.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Reconciliation of Retained Earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 16 Series of 2023- Revised Guidelines on the Determination of Retained Earnings Available for Dividend Declaration through this link: https://www.sec.gov.ph/wp-content/uploads/2023/10/2023SEC-MC-No.-16,-s.-of-2023-Revised-Guidelines-on-the-Determination-of-Retained-Earnings%20-Available-for-Dividend-Declaration.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
2. Notarized Secretary's Certificate on non-existence of intra-corporate dispute	Applicant / Client

(1) Original Copy And (1) Photo Copy And (1) Electronic Copy	

Remarks:

Download Secretary's Certificate on non-existence of intra-corporate dispute through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

For Situational Requirement

A. In case the unappropriated retained earnings is not sufficient to warrant the dividend declaration:

A.1. Notarized Secretary's Certificate of the Board Resolution as to the reversal of appropriated retained earnings to unappropriated retained earnings. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

*Download the Combined Secretary's Certificate for **Cash or Stock Dividend Declaration (For Shares That Are Not Listed)** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Cash-Dividend-Declaration.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

B. For Corporations with Primary Licenses

B.1. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - ewatch.sec.gov.ph

Remarks:

*Copy is available through the link: **eWATCH:** https://ewatch.sec.gov.ph/login or request for copy may be coursed through at imessage.sec.gov.ph*

Note: The two (2) photocopies will be submitted upon payment of the corresponding fees.

C. For Financing and Lending Companies

C.1. Financing and Lending Companies Department (FLCD) Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - ewatch.sec.gov.ph

Remarks:

*Copy is available through the link: **eWATCH:** https://ewatch.sec.gov.ph/login or request for copy may be coursed through at imessage.sec.gov.ph* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
D. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services, and Operator of Designated Payment System:	
D.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector
Remarks: *To request, kindly refer to the BSP Citizen's Charter* *https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
E. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker	
E.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group
Remarks: *To request, kindly refer to the IC Citizen's Charter https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
F. Additional Requirements in case of Cash Dividend Declaration:	
F.1. Certification under oath by the Corporate Secretary on the board of directors' resolution declaring cash dividends (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G. Additional Requirements in case of Stock Dividend Declaration:	
G.1. Combined Notarized Secretary's Certificate a. declaration of stock dividends by majority of the directors	Applicant / Client

and the stockholders representing 2/3 of the outstanding capital stock ; b. List of stockholders with their respective subscribed capital stock as of the date meeting approving the declaration of stock dividend together with the allocation of stock dividend; c. Certifying that on the basis of the computation of the Finance Officer, the allocation of stock dividend as indicated in the list of stockholders of record is in proportion to the shareholdings of stockholders as of date of declaration/record date and the treatment of resulting fractional shares (if any). (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Download the Combined Secretary's Certificate for* ***Stock Dividend Declaration (For Shares That Are Not Listed)*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Stock-Dividend-Declaration.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.2. Analysis of capital structure certified under oath by the Treasurer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

1. Upload the electronic copy of complete requirements for new application by creating a ticket through the iMessage at imessage.sec.gov.ph **Location:** • **iMessage:** imessage.sec.gov.ph **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the Specialist will prepare a	1.1. Receives the required documents, checks if everything is complete, and records the application if it is. Then, assigns the application to the Specialist.	**Possible Fees** Breakdown: If the amount of Cash / Stock dividend declared by Corporation whose securities are not listed is up to PHP 50,000,000: PHP 510 If the amount of Cash / Stock dividend declared by Corporation whose securities are not listed is over PHP 50,000,000: PHP 1010	1 working day/s	• Director II; Davao Extension Office • Administrative Officer II; Davao Extension Office • Computer Operator; Davao Extension Office
	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final		11 working day/s	• Securities Examiner III; Davao Extension Office

checklist of deficiencies and inform and return it to the applicant via email or imessage. For submission of compliance documents, the client will directly send it to the assigned Specialist's e-mail or imessage. The assigned Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.2. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is	Report and forwards it to the assigned reviewer.			• Securities Specialist II; Davao Extension Office • Securities Specialist I; Davao Extension Office
	1.3. Reviews the Final Report and, if found in order, directs the Specialist to issue the Payment Assessment Form (PAF).		2 working day/s	• Securities Specialist III; Davao Extension Office • Securities Examiner III; Davao

deemed disapproved without prejudice to refiling. • The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations. • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases				Extension Office • Securities Specialist II; Davao Extension Office
	1.4. Prepares and Sends the Payment Assessment Form (PAF) to the applicant through iMessage. Then, inform the applicant to submit a copy of proof of payment via email or iMessage.		1 working day/s	• Securities Examiner III; Davao Extension Office • Securities Specialist II; Davao Extension Office • Securities Specialist

or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)				I; Davao Extension Office
2. Pay the corresponding filing fees. Then, send the scanned copy of the proof of payment of the filing fees to the assigned Specialist through iMessage and await notification/reply for the release of certificate. **Location:**	2.1. Receives and acknowledges the receipt of proof of payment.	None	1 working day/s	• Securities Examiner III; Davao Extension Office • Securities Specialist II; Davao Extension Office • Securities Specialist I; Davao Extension Office

For payment: espaysec.sec.gov.ph or Landbank **Notes/Instruction:** ***Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)***	2.2. Prepares the Certificate and forwards it to the Reviewing Specialist for review		1 working day/s	• Securities Examiner III; Davao Extension Office • Securities Specialist II; Davao Extension Office • Securities Specialist I; Davao Extension Office
	2.3. Reviews the application and initials the acknowledgment then forwards to the Office of the Director for signature of the Director.		1 working day/s	• Securities Specialist III; Davao Extension Office • Securities Examiner III; Davao Extension Office • Securities Specialist II; Davao Extension Office
	2.4. Signs the acknowledgement letter		1 working day/s	• Director II; Davao Extension Office • Securities Counsel II; Davao Extension Office
	2.5. Schedules and sends notification to the applicant on the date of submission of the complete application requirement and release of the acknowledgment letter.		4 hour/s	• Securities Examiner III; Davao Extension Office • Securities Specialist II; Davao Extension Office • Securities Specialist

				I; Davao Extension Office
3. Submit complete application requirements together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip) and copy of notification to submit the same, and receive the duly signed Acknowledgment Letter. **Location:** For submission: Receiving Unit, Davao Extension Office For claiming: Releasing Unit, Davao Extension Office	3.1. Receives complete application requirement and proof of payment.	None	10 minute/s	• Administrative Assistant I; Davao Extension Office • Computer Operator; Davao Extension Office
	3.2. Calls the name of the corporation, assists the client in filling out the logbook, and releases the signed Acknowledgment Letter		10 minute/s	• Administrative Assistant II; Davao Extension Office • Administrative Assistant I; Davao Extension Office
Total Processing Time:		Working Days: 19 working day/s, 4 hour/s, 20 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Possible Fees

- **If the amount of Cash / Stock dividend declared by Corporation whose securities are not listed is up to PHP 50,000,000** : 510
- **If the amount of Cash / Stock dividend declared by Corporation whose securities are not listed is over PHP 50,000,000** : 1010

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

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

Office or Division:	Davao Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	General transacting public and business entities for: a.) Registered corporations; b.) Suspended and Revoked Corporation for purposes of filing a Petition to Set Aside Order of Suspension or Revocation; and c.) Corporations with Notice of Deficiencies and Hearing or Orders.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Annex D for corporations or Annex E for partnerships may be found in the MC 28 series of 2020 uploaded in the SEC website - MUST BE NOTARIZED UPON SUBMISSION (1) Electronic Copy	Applicant / Client
Remarks: *ALL FORMS SHOULD BE NOTARIZED (Annex D or Annex E)*	

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit Email account address and cellular phone number for the compliance in Memorandum Circular No. 28 Series of 2020 through https://mc28.sec.gov.ph/ The Annex D	1.1. Receive the application through MC28 Portal including its attachments.	None	4 working day/s	• Administrative Assistant II; Davao Extension Office • Computer Operator; Davao

Form can be downloaded in NEW SUBMISSION Requirement. **Location:** https://mc28.sec.gov.ph/ **Notes/Instruction:** 1.1. Click NEW SUBMISSION in MC28 Portal, enter the Correct SEC registration, and fill out the information in the prescribed format provided in MC28, S2020 (ANNEX D for corporations, or Annex E for partnerships - **ALL FORMS SHOULD BE NOTARIZED**) 1.2. Encode the company details reflected in the ANNEX D for corporations, or Annex E for partnerships. Then click the continue and verified contact details. After confirming the details, One-time password/OTP will be sent to the contact details provided in the form. A system will again display a verification page prompting the user to enter the received OTP to proceed. 1.3. Upload NOTARIZED ANNEX				Extension Office
	1.2. Browse over the SEC systems online, review and compare the information in the uploaded ANNEX D/E and encoded data in the portal.		3 hour/s	• Administrative Assistant II; Davao Extension Office • Computer Operator; Davao Extension Office
	1.3. Check the authorized Person in Control and the signatories of its attachments.		3 hour/s	• Administrative Assistant II; Davao Extension Office • Computer Operator; Davao Extension Office

D for corporations; or NOTARIZED ANNEX E for partnerships and other attachments if any, then submit the application.				
2. Receive a display confirmation indicating that the submission was successful along with reference Number assigned to the transaction at the same time a confirmation email notifying them that the submission has been successfully received and is now under reviewed by the SEC. **Location:** Securities and Exchange Commission, MC28 portal **Notes/Instruction:** 2.1. If the application is for compliance/rejected, the client must re-apply their application in MC28 Portal New Submission with the compliance from the said remarks.	2. Continues evaluation of application and if the information in ANNEX D/E is valid, consistently encoded in the portal, and with complete documents, it will be tagged as approved. Otherwise, it will be tagged as rejected (the findings are stated as well as the possible solutions/remedies for compliance).	None	2 working day/s	• Administrative Assistant II; Davao Extension Office • Computer Operator; Davao Extension Office
Total Processing Time:		Working Days: 6 working day/s, 6 hour/s		
Total Processing Fee:		Total Standard Fee: None		

25. Confirmation of Valuation for Domestic Stock Corporations Classified as Philippine National

This service details the adopted online procedure and documentary requirements on application for confirmation of valuation of consideration for additional issuance shares out of the unissued shares pursuant to Section 61 of the Revised Corporation Code, which may be in the form of, but not limited to the following:

- *Previously incurred indebtedness (eg. conversion of advances into equity / conversion of deposit for future subscriptions)*
- *Land, building / condominium units*
- *Untitled Lands*
- *Inventories / Furnitures / Personal Properties*
- *Heavy equipment and machinery*
- *Shares of stock*
- *Motor Vehicle*
- *Sea vessel / aircraft*
- *Intangibles*
- *Net assets*
- *Other assets*

This service is exclusively for Domestic Stock Corporations classified as Philippine National.

For pre-processing of new applications, scanned copies of the required documents shall be submitted via imessage through imessage.sec.gov.ph.

Office or Division:	Davao Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Combined Notarized Secretary's Certificate a. Request of Application; b. board resolution approving the additional issuance of shares of stock ; c. List of stockholders with the nationalities, amount subscribed and paid up and the subscribers to the new shares; d. Certifying that all non-subscribing stockholders waived their respective pre-emptive	Applicant / Client

rights or attesting on the resolution by the stockholders representing at least 2/3 of the outstanding capital stock approving the issuance of shares in exchange for property or previously incurred indebtedness; e. non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	

Remarks:

Download the Combined Secretary's Certificate for ***Confirmation of Valuation for Domestic Stock Corporations Classified as Philippine National*** *below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Confirmation-of-Valuation.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

For Situational Requirement

A. For Corporations with Primary Licenses:

A.1. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - https://ewatch.sec.gov.ph

Remarks:

Copy is available through the link: ***eWATCH:*** *https://ewatch.sec.gov.ph/login or request for copy may be coursed through at imessage@sec.gov.ph*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

B. For Financing and Lending Companies:

B.1. Financing and Lending Companies Department (FLCD) Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - https://ewatch.sec.gov.ph

Remarks:

Copy is available through the link: ***eWATCH:*** *https://ewatch.sec.gov.ph/login or request for copy may be coursed through at imessage@sec.gov.ph*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

C. For Listed and Public Companies:

C.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)

Remarks:

Corporate Governance and Finance Department (CGFD) through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

D. Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
D.1. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Market and Securities Regulation Department (MSRD)

Remarks:

Market and Securities Regulation Department (MSRD) through the link:

eWATCH: *https://ewatch.sec.gov.ph/login*

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

E. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
E.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector

Remarks:

To request, please refer to BSP Citizen's Charter through this link:
https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

F. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
F.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group

Remarks:

To request, please refer to IC Citizen's Charter through this link:

https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

G. Additional Requirement if the consideration for issuance of shares is in the form of Previously incurred indebtedness (e.g., conversion of advances into equity / conversion of deposit for future subscription)	
G.1. Deed of Assignment of advances / liabilities (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

*Download the Deed of Assignment for **Confirmation of Valuation_Advances** below:*

a. Sigle Assignor: https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Single-Assignor.docx

b. Multiple Assignor: https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Multiple-Assignor.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s	
G.a. If the advances/liabilities is not yet reflected in the Audited Financial Statements (AFS):	
G.a.1. A report to be rendered by an Independent CPA on the verification of the advances to be converted to equity (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

H. Additional Requirement if the consideration for issuance of shares is in the form of Land, buildings / condominium units:	
H.1. Detailed schedule of property showing the registered owner, location, area, TCT/CCT no., tax declaration number and the basis of transfer value (market value, assessed value or zonal value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation.	Applicant / Client

(1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Download the sample **Detailed Schedule for Land, Buldings/Condominium Units** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DS_Land-Buildings-Condo.xlsx* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.2. Copy of TCT/CCT electronically certified and issued by Register of Deeds and tax declaration sheet certified Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.3. Deed of Assignment: a. Deed of Assignment; b. Certifying that the improvements are existing and in good condition ; c. Undertaking that the corporation will submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download the Deed of Assignment for **Confirmation of Valuation_Land, Buildings / Condominium Units** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Land-Buildings-Condo.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
H.a. If transfer value is based on appraised value:	
H.a.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.a.2. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_AV_Affidavit.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.b. If property is mortgaged:	
H.b.1. Mortgagee/creditor's certification on the outstanding loan balance and his/her written consent to the transfer of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.c. For assignment of buildings where assignor is not the owner of the land:	
H.c.1. Lease contract on the land and consent of the land owner to the transfer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I. Additional Requirement if the consideration for issuance of shares is in the form of Untitled Lands:	
I.1. Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and	Applicant / Client

uninterrupted exclusive possession in the concept of an owner for at least twenty (20) years and the possessor had introduced improvements thereon, if any (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.2. Duplicate original or certified true copies of the tax declaration sheets (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.3. Latest realty tax receipts (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.4. Affidavit by the transferor attesting the following: 1. Continuous and open possession of the property is located; 2.a. Existence (or non-existence) of easements over the untitled property; b. Kind/description of the easement and its location; and c. Whether the transferor is the dominant estate or the servient estate, by virtue of such easements 3. That the transferor/subscriber to answer for any liability that the corporation might incur by virtue of the acceptance of said property as paid-up capital) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download the **Transferor Affidavit for Untitled Land** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-the-Transferor_Untitled-Lands.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

I.5. Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.6. Duplicate original or certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument affecting the property recorded in the Register of Deeds for the province of city where the land is situated (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.7. Clearance or certification from the Department of Agrarian Reform (DAR) attesting to the following: (a) There is no other claimant to the untitled land; (b) it has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party; or (c) The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Department of Agrarian Reform (DAR) - Department of Agrarian Reform (DAR)
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.8. Blue Print Survey of the Plan as approved by the Bureau of Lands (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.9. Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/ assessed value / zonal value or appraised value) certified under oath by the company accountant/ treasurer, or any finance officer of the	Applicant / Client

applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Download the sample **Detailed Schedule of Untitled Lands** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DS_Untitled-Lands.xlsx* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.10. Deed of Assignment reflecting: a. Assignment of Untitled Lands; b. Undertaking to submit certified true copy of the original certificate of title in the name of the transferee-corporation within one (1) year from the date of receipt of the approval of the application) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download the Deed of Assignment for **Confirmation of Valuation_Untitled Lands** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Untitled-Lands.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
I.a. If transfer value is based on zonal value	
I.a.1. Latest zonal valuation certified by BIR (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.b. If transfer value is based on appraised value	
I.b.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.b.2. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_AV_Affidavit.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J. Additional Requirement if the consideration for issuance of shares is in the form of Inventories / Furniture / Personal Properties:	
J.1. Detailed schedule of property showing the description and the basis of transfer value (market value or book value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download the sample **Detailed Schedule of Inventories / Furniture / Personal Properties** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DS_Inventories.xlsx* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.2. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download the Deed of Assignment for **Confirmation of Valuation_Inventories / Furniture / Personal Properties** below:*	

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Inventories-Furniture-Personal-Properties.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s	
J.a. If transfer value is based on book value:	
J.a.1. Special Audit Report by an Independent CPA on the verification and valuation of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K. Additional Requirement if the consideration for issuance of shares is in the form of Heavy equipment and machinery:	
K.1. Detailed schedule of the property showing the description and the transfer value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download the sample **Detailed Schedule of Heavy Equipment and Machinery** below:* https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DS_Heavy-Equipment.xlsx *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K.2. Appraisal report by a licensed appraiser (not more than 6-month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

K.3. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download the Deed of Assignment for* ***Confirmation of Valuation_Heavy Equipment and Machinery*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Heavy-Equipment-and-Machinery.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K.4. Certification from the transferor stating that the properties are existing and in good condition (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
K.a. In case the heavy equipment and machinery qualify as real property as defined under the New Civil Code.	
K.a.1. Copy of the latest required Tax Declaration Sheet certified by the Assessor's Office. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K.a.2. Copy of the TCT / CCT of the land on which the heavy equipment and machinery are located certified by the Register of Deeds. (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K.b. If the assignor is not the owner of the land on which the heavy equipment and machinery are located as defined under the New Civil Code.	

K.b.1. Lease contract on the land and consent of the land owner to the transfer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K.c. If the transfer value is based on appraised value:	
K.c.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_AV_Affidavit.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L. Additional Requirement if the consideration for issuance of shares is in the form of Shares of Stock:	
L.1. Detailed schedule of the shares of stock showing the stockholder, stock certificate number, no. of shares and the basis of transfer value (market or book value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download the sample **Detailed Schedule of Shares of Stock** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DS_Shares-of-Stock.xlsx* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

L.2. Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - efast.sec.gov.ph
Remarks: *To be provided by the Company, in case the Company did not file* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.3. Deed of Assignment (a. Deed of Assignment ; b. Undertaking that the corporation will submit the required proof of transfer within the prescribed period). (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download the Deed of Assignment for* ***Confirmation of Valuation_Shares of Stock*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Shares-of-Stocks.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.4. Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the assignor (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.5. Photocopy of the stock certificate (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	

L.a. If listed in the Stock Exchange:	
L.a.1. Latest market price quotation in the newspaper or certification from the stock exchange/broker as to latest market price of the shares of stock (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M. Additional Requirement if by way of Motor Vehicles	
M.1. Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download the sample **Detailed Schedule of Motor Vehicle** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DS_Motor-Vehicle.xlsx* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.2. Photocopy of certificate of registration and official receipt of annual registration fee (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
M.3. Appraisal report by licensed appraiser (not more than 6 month old)	Applicant / Client

(1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.4. Deed of Assignment reflecting: a. Assignment of Motor Vehicles; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period; c. Certification from the transferor stating that the motor vehicles are existing and in good running condition. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download the Deed of Assignment for* ***Confirmation of Valuation_Motor Vehicles*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Motor-Vehicles.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
M.a. If the transfer value is based on appraised value:	
M.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_AV_Affidavit.docx* *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N. Additional Requirement if by way of Sea Vessel / Aircraft:	
N.1. Detailed schedule of vessel/aircraft showing registered Owner, registry number, technical description and appraised value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation.	Applicant / Client

(1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Download the sample **Detailed Schedule of Sea Vessel / Aircraft** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DS_Sea-Vessel_Aircraft.xlsx* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.2. Certified true copy of the certificate of ownership (1) Certified True Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The certified true copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.4. Certificate of seaworthiness/airworthiness issued by appropriate government agency (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.5. Deed of Assignment reflecting: a. Assignment of Sea Vessel/Aircraft; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

*Download the Deed of Assignment for **Confirmation of Valuation_Sea Vessel/Aircraft** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Sea-Vessels-aircrafts.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s	
N.a. If the transfer value is based on appraised value:	
N.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_AV_Affidavit.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O. Additional Requirement if the consideration for issuance of shares is in the form of Intangibles:	
O.1. Photocopy of System Purchase Agreement or any proof of ownership (for software) (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
O.2. Copy of Certificate of Registration of Intellectual Property Rights and mining permit for mining claims/rights (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
O.3. Appraisal report by an accredited appraisal company or by a licensed Filipino mining engineer for mining claims/rights (not more than 6 months old)	Applicant / Client

(1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.4. Deed of Assignment reflecting: a. Assignment of Intangibles; b.Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download the Deed of Assignment for* ***Confirmation of Valuation_Intangibles*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Intangibles.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
O.a. If the transfer value is based on appraised value:	
O.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_AV_Affidavit.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P. Additional Requirement if the consideration for issuance of shares is in the form of Net Assets:	
P.1. Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.	
P.2. Deed of Assignment of the assets and liabilities (a. Deed of Assignment; b. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period). (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download the Deed of Assignment for **Confirmation of Valuation_Net Assets** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Net-Assets.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P.3. List of creditors with the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P.4. Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download the sample **Detailed Schedule of Net Asset** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DS_Net-Assets.xlsx* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P.5. Photocopy of the certificate of registration of the motor vehicles (present original for verification)	Applicant / Client

(1) Original Copy And (2) Photo Copy And (1) Electronic Copy	
Remarks: *Note:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
P.6. Copy of TCT/CCT electronically certified and issued by the Register of Deeds and tax declaration sheets certified by the Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P.7. Photocopy of stock certificates (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
P.8. DTI Certificate of Registration (for single proprietorship) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q. Other than the identified kind of payments:	
Q.1. Deed of Assignment reflecting: a. Assignment of the assets; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

Notes: The original copy and photo copy will be submitted upon payment of the corresponding fees.	
Q.2. Proof of Ownership (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q.3. Basis of Valuation (i.e. Valuation Report or Appraisal Report) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
Q.a. If the transfer value is based on appraised value:	
Q.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_AV_Affidavit.docx* *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of complete requirements for new application.	1.1. Verifies completeness of the required documents, receives and records the application and if	**Formula Fees** Breakdown: Confirmation of	1 working day/s	• Director II; Davao Extension Office

Location: imessage.sec.gov.ph **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the Specialist will prepare a checklist of deficiencies and inform and return it to the applicant through the iMessage. For submission of compliance documents, the client will directly send it	complete, assigns ticket to proper personnel.	ValuationLegal Research FeeDocumentary Stamp tax		• Administrative Officer II; Davao Extension Office • Computer Operator II; Davao Extension Office
	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		13 working day/s	• Securities Examiner III; Davao Extension Office • Securities Specialist II; Davao Extension Office • Securities Specialist I; Davao

to the assigned Specialist's through the iMessage. The assigned Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.2. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The foregoing service may be deemed approved				Extension Office
	1.3. Reviews the Final Report and, if found in order, directs the Specialist to issue the Payment Assessment Form (PAF).		2 working day/s	• Securities Specialist III; Davao Extension Office • Securities Examiner III; Davao Extension Office • Securities Counsel II; Davao Extension Office

pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension.				
	1.4. Sends the Payment Assessment Form (PAF) to the applicant. Then, informs the applicant to submit the original/hard copy upon payment.		1 working day/s	• Securities Examiner III; Davao Extension Office • Securities Specialist II; Davao Extension Office • Securities Specialist I; Davao Extension Office

In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given.				
2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip). **Location:** For payment: espaysec.sec.gov.ph For hard copies: Receiving Unit, Davao Extension Office **Notes/Instruction:** *Hard copies of the application*	2.1. Receives complete application requirements with proof of payment; verifies hard copies against online-submitted documents and, if found in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.	None	10 minute/s	• Administrative Assistant I; Davao Extension Office • Computer Operator; Davao Extension Office
	2.2. Prepares Certificate.		6 hour/s	• Securities Examiner III; Davao Extension Office • Securities Specialist II; Davao

requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)				Extension Office • Securities Specialist I; Davao Extension Office • Confidential Assistant III; Davao Extension Office • Administrative Officer II; Davao Extension Office
	2.3. Reviews the documents, signs, and approves the Certificate.		1 working day/s	• Director II; Davao Extension Office • Securities Counsel II; Davao Extension Office
	2.4. Schedules and sends email notification to the applicant on the date of release of the certificate.		4 hour/s	• Securities Examiner III; Davao Extension Office • Securities Specialist II; Davao Extension Office • Securities Specialist I; Davao Extension Office
3. Present the Official Receipt and Appointment Letter. Then, fill out the logbook for released applications and claim the Certificates of Approval. **Location:**	3. Calls the name of the corporation, assists the client in filling out the logbook, and releases the Certificates of Approval.	None	10 minute/s	• Administrative Assistant II; Davao Extension Office • Administrative Assistant I; Davao

Releasing Unit, Davao Extension Office				Extension Office
Total Processing Time:		Working Days: 19 working day/s, 2 hour/s, 20 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Confirmation of Valuation**

  1/5 of 1% of the value of shares of stocks to be issued but not less than P3,000.00

- **Legal Research Fee**

  equivalent to 1% of the computed filing fee Confirmation of valuation but not less than P10.00

- **Documentary Stamp tax**

  P30.00 per certificate

26. Creation of Additional Paid-in Capital (APIC) for Domestic Stock Corporations Classified as Philippine National

This service details the adopted online procedure and documentary requirements on application for creation of Additional Paid-In Capital (APIC) through:

- *Cash*
- *Previously incurred indebtedness (eg. conversion of advances into equity / conversion of deposit for future subscriptions)*
- *Land, building / condominium units*
- *Untitled Lands*
- *Inventories / Furnitures / Personal Properties*
- *Heavy equipment and machinery*
- *Shares of stock*
- *Motor Vehicle*
- *Sea vessel / aircraft*
- *Intangibles*
- *Net assets*

This service is exclusively for Domestic Stock Corporations classified as Philippine National.

For pre-processing of new applications, scanned copies of the required documents shall be submitted via iMessage through imessage.sec.gov.ph

Office or Division:	Davao Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Combined Notarized Secretary's Certificate a. Request of Application; b. Board resolution approving the creation of APIC ; c. List of stockholders of record as of date of Board of Directors meeting approving the creation of APIC indicating their nationalities and their respective subscribed and paid-up capital certified under oath by the Corporate Secretary; d. On-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *Download the Combined Secretary's Certificate for* ***Creation of Additional Paid-in Capital (APIC) for Domestic Stock Corporations Classified as Philippine National*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Creation-of-APIC-Combined-Cert.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - https://ewatch.sec.gov.ph
Remarks: *Copy is available through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login or request for copy may be coursed through at imessage@sec.gov.ph* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
B. For Financing and Lending Companies:	
B.1. Financing and Lending Companies Department (FLCD) Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - https://ewatch.sec.gov.ph
Remarks: *Copy is available through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login or request for copy may be coursed through at imessage@sec.gov.ph* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
C. For Listed and Public Companies:	
C.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)

Remarks:

Corporate Governance and Finance Department (CGFD) through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

D. Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
D.1. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Market and Securities Regulation Department (MSRD)

Remarks:

Market and Securities Regulation Department (MSRD) through the link:

eWATCH: *https://ewatch.sec.gov.ph/login*

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

E. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
E.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector

Remarks:

To request, please refer to BSP Citizen's Charter through this link:
https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

F. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
F.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group

Remarks:

To request, please refer to IC Citizen's Charter through this link:

https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G. Additional Requirement if the consideration for issuance of shares is in the form of Previously incurred indebtedness (e.g., conversion of advances into equity / conversion of deposit for future subscription)	
G.1. Deed of Assignment of advances / liabilities (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download the Deed of Assignment for **Advances** below:* *a. Sigle Assignor: https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Single-Assignor.docx* *b. Multiple Assignor: https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Multiple-Assignor.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
G.a. If the advances/liabilities is not yet reflected in the Audited Financial Statements (AFS):	
G.a.1. A report to be rendered by an Independent CPA on the verification of the advances to be converted to equity (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H. Additional Requirement if the consideration for issuance of shares is in the form of Land, buildings / condominium units:	
H.1. Detailed schedule of property showing the registered owner, location, area, TCT/CCT no., tax declaration number and the basis of transfer value (market value, assessed value or zonal value) certified under oath by the company	Applicant / Client

accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Download the sample* ***Detailed Schedule for Land, Buldings/Condominium Units*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DS_Land-Buildings-Condo.xlsx* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.2. Copy of TCT/CCT electronically certified and issued by Register of Deeds and tax declaration sheet certified Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.3. Deed of Assignment: a. Deed of Assignment; b. Certifying that the improvements are existing and in good condition ; c. Undertaking that the corporation will submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download the Deed of Assignment for* ***Creation of Additional Paid-in Capital (APIC)_Land, Buildings / Condominium Units*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Land-Buildings-Condo.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
H.a. If transfer value is based on appraised value:	
H.a.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old)	Applicant / Client

(1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.a.2. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_AV_Affidavit.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.b. If property is mortgaged:	
H.b.1. Mortgagee/creditor's certification on the outstanding loan balance and his/her written consent to the transfer of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.c. For assignment of buildings where assignor is not the owner of the land:	
H.c.1. Lease contract on the land and consent of the land owner to the transfer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I. Additional Requirement if the consideration for issuance of shares is in the form of Untitled Lands:	
I.1. Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property	Applicant / Client

owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least twenty (20) years and the possessor had introduced improvements thereon, if any (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.2. Duplicate original or certified true copies of the tax declaration sheets (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.3. Latest realty tax receipts (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.4. Affidavit by the transferor attesting the following: 1. Continuous and open possession of the property is located; 2.a. Existence (or non-existence) of easements over the untitled property; b. Kind/description of the easement and its location; and c. Whether the transferor is the dominant estate or the servient estate, by virtue of such easements 3. That the transferor/subscriber to answer for any liability that the corporation might incur by virtue of the acceptance of said property as paid-up capital) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *Download the **Transferor Affidavit for Untitled Land** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-the-Transferor_Untitled-Lands.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.5. Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.6. Duplicate original or certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument affecting the property recorded in the Register of Deeds for the province of city where the land is situated (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.7. Clearance or certification from the Department of Agrarian Reform (DAR) attesting to the following: (a) There is no other claimant to the untitled land; (b) it has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party; or (c) The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Department of Agrarian Reform (DAR) - Department of Agrarian Reform (DAR)
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.8. Blue Print Survey of the Plan as approved by the Bureau of Lands (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.9. Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/ assessed value / zonal value or appraised value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download the sample* ***Detailed Schedule of Untitled Lands*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DS_Untitled-Lands.xlsx* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.10. Deed of Assignment reflecting: a. Assignment of Untitled Lands; b. Undertaking to submit certified true copy of the original certificate of title in the name of the transferee-corporation within one (1) year from the date of receipt of the approval of the application) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download the Deed of Assignment for* ***Creation of Additional Paid-in Capital (APIC)_Untitled Lands*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Untitled-Lands.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
I.a. If transfer value is based on appraised value	
I.a.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old)	Applicant / Client

(1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.a.2. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_AV_Affidavit.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J. Additional Requirement if the consideration for issuance of shares is in the form of Inventories / Furniture / Personal Properties:	
J.1. Detailed schedule of property showing the description and the basis of transfer value (market value or book value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download the sample **Detailed Schedule of Inventories / Furniture / Personal Properties** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DS_Inventories.xlsx* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.2. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

*Download the Deed of Assignment for **Creation of Additional Paid-in Capital (APIC)_Inventories / Furniture / Personal Properties** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Inventories-Furniture-Personal-Properties.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s	
J.a. If transfer value is based on book value:	
J.a.1. Special Audit Report by an Independent CPA on the verification and valuation of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K. Additional Requirement if the consideration for issuance of shares is in the form of Heavy equipment and machinery:	
K.1. Detailed schedule of the property showing the description and the transfer value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download the sample **Detailed Schedule of Heavy Equipment and Machinery** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DS_Heavy-Equipment.xlsx* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K.2. Appraisal report by a licensed appraiser (not more than 6-month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

K.3. Deed of Assignment reflecting: a. Assignment of Heavy Equipment and Machineries; b. Certification from the transferor stating that the properties are existing and in good condition (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

*Download the Deed of Assignment for **Creation of Additional Paid-in Capital (APIC)_Heavy Equipment and Machinery** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Heavy-Equipment-and-Machinery.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

K.a. In case the heavy equipment and machinery qualify as real property as defined under the New Civil Code.

K.a.1. Copy of the latest required Tax Declaration Sheet certified by the Assessor's Office. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

K.a.2. Copy of the TCT / CCT of the land on which the heavy equipment and machinery are located certified by the Register of Deeds. (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

The original copy and photo copy will be submitted upon payment of the corresponding fees.

K.b. If the assignor is not the owner of the land on which the heavy equipment and machinery are located as defined under the New Civil Code.

K.b.1. Lease contract on the land and consent of the land owner to the transfer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K.c. If the transfer value is based on appraised value:	
K.c.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_AV_Affidavit.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L. Additional Requirement if the consideration for issuance of shares is in the form of Shares of Stock:	
L.1. Detailed schedule of the shares of stock showing the stockholder, stock certificate number, no. of shares and the basis of transfer value (market or book value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download the sample **Detailed Schedule of Shares of Stock** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DS_Shares-of-Stock.xlsx* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.2. Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - efast.sec.gov.ph
Remarks:	

To be provided by the Company, in case the Company did not file *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.3. Deed of Assignment (a. Deed of Assignment ; b. Undertaking that the corporation will submit the required proof of transfer within the prescribed period). (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download the Deed of Assignment for* ***Creation of Additional Paid-in Capital (APIC)_Shares of Stock*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Shares-of-Stocks.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.4. Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the assignor (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.5. Photocopy of the stock certificate (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
L.a. If listed in the Stock Exchange:	
L.a.1. Latest market price quotation in the newspaper or certification from the stock exchange/broker as to latest market price of the shares of stock	Applicant / Client

(1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M. Additional Requirement if by way of Motor Vehicles	
M.1. Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download the sample **Detailed Schedule of Motor Vehicle** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DS_Motor-Vehicle.xlsx* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.2. Photocopy of certificate of registration and official receipt of annual registration fee (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
M.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.4. Deed of Assignment reflecting: a. Assignment of Motor Vehicles; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period; c. Certification from the transferor stating that the motor vehicles are existing and in good running condition. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download the Deed of Assignment for* ***Creation of Additional Paid-in Capital (APIC)_Shares of Stock*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Shares-of-Stocks.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
M.a. If the transfer value is based on appraised value:	
M.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_AV_Affidavit.docx* *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N. Additional Requirement if by way of Sea Vessel / Aircraft:	
N.1. Detailed schedule of vessel/aircraft showing registered Owner, registry number, technical description and appraised value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *Download the sample **Detailed Schedule of Sea Vessel / Aircraft** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DS_Sea-Vessel_Aircraft.xlsx* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.2. Certified true copy of the certificate of ownership (1) Certified True Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The certified true copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.4. Certificate of seaworthiness/airworthiness issued by appropriate government agency (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.5. Deed of Assignment reflecting: a. Assignment of Sea Vessel/Aircraft; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download the Deed of Assignment for **Creation of Additional Paid-in Capital (APIC)_Sea Vessel/Aircraft** below:*	

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Sea-Vessels-aircrafts.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s	
N.a. If the transfer value is based on appraised value:	
N.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_AV_Affidavit.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O. Additional Requirement if the consideration for issuance of shares is in the form of Intangibles:	
O.1. Photocopy of System Purchase Agreement or any proof of ownership (for software) (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
O.2. Copy of Certificate of Registration of Intellectual Property Rights and mining permit for mining claims/rights (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
O.3. Appraisal report by an accredited appraisal company or by a licensed Filipino mining engineer for mining claims/rights (not more than 6 months old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

O.4. Deed of Assignment reflecting: a. Assignment of Intangibles; b.Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Download the Deed of Assignment for ***Creation of Additional Paid-in Capital (APIC)_Intangibles*** *below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Intangibles.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

O.a. If the transfer value is based on appraised value:

O.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Download the Affidavit of Undertaking re Section 64 (watered stocks) below:

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_AV_Affidavit.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

P. Additional Requirement if the consideration for issuance of shares is in the form of Net Assets:

P.1. Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

P.2. Deed of Assignment of the assets and liabilities (a. Deed of Assignment; b. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period). (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download the Deed of Assignment for **Creation of Additional Paid in Capital_Net Assets** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DA_Net-Assets.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P.3. List of creditors with the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P.4. Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download the sample **Detailed Schedule of Net Asset** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_DS_Net-Assets.xlsx* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P.5. Photocopy of the certificate of registration of the motor vehicles (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *Note:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
P.6. Copy of TCT/CCT electronically certified and issued by the Register of Deeds and tax declaration sheets certified by the Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P.7. Photocopy of stock certificates (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
P.8. DTI Certificate of Registration (for single proprietorship) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

1. Submit the electronic copy of complete requirements for new application. **Location:** imessage.sec.gov.ph **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the Specialist will prepare a checklist of deficiencies and inform and return it to the applicant through the	1.1. Verifies completeness of the required documents, receives and records the application and if complete, assigns ticket to proper personnel.	**Formula Fees** Breakdown: Creation of APICLegal Research fee Documentary Stamp tax	1 working day/s	• Director II; Davao Extension Office • Administrative Officer II; Davao Extension Office • Computer Operator; Davao Extension Office
	1.2. Examines online-submitted documents for completeness in		13 working day/s	• Securities Examiner III; Davao

iMessage. For submission of compliance documents, the client will directly send it to the assigned Specialist's through the iMessage. The assigned Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.2. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling.	form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer. 1.3. Reviews the Final Report and, if found in order, directs		2 working day/s	Extension Office • Securities Specialist II; Davao Extension Office • Securities Specialist I; Davao Extension Office • Securities Specialist III; Davao

• The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the	the Specialist to issue the Payment Assessment Form (PAF). 1.4. Sends the Payment Assessment Form (PAF) to the applicant. Then, informs the applicant to submit the original/hard copy upon payment.		1 working day/s	Extension Office • Securities Examiner III; Davao Extension Office • Securities Examiner III; Davao Extension Office • Securities Specialist II; Davao Extension Office • Securities Specialist I; Davao Extension Office

person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given.				
2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip). **Location:** For payment: espaysec.sec.gov.ph	2.1. Receives complete application requirements with proof of payment; verifies hard copies against online-submitted documents and, if found in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.	None	10 minute/s	• Administrative Assistant I; Davao Extension Office • Computer Operator; Davao Extension Office
For hard copies:	2.2. Prepares Certificate.		6 hour/s	• Securities Examiner III; Davao

Receiving Unit, Davao Extension Office **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)*				Extension Office • Securities Specialist II; Davao Extension Office • Securities Specialist I; Davao Extension Office • Confidential Assistant III; Davao Extension Office • Administrative Officer II; Davao Extension Office
	2.3. Reviews the documents, signs, and approves the Certificate.		1 working day/s	• Director II; Davao Extension Office • Securities Counsel II; Davao Extension Office
	2.4. Schedules and sends email notification to the applicant on the date of release of the certificate.		4 hour/s	• Securities Examiner III; Davao Extension Office • Securities Specialist II; Davao Extension Office • Securities Specialist I; Davao Extension Office
3. Present the Official Receipt and Appointment Letter. Then, fill out the logbook for released	3. Calls the name of the corporation, assists the client in filling out the logbook, and releases the	None	10 minute/s	• Administrative Assistant II; Davao

applications and claim the Certificates of Approval. **Location:** Releasing Unit, Davao Extension Office	Certificates of Approval.			Extension Office • Administrative Assistant I; Davao Extension Office
Total Processing Time:		Working Days: 19 working day/s, 2 hour/s, 20 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Creation of APIC**

  1/5 of 1% of the amount infused but not less than P5,000.00

- **Legal Research fee**

  equivalent to 1% of the computed filing fee Creation of APIC but not less than P10.00

- **Documentary Stamp tax**

  P30.00 per certificate

27. Decrease of Capital Stock for Domestic Stock Corporations Classified as Philippine National

This service details the adopted online procedure and documentary requirements on application for Decrease of Capital Stock pursuant to Section 37 of the Revised Corporation Code of the Philippines.

This service is exclusively for Domestic Stock Corporations classified as Philippine National.

If the decrease of capital stock is accompanied by an application for equity restructuring, comply also with the requirements for Equity Restructuring.

For pre-processing of new applications, scanned copies of the required documents shall be submitted through the iMessage portal at imessage.sec.gov.ph

Office or Division:	Davao Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Unified Certification for Decrease of Capital Stock on: a. Certificate of Decrease of Capital Stock; b. Director's Certificate; c. List of stockholders of record as of date of meeting approving the decrease, indicating their nationalities and their respective subscribed and paid-up capital on the present authorized capital stock; d. Non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *Download the **Unified Certification for Decrease in Authorized Capital Stock** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Decrease-of-ACS.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
2. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
3. Treasurer's Certification, attesting the following: a) A complete list of creditors as of last fiscal year; b) that all creditors have been duly informed of the decrease of capital stock; c) that no opposition from any creditor has been received; and d) that the decrease of capital stock is undertaken for a valid and legitimate purpose and is not intended to defraud creditors (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *To be prepared by the Company in compliance **with SEC Notice issued last August 28, 2025.*** *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
4. Publisher’s affidavit of the publication of the decrease of capital (once in a newspaper of general circulation) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance from Monitoring Unit of Financial Analysis and Audit Department (FAAD) (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - ewatch.sec.gov.ph
Remarks:	

Copy is available through the link: ***eWATCH:*** *https://ewatch.sec.gov.ph/login or request for copy may be coursed through at imessage.sec.gov.ph*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

B. For Financing and Lending Companies:

B.1. Financing and Lending Companies Department (FLCD) Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - ewatch.sec.gov.ph

Remarks:

Copy is available through the link: ***eWATCH:*** *https://ewatch.sec.gov.ph/login or request for copy may be coursed through at imessage.sec.gov.ph*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

C. For Listed and Public Companies:

C.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)

Remarks:

Corporate Governance and Finance Department (CGFD) through the link:

eWATCH: *https://ewatch.sec.gov.ph/login*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

D. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)

D.1. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Market and Securities Regulation Department (MSRD)

Remarks:

Market and Securities Regulation Department (MSRD) through the link:

eWATCH: *https://ewatch.sec.gov.ph/login*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

E. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment

System:	
E.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector
Remarks: *To request, please refer to BSP Citizen's Charter through this link: https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
F. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
F.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group
Remarks: *To request, please refer to IC Citizen's Charter through this link:* *https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G. In case the treasury shares subject of retirement is not reflected in the latest required Audited Financial Statements	
G.1. Interim Financial Statements certified under oath by the President and Treasurer (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The photo copy will be submitted upon payment of the corresponding fees.*	
H. If with Amendment of Corporate Name / Trade Name / Business Name	
H.1. Name Verification Slip (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - imessage.sec.gov.ph
Remarks: *Note: The photo copy will be submitted upon payment of the corresponding fees.*	

I. If other amendments filed simultaneous with the decrease would result in conversion of a Lending to a Financing company, or vice versa	
I.1. Certificate of Authority (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - imessage.sec.gov.ph
Remarks: *Note: The photo copy will be submitted upon payment of the corresponding fees.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of complete requirements for new application. **Location:** • **iMessage:** imessage.sec.gov.ph **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies.	1.1. Verifies completeness of the required documents, receives and records the application if complete, and sends an email confirming receipt and identifying the assigned Specialist.	**Formula Fees** Breakdown: Decrease of Capital Stock if return of capitalAmended Articles of Incorporation Legal Research FeeDocumentary stamp tax	4 hour/s	• Director II; Davao Extension Office • Administrative Officer II; Davao Extension Office • Computer Operator; Davao Extension Office

• If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the FAAD Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via email or imessage. For submission of compliance documents, the client will directly send it to the assigned FAAD Specialist's e-mail or imessage. The assigned FAAD Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.4. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		13 working day/s	• Securities Specialist III; Davao Extension Office • Securities Specialist II; Davao Extension Office

and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations • The period to act upon the agency actions mentioned above may be				
	1.3. Reviews the Final Report and, if found in order, directs the Specialist to issue the Payment Assessment Form (PAF).		2 working day/s	• Securities Specialist III; Davao Extension Office • Securities Specialist II; Davao Extension Office

extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)				
	1.4. Issues the Payment Assessment Form (PAF) to the applicant. Then, informs the applicant to submit the original/hard copy upon payment.		1 working day/s	• Securities Specialist III; Davao Extension Office • Securities Specialist II; Davao Extension Office

2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip). **Location:** For Payment: espaysec.sec.gov.ph or Landbank For submission of hard copies: Receiving Unit, Davao Extension Office **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)*	2.1. Receives complete application requirements with proof of payment; verifies hard copies against online-submitted documents and, if found in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.	None	10 minute/s	• Administrative Assistant I; Davao Extension Office • Computer Operator; Davao Extension Office
	2.2. Prepares the Certificate		6 hour/s	• Securities Specialist I; Davao Extension Office • Confidential Assistant III; Davao Extension Office
	2.3. Reviews the documents, signs, and approves the Certificate.		1 working day/s	• Director II; Davao Extension Office • Securities Counsel II; Davao Extension Office
	2.4. Schedules and sends email notification to the applicant on the date of release of the certificate.		4 hour/s	• Securities Specialist III; Davao Extension Office • Securities Specialist II; Davao Extension Office
3. Present the Official Receipt and Appointment Letter.Then, fill out	3. Calls the name of the corporation, assists the client in filling out the logbook,	None	10 minute/s	• Administrative Assistant II; Davao

the logbook for released applications and claim the Certificates of Approval. **Location:** Releasing Unit, Davao Extension office	and releases the Certificates of Approval.			Extension Office • Administrative Assistant I; Davao Extension Office
Total Processing Time:		Working Days: 18 working day/s, 6 hour/s, 20 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Decrease of Capital Stock if return of capital**

  a. if return of capital – P5,000.00

  b. All others – P3,000.00

- **Amended Articles of Incorporation**

  P1,000.00

- **Legal Research Fee**

  1% of computed filing fee but not less than P10.00

- **Documentary stamp tax**

  P30

28. Equity Restructuring for Domestic Stock Corporations Classified as Philippine National

This service details the adopted online procedure and documentary requirements on application for equity restructuring, which is a process of wiping-out or reducing the deficit of a corporation.

This service is exclusively for Domestic Stock Corporations classified as Philippine National.

For pre-processing of new applications, scanned copies of the required documents shall be submitted through either of the following:

- ***iMessage:*** *imessage.sec.gov.ph*

Office or Division:	Davao Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Combined Notarized Secretary's Certificate a. Request of Application; b. Board resolution approving the equity restructuring plan ; c. non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Download the Combined Secretary's Certificate for ***Equity Restructuring for Domestic Stock Corporations Classified as Philippine National*** *below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Equity-Restructuring.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

For Situational Requirement
A. For Corporations with Primary Licenses:

A.1. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - https://ewatch.sec.gov.ph
Remarks: *Copy is available through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login or request for copy may be coursed through at imessage@sec.gov.ph* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
B. For Financing and Lending Companies:	
B.1. Financing and Lending Companies Department (FLCD) Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - https://ewatch.sec.gov.ph
Remarks: *Copy is available through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login or request for copy may be coursed through at imessage@sec.gov.ph* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
C. For Listed and Public Companies:	
C.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)
Remarks: *Corporate Governance and Finance Department (CGFD) through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
D. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance	
D.1. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Markets and Securities Regulation Department (MSRD)
Remarks: *Market and Securities Regulation Department (MSRD) through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login*	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

E. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:

E.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector

Remarks:

To request, please refer to BSP Citizen's Charter through this link:
https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

F. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:

F.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group

Remarks:

To request, please refer to IC Citizen's Charter through this link:

https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

1. Submit the electronic copy of complete requirements for new application. **Location:** • **iMessage:** imessage.sec.gov.ph **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the Specialist will prepare a checklist of deficiencies and inform and return it to the	1.1. Verifies completeness of the required documents, records the application if complete, and assigns ticket to proper personnel.	**Formula Fees** Breakdown: Equity Restructuring Legal Research Fee Documentary Stamp tax	1 working day/s	• Director II; Davao Extension Office • Administrative Officer II; Davao Extension Office • Computer Operator; Davao Extension Office
	1.2. Examines online-submitted documents		13 working day/s	• Securities Examiner

applicant via email or imessage. For submission of compliance documents, the client will directly send it to the assigned Specialist's e-mail or imessage. The assigned Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.2. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without	for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.			III; Davao Extension Office • Securities Specialist II; Davao Extension Office • Securities Specialist I; Davao Extension Office
	1.3. Reviews the Final Report and, if		2 working day/s	• Securities Specialist

prejudice to refiling. • The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The	found in order, directs the Specialist to issue the Payment Assessment Form (PAF).			III; Davao Extension Office • Securities Examiner III; Davao Extension Office
	1.4. Sends the Payment Assessment Form (PAF) to the applicant. Then, informs the applicant to submit the original/hard copy upon payment.		1 working day/s	• Securities Examiner III; Davao Extension Office • Securities Specialist II; Davao Extension Office • Securities Specialist I; Davao Extension Office

government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)				
2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip) **Location:** For payment: espaysec.sec.gov.ph For hard copies:	2.1. Receives complete application requirements with proof of payment; verifies hard copies against online-submitted documents and, if found in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.	None	10 minute/s	• Administrative Assistant I; Davao Extension Office • Computer Operator; Davao Extension Office

Receiving Unit, Davao Extension Office **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)*	2.2. Prepares Certificate.		6 hour/s	• Securities Examiner III; Davao Extension Office • Securities Specialist II; Davao Extension Office • Securities Specialist I; Davao Extension Office • Confidential Assistant III; Davao Extension Office • Administrative Officer II; Davao Extension Office
	2.3. Reviews the documents, signs, and approves the Certificate.		1 working day/s	• Director II; Davao Extension Office • Securities Counsel II; Davao Extension Office
	2.4. Schedules and sends email notification to the applicant on the date of release of the certificate.		4 hour/s	• Securities Examiner III; Davao Extension Office • Securities Specialist II; Davao Extension Office • Securities Specialist I; Davao Extension Office
3. Present the Official Receipt and	3. Calls the name of the corporation,	None	10 minute/s	• Administrative

Appointment Letter. Then, fill out the logbook for released applications and claim the Certificates of Approval. **Location:** Releasing Unit, Davao Extension Office	assists the client in filling out the logbook, and releases the Certificates of Approval.			Assistant II; Davao Extension Office • Administrative Assistant I; Davao Extension Office
Total Processing Time:	Working Days: 19 working day/s, 2 hour/s, 20 minute/s			
Total Processing Fee:	Total Standard Fee: None See other fees below			

Formula / Schedule of Fees

- **Equity Restructuring**

  P5,000.00

- **Legal Research Fee**

  1% of the amount computed in item 1 but not less than P10.00

- **Documentary Stamp tax**

  P30.00

29. Increase of Capital Stock by way of Cash through the eAMEND Portal - Simple Processing for One Person Corporations (OPC) Classified as Philippine National

This service details the adopted online procedure and documentary requirements for application for Increase of Capital Stock by way of Cash of OPCs pursuant to Section 37 of the Revised Corporation Code of the Philippines.

***Upon approval, a Digital Certificate shall be issued electronically,** subject to the later submission of originally signed documents.*

This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of said particular service.

For the pre-processing of new applications, applicants who choose to file through the eAmend Portal must submit scanned copies of the notarized documents via the eAmend Portal. Applicants are advised to adhere to the prescribed steps outlined in the eAmend Portal for the proper uploading and submission of the required documents.

Office or Division:	Davao Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic One Person Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of said particular service.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - eamend.sec.gov.ph

Remarks:

Note:

- *This is a system-generated requirement.*

- *The photo copies will be submitted upon payment of the corresponding fees.*

2. Unified Certification and Subscription Contract for Increase In Authorized Capital Stock containing: a) Certificate of Increase of Capital Stock; b) OPC Resolution; c) schedule of Capital Structure as of date of OPC Resolution, indicating the nationality, no of shares and amount subscribed, and paid-up capital on the present authorized capital stock; d) Treasurer's Affidavit; e) Subscription Contract; f) Non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note:

- *This is a system-generated requirement.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

*Download the Unified Certification for **Increase of Capital Stock_OPC** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Unified-Certification-for-Increase-in-AC-OPC.docx

Download Treasurer's Affidavit for OPC through this link:

https://www.sec.gov.ph/wp-content/uploads/2022/03/2022SECForm_TREASURERS-AFFIDAVIT.docx

3. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

For Situational Requirement

A. For Corporations with Primary Licenses:

A.1. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - https://ewatch.sec.gov.ph

Remarks:

*Copy is available through the link: **eWATCH:** https://ewatch.sec.gov.ph/login or request for copy may be coursed through at imessage@sec.gov.ph*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

B. Clearance / Endorsement from other departments or other government agencies, if applicable.	
B.1. Clearance / Endorsement from other departments or other government agencies. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
C. Additional requirement if cash payment for subscription is already reflected in the Audited Financial Statements:	
C.1. Audited Financial Statements as of the last fiscal year stamped received by BIR and SEC. (1) Electronic Copy	Securities and Exchange Commission - efast.sec.gov.ph
Remarks: *Note: To be submitted by the Company if not available in the SEC's system.*	
D. Additional requirement if cash payment for subscription is not yet reflected in the Audited Financial Statements:	
Sub Situational Requirement/s	
D.a. If applicant corporation is/are: a) Listed companies; b) Public companies defined in the Securities Regulation Code; c) Companies that offer or sell securities to the public; d) Companies with secondary license; e) Others, pursuant to item no. 2 of SEC MC No. 6 of 2026	
D.a.1. Special Audit Report (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

1. Submit the electronic copy of notarized requirements for new application to eAmend Portal. **Location:** **https://eamend.sec.gov.ph/** **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the Specialist shall revert the application informing the client of the deficiencies. For	1.1. Assigns the application to the DavEO specialist, if complete, then records the application.	**Formula Fees** Breakdown: Increase of Capital StockAmended Articles of Incorporation Legal Research FeeDocumentary Stamp tax	1 working day/s	• Director II; Davao Extension Office • Administrative Officer IV; Davao Extension Office • Administrative Assistant I; Davao Extension Office

submission of compliance documents, the client must upload the documents through the eAmend Portal. The assigned Specialist will proceed to Agency Step 1.2. • The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of				
	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		13 working day/s	• Securities Specialist III; Davao Extension Office • Securities Specialist II; Davao Extension Office
	1.3. Reviews the Final Report and, if found in order, directs		2 working day/s	• Securities Specialist III; Davao

the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension.	the processing Specialist to issue the Payment Assessment Form (PAF).			Extension Office • Securities Specialist II; Davao Extension Office
	1.4. Issues the Payment Assessment Form (PAF) to the applicant. Then, informs the applicant to submit the original/hard copy upon payment.		1 working day/s	• Securities Specialist III; Davao Extension Office • Securities Specialist II; Davao Extension Office

	In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)				

2. Pay the corresponding filing fees through Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide. **Location:** For Payment: Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or any Land Bank of the Philippines branch nationwide For submission of hard copies: Receiving Unit, Davao Extension Office	2. Issues payment confirmation containing the electronic Official Receipt via e-mail.	None	5 minute/s	• eAmend system; Information and Communications Technology Department (ICTD)
3. Downloads the Digital Certificate of approval via eAmend and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip) **Location:** Releasing Unit, Davao Extension Office **Notes/Instruction:** *Hard copies of the application requirements must be the same as the*	3.1. Verifies hard copies against the documents reviewed by the Specialist and attaches the source documents; if found complete and in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.	None	10 minute/s	• Administrative Assistant I; Davao Extension Office • Computer Operator; Davao Extension Office
	3.2. Prepares and generates the Certificate.		6 hour/s	• Administrative Officer II; Davao Extension Office • Administrative Assistant

documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements and amended articles of incorporation).				II; Davao Extension Office
	3.3. Reviews the documents, signs, and approves the Certificate.		1 working day/s	• Director II; Davao Extension Office • Securities Counsel II; Davao Extension Office
	3.4. Tags the application for appointment through eAmend Portal indicating the date of release of the certificate.		4 hour/s	• Administrative Officer II; Davao Extension Office • Administrative Assistant II; Davao Extension Office
4. Present the Official Receipt and Appointment Letter. Then, fill out the logbook for released applications and claim the Certificates of Approval. **Location:** Releasing Unit, Davao Extension Office	4. Calls the name of the corporation, assists the client in filling out the logbook, and releases the Certificates of Approval.	None	10 minute/s	• Administrative Assistant II; Davao Extension Office • SEC Administrative Assistant I; Davao Extension Office
Total Processing Time:		Working Days: 19 working day/s, 2 hour/s, 25 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Increase of Capital Stock**

  For corporation with par value –

1/5 of 1% of the increase in capital stock but not less than P3,000.00 or the subscription price,, whichever is higher

****For corporation without par value** –

1/5 of 1% of the increase in capital stock computed at P100.00 per share but not less than P3,000.00 or the issue value of the subscribed capital stock, whichever is higher

- **Amended Articles of Incorporation**

  P1,010* (inclusive of Legal Research Fee)

- **Legal Research Fee**

  equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00

- **Documentary Stamp tax**

  P60.00

30. Increase of Capital Stock by way of Cash through the eAMEND Portal for Domestic Stock Corporations Classified as Philippine National (Other than OPC)

This service details the adopted online procedure and documentary requirements for application for Increase of Capital Stock by way of Cash pursuant to Section 37 of the Revised Corporation Code of the Philippines.

This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of said particular service.

For the pre-processing of new applications, applicants who choose to file through the eAmend Portal must submit scanned copies of the notarized documents via the eAmend Portal. Applicants are advised to adhere to the prescribed steps outlined in the eAmend Portal for the proper uploading and submission of the required documents.

Office or Division:	Davao Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of said particular service.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Unified Certification for Certificate of Increase of Capital Stock on: a. Certificate of Increase of Capital Stock; b. Director's Certificate; c. List of stockholders of record as of date of meeting approving the increase, indicating their nationalities and their respective subscribed and paid-up capital on the present authorized capital stock; d. Non-existence of intra-corporate dispute; e. Waiver of pre-emptive rights of non-subscribing shareholders (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

*Download the Unified Certification for **Increase of Capital Stock** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Unified-Certification-for-Increase-in-Authorized.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

2. Treasurer's Affidavit (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Download Treasurer's Affidavit through this link:

https://www.sec.gov.ph/wp-content/uploads/2025/06/2025Forms_Treasurers-Affidavit.doc

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

3. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

For Situational Requirement

A. For Corporations with Primary Licenses:

A.1. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - https://ewatch.sec.gov.ph

Remarks:

*Copy is available through the link: **eWATCH:** https://ewatch.sec.gov.ph/login or request for copy may be coursed through at imessage.sec.gov.ph*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

B. For Financing and Lending Companies:

B.1. Financing and Lending Companies Department (FLCD) Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - https://ewatch.sec.gov.ph

Remarks:

Copy is available through the link: ***eWATCH:*** *https://ewatch.sec.gov.ph/login or request for copy may be coursed through at imessage.sec.gov.ph*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

C. For Listed and Public Companies:	
C.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)

Remarks:

Corporate Governance and Finance Department (CGFD) through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

D. Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
D.1. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)

Remarks:

Market and Securities Regulation Department (MSRD) through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

E. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
E.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector

Remarks:

To request, please refer to BSP Citizen's Charter through this link:
https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

F. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:

F.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group

Remarks:

To request, please refer to IC Citizen's Charter through this link:

https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

G. Additional requirement if cash payment for subscription is not yet reflected in the Audited Financial Statements:

Sub Situational Requirement/s

G.a. Notarized Subscription Contract

G.a.1. A subscription contract, executed under oath among subscriber/s, treasurer and president for the corporation, stating the number of additional shares subscribed to and paid for. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2026 – Subscription Contracts through this link: https://www.sec.gov.ph/mc-2026/sec-mc-no-06-series-of-2026/#gsc.tab=0

Or May download to the sample below:

https://www.sec.gov.ph/wp-content/uploads/2025/08/2025Forms_Subscription-Contract-for-Cash-Payment.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

G.b. If applicant corporation is/are: a) Listed companies; b) Public companies defined in the Securities Regulation Code; c) Companies that offer or sell securities to the public; d) Companies with secondary license; e) Others, pursuant to item no. 2 of SEC MC No. 6 of 2026

G.b.1. Special Audit Report (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H. Additional requirement for Rural Banks:	
H.1. Notarized Certification on payment for subscriptions to be signed by majority of the rural bank's Board of Directors in accordance with the form required by BSP (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.2. List of stockholders of record showing their respective subscribed and paid-up amount before and after the increase and the list of subscribers to the increase with their respective subscription and payment as presented and approved by BSP annexed to the notarized certification (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I. Additional requirement if cash payment for subscription is already reflected in the Audited Financial Statements:	
I.1. Audited Financial Statement as of last fiscal year duly received by BIR and SEC (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of notarized requirements for new application to eAmend Portal. **Location:** https://eamend.sec.gov.ph/ **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the Specialist shall	1.1. Assigns the application to the DavEO specialist, if complete, then records the application.	None	1 working day/s	• Director II; Davao Extension Office • Administrative Officer IV; Davao Extension Office • Administrative Assistant I; Davao Extension Office

revert the application informing the client of the deficiencies. For submission of compliance documents, the client must upload the documents through the eAmend Portal. The assigned FAAD Specialist will proceed to Agency Step 1.2. • The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations. • If upon evaluation, the application does not meet the requirements of Revised				
	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		13 working day/s	• Securities Specialist III; Davao Extension Office • Securities Specialist II; Davao Extension Office

Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making	1.3. Reviews the Final Report and, if found in order, directs the processing Specialist to issue the Payment Assessment Form (PAF).		2 working day/s	• Securities Specialist III; Davao Extension Office • Securities Specialist II; Davao Extension Office

the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)	1.4. Issues the Payment Assessment Form (PAF) to the applicant.		1 working day/s	• Securities Specialist III; Davao Extension Office • Securities Specialist II; Davao Extension Office
2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or	2.1. Verifies hard copies against the documents reviewed by the Specialist and attaches the source documents; if found complete and in order, forwards the application for Certificate preparation and	**Standard Fees** Breakdown: Amendment Fee: PHP 1000 Documentary Stamp Tax: PHP 30 Legal	10 minute/s	• SEC Administrative Assistant I; Davao Extension Office • Computer Operator; Davao

LBP Oncoll Payment Slip) **Location:** For Payment: espaysec.sec.gov.ph or Landbank For submission of hard copies: Receiving Unit, Davao Extension Office **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements).*	advises the applicant to await the email notification of the scheduled release appointment.	Research Fee: PHP 10 Total: PHP 1040 **Formula Fees** Breakdown: Increase in Capital Fee		Extension Office
	2.2. Prepares and generates the Certificate.		6 hour/s	• Administrative Officer II; Davao Extension Office • Administrative Assistant II; Davao Extension Office
	2.3. Reviews the documents, signs, and approves the Certificate.		1 working day/s	• Director II; Davao Extension Office • Securities Counsel II; Davao Extension Office
	2.4. Tags the application for appointment through eAmend Portal indicating the date of release of the certificate.		4 hour/s	• Administrative Officer II; Davao Extension Office • Administrative Assistant II; Davao Extension Office
3. Present the Official Receipt and Appointment Letter. Then, fill out the logbook for released applications and claim the Certificates of Approval. **Location:** Releasing Unit, Davao Extension Office	3. Calls the name of the corporation, assists the client in filling out the logbook, and releases the Certificates.	None	10 minute/s	• Administrative Assistant II; Davao Extension Office • Administrative Assistant I; Davao Extension Office

Total Processing Time:	Working Days: 19 working day/s, 2 hour/s, 20 minute/s
Total Processing Fee:	Total Standard Fee: PHP 1040 See other fees below

Formula / Schedule of Fees

- **Increase in Capital Fee**

TOTAL

<u>For the increase</u>

For corporations with par value

Increase Fee	**1/5 of 1% of the increase in capital stock but not less than P3,000.00 or the subscription price of the subscribed capital stock, whichever is higher**
Documentary Stamp Tax	**P30.00**
Legal Research Fee	**1% of the computed filing fee for Increase of Capital Stock but not less than P10.00**

Handling Fee	**P20.00**
For corporations without par value	
Increase Fee	**1/5 of 1% of the increase in capital stock computed at P100.00 per share but not less than P3,000.00 or the issue value of the subscribed capital stock, whichever is higher**
Documentary Stamp Tax	**P30.00**
Legal Research Fee	**1% of the computed filing fee for Increase of Capital Stock but not less than P10.00**
FIA Form	**P3,000.00**

Documentary Stamp Tax	**P30.00**
Legal Research Fee	**P30.00**

31. Increase of Capital Stock through payment other than cash of One Person Corporation (OPC through the eAMEND Portal (Regular Amendment) for Domestic Stock Corporations Classified as Philippine National

This service details the adopted online procedure and documentary requirements for application for Increase of Capital Stock by Non Cash pursuant to Section 37 of the Revised Corporation Code of the Philippines through eAmend Portal.

This service is exclusively for One Person Corporations classified as Philippine National. For corporations classified as Non-Philippine National , please refer to the Citizen's Charter of said particular service.

For the pre-processing of new applications, applicants who choose to file through the eAmend Portal must submit scanned copies of the notarized documents via the eAmend Portal. Applicants are advised to adhere to the prescribed steps outlined in the eAmend Portal for the proper uploading and submission of the required documents.

Office or Division:	Davao Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic One Person Corporations classified as Philippine National.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Unified Certification for Certificate of Increase of Capital Stock a. Certificate of Increase of Capital Stock; b. OPC Resolution; c. Schedule of Capital Structure as of date of OPC Resolution, indicating the nationality, no of shares and amount subscribed, and paid-up capital on the present authorized capital stock; and d. Non-existence of intra-corporate dispute. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Download the Unified Certification for ***Increase of Capital Stock_OPC*** *below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Unified-Certification-for-Increase-in-AC-OPC.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.	
2. Treasurer's Affidavit (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download Treasurer's Affidavit for OPC through this link:* *https://www.sec.gov.ph/wp-content/uploads/2022/03/2022SECForm_TREASURERS-AFFIDAVIT.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
3. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
4. Cover Sheet (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *System-generated form downloadable from eAmend account of applicant corporation.*	
For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - https://ewatch.sec.gov.ph/login
Remarks: *Copy is available through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login or request for copy may be coursed through at imessage@sec.gov.ph* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
B. For Financing and Lending Companies:	
B.1. Financing and Lending Companies Department (FLCD) Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - https://ewatch.sec.gov.ph

Remarks: *Copy is available through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login or request for copy may be coursed through at imessage@sec.gov.ph* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
C. For Listed and Public Companies:	
C.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)
Remarks: *Corporate Governance and Finance Department (CGFD) through the link:* • ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
D. Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
D.1. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Market and Securities Regulation Department (MSRD)
Remarks: *Market and Securities Regulation Department (MSRD) through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
E. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
E.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector
Remarks:	

To request, please refer to BSP Citizen's Charter through this link: https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

F. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
F.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group

Remarks:

To request, please refer to IC Citizen's Charter through this link:

https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

G. Additional Requirement if the consideration for issuance of shares is in the form of Previously incurred indebtedness (e.g., conversion of advances into equity / conversion of deposit for future subscription)	
G.1. Deed of Assignment of advances / liabilities (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

*Download the Deed of Assignment for **Advances** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Single-Assignor.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s	
G.a. If the advances/liabilities is not yet reflected in the Audited Financial Statements (AFS):	
G.a.1. A report to be rendered by an Independent CPA on the verification of the advances to be converted to equity (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

H. Additional Requirements if the payment for issuance of shares is by way of Stock Dividend:	
H.1. Reconciliation of Retained Earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

For guidance, please refer to SEC Memorandum Circular No. 16 Series of 2023- Revised Guidelines on the Determination of Retained Earnings Available for Dividend Declaration through this link: https://www.sec.gov.ph/wp-content/uploads/2023/10/2023SEC-MC-No.-16,-s.-of-2023-Revised-Guidelines-on-the-Determination-of-Retained-Earnings%20-Available-for-Dividend-Declaration.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s	
H.a. In case the unappropriated retained earnings is not sufficient to warrant the dividend declaration:	
H.a.1. Secretary's Certificate on the Board's resolution to reverse the appropriated retained earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

I. Additional Requirement if the consideration for issuance of shares is in the form of Land, buildings / condominium units:	
I.1. Detailed schedule of property showing the registered owner, location, area, TCT/CCT no., tax declaration number and the basis of transfer value (market value, assessed value or zonal value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

*Download the sample **Detailed Schedule for Land, Buldings/Condominium Units** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=405110855#gid=405110855* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.2. Copy of TCT/CCT electronically certified and issued by Register of Deeds and tax declaration sheet certified Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.3. Deed of Assignment (a. Deed of Assignment; b. Certifying that the improvements are existing and in good condition ; c. Undertaking that the corporation will submit the required proof of transfer within the prescribed period) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Land, Buildings / Condominium Units** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Land-Buildings-Condo.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
I.a. If transfer value is based on appraised value:	
I.a.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.a.2. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Electronic Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.b. If property is mortgaged:	
I.b.1. Mortgagee/creditor's certification on the outstanding loan balance and his/her written consent to the transfer of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.c. For assignment of buildings where assignor is not the owner of the land:	
I.c.1. Lease contract on the land and consent of the land owner to the transfer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J. Additional Requirement if the consideration for issuance of shares is in the form of Untitled Lands:	
J.1. Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had	Applicant / Client

been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least twenty (20) years and the possessor had introduced improvements thereon, if any (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.2. Duplicate original or certified true copies of the tax declaration sheets (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.3. Latest realty tax receipts (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.4. Affidavit by the transferor attesting the following: 1. Continuous and open possession of the property is located; 2.a. Existence (or non-existence) of easements over the untitled property; b. Kind/description of the easement and its location; and c. Whether the transferor is the dominant estate or the servient estate, by virtue of such easements 3. That the transferor/subscriber to answer for any liability that the corporation might incur by virtue of the acceptance of said property as paid-up capital) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download **Transferor Affidavit for Untitled Land** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-the-Transferor_Untitled-Lands.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

J.5. Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.6. Duplicate original or certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument affecting the property recorded in the Register of Deeds for the province of city where the land is situated (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.7. Clearance or certification from the Department of Agrarian Reform (DAR) attesting to the following: (a) There is no other claimant to the untitled land; (b) it has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party; or (c) The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Department of Agrarian Reform (DAR) - Department of Agrarian Reform (DAR)
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.8. Blue Print Survey of the Plan as approved by the Bureau of Lands (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.9. Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/ assessed value / zonal value or appraised value) certified under oath by the company accountant/ treasurer, or any finance officer of the	Applicant / Client

applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Download the sample* ***Detailed Schedule of Untitled Lands*** *below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=508694029#gid=508694029* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.10. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.11. Affidavit of undertaking to submit certified true copy of the original certificate of title in the name of the transferee-corporation within one (1) year from the date of receipt of the approval of the application (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
J.a. If transfer value is based on zonal value	
J.a.1. Latest zonal valuation certified by BIR (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

J.b. If transfer value is based on appraised value	
J.b.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.b.2. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K. Additional Requirement if the consideration for issuance of shares is in the form of Inventories / Furniture / Personal Properties:	
K.1. Detailed schedule of property showing the description and the basis of transfer value (market value or book value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download the sample **Detailed Schedule of Inventories / Furniture / Personal Properties** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1666788899#gid=1666788899* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

K.2. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

*Download the Deed of Assignment for **Increase of Capital Stock_Inventories / Furniture / Personal Properties** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Inventories-Furniture-Personal-Properties.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

K.a. If transfer value is based on book value:

K.a.1. Special Audit Report by an Independent CPA on the verification and valuation of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

L. Additional Requirement if the consideration for issuance of shares is in the form of Heavy equipment and machinery:

L.1. Detailed schedule of the property showing the description and the transfer value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

*Download the sample **Detailed Schedule of Heavy Equipment and Machinery** below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1745725976#gid=1745725976

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

L.2. Appraisal report by a licensed appraiser (not more than 6-month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.3. Deed of Assignment reflecting: a. Assignment of Heavy Equipment and Machineries; b. Certification from the transferor stating that the properties are existing and in good condition) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download the Deed of Assignment for* ***Increase of Capital Stock_Heavy Equipment and Machinery*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Heavy-Equipment-and-Machinery.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
L.a. In case the heavy equipment and machinery qualify as real property as defined under the New Civil Code.	
L.a.1. Copy of the latest required Tax Declaration Sheet certified by the Assessor's Office. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.a.2. Copy of the TCT / CCT of the land on which the heavy equipment and machinery are located certified by the Register of Deeds. (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

L.b. If the assignor is not the owner of the land on which the heavy equipment and machinery are located as defined under the New Civil Code.	
L.b.1. Lease contract on the land and consent of the land owner to the transfer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.c. If the transfer value is based on appraised value:	
L.c.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M. Additional Requirement if the consideration for issuance of shares is in the form of Shares of Stock:	
M.1. Detailed schedule of the shares of stock showing the stockholder, stock certificate number, no. of shares and the basis of transfer value (market or book value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download the sample **Detailed Schedule of Shares of Stock** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1402851319#gid=1402851319* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.*	

- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

M.2. Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - efast.sec.gov.ph

Remarks:

To be provided by the Company, in case the Company did not file

Note: Photocopies will be submitted upon payment of the corresponding fees include proof of SEC receipt

M.3. Deed of Assignment (a. Deed of Assignment ; b. Undertaking that the corporation will submit the required proof of transfer within the prescribed period). (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

*Download the Deed of Assignment for **Increase of Capital Stock_Shares of Stock** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Shares-of-Stocks.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

M.4. Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the assignor (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

M.5. Photocopy of the stock certificate (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Notes:

- *The original copy will be presented for verification during the processing stage.*
- *The two (2) photo copies will be submitted upon payment of the corresponding fees.*

Sub Situational Requirement/s	
M.a. If listed in the Stock Exchange:	
M.a.1. Latest market price quotation in the newspaper or certification from the stock exchange/broker as to latest market price of the shares of stock (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N. Additional Requirement if by way of Motor Vehicles	
N.1. Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download the sample **Detailed Schedule of Motor Vehicle** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=318133614#gid=318133614* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.2. Photocopy of certificate of registration and official receipt of annual registration fee (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	

N.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.4. Deed of Assignment reflecting: a. Assignment of Motor Vehicles; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period; c. Certification from the transferor stating that the motor vehicles are existing and in good running condition (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download the Deed of Assignment for* ***Increase of Capital Stock_Motor Vehicle*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Motor-Vehicles.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
N.a. If the transfer value is based on appraised value:	
N.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O. Additional Requirement if by way of Sea Vessel / Aircraft:	

O.1. Detailed schedule of vessel/aircraft showing registered Owner, registry number, technical description and appraised value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download the sample **Detailed Schedule of Sea Vessel / Aircraft** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1212106110#gid=1212106110* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.2. Certified true copy of the certificate of ownership (1) Certified True Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The certified true copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.4. Certificate of seaworthiness/airworthiness issued by appropriate government agency (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.5. Deed of Assignment reflecting: a. Assignment of Sea Vessel/Aircraft; b. Undertaking by an officer of the corporation to submit the required proof of transfer within	Applicant / Client

the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Sea Vessel / Aircraft** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Sea-Vessels-aircrafts.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
O.a. If the transfer value is based on appraised value:	
O.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P. Additional Requirement if the consideration for issuance of shares is in the form of Intangibles:	
P.1. Photocopy of System Purchase Agreement or any proof of ownership (for software) (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
P.2. Copy of Certificate of Registration of Intellectual Property Rights and mining permit for mining claims/rights (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
P.3. Appraisal report by an accredited appraisal company or by a licensed Filipino mining engineer for mining claims/rights (not more than 6 months old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P.4. Deed of Assignment reflecting: a. Assignment of Intangibles; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download the Deed of Assignment for* ***Increase of Capital Stock_Intangibles*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Intangibles.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q. Additional Requirement if the consideration for issuance of shares is in the form of Net Assets:	
Q.1. Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
Q.2. Deed of Assignment of the assets and liabilities (a. Deed of Assignment; b. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period). (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download the Deed of Assignment for* ***Increase of Capital Stock_Net Assets*** *below:*	

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Net-Assets.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Q.3. List of creditors with the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Q.4. Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

*Download the sample **Detailed Schedule of Net Asset** below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1662940848#gid=1662940848

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

Q.5. Photocopy of the certificate of registration of the motor vehicles (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note:

- *The original copy will be presented for verification during the processing stage.*
- *The two (2) photo copies will be submitted upon payment of the corresponding fees.*

Q.6. Copy of TCT/CCT electronically certified and issued by the Register of Deeds and tax declaration sheets certified by the Assessor’s Office	Applicant / Client

(1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q.7. Photocopy of stock certificates (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
Q.8. DTI Certificate of Registration (for single proprietorship) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
Q.a. If the transfer value is based on appraised value:	
Q.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
R. Additional requirement if cash payment for subscription is not yet reflected in the Audited Financial Statements:	

Sub Situational Requirement/s	
R.a. Notarized Subscription Contract	
R.a.1. A subscription contract, executed under oath among subscriber/s, treasurer and president for the corporation, stating the number of additional shares subscribed to and paid for (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2026 – Subscription Contracts through this link: https://www.sec.gov.ph/mc-2026/sec-mc-no-06-series-of-2026/#gsc.tab=0* *Or May download to the sample below:* *https://www.sec.gov.ph/wp-content/uploads/2025/08/2025Forms_Subscription-Contract-for-Cash-Payment.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
R.b. If applicant corporation is/are: a) Listed companies; b) Public companies defined in the Securities Regulation Code; c) Companies that offer or sell securities to the public; d) Companies with secondary license; e) Others, pursuant to item no. 2 of SEC MC No. 6 of 2026	
R.b.1. Special Audit Report (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of	1.1. Assigns the application to the	**Formula Fees**	1 working day/s	• Director II; Davao

complete requirements for new application. **Location:** **https://eamend.sec.gov.ph/** **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the Specialist shall revert the application informing the client of the deficiencies. For submission of compliance documents, the	DavEO specialist, if complete, then records the application.	Breakdown: Increase of Capital StockAmended Articles of Incorporation Legal Research FeeDocumentary Stamp tax		Extension Office • Administrative Officer IV; Davao Extension Office • Administrative Assistant I; Davao Extension Office

client must upload the documents through the eAmend Portal. The assigned Specialist will proceed to Agency Step 1.2. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling.	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		13 working day/s	• Securities Specialist III; Davao Extension Office • Securities Specialist II; Davao Extension Office
• The foregoing service may be deemed approved pursuant to SEC Memorandum	1.3. Reviews the Final Report and, if found in order, directs the processing Specialist to issue the		2 working day/s	• Securities Specialist III; Davao Extension Office

Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond	Payment Assessment Form (PAF).			• Securities Specialist II; Davao Extension Office
	1.4. Issues the Payment Assessment Form (PAF) to the applicant.		1 working day/s	• Securities Specialist III; Davao Extension Office • Securities Specialist II; Davao Extension Office

twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given.				
2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip). **Location:** For Payment: espaysec.sec.gov.ph or Landbank For submission of hard copies: Receiving Unit, Davao Extension Office **Notes/Instruction:** *Hard copies of the application requirements must be the same as the*	2.1. Receives complete application requirements with proof of payment; verifies hard copies against online-submitted documents and, if found in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.	None	10 minute/s	• Administrative Assistant I; Davao Extension Office • Computer Operator; Davao Extension Office
	2.2. Prepares and generates the Certificate.		6 hour/s	• Administrative Officer II; Davao Extension Office • Administrative Assistant II; Davao Extension Office

documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)	2.3. Reviews the documents, signs, and approves the Certificate.		1 working day/s	• Director II; Davao Extension Office • Securities Counsel II; Davao Extension Office
	2.4. Tags the application for appointment through eAmend Portal indicating the date of release of the certificate.		4 hour/s	• Administrative Officer II; Davao Extension Office • Administrative Assistant II; Davao Extension Office
3. Present the Official Receipt and Appointment Letter. Then, fill out the logbook for released applications and claim the Certificates of Approval. **Location:** Releasing Unit, Davao Extension Office	3. Calls the name of the corporation, assists the client in filling out the logbook, and releases the Certificates of Approval.	None	10 minute/s	• Administrative Assistant II; Davao Extension Office • Administrative Assistant I; Davao Extension Office
Total Processing Time:		Working Days: 19 working day/s, 2 hour/s, 20 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Increase of Capital Stock**

  ****For corporation with par value –**

  1/5 of 1% of the increase in capital stock but not less than P3,000.00 or the subscription price of the subscribed capital stock, whichever is higher

****For corporation without par value –**

1/5 of 1% of the increase in capital stock computed at P100.00 per share but not less than P3,000.00 or the issue value of the subscribed capital stock, whichever is higher

- **Amended Articles of Incorporation**

  P1,010* (inclusive of Legal Research Fee)

- **Legal Research Fee**

  equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00

- **Documentary Stamp tax**

  P60.00

32. Increase of Capital Stock through payment other than cash through the eAMEND Portal for Domestic Stock Corporations Classified as Philippine National (other than OPC)

This service details the adopted online procedure and documentary requirements on application for increase of capital stock by way of Non Cash, but not limited to the following:

1. *Previously incurred indebtedness (e.g. conversion of advances into equity / conversion of deposit for future subscriptions)*
2. *Stock Dividend*
3. *Land, building / condominium units*
4. *Untitled Lands*
5. *Inventories / Furniture / Personal Properties*
6. *Heavy equipments and machineries*
7. *Shares of stock in another corporation*
8. *Motor Vehicles*
9. *Sea vessels / aircrafts*
10. *Intangibles*
11. *Net assets*
12. *Other assets or generally accepted forms of consideration necessary or convenient for its use and lawful purposes*

This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of the particular service.

For the pre-processing of new applications, applicants who choose to file through the eAmend Portal must submit scanned copies of the notarized documents via the eAmend Portal. Applicants are advised to adhere to the prescribed steps outlined in the eAmend Portal for the proper uploading and submission of the required documents.

Office or Division:	Davao Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of said particular service.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days

	in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Unified Certification for Certificate of Increase of Capital Stock on: a. Certificate of Increase of Capital Stock; b. Director's Certificate; c. List of stockholders of record as of date of meeting approving the increase, indicating their nationalities and their respective subscribed and paid-up capital on the present authorized capital stock; d. Non-existence of intra-corporate dispute; e. Waiver of pre-emptive rights of non-subscribing shareholders (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download the Unified Certification for* ***Increase of Capital Stock*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Unified-Certification-for-Increase-in-Authorized.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
2. Treasurer's Affidavit (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download Treasurer's Affidavit through this link:* *https://www.sec.gov.ph/wp-content/uploads/2025/06/2025Forms_Treasurers-Affidavit.doc* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
3. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
4. Cover Sheet (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *System-generated form downloadble from the eAmend account.*	

For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - https://ewatch.sec.gov.ph/login
Remarks: *Copy is available through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login or request for copy may be coursed through at imessage@sec.gov.ph* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
B. For Financing and Lending Companies:	
B.1. Financing and Lending Companies Department (FLCD) Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - https://ewatch.sec.gov.ph
Remarks: *Copy is available through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login or request for copy may be coursed through at imessage@sec.gov.ph* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
C. For Listed and Public Companies:	
C.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)
Remarks: *Corporate Governance and Finance Department (CGFD) through the link:* • ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
D. Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
D.1. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Market and Securities Regulation Department (MSRD)
Remarks:	

Market and Securities Regulation Department (MSRD) through the link:

eWATCH: *https://ewatch.sec.gov.ph/login*

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

E. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
E.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector

Remarks:

To request, please refer to BSP Citizen's Charter through this link:
https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

F. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
F.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission

Remarks:

To request, please refer to IC Citizen's Charter through this link:

https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

G. Additional Requirement if the consideration for issuance of shares is in the form of Previously incurred indebtedness (e.g., conversion of advances into equity / conversion of deposit for future subscription)	
G.1. Deed of Assignment of advances / liabilities (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

*Download the Deed of Assignment for **Advances** below:*

a. Sigle Assignor: https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Single-Assignor.docx

b. Multiple Assignor: https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Multiple-Assignor.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s	
G.a. If the advances/liabilities is not yet reflected in the Audited Financial Statements (AFS):	
G.a.1. A report to be rendered by an Independent CPA on the verification of the advances to be converted to equity (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H. Additional Requirements if the payment for issuance of shares is by way of Stock Dividend:	
H.1. List of stockholders entitled to stock dividend with their respective outstanding shares and the allocation of stock dividend certified by the corporate secretary (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.2. Secretary's Certificate that on the basis of the computation of the Finance Officer, the allocation of stock dividends as indicated in the Certificate of Increase is in proportion to the shareholdings of stockholders as of date of meeting approving the dividend declaration or as of record date and the treatment of resulting fractional shares, if any, are true and correct.	Applicant / Client

(1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.3. Reconciliation of Retained Earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 16 Series of 2023- Revised Guidelines on the Determination of Retained Earnings Available for Dividend Declaration through this link: https://www.sec.gov.ph/wp-content/uploads/2023/10/2023SEC-MC-No.-16,-s.-of-2023-Revised-Guidelines-on-the-Determination-of-Retained-Earnings%20-Available-for-Dividend-Declaration.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
H.a. In case the unappropriated retained earnings is not sufficient to warrant the dividend declaration:	
H.a.1. Secretary's Certificate on the Board's resolution to reverse the appropriated retained earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I. Additional Requirement if the consideration for issuance of shares is in the form of Land, buildings / condominium units:	
I.1. Detailed schedule of property showing the registered owner, location, area, TCT/CCT no., tax declaration number and the basis of transfer value (market value, assessed value or zonal value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download the sample **Detailed Schedule for Land, Buldings/Condominium Units** below:*	

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=405110855#gid=405110855

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

I.2. Copy of TCT/CCT electronically certified and issued by Register of Deeds and tax declaration sheet certified Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

I.3. Deed of Assignment: a. Deed of Assignment; b. Certifying that the improvements are existing and in good condition ; c. Undertaking that the corporation will submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Download the Deed of Assignment for ***Increase of Capital Stock_Land, Buildings / Condominium Units*** *below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Land-Buildings-Condo.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

I.a. If transfer value is based on appraised value:

I.a.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.	
I.a.2. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.b. If property is mortgaged:	
I.b.1. Mortgagee/creditor's certification on the outstanding loan balance and his/her written consent to the transfer of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.c. For assignment of buildings where assignor is not the owner of the land:	
I.c.1. Lease contract on the land and consent of the land owner to the transfer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J. Additional Requirement if the consideration for issuance of shares is in the form of Untitled Lands:	
J.1. Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had	Applicant / Client

been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least twenty (20) years and the possessor had introduced improvements thereon, if any (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.2. Duplicate original or certified true copies of the tax declaration sheets (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.3. Latest realty tax receipts (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.4. Affidavit by the transferor attesting the following: 1. Continuous and open possession of the property is located; 2.a. Existence (or non-existence) of easements over the untitled property; b. Kind/description of the easement and its location; and c. Whether the transferor is the dominant estate or the servient estate, by virtue of such easements 3. That the transferor/subscriber to answer for any liability that the corporation might incur by virtue of the acceptance of said property as paid-up capital) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download the **Transferor Affidavit for Untitled Land** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-the-Transferor_Untitled-Lands.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

J.5. Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.6. Duplicate original or certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument affecting the property recorded in the Register of Deeds for the province of city where the land is situated (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.7. Clearance or certification from the Department of Agrarian Reform (DAR) attesting to the following: (a) There is no other claimant to the untitled land; (b) it has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party; or (c) The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Department of Agrarian Reform (DAR) - Department of Agrarian Reform (DAR)
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.8. Blue Print Survey of the Plan as approved by the Bureau of Lands (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.9. Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/ assessed value / zonal value or appraised value) certified under oath by the company accountant/ treasurer, or any finance officer of the	Applicant / Client

applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	

Remarks:

*Download the sample **Detailed Schedule of Untitled Lands** below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=508694029#gid=508694029

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

J.10. Deed of Assignment reflecting: a. Assignment of Untitled Lands; b. Undertaking to submit certified true copy of the original certificate of title in the name of the transferee-corporation within one (1) year from the date of receipt of the approval of the application) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

*Download the Deed of Assignment for **Increase of Capital Stock_Untitled Lands** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Untitled-Lands.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

J.a. If transfer value is based on zonal value

J.a.1. Latest zonal valuation certified by BIR (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

J.b. If transfer value is based on appraised value

J.b.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old)	Applicant / Client

(1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.b.2. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K. Additional Requirement if the consideration for issuance of shares is in the form of Inventories / Furniture / Personal Properties:	
K.1. Detailed schedule of property showing the description and the basis of transfer value (market value or book value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download the sample **Detailed Schedule of Inventories / Furniture / Personal Properties** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1666788899#gid=1666788899* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K.2. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic	Applicant / Client

Copy	
Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Inventories / Furniture / Personal Properties** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Inventories-Furniture-Personal-Properties.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
K.a. If transfer value is based on book value:	
K.a.1. Special Audit Report by an Independent CPA on the verification and valuation of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L. Additional Requirement if the consideration for issuance of shares is in the form of Heavy equipment and machinery:	
L.1. Detailed schedule of the property showing the description and the transfer value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download the sample **Detailed Schedule of Heavy Equipment and Machinery** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1745725976#gid=1745725976* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.2. Appraisal report by a licensed appraiser (not more than 6-month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.3. Deed of Assignment reflecting: a. Assignment of Heavy Equipment and Machineries; b. Certification from the transferor stating that the properties are existing and in good condition) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Heavy Equipment and Machinery** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Heavy-Equipment-and-Machinery.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
L.a. In case the heavy equipment and machinery qualify as real property as defined under the New Civil Code.	
L.a.1. Copy of the latest required Tax Declaration Sheet certified by the Assessor's Office. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.a.2. Copy of the TCT / CCT of the land on which the heavy equipment and machinery are located certified by the Register of Deeds. (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.b. If the assignor is not the owner of the land on which the heavy equipment and machinery are located as defined under the New Civil Code.	
L.b.1. Lease contract on the land and consent of the land owner to the transfer	Applicant / Client

(1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.c. If the transfer value is based on appraised value:	
L.c.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M. Additional Requirement if the consideration for issuance of shares is in the form of Shares of Stock:	
M.1. Detailed schedule of the shares of stock showing the stockholder, stock certificate number, no. of shares and the basis of transfer value (market or book value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download the sample **Detailed Schedule of Shares of Stock** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1402851319#gid=1402851319* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

M.2. Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - efast.sec.gov.ph
Remarks: *To be provided by the Company, in case the Company did not file* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.3. Deed of Assignment (a. Deed of Assignment ; b. Undertaking that the corporation will submit the required proof of transfer within the prescribed period). (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download the Deed of Assignment for* ***Increase of Capital Stock_Shares of Stock*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Shares-of-Stocks.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.4. Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the assignor (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.5. Photocopy of the stock certificate (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	

Sub Situational Requirement/s	
M.a. If listed in the Stock Exchange:	
M.a.1. Latest market price quotation in the newspaper or certification from the stock exchange/broker as to latest market price of the shares of stock (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N. Additional Requirement if by way of Motor Vehicles	
N.1. Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download the sample **Detailed Schedule of Motor Vehicle** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=318133614#gid=318133614* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.2. Photocopy of certificate of registration and official receipt of annual registration fee (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	

N.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.4. Deed of Assignment reflecting: a. Assignment of Motor Vehicles; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period; c. Certification from the transferor stating that the motor vehicles are existing and in good running condition (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download the Deed of Assignment for* ***Increase of Capital Stock_Motor Vehicle*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Motor-Vehicles.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
N.a. If the transfer value is based on appraised value:	
N.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O. Additional Requirement if by way of Sea Vessel / Aircraft:	

O.1. Detailed schedule of vessel/aircraft showing registered Owner, registry number, technical description and appraised value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download the sample **Detailed Schedule of Sea Vessel / Aircraft** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1212106110#gid=1212106110* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.2. Certified true copy of the certificate of ownership (1) Certified True Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The certified true copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.4. Certificate of seaworthiness/airworthiness issued by appropriate government agency (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.5. Deed of Assignment reflecting: a. Assignment of Sea Vessel/Aircraft; b. Undertaking by an officer of the	Applicant / Client

corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Sea Vessel / Aircraft** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Sea-Vessels-aircrafts.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
O.a. If the transfer value is based on appraised value:	
O.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P. Additional Requirement if the consideration for issuance of shares is in the form of Intangibles:	
P.1. Photocopy of System Purchase Agreement or any proof of ownership (for software) (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
P.2. Copy of Certificate of Registration of Intellectual Property Rights and mining permit for mining claims/rights (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.	
P.3. Appraisal report by an accredited appraisal company or by a licensed Filipino mining engineer for mining claims/rights (not more than 6 months old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P.4. Deed of Assignment reflecting: a. Assignment of Intangibles; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Intangibles** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Intangibles.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
P.a. If the transfer value is based on appraised value:	
P.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q. Additional Requirement if the consideration for issuance of shares is in the form of	

Net Assets:	
Q.1. Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
Q.2. Deed of Assignment of the assets and liabilities (a. Deed of Assignment; b. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period). (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Net Assets** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Net-Assets.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q.3. List of creditors with the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q.4. Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download the sample **Detailed Schedule of Net Asset** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1662940848#gid=1662940848*	

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

Q.5. Photocopy of the certificate of registration of the motor vehicles (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note:

- *The original copy will be presented for verification during the processing stage.*
- *The two (2) photo copies will be submitted upon payment of the corresponding fees.*

Q.6. Copy of TCT/CCT electronically certified and issued by the Register of Deeds and tax declaration sheets certified by the Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Q.7. Photocopy of stock certificates (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Notes:

- *The original copy will be presented for verification during the processing stage.*
- *The two (2) photo copies will be submitted upon payment of the corresponding fees.*

Q.8. DTI Certificate of Registration (for single proprietorship) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of notarized requirements for new application to eAmend Portal. **Location:** **https://eamend.sec.gov.ph/** **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the Specialist shall	1.1. Assigns the application to the DavEO specialist, if complete, then records the application.	**Formula Fees** Breakdown: Increase of Capital StockAmended Articles of Incorporation Legal Research FeeDocumentary Stamp tax	1 working day/s	• Director II; Davao Extension Office • Administrative Officer IV; Davao Extension Office • Administrative Assistant I; Davao Extension Office

revert the application informing the client of the deficiencies.For submission of compliance documents, the client must upload the documents through the eAmend Portal. The assigned Specialist will proceed to Agency Step 1.2 • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling.				
	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		13 working day/s	• Securities Specialist III; Davao Extension Office • Securities Specialist II; Davao Extension Office

• The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of	1.3. Reviews the Final Report and, if found in order, directs the processing Specialist to issue the Payment Assessment Form (PAF).		2 working day/s	• Securities Specialist III; Davao Extension Office • Securities Specialist II; Davao Extension Office

the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given.	1.4. Issues the Payment Assessment Form (PAF) to the applicant.		1 working day/s	• Securities Specialist III; Davao Extension Office • Securities Specialist II; Davao Extension Office
2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or	2.1. Verifies hard copies against online-submitted documents and, if found in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the	None	10 minute/s	• Administrative Assistant I; Davao Extension Office • Computer Operator; Davao Extension Office

LBP Oncoll Payment Slip). **Location:** For Payment: espaysec.sec.gov.ph or Landbank For submission of hard copies: Receiving Unit, Davao Extension Office **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)*	scheduled release appointment.			
	2.2. Prepares and generates the Certificate.		6 hour/s	• Administrative Officer II; Davao Extension Office • Administrative Assistant II; Davao Extension Office
	2.3. Reviews the documents, signs, and approves the Certificate.		1 working day/s	• Director II; Davao Extension Office • Securities Counsel II; Davao Extension Office
	2.4. Tags the application for appointment through eAmend Portal indicating the date of release of the certificate.		4 hour/s	• Administrative Officer II; Davao Extension Office • Administrative Assistant II; Davao Extension Office
3. Present the Official Receipt and Appointment Letter. Then, fill out the logbook for released applications and claim the Certificates of Approval. **Location:** Releasing Unit, Davao Extension Office	3. Calls the name of the corporation, assists the client in filling out the logbook, and releases the Certificates..	None	15 minute/s	• Administrative Assistant II; Davao Extension Office • Administrative Assistant I; Davao Extension Office
Total Processing Time:		Working Days: 19 working day/s, 2 hour/s, 25 minute/s		

Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

- **Increase of Capital Stock**

  ****For corporation with par value –**

  1/5 of 1% of the increase in capital stock but not less than P3,000.00 or the subscription price of the subscribed capital stock, whichever is higher

  ****For corporation without par value –**

  1/5 of 1% of the increase in capital stock computed at P100.00 per share but not less than P3,000.00 or the issue value of the subscribed capital stock, whichever is higher

- **Amended Articles of Incorporation**

  P1,010* (inclusive of Legal Research Fee)

- **Legal Research Fee**

  equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00

- **Documentary Stamp tax**

  P60.00

33. Licensing of Foreign Corporations through the ESPARC (Electronic Simplified Processing of Application for Registration of Company)

This service outlines the procedure for applying for an SEC license to operate in the Philippines as a foreign branch office, representative office, regional operating headquarters (ROHQ), or regional/area headquarters (RHQ).

Office or Division:	Davao Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (1) Electronic Copy And (2) Photo Copy	Applicant / Client
Remarks: *System-generated form downloadable from eSPARC account.*	
2. Signed & notarized Application Form (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *System-generated* • *F-103 for stock branch office;* • *F-104 for stock representative office;* • *F-108 for non-stock branch/representative office, including foundations* *Note: **"Non-stock"** refers to a foreign corporation that conducts activities in its home country similar to those of a non-stock corporation in the Philippines. Non-stock corporations are typically organized for purposes such as charitable, religious, educational, professional, cultural, fraternal, literary, scientific, social, or civic service. They may also include organizations like trade, industry, or agricultural chambers, or any combination of these purposes.*	

For Situational Requirement	
A. For Foreign Branch and Representative Office	
A.1. Authenticated/Apostilled copy of the Board Resolution (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: • *Authorizing the establishment of Branch/Representative Office in the Philippines;* • *Designating the Resident Agent to whom summons and other legal processes may be served in behalf of the foreign corporation; and* • *Stipulating that in the absence of such Agent or upon cessation of its business in the Philippines, any summons or legal processes may be served to SEC as if the same is made upon the corporation at its home office*	
A.2. Authenticated/Apostilled copy of the Articles of Incorporation/Partnership/Association with an English translation thereof if in foreign language other than English (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx)*	
A.3. Authenticated/Apostilled Audited Financial Statements (FS) for the immediately preceding year at the time of filing of application (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *Audited by an independent Certified Public Accountant of the home country *Authenticated before the Philippine Consulate/Embassy*	
A.4. Compliance with Financial Ratios (1) Electronic Copy	Applicant / Client
Remarks:	

Stock Branch Office

Ratio	***Formula***	***Benchmark Value***
Solvency	*Total assets/total liabilities*	*1:1*

Liquidity	*Current assets/current liabilities*	*1:1*
Debt to Equity	*Total liabilities/equity*	*3:1*

Stock Representative Office/Non-Stock Branch Office/Non-Stock Representative Office

Solvency	*Total assets/total liabilities*	*1:1*

Note:
If solvency is not within the Benchmark value - application is REJECTED
If Liquidity Ratio and / or Debt to Equity Ratio is/are not within the Benchmark Value/s - submit P1M Surety Bond

Surety bond must be conditioned upon faithful compliance of the Principal relative to the Licensing of the Foreign COrporation with Securities and Exchange Commission and the observance with the provisions of the Corporation Code of the Philippines, the Securities Regulation Code, and its implementing rules and regulations, and other pertinent laws, and regulations implemented by the Commission.

A.5. Affidavit of Undertaking to change corporate name, if not stated in the Application Form (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)*	
A.6. If Resident Agent is not the signatory in the Application Form, Resident's Agent Acceptance of Appointment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.7. Endorsement/Clearance from other SEC departments *Any of the following:*	
A.7.A. Corporate Governance and Finance Department (CGFD) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Corporate Governance and Finance Department

Remarks: *For Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation*	
---- OR ----	
A.7.B. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Markets and Securities Regulation Department
Remarks: *For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House*	
---- OR ----	
A.7.C. PhiliFintech Innovation Office (PIO) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office
Remarks: *For Financial Technology (FinTech) related business activities [Operators of payment systems; Payment Service Providers; Electronic Money Issuers (EMI); Non-bank EMIs; Alternative Credit Scoring Companies; AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); KYC/Security Companies (KYC Service Providers); Digital Banks; Digital Asset Exchanges; Virtual Asset Service Providers; Play-to-Earn Platforms; o E-Commerce Companies; Crowdfunding Platforms; RegTech Companies (RegTech Service Providers); SupTech Companies (SupTech Service Providers); and Digital Advisers/Robo-Advisers]*	
A.8. Endorsement from other government agencies *Any of the following:*	
A.8.A. Endorsement from Insurance Commission (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Insurance Commission - Legal Services Group - Licensing Division
Remarks: *For Insurance/Health Maintenance Organization*	
---- OR ----	
A.8.B. Endorsement from Bangko Sentral ng Pilipinas (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Bangko Sentral ng Pilipinas - Financial Supervision Sector
Remarks:	

For Bank and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services

Sub Situational Requirement/s	
A.a. If the date of the AFS exceeds the one-year requirement	
A.a.1. Authenticated AFS that are available as of date of filing of the application (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.a.2. Authenticated Unaudited FS (AUFS) as of date not exceeding one (1) year immediately prior to the filing of the application signed by an officer of the foreign corporation (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b. For those whose home country does NOT REQUIRE AFS	
A.b.1. Authenticated Unaudited FS as of the date not exceeding one (1) year immediately prior to the filing of the application (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.2. Authenticated/Apostilled Certification signed under oath by an officer of a responsible regulatory institution or by the applicant's legal counsel that the applicant is not required to prepare and submit AFS, with citation of the law for verification purposes (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.c. For Stock Branch/Representative Office	
A.c.1. Notarized proof of Inward Remittance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *such as bank certificate of inward remittance or credit advances*	
A.d. For Non-Stock Branch/Representative Office Foundation	
A.d.1. Notarized Certificate of Bank Deposit of the amount of not less than P1,000,000.00 (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.d.2. Statement of Willingness to allow the Commission to conduct an audit	Applicant / Client

(1) Electronic Copy And (1) Original Copy And (1) Photo Copy	
B. For Regional/Area Headquarters (RHQ)/ Regional Operating Headquarters (ROHQ)	
B.1. Certification from the Philippine Consulate/Embassy or the Philippine Commercial Office or from the equivalent office of the Philippine DTI in the applicant's home country that said foreign firm is an entity engaged in international trade with affiliates, subsidiaries, or branch offices in the Asia Pacific Region and other foreign markets (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *In case the Certification is issued by the equivalent office of the DTI, the same shall be authenticated by the Philippine Consulate/Embassy*	
B.2. Authenticated Certification from principal officer of the foreign entity to the effect that the said foreign entity has been authorized by its board of directors or governing body to establish its RHQ/ROHQ (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
B.3. Affidavit of Undertaking to change corporate name, if not stated in the Application Form (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)*	
B.4. Endorsement from Board of Investments (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Board of Investments - Legal and Compliance Service
Sub Situational Requirement/s	
B.a. For Financial Technology (FinTech) related business activities [Operators of payment systems; Payment Service Providers; Electronic Money Issuers (EMI); Non-bank EMIs; Alternative Credit Scoring Companies; AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); KYC/Security Companies (KYC Service Providers); Digital Banks; Digital Asset Exchanges; Virtual Asset Service Providers; Play-to-Earn Platforms; o E-Commerce Companies; Crowdfunding Platforms; RegTech Companies (RegTech Service Providers); SupTech Companies (SupTech Service Providers); and Digital Advisers/Robo-Advisers]	
B.a.1. PhiliFintech Innovation Office (PIO) Endorsement/Clearance	Securities and Exchange Commission - PhiliFintech Innovation Office

(1) Electronic Copy And (1) Original Copy And (1) Photo Copy	
B.a.2. Enforcement and Investor Protection Department (EIPD) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department
C. If to engage as a foreign retailer	
C.1. Certification of Inward Remittance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *Certification of Inward Remittance of Foreign Exchange showing compliance of the foreign retailer with the minimum paid-up capital requirement of Twenty-Five Million Pesos (P25,000,000.00) or other proof, such as Bank Certification, certifying that such capital investment is deposited and maintained in a bank in the Philippines*	
C.2. Apostilled/authenticated Certificate of Reciprocity (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *to the effect that such State provides reciprocity to Filipinos*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ and encodes corporate information **Location:** https://esparc.sec.gov.ph/ **Notes/Instruction:**	1.1. Verifies and approves proposed company name and/or trade name/s if compliant with SEC Memorandum Circular No. 13, Series of 2019 and assigns to processor.	None	2 working day/s	• Securities Counsel I; Davao Extension Office • Securities Specialist I; Davao Extension Office • Confidential Assistant III; Davao Extension Office
If the application is found to be for compliance during the	1.2. Reviews the application and issues Payment		15 working day/s	• SEC Securities Counsel II; Davao

evaluation stage, the applicant will have to go back to Step 1 for the submission of requirements/compliance	Assessment Form (PAF) if compliant			Extension Office • Securities Counsel I; Davao Extension Office
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the electronic Official Receipt via e-mail	**Standard Fees** Breakdown: Documentary Stamp Tax: PHP 30 --- Total: PHP 30 **Formula Fees** Breakdown: Legal Research FeeLicense Fee	5 minute/s	• esparc.sec.gov.ph; Information and Communications Technology Department (ICTD)
3. Submits the documentary requirements with proof of payment to the Davao Extension Office Receiving Unit through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** Receiving Unit, Davao Extension Office	3.1. Officially receives and stamps the hard copies of the registration application and generates certificate.	None	10 minute/s	• Administrative Assistant I; Davao Extension Office • Computer Operator; Davao Extension Office
	3.2. Reviews the application and signs the Certificate of Incorporation.		2 working day/s	• Director II; Davao Extension Office • Securities Counsel II; Davao Extension Office
	3.3. Sends appointment through email indicating the date of release of the Certificate.		10 minute/s	• Administrative Assistant I; Davao Extension Office

				• Computer Operator; Davao Extension Office
4. Proceeds to the Releasing Unit at Davao Extension Office, presents the original proof of payment and receives the signed Certificate of Incorporation. **Location:** Releasing Unit, Davao Extension Office	4. Enters company name in the Masterlist, releases the Certificate together with registration application and stamps released the official receipt.	None	10 minute/s	• Administrative Assistant II; Davao Extension Office • Administrative Assistant I; Davao Extension Office
Total Processing Time:		Working Days: 19 working day/s, 35 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 30 See other fees below		

Formula / Schedule of Fees

- **Legal Research Fee**

  1% of the computed Filing Fees

- **License Fee**

  For Stock Foreign Corporations:

  Branch Office - 1% of the actual inward remittance of the corporation converted into Philippine currency, but not less than PHP 3,000

  Representative Office - 1/10 of 1% of the actual inward remittance of the corporation converted into Philippine currency, but not less than PHP 2,000

  For Non-Stock Foreign Corporations:

  Branch Office - PHP 3,000

  Representative Office - PHP 2,000

34. Manual Receiving of Document/s other than reports

This service details the procedure on receiving documents other than reports such as letters, public complaints and the like.

Office or Division:	Davao Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	All
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Correspondence for SEC (2) Original Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Presents 2 sets/copies of document to Receiving Officer **Location:** Davao Extension Office, Receiving Unit	1.1. Checks document if for SEC, then stamps documents as received	None	15 minute/s	• Administrative Assistant I; Davao Extension Office • Computer Operator; Davao Extension Office
	1.2. Returns receiving copy of party and advises when to follow-up reply by providing the appropriate email address or mobile number		5 minute/s	• Administrative Assistant I; Davao Extension Office • Computer Operator; Davao Extension Office

Total Processing Time:	Working Days: 20 minute/s
Total Processing Fee:	Total Standard Fee: None

35. Petition for Correction of Entries of Company Registration Documents

This service details the procedure on the action taken on Petitions filed for the correction of minor errors in the Articles of Incorporation of a corporation.

Office or Division:	Davao Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Juridical entities through their representatives who wish to correct minor errors in their Articles of Incorporation
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Verified Petition (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: A formatted copy of the above-mentioned document may be requested through imessage.sec.gov.ph and choose the service title, Filing of Verified Petition - Correction of Entries of Company Registration Documents - Davao.*	
2. Verification and Certificate of Non-Forum Shopping (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *A formatted copy of the above-mentioned document may be requested by sending an email request at secdavaolegal@gmail.com*	
3. Notarized Secretary's Certificate (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *Note: This document must state the following: i. Name of the Corporation, SEC Registration number, and name of the duly authorized representative; ii. Meeting held at the principal office; iii. Date and time of the Meeting; iv. Approved by at least majority of Directors/Trustees in the presence of a valid quorum; v. Errors specified (Cite articles/provisions affected) vi. Corrections specified; and vii. Name of the Authorized Representative designated to file the Petition* *Note: A formatted copy of the above-mentioned document may be requested by sending an email request at secdavaolegal@gmail.com*	

4. Corrected Articles of Incorporation (2) Photo Copy	Applicant / Client
5. Any proof to show support of correction sought (1) Original Copy Or (1) Photo Copy	Applicant / Client
Remarks: *Note: Must present original for verification*	
6. Current/Latest Monitoring Clearance (Monitoring Sheet) (1) Photo Copy	SECURITIES AND EXCHANGE COMMISSION - ewatch.sec.gov.ph
Remarks: *Copy is available through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login or request for copy may be coursed through at imessage.sec.gov.ph*	
7. Electronic Official Receipt as proof of payment of petition fee (2) Photo Copy	Securities and Exchange Commission - Information and Communications Technology Department
Remarks: *Note: Sent through email or may be downloaded from this link:* ***https://espaysec.sec.gov.ph/***	
For Situational Requirement	
A. If One Person Corporation	
A.1. Sole Director Certificate in lieu of Secretary's Certificate (1) Original Copy And (1) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Requesting party creates a ticket in the iMessage online ticketing portal and uploads the requirements. (imessage.sec.gov.ph). **Location:** **imessage.sec.gov.ph**	1.1. Verifies completeness of documents as per checklist of requirements, and assigns ticket to proper processor.	None	1 working day/s	• Director II; Davao Extension Office • Administrative Officer II; Davao Extension Office • Computer Operator; Davao

If the documents uploaded are incomplete, the checklist of requirements will be provided and the ticket will be closed. Requesting party will create a new ticket once all documentary requirements are complete. **Notes/Instruction:** *The requesting party should choose Davao Extension Office as the processing office and the help topic, Filing of Verified Petition - Correction of Entries of Company Registration Documents - Davao.*				Extension Office
	1.2. Evaluates the documents uploaded.		13 working day/s	• Securities Counsel II; Davao Extension Office • Securities Counsel I; Davao Extension Office
	1.3. Manually issues Payment Assessment Form (PAF) if compliant and uploads it in the same imessage thread with the instruction to pay the assessed fees.		30 minute/s	• Securities Counsel II; Davao Extension Office • Securities Counsel I; Davao Extension Office
2. Pays the assessed fee at any of the payment gateways (LandBank or SEC payment portal through https://espaysec.sec.gov.ph/ and uploads proof of payment in the same iMessage thread. **Location:** any of the payment gateways (the SEC online payment portal https://espaysec.sec.gov.ph/ or at Landbank)	2. A system-generated Confirmation of Payment email is immediately sent to the applicant with a link to the electronic official receipt.	**Standard Fees** Breakdown: Petition Fee: PHP 3000 Legal Research Fee: PHP 30 Documentary Stamp Tax: PHP 30 Handling Fee: PHP 20 Total: PHP 3080	3 minute/s	• espaysec.sec.gov.ph; Information and Communications Technology Department (ICTD)

3. Proceeds to EO Receiving Counter for presentation of approved documentary requirements with proof of payment **Location:** Davao Extension Office, Receiving Unit	3. Receives and verifies all documentary requirements and proof of payment	None	10 minute/s	• Administrative Assistant I; Davao Extension Office • Computer Operator; Davao Extension Office
4. Returns documents stamped as received to processor **Location:** Davao Extension Office, Legal Unit	4.1. Forwards corporate file and application documents to Office of the Director and advises client to follow up availability of Certificate.	None	15 minute/s	• Securities Counsel II; Davao Extension Office • Securities Counsel I; Davao Extension Office
	4.2. Prepares the Certificate of Corrected Articles of Incorporation for signature of the Director		5 hour/s	• Confidential Assistant III; Davao Extension Office
	4.3. Reviews the petition and its supporting document, issues Order granting the Petition and signs the Certificate.		3 working day/s	• Director II; Davao Extension Office
	4.4. Forwards signed Order and/or Certificate and corporate file to Releasing Unit		5 minute/s	• Confidential Assistant III; Davao Extension Office
5. Presents proof of payment receipt. **Location:** Davao Extension Office, Releasing Unit	5. Presents logbook of released certificates and certificate copy of SEC for signature of claimant and subsequently releases signed Order and/or Certificate	None	10 minute/s	• Administrative Assistant II; Davao Extension Office

Total Processing Time:	Working Days: 17 working day/s, 6 hour/s, 13 minute/s
Total Processing Fee:	Total Standard Fee: PHP 3080

36. Petition for Revival of Corporate Existence

This service details the procedure on the application for revival of a corporation whose term had already expired pursuant to the guidelines under SEC Memorandum Circular No. 23, Series of 2019.

Office or Division:	Davao Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Any corporation whose term had already expired.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Revised Corporation Code; Securities and Exchange Commission Memorandum Circular No. 23, Series of 2019

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Verified Petition for Revival of Corporate Existence (1) Original Copy And (1) Photo Copy	Applicant / Client
2. Petitioner's Certificate of Incorporation and Articles of Incorporation (2) Photo Copy	Applicant / Client
Remarks: *From the records of the company or secure copy from the www.secexpress.ph*	
3. Revived Articles of Incorporation, consisting of Petitioner's latest Amended Articles of Incorporation and the proposed changes in the corporate term to be effected by the revival, which shall be underlined. (2) Photo Copy	Applicant / Client
4. Petitioner's duly accomplished General Information Sheet ("GIS") as of the date of expiration of its corporate term (2) Photo Copy	Applicant / Client
Remarks: *From the records of the company or secure copy from the www.secexpress.ph*	
5. Notarized list of stockholders or members as of the date of approval of the revival, stating their names, their nationalities, and number of shares subscribed, amount subscribed and	Applicant / Client

paid, or the respective members' contributions for nonstock corporations, certified by the Corporate Secretary. (1) Original Copy And (1) Photo Copy	
6. supporting evidence referred to in the Reconciliation of the changes in the composition of the stockholders or members (2) Photo Copy	Applicant / Client
7. Petitioner's Audited Financial Statements as of the date of expiration of its corporate term, and for the year immediately preceding, as audited by an Independent Certified Public Accountant (2) Photo Copy	Applicant / Client
Remarks: *From the records of the company or secure copy from the www.secexpress.ph*	
8. Petitioner's Audited Financial Statements as of a date not exceeding one hundred twenty (120) days prior to the date of filing of the Petition for Revival, and for the year immediately preceding, as audited by an Independent Certified Public Accountant (2) Photo Copy	Applicant / Client
Remarks: *From the records of the company or secure copy from the www.secexpress.ph*	
9. Official Receipt(s) for the Payment of the Petition Fee and Filing Fee (2) Photo Copy	Applicant / Client
Remarks: *Sent through their e-mail or may be downloaded from this link: https://espaysec.sec.gov.ph/*	
10. Evidence of the publication of the Verified Petition for Revival, stamped "Received" by the Commission, with the corresponding docket number, in a newspaper of general circulation i. Affidavit of the Newspaper's Editor-in-Chief/Managing Editor/Content Editor attesting to the fact of publication of the Petition for Revival; and ii. Actual Newspaper cutout of publication showing the date and name of the newspaper, and all the pages of the Petition with its attachments (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *Secure from Newspaper's Editor-in-Chief/Managing Editor/Content Editor*	

For Situational Requirement	
A. Petitioner's Articles of Incorporation were amended	
A.1. Petitioner's Certificate (s) of Filing of Amended Articles of Incorporation, with the respective Amended Articles of Incorporation (2) Photo Copy	Applicant / Client
Remarks: *From the records of the company or secure copy from the www.secexpress.ph*	
B. If no duly accomplished General Information Sheet ("GIS") as of the date of expiration of its corporate term	
B.1. an equivalent document, such as, but not limited to, the Secretary's Certificate indicating the list of stockholders and officers with the corresponding stockholdings (1) Original Copy And (1) Photo Copy	Applicant / Client
C. If there has been a change in the composition of the stockholders or members since the expiration of Petitioner's corporate term	
C.1. the GIS of the Petitioner as of the date of stockholders' or members' approval of the resolution to file the Petition for Revival of its corporate existence, or the date of the board of directors' or trustees' approval of the filing of the said Petition, whichever is later (2) Photo Copy	Applicant / Client
Remarks: *From the records of the company or secure copy from the www.secexpress.ph*	
D. For banks, banking and quasi-banking institutions, and trust companies, NSSLAs, pawnshops, corporations engaged in money service business, and other financial intermediaries	
D.1. Favorable endorsement (1) Original Copy And (1) Photo Copy	Bangko Sentral ng Pilipinas - Financial Supervision Department
E. For preneed, insurance	
E.1. Favorable endorsement (1) Original Copy And (1) Photo Copy	Insurance Commission - Licensing Division
F. If petitioner's corporate name has already been validly reused, and is currently being used, by another corporation duly registered with the Commission	
F.1. Proof of Reservation of Petitioner's Proposed New Corporate Name (2) Photo Copy	Securities and Exchange Commission Davao Extension Office - Name Verifier (Confidential Assistant III)

G. If petitioner is an expired corporation which already availed of re-registration, in accordance with SEC Memorandum Circular No. 13, series of 2019, or other memorandum circulars issued by the Commission pertaining to re-registration				
G.1. Certification, under oath issued by the Corporate Secretary of the re-registered corporation stating that: a. the re-registered corporation has given its consent to the Petitioner to use its corporate name, and has undertaken to undergo voluntary dissolution immediately after the issuance of the Petitioner's Certificate of Revival; OR b. the re-registered corporation has given consent to the Petitioner's to use its corporate name, and has undertaken to change its corporate name immediately after the issuance of the Petitioner's Certificate of Revival. (1) Original Copy And (1) Photo Copy			Applicant / Client	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submits 2 complete sets of the documentary requirements **Location:** Davao Extension Office, Records Unit **Notes/Instruction:** *Note: Applicant will be notified* *through email or through phone call of any deficiencies in the application.*	1.1. Verifies completeness of documents as per checklist of requirements, advises client to wait for an update from the processing officer as to status of application and endorses corporate records and documents to processing officer.	None	1 hour/s	• Administrative Officer II; Davao Extension Office • Administrative Assistant II; Davao Extension Office
	1.2. Examines documents, issues Payment Assessment Form and informs client of its availability through phone or email with advice to pay assessed fees at Landbank or thru Espaysec		8 working day/s	• Securities Counsel II; Davao Extension Office • Securities Counsel I; Davao Extension Office
2. Pays the registration fee as indicated in the Payment Assessment Form **Location:**	2. A system-generated Confirmation of Payment email is immediately sent to the applicant with a	**Formula Fees** Breakdown: Petition FeeFiling Fee	3 minute/s	• Assistant Director; Information and Communications Technology

any of the payment gateways (LandBank or SEC payment portal through https://espaysec.sec.gov.ph)	link to the electronic official receipt			Department (ICTD)
3. Proceeds to Receiving Counter for presentation of approved documentary requirements with proof of payment **Location:** Davao Extension Office, Receiving Unit	3. Receives and verifies documentary requirements and proofs of payment	None	15 minute/s	• Administrative Assistant I; Davao Extension Office • Computer Operator; Davao Extension Office
4. Submits the complete and approved application requirements, stamped received, to the Processing lawyer **Location:** Davao Extension Office, Legal Unit	4.1. Checks documents are all stamped received. and proceeds to Office of the Director to Docket the verified petition.	None	20 minute/s	• Securities Counsel II; Davao Extension Office • Securities Counsel I; Davao Extension Office
	4.2. Returns to the applicant representative one (1) copy and its supporting documents for publication in the newspaper		5 minute/s	• Securities Counsel II; Davao Extension Office • Securities Counsel I; Davao Extension Office
5. Submits evidence of the publication of the Verified Petition for Revival in a newspaper of general circulation. **Location:** Davao Extension Office, Receiving Unit	5.1. Receives the evidences of the publication and forwards to the assigned lawyer of the case.	None	15 minute/s	• Administrative Assistant I; Davao Extension Office • Computer Operator; Davao Extension Office

	5.2. Assesses evidence of the publication and informs the applicant that the petition for revival will be presented to the En Banc and that he/she will be informed thru email or phone call of the availability of the Order once available for release.		1 working day/s	• Securities Counsel II; Davao Extension Office • Securities Counsel I; Davao Extension Office
	5.3. Drafts Order and transmittal memo to Head Office for En Banc approval and endorses all documents to the Office of the Director for review.		7 working day/s	• Securities Counsel II; Davao Extension Office • Securities Counsel I; Davao Extension Office
	5.4. Reviews petition, Draft Order and signs the transmittal memo; Emails and mails through courier the Draft Order, Memorandum and its supporting documents to Head Office.		3 working day/s	• Director II; Davao Extension Office
	5.5. Approves the Petition and signs the Order		30 working day/s	• Commission en Banc; Office of the Commissioner
	5.6. Endorses Order to processing officer		3 hour/s	• Director II; Davao Extension Office
	5.7. Receives the Order and informs the party for claiming		3 hour/s	• Securities Counsel II; Davao Extension Office

				• Securities Counsel I; Davao Extension Office

General Remarks

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

Total Processing Time:	Working Days: 49 working day/s, 7 hour/s, 58 minute/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

- **Petition Fee**

Petition Fee-	Php 3,000.00
Documentary Stamp Taxes-	Php 30.00
Legal Research Fee-	Php 30.00
Miscellaneous Handling Fee-	Php 20.00

- **Filing Fee**

Filing Fee for the extension of term of existence computed based on the present authorized capital stock of the company (for stock corporations) pursuant to SEC Memorandum Circular No. 3, series of 2017.

For stock corporation based on the authorized capital stock:

With par value: 1/5 of 1% of the authorized capital stock but not less than P 2,000 or the subscription price of the subscribed capital stock whichever is higher

Without par value: 1/5 of 1% of the authorized capital stock computed at P100 per share but not less than P 2,000 or the issue value of the subscribed capital stock whichever is higher.

37. Petition to Lift Order of Revocation/Suspension

This service details the procedure on the action taken on Petitions filed for the lifting of the order of revocation/suspension of the Certificate of Incorporation/Registration issued by the Securities and Exchange Commission for non-compliance with reportorial requirements. These petitions shall only be received upon showing by substantial evidence that the corporation is an ONGOING CONCERN or that it has NOT CEASED OPERATION even during the period of revocation or suspension up to the present.

Office or Division:	Davao Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Corporations whose Certificates of Incorporation/Registration have been revoked or suspended for non-compliance with reportorial requirements.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Petition to Lift Order of Revocation/Suspension (1) Original Copy	Applicant / Client
Remarks: *The petition must be signed by the authorized representative as designated in the Directors'/Trustees' Certificate.*	
2. Verification/Certification against Forum Shopping (1) Original Copy	Applicant / Client
Remarks: *This document must be signed by the authorized representative as designated in the Directors'/Trustees' Certificate*	
3. Notarized Director's Certificate for Stock Corporations or Trustee's Certificate for Non-Stock Corporations signed by a majority of the Board (1) Original Copy	Applicant / Client
4. Secretary's Certificate of No-Intra Corporate Dispute dated within six (6) months from submission (1) Original Copy	Applicant / Client
5. Sworn Certification by the External Auditor (1) Original Copy	Applicant / Client

Remarks: *A formatted copy of the above-mentioned documents may be requested by sending an email request at secdavaolegal@gmail.com*	
6. Certificate of Incorporation and original Articles of Incorporation and By-Laws (1) Photo Copy	Applicant / Client
7. Latest Certificate of Amendment of Articles of Incorporation and/or By-Laws with the latest Amended Articles and/or By-Laws (1) Photo Copy	Applicant / Client
8. Latest due General Information Sheet (GIS) with proof of receipt in the SEC Electronic Filing and Submission Tool (EFAST) (1) Photo Copy	Applicant / Client
Remarks: *Note: The document as submitted and accepted in the EFAST should be attached to the application.*	
9. Latest due Audited Financial Statement (AFS) with proof of receipt by the BIR and in the SEC Electronic Filing and Submission Tool (EFAST) (1) Photo Copy	Applicant / Client
Remarks: *Note: The document as submitted and accepted in the EFAST should be attached to the application.*	
10. Copy of Registration of Stock and Transfer Book or Membership Book (1) Photo Copy	Applicant / Client
11. Latest Mayor or Business Permit (1) Photo Copy	Applicant / Client
Remarks: *Note: Must present original for verification*	
12. Bureau of Internal Revenue Certificate of Registration (1) Photo Copy	Applicant / Client
Remarks: *Note: Must present original for verification*	

13. Any proof of operation to show that corporation is an ongoing concern or that it has not ceased operation even during period of revocation or suspension up to the present (1) Photo Copy	Applicant / Client
Remarks: *Note: 1 photocopy for each proof* *Note: Must present original for verification*	
14. Certification from Corporate Secretary that the corporation's latest FS and ITR were received by the SEC and BIR respectively (1) Original Copy	Applicant / Client
15. Current/Latest Monitoring Clearance (Monitoring Sheet) (1) Photo Copy	Securities and Exchange Commission - Davao Extension Office
Remarks: *Note: Submit copy of proof of payment if penalty was assessed* *Note: Copy may be requested from Records Unit through email records_deo@sec.gov.ph*	
16. Proof of Compliance with SEC Memorandum Circular No. 28, Series of 202 (1) Photo Copy	Applicant / Client
17. Electronic Official Receipt of payment of petition fee (1) Electronic Copy	Applicant / Client
Remarks: *Sent through their e-mail or may be downloaded from this link: https://espaysec.sec.gov.ph/*	
For Situational Requirement	
A. If availed of Amnesty	
A.1. Certificate of Payment or COP (1) Photo Copy	Applicant / Client
A.2. Proof of Payment of Petition Fee (1) Photo Copy	Applicant / Client
Remarks: *Sent through their e-mail or may be downloaded from this link:*	

https://espaysec.sec.gov.ph/

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits 1 complete sets of the documentary requirements. **Location:** online submission: imessage.sec.gov.ph Physical submission: Davao Extension Office, Records Unit **Notes/Instruction:** Applicant will be notified through email or through phone call of any deficiencies in the application.	1.1. Verifies completeness of documents as per checklist of requirements, advises client to wait for an update from the processing officer as to status of application, retrieves corporate records and endorses to processing officer.	None	1 hour/s	• Administrative Officer II; Davao Extension Office • Administrative Assistant II; Davao Extension Office
	1.2. Evaluates the petition and its supporting documents as to completeness		10 working day/s	• Securities Counsel II; Davao Extension Office • Securities Counsel I; Davao Extension Office
	1.3. Manually issues Payment Assessment Form (PAF) and provides it to client in person or thru email with the instruction to pay the assessed fees.		30 minute/s	• Securities Counsel II; Davao Extension Office • Securities Counsel I; Davao Extension Office
2. Pays the assessed fee as indicated in the PAF at any of the payment gateways. **Location:** https://espaysec.sec.gov.ph/ or Landbank	2. 1 A system-generated Confirmation of Payment email is immediately sent to the applicant with a link to the electronic official receipt.	**Standard Fees** Breakdown: Petition Fee: PHP 3000 Legal Research Fee: PHP 30 Documentary Stamp tax:	3 minute/s	• Assistant Director; Information and Communications Technology Department (ICTD)

		PHP 30 Handling Fee: PHP 20 Total: PHP 3080		
3. Proceeds to EO Receiving Counter for presentation of approved documentary requirements with proof of payment **Location:** Davao Extension Office, Receiving Unit	3. Receives and verifies documentary requirements and proofs of payment	None	15 minute/s	• Administrative Assistant I; Davao Extension Office • Computer Operator; Davao Extension Office
4. Returns documents stamped as received to processor **Location:** Davao Extension Unit, Legal Unit	4.1. Drafts Order and forwards the same, together with the corporate file and petition documents, to the Director for review.	None	2 working day/s	• Securities Counsel II; Davao Extension Office • Securities Counsel I; Davao Extension Office
	4.2. Reviews the forwarded documents and issues Memorandum endorsing the petition to the EO Supervising Commissioner through email		2 working day/s	• Director II; Davao Extension Office
	4.3. Reviews and Signs the Order Lifting the Order of Revocation/Suspension		5 working day/s	• Supervising Commissioner; Office of the Commissioner
	4.4. Upon receipt of signed Order, endorses the same to processor for mailing to parties concerned		1 hour/s	• Director II; Davao Extension Office • Confidential Assistant

				III; Davao Extension Office
	4.5. Informs client as to Order thru email		1 hour/s	• Securities Counsel II; Davao Extension Office • Securities Counsel I; Davao Extension Office
Total Processing Time:		Working Days: 19 working day/s, 3 hour/s, 48 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 3080		

38. Post-Audit of eAMEND Applications approved under Simple Processing

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

Office or Division:	Davao Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All applications submitted and approved under Simple Processing in the eAMEND Portal
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy	Applicant / Client
Remarks: • *With downloadable system-generated forms in the eAmend Portal account of corporation.*	
2. Amendment Form (2) Original Copy	Applicant / Client
Remarks: • *With downloadable system-generated forms in the eAmend Portal account of corporation.* • *Original copies should be signed (wet signature) and notarized* • *Notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed names*	
3. Monitoring Clearance (2) Photo Copy	Applicant / Client
Remarks: • *Monitoring Clearance is available in the eWatch account of the corporation or a request may be made through the iMessage Ticketing System for a copy* • ***(not applicable for corporation sole)***	

- *If there is no valid and available Monitoring Clearance, submit an Affidavit of Undertaking for Monitoring from the eAMEND System.*
- *If you have previously used an Affidavit of Undertaking for your amendment application, kindly submit a valid Monitoring Clearance issued by the Davao Extension Office for your current application.*
- *Original copies should be signed (wet signature) and notarized*

4. And other additional documentary requirements uploaded in the eAmend portal (2) Original Copy	Applicant / Client
5. Amended Articles of Incorporation/By-Laws (2) Original Copy	Applicant / Client

Remarks:

- ***two (2) copies shall be submitted together with all the documentary requirements uploaded in the eAMEND portal***

(Please submit the Amended Articles of Incorporation/By-laws incorporating the proposed provisions. The amendments must be clearly underlined and annotated with the phrase "(As amended on [date of meeting])" immediately following the amended provision. Kindly ensure that no established facts are removed or modified in the process.)

6. E-Certificate of Incorporation (2) Photo Copy	Applicant / Client

Remarks:

- *Downloadable from the eAmend Portal account of corporation.*

7. Official Receipt (2) Photo Copy	Applicant / Client

Remarks:

Downloadable from eAmend portal or espaysec.

For Situational Requirement

A. For Clearance from other SEC departments

Sub Situational Requirement/s

A.a. For Investment company, Issuers of proprietary or non-proprietary membership (i.e. golf clubs), Listed and public companies and Foundations

A.a.1. Corporate Governance and Finance Department (CGFD) Clearance	Securities and Exchange Commission - Corporate

(1) Original Copy And (1) Photo Copy	Governance and Finance Department (CGFD)
Remarks: • *if clearance was received via email, copy of email correspondence*	
A.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
A.b.1. Markets and Securities Regulation Department (MSRD) Clearance (1) Photo Copy And (1) Photo Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
Remarks: • *if clearance was received via email, copy of email correspondence*	
A.c. For Financial Technology (FinTech) related business activities	
A.c.1. PhiliFintech Innovation Office (PIO) Clearance (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *if clearance was received via email, copy of email correspondence* • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
A.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)
Remarks:	

- *if clearance was received via email, copy of email correspondence*

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

B. Endorsement from other government agencies	
Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (1) Original Copy And (1) Photo Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (1) Original Copy And (1) Photo Copy	Insurance Commission - Insurance Commission
C. For applications with Amendment of By-laws	
Sub Situational Requirement/s	
C.a. Air Transport	
C.a.1. Civil Aeronautics Board Endorsement (1) Original Copy And (1) Photo Copy	Civil Aeronautics Board - Civil Aeronautics Board
C.b. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions	
C.b.1. Bangko Sentral ng Pilipinas Endorsement (1) Original Copy And (1) Photo Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.c. Educational Institution: (stock & non-stock)	
C.c.1. Department of Education Endorsement for Elementary	Department of Education - Department of Education

(1) Original Copy And (1) Photo Copy	
C.c.2. Commission on Higher Education Endorsement for College, Tertiary Course (1) Original Copy And (1) Photo Copy	College, Tertiary Course - College, Tertiary Course
C.c.3. Technical Education Skills and Development Authority Endorsement for Technical Vocational Course (1) Original Copy And (1) Photo Copy	Technical Education Skills and Development Authority - Technical Education Skills and Development Authority
C.d. Electric Power Plant/Trading of Petroleum Products	
C.d.1. Department of Energy Endorsement (1) Original Copy And (1) Photo Copy	Department of Energy - Department of Energy
C.e. Hospital, Dental, Medical Clinics	
C.e.1. Department of Health Endorsement (1) Original Copy And (1) Photo Copy	Department of Health - Department of Health
C.f. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.f.1. Insurance Commission Endorsement (1) Original Copy And (1) Photo Copy	Insurance Commission - Insurance Commission
C.g. Money Changer and Remittance Services	
C.g.1. Bangko Sentral ng Pilipinas Endorsement (1) Original Copy And (1) Photo Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.h. Non-Chartered Government Owned and Controlled Corporation	
C.h.1. Government Commission for Government-owned and Controlled Corporation Endorsement (1) Original Copy And (1) Photo Copy	Government Commission for Government-owned and Controlled Corporation - Government Commission for Government-owned and Controlled Corporation
C.i. Professional Association	
C.i.1. Professional Regulation Commission Endorsement (1) Original Copy And (1) Photo Copy	Professional Regulation Commission - Professional Regulation Commission
C.j. Radio, TV, Telephone, Internet Service Providers, Value-Added Service Provider	
C.j.1. National Telecommunications Commission Endorsement (1) Original Copy And (1) Photo Copy	National Telecommunications Commission - National Telecommunications Commission
C.k. Recruitment for Overseas Employment	
C.k.1. Philippine Overseas Employment Administration Endorsement (1) Original Copy And (1) Photo Copy	Philippine Overseas Employment Administration -

	Philippine Overseas Employment Administration
C.l. Security Agency/ Anti-Crime Task Force	
C.l.1. Philippine National Police Endorsement (1) Original Copy And (1) Photo Copy	Philippine National Police - Philippine National Police
C.m. Tobacco Related Business	
C.m.1. National Tobacco Administration Endorsement (1) Original Copy And (1) Photo Copy	National Tobacco Administration - National Tobacco Administration
C.n. Volunteer Fire Brigade	
C.n.1. Bureau of Fire Protection Endorsement (1) Original Copy And (1) Photo Copy	Bureau of Fire Protection - Bureau of Fire Protection
C.o. Vessel/Ship Operation, Ship Management. Shipbuilding, Ship Repair, Shipping Agency, Ship Husbanding, Ship Chandling and other Maritime related activities	
C.o.1. Maritime Industry Authority Endorsement (1) Original Copy And (1) Photo Copy	Maritime Industry Authority - Maritime Industry Authority
C.p. Water Service Providers and Waterworks	
C.p.1. Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems Endorsement (1) Original Copy And (1) Photo Copy	Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems - Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems
D. For Amendment of Corporate Name	
D.1. Name Verification Slip for Amendment of Corporate Name with Proof of Payment of Reservation Fee (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Davao Extension Office
Remarks: *Request for name verification may be coursed through imessage@sec.gov.ph*	
E. Affidavit of a director, trustees or officer undertaking to change corporate name, if not stated in the Articles of Incorporation	
E.1. Affidavit of a director, trustees or officer undertaking to change corporate name, if not stated in the Articles of Incorporation (2) Original Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

				(Designation; Office)
1. Submits the documentary requirements with proof of payment to the Davao Extension Office Receiving Unit through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** Receiving Unit, Davao Extension Office	1.1. Compares submitted documents with uploaded documents and stamps as received the submitted documentary requirements.	None	10 minute/s	• Administrative Assistant I; Davao Extension Office • Computer Operator; Davao Extension Office
	1.2. Assigns to post-audit processor.		10 minute/s	• Director II; Davao Extension Office • Administrative Officer IV; Davao Extension Office • Administrative Assistant I; Davao Extension Office
	1.3. Post-evaluates the documentary requirements submitted and if compliant, tags the application as completed in the eAmend portal.		6 working day/s, 7 hour/s	• Securities Counsel II; Davao Extension Office • Securities Counsel I; Davao Extension Office
	1.4. Prints Certificate of Amendment (Certificate) and sets appointment for claiming by the corporation.		15 minute/s	• Administrative Officer II; Davao Extension Office • Administrative Assistant II; Davao Extension Office

2. Proceeds to Davao Extension Office Releasing Unit for presentation of the original proof of payment and receives the signed Certificate of Amended Articles of Incorporation and/or By-laws **Location:** Releasing Unit, Davao Extension Office	2. Presents logbook of released certificates for signature of the claiming party and releases Certificate of Amended Articles of Incorporation and/or By-laws	None	10 minute/s	• Administrative Assistant II; Davao Extension Office • Administrative Assistant I; Davao Extension Office
Total Processing Time:		Working Days: 6 working day/s, 7 hour/s, 45 minute/s		
Total Processing Fee:		Total Standard Fee: None		

39. Post-Evaluation of Regular eSPARC Applications

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

Office or Division:	Davao Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All Natural and Juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (2) Original Copy	Applicant / Client
Remarks: *System-generated form downloadable from the client's ESPARC's account.*	
2. Articles of Incorporation (2) Original Copy	Applicant / Client
Remarks: *System-generated form downloadable from the client's ESPARC's account* *Original copy should be signed (wet signature) and notarized/authenticated*	
3. By-Laws (2) Original Copy	Applicant / Client
Remarks: • *System-generated downloadable from the client's ESPARC's account* • *Original copy should be signed (wet signature)* • *For One Person Corporations, no by-laws required.*	
4. And other additional documentary requirements based on the mode of payment of the subscription of shares. (2) Original Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIB

				LE (Designation; Office)
1. Submits the documentary requirements with proof of payment to the Receiving Unit of the Davao Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** Receiving Unit, Davao Extension Office **Notes/Instruction:** *The originally signed and notarized/authenticated hard copies must be the same documents uploaded by the applicant.*	1.1. Verifies and officially receives and stamps the hard copies of the registration application.	None	10 minute/s	• Administrative Assistant I; Davao Extension Office • Computer Operator; Davao Extension Office
	1.2. Prints Certificate of Incorporation (Certificate).		5 minute/s	• Administrative Assistant I; Davao Extension Office • Computer Operator; Davao Extension Office
	1.3. Assigns to post-audit processor		5 minute/s	• Administrative Assistant I; Davao Extension Office • Computer Operator; Davao Extension Office
	1.4. Post-evaluates the assigned application.		10 minute/s	• Administrative Assistant I; Davao Extension Office • Computer Operator; Davao Extension Office
	1.5. Tags the application as complete in the		5 minute/s	• Administrative Assistant I;

	Company Registration Encoding System.			Davao Extension Office • Computer Operator; Davao Extension Office
2. Proceeds to Davao Extension Office Releasing Unit for presentation of the proof of payment issued by the eSPAYSEC. **Location:** Releasing Unit, Davao Extension Office	2. Releases original copy of the Certificate.	None	10 minute/s	• Administrative Assistant II; Davao Extension Office • Administrative Assistant I; Davao Extension Office • Computer Operator; Davao Extension Office
Total Processing Time:		Working Days: 45 minute/s		
Total Processing Fee:		Total Standard Fee: None		

40. Post-Evaluation OneSEC eSPARC applications

This detail ensures compliance of the contents of the submitted hard copies of approved registration applications under eSPARC OneSEC in accordance with existing laws, rules, and regulations

Office or Division:	Davao Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (2) Original Copy	Applicant / Client
Remarks: *System-generated*	
2. Articles of Incorporation (2) Original Copy	Applicant / Client
Remarks: *System-generated* *Original copy should be signed (wet signature) and notarized/authenticated*	
3. By-Laws (2) Original Copy	Applicant / Client
Remarks: • *Original copy should be signed (wet signature)* • *For One Person Corporations, no by-laws required.*	
4. And other additional documentary requirements based on the mode of payment of the subscription of shares. (2) Original Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

				(Designation; Office)
1. Submits the documentary requirements with proof of payment to the Davao Extension Office Receiving Unit through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** Receiving Unit, Davao Extension Office	1.1. Verify and stamp received the submitted documentary requirements and assigns to post-auditor.	None	10 minute/s	• Administrative Assistant I; Davao Extension Office • Computer Operator; Davao Extension Office
	1.2. Post-evaluates the assigned application and if complete, tags the application in the Company Registration Encoding System		6 working day/s, 7 hour/s	• Securities Counsel II; Davao Extension Office • Securities Counsel I; Davao Extension Office
	1.3. Prints the Certificate and emails the applicant a Notice of Schedule of Appointment on the release of the Original Certificate.		10 minute/s	• Administrative Assistant I; Davao Extension Office • Computer Operator; Davao Extension Office
2. Proceeds to Davao Extension Office Releasing Section for presentation of the proof of payment issued by the eSPAYSEC **Location:** Releasing Unit, Davao Extension Office	2. Releases original copy of the Certificate.	None	10 minute/s	• Administrative Assistant II; Davao Extension Office • Administrative Assistant I; Davao Extension Office • Computer Operator; Davao

				Extension Office
Total Processing Time:		Working Days: 6 working day/s, 7 hour/s, 30 minute/s		
Total Processing Fee:		Total Standard Fee: None		

41. Posting of Bond for One Person Corporation (OPC)

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

Office or Division:	Davao Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Target SEC Clients/Stakeholders/Customers.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet (2) Original Copy And (1) Electronic Copy	Applicant / Client
2. Notarized covering letter requesting for posting of Bond (signed by the President of OPC) (1) Original Copy And (1) Electronic Copy And (1) Photo Copy	Applicant / Client
3. Bond issued by a company duly licensed and authorized by the Insurance Commission (1) Original Copy And (1) Electronic Copy And (1) Photo Copy	Applicant / Client
4. Undertaking to faithfully administer the funds of the One Person Corporation to be received as Treasurer, and to disburse and invest the same in accordance with the Articles of Incorporation as approved by the Commission, pursuant to Section 122 of the RCC (1) Original Copy And (1) Electronic Copy And (1) Photo Copy	Applicant / Client
Remarks: *Note: This is not required if upon incorporation, the single stockholder is designated as Treasurer in the Articles of Incorporation.*	
5. Certified copy of the title with annotation (applicable for Property Bond only) (1) Original Copy And (1) Electronic Copy And (1) Photo Copy	Applicant / Client
6. Certificate of Approval of Increase of Capital Stock (if applicable) (3) Photo Copy	Applicant / Client
7. Monitoring Sheet and Proof of payment (Electronic Official Receipt) (3) Photo Copy	Securities and Exchange Commission - ewatch.sec.gov.ph

Remarks:

Note: Copy is available in the eWatch portal or may be requested from the Davao Extension Office through the iMessage online ticketing portal imessage@sec.gov.ph

Note: Submit proof of payment if penalty was assessed

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit a scanned copy of the Bond via imessage.sec.gov.ph **Location:** *Davao Extension Office* imessage.sec.gov.ph	1. Assign ticket to proper personnel.	None	4 hour/s	• Director II; Davao Extension Office • Administrative Officer II; Davao Extension Office • Computer Operator; Davao Extension Office
2. Receive Monitoring Sheet and assessment. **Location:** imessage.sec.gov.ph **Notes/Instruction:** 2.1. If the amount of the bond is insufficient, comply with instruction of the processor. 2.2. Applicant submits the required documents as advised in the Monitoring Sheet	2.1. Evaluate if the amount of the Bond is compliant and if sufficient	**Formula Fees** Breakdown: Custodian FeePenalties /Fines	1 working day/s	• Securities Specialist III; Davao Extension Office • Securities Specialist II; Davao Extension Office • Administrative Officer IV; Davao Extension Office • Securities Specialist I; Davao Extension Office
2.3. Upon receipt of the final assessment, the applicant shall proceed with the payment of the	2.2. Determine compliance, deficiencies and violations and prepares Monitoring		10 working day/s	• Securities Specialist III; Davao Extension Office

Custodian Fee and any applicable penalties	Sheet (MS) and Checklist of Requirements.			• Securities Specialist II; Davao Extension Office • Administrative Officer IV; Davao Extension Office • Securities Specialist I; Davao Extension Office
	2.3. Forward the Monitoring Sheet with attached documents to the Reviewer.		10 minute/s	• Securities Specialist III; Davao Extension Office • Securities Specialist II; Davao Extension Office • Administrative Officer IV; Davao Extension Office • Securities Specialist II; Davao Extension Office
	2.4. Check and consolidate the findings of the processor.		2 working day/s	• Securities Specialist III; Davao Extension Office • Securities Specialist II; Davao Extension Office
	2.5. Send the Monitoring Sheet and Payment Assessment Form (PAF).		1 working day/s	• Securities Specialist III; Davao Extension Office

				• Securities Specialist II; Davao Extension Office • Administrative Officer IV; Davao Extension Office • Securities Specialist I; Davao Extension Office
3. Present PAF to the nearest LBP Branch or pay through the SEC Online Payment Portal www.espaysec.sec.gov.ph **Location:** www.espaysec.sec.gov.ph or Landbank	3. Receive and acknowledge the proof of payment from the applicant via imessage.sec.gov.ph	**Formula** **Fees** Breakdown: Custodian FeePenalties /Fines	1 working day/s	• Securities Specialist III; Davao Extension Office • Securities Specialist II; Davao Extension Office • Administrative Officer IV; Davao Extension Office • Securities Specialist I; Davao Extension Office
4. Submit the Monitoring Sheet, PAF and proof of payment and attach the original copy of the Bond together with the required document to Davao Extension Office Receiving Unit **Location:** Receiving Unit, Davao Extension Office	4.1. Receive the documents based on checklist of requirements, verify that the attached Bond is original, and forward to processor.	None	10 minute/s	• Administrative Assistant I; Davao Extension Office • Computer Operator; Davao Extension Office
	4.2. Draft the Report of the Bond and Certificate of Posting of Bond.		2 working day/s	• Securities Specialist III; Davao Extension Office

				• Securities Specialist II; Davao Extension Office • Administrative Officer IV; Davao Extension Office • Securities Specialist I; Davao Extension Office
	4.3. Forward the Report of the Bond and Certificate of Posting of Bond to the assigned Reviewer.		10 minute/s	• Securities Specialist III; Davao Extension Office • Securities Specialist II; Davao Extension Office • Administrative Officer IV; Davao Extension Office • Securities Specialist I; Davao Extension Office
	4.4. Reviews the Report of the Bond and Certificate of Posting of Bond and other required documents and affixes initials on the other original duplicate copies.		1 working day/s	• Securities Specialist III; Davao Extension Office • Securities Specialist II; Davao Extension Office
	4.5. Transmit the Original Copy of the Bond, Certificate of Posting of Bond with attached Report and other documents to		5 minute/s	• Securities Specialist III; Davao Extension Office

	the Director for signature.			• Securities Specialist II; Davao Extension Office
	4.6. Reviews and signs the Certificate of Posting of Bond and its original and duplicate copies.		1 working day/s	• Director II; Davao Extension Office • Securities Counsel II; Davao Extension Office
	4.7. Scan and upload the signed Certificate in the Document Verification System to generate QR code.		5 minute/s	• Administrative Assistant II; Davao Extension Office
	4.8. Prints the Certificate with QR code.		5 minute/s	• Administrative Assistant II; Davao Extension Office
	4.9. Forward the signed Certificate of Posting of Bond and other original duplicate copies to the Releasing Unit		5 minute/s	• Administrative Assistant II; Davao Extension Office
	4.10. Send appointment letter through email.		5 minute/s	• Administrative Assistant II; Davao Extension Office
5. Receives appointment letter and proceeds to Davao Extension Office Receiving Unit for presentation of original proof of payment and receives the Certificate of Posting of Bond. **Location:**	5. Release the Certificate of Posting of Bond to the client.	None	10 minute/s	• Administrative Assistant II; Davao Extension Office • Administrative Assistant I; Davao

Receiving Unit, Davao Extension Office				Extension Office
Total Processing Time:		Working Days: 19 working day/s, 5 hour/s, 5 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Custodian Fee**

  Pursuant to SEC Memorandum Circular No. 10, series of 2026

  https://www.sec.gov.ph/mc-2026/sec-mc-no-10-series-of-2026

- **Penalties/Fines**

  Pursuant to SEC Memorandum Circular No. 10, series of 2026

  https://www.sec.gov.ph/mc-2026/sec-mc-no-10-series-of-2026

42. Primary Registration and Secondary License for Lending and Financing Company through the ESPARC (Electronic Simplified Processing of Application for Registration of Company)

The Electronic Simplified Processing of Application for Registration of Company (SEC – ESPARC) is a facility to cater applications for registration of Domestic Lending and Financing Corporations with 2 or more incorporators who may either be a natural person, partnership, association or corporation, jointly with others but not more than fifteen (15) in number. The system allows the registrant or his duly appointed representative to submit the proposed company name and input the details of the Articles of Incorporation.

The following are the various company types to choose from:

- *Lending Corporation*
- *Financing Corporation*

Office or Division:	Davao Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Domestic corporations through their Authorized Representatives who wish to register a lending or financing company.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Coversheet (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: System-generated form downlodable from client's ESPARC account.*	
2. Articles of Incorporation (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: System-generated form downloadable from client's ESPARC account.* *Articles of Incorporation reflecting the:* • *Corporate name;* • *Business activity;* • *Principal office address;* • *Corporate term*	

- *Name, nationality, residences and Tax Identification Number (TIN) of Filipino or foreign incorporators, directors, stockholders including corporate subscribers, the foreign incorporators, directors and stockholders may also state their passport numbers*
- *Capital structure;*
- *Name of Treasurer and TIN;*
- *Undertaking to change company name;*
- *Printed names and Signature of incorporators;*
- *Certificate of Authentication*

3. By-laws (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: System generated form downloadable from client's ESPARC account.*	
4. Notarized Bank Certificate of Deposit (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
5. Joint Affidavit of Undertaking to Change Name, in case not incorporated in the Articles of Incorporation) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
6. Authenticated/Apostilled Articles of Incorporation and By-Laws and supporting documents, if the same were executed in a foreign jurisdiction (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
7. For Clearance from other SEC departments, if applicable (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO); Enforcement and Investor Protection Department (EIPD)
Remarks: *For Financial Technology (FinTech) related business activities* • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;*	

- *Play-to-Earn Platforms;*
- *E-Commerce Companies;*
- *Crowdfunding Platforms;*
- *RegTech Companies (RegTech Service Providers);*
- *SupTech Companies (SupTech Service Providers); and*
- *Digital Advisers/Robo-Advisers.*

8. Application Form (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: System-generated form downloadable from client's ESPARC account.

9. Information Sheet (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

System generated form downloadable from client's ESPARC account.

10. Valid NBI Clearance of ALL Incorporators and Stockholders (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

- *With right thumb print and signature*
- *Reflecting the residential address as stated in the Information Sheet and Articles of Incorporation*

11. Additional Requirements for FOREIGN Directors and Officers (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: Bring the original for verification:

a. Photocopy of Alien Certificate of Registration Card/Immigrant Certificate of Residence Card

b.Photocopy of Passport Showing Valid Visa or Stay in the Philippines

c. Clearance from the Bureau of Immigration

12. Sworn Certification required under SEC Memorandum Circular No. 29, Series of 2020 (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: System-generated form downloadable from client's ESPARC account.

- *Shall include an undertaking that the applicant shall submit hard and soft copies of its Money Laundering and Terrorist Financing Prevention Program (MTPP) to the AMLD-EIPD within ten (10) days from receipt of its Certificate of Registration and/or secondary license from the Commission*
- *Stamped received by the Anti-Money Laundering Division of the Enforcement and Investor Protection Department (AMLD-EIPD)*
- *If actual Sworn Certification is not yet available, mmail confirmation from Anti-Money Laundering Division of the Enforcement and Investor Protection Department of the Securities and Exchange Commission will suffice*

**https://www.sec.gov.ph/mc-2020/mc-no-29-s-2020/*

13. Treasurer's Affidavit (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: System-generated form downloadable from client's ESPARC account.* *Note: Must be signed and notarized.*	
14. Application Summary Form (1) Photo Copy	Applicant / Client
Remarks: *System-generated downloadable from the client's ESPARC's account to be provided by the applicant.*	
For Situational Requirement	
A. For Financing Corporations	
A.1. Personal Information Sheet of Directors & Officers (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *System generated*	
A.2. Additional Requirements for FOREIGN Directors and Officers (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: Provide the original for verification purposes:* • *Alien Certificate of Registration Card/Immigrant Certificate of Residence Card** • *Passport Showing Valid Visa or Stay in the Philippines**	

- *Clearance from the Bureau of Immigration*

A.3. Clearance from Bangko Sentral ng Pilipinas (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *If applicant is a subsidiary or affiliate of a bank and/or non-bank financial institution with quasi-banking license*	
A.4. Manual on Corporate Governance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *-If foreign participation in voting stock is more than 40%; or* *-If total assets is PhP50M or more; or* *-If commercial paper issue, either exempt or registered*	
A.5. Format of Disclosure Statement on Loan/Credit Transactions (2) Photo Copy And (1) Electronic Copy	Applicant / Client
A.6. Board Resolution on the adoption of the Manual on Corporate Governance certified by corporate secretary (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph **Location:** Online through https://esparc.sec.gov.ph **Notes/Instruction:**	1.1. System receives submitted application.	None	15 minute/s	• esparc.sec.goc.ph; Information and Communications Technology Department (ICTD)
	1.2. Approves or disapproves proposed company name and/or trade name/s in accordance with SEC		1 working day/s	• Securities Counsel I; Davao Extension Office

Applicant should choose the application type and the Davao Extension Office as the processing office *Applicant will be notified through email or through ESPARC account of any deficiencies in the application.*	Memorandum Circular No. 13, Series of 2019 and assigns the application to the ESPARC processors.			• Securities Specialist I; Davao Extension Office • Confidential Assistant III; Davao Extension Office
	1.3. Reviews and pre-approves the application after which a system-generated email is sent to the client with the instruction to download the registration documents then upload the signed and authenticated/ notarized registration documents in the system.		3 working day/s	• Securities Counsel II; Davao Extension Office • Securities Counsel I; Davao Extension Office
	1.4. Compares details in uploaded documents to data encoded by applicant and approves application for payment.		2 working day/s	• Securities Counsel II; Davao Extension Office • Securities Counsel I; Davao Extension Office
	1.5. Issues Payment Assessment Form(PAF) to the applicant through eSPARC		10 minute/s	• Securities Counsel II; Davao Extension Office • Securities Counsel I; Davao Extension Office
2. Pays the registration fee at any of the payment gateways (LandBank or SEC payment portal through	2.1. A system-generated Confirmation of Payment email is immediately sent to the applicant with a	**Possible Fees** Breakdown: By-Laws: PHP 1000 Documentar	5 minute/s	• esparc.sec.gov.ph; Information and Communications

https://espaysec.sec.gov.ph/) **Location:** (LandBank or SEC payment portal through https://espaysec.sec.gov.ph/)	link to the electronic official receipt.	y Stamp Tax: PHP 30 Name Verification: PHP 100 Registration of Stock and Transfer Book: PHP 150 **Formula Fees** Breakdown: Registration of CorporationLicense fees for Lending and Financing Cos		Technology Department (ICTD)
	2.2. A system-generated Registration Approved email is sent to applicant with instruction to submit hard copies to the processing Extension Office for the issuance of the original certificate.		5 minute/s	• esparc.sec.gov.ph; Information and Communications Technology Department (ICTD)
3. Submits the documentary requirements with proof of payment to the Receiving Unit of the Davao Extension office or through courier of their choice (e.g. JRS, LBC, J&T etc.) **Location:** Receiving Unit, Davao Extension Office **Notes/Instruction:** *The originally signed and notarized hard copies must be the same documents uploaded by the applicant.*	3.1. Officially receives and stamps the hard copies of the registration application, advises party as to when the Certificate may be claimed then prints the Certificate.	None	10 minute/s	• Administrative Assistant I; Davao Extension Office • Computer Operator; Davao Extension Office
	3.2. Reviews and signs the Certificate.		6 hour/s	• Director II; Davao Extension Office • Securities Counsel II; Davao Extension Office
4. Proceeds to Davao Extension Office Releasing Unit for presentment of the	4. Presents logbook of released certificates and certificate copy of	None	10 minute/s	• Administrative Assistant II; Davao

original proof of payment and receives the signed Certificate of Incorporation. **Location:** Releasing Unit, Davao Extension Offce	SEC for signature of claimant and subsequently releases originally signed Certificate of Registration.			Extension Office • Administrative Assistant I; Davao Extension Office
Total Processing Time:		Working Days: 6 working day/s, 6 hour/s, 55 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Possible Fees

- **By-Laws** : 1000
- **Documentary Stamp Tax** : 30
- **Name Verification** : 100
- **Registration of Stock and Transfer Book** : 150

Formula / Schedule of Fees

- **Registration of Corporation**

  1/5 of 1% of the Authorized Capital Stock

- **License fees for Lending and Financing Cos**

  1/10 of 1% of the Paid-Up Capital

43. Property Dividend Declaration for Domestic Stock Corporations Classified as Philippine National

This service details the adopted online procedure and documentary requirements on application for approval of Property Dividend Declaration pursuant to Section 42 of the Revised Corporation Code of the Philippines.

This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of said particular service.

For pre-processing of new applications, scanned copies of the required documents shall be submitted through the following:

- ***iMessage:*** *imessage.sec.gov.ph*

Office or Division:	Davao Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Combined Notarized Secretary's Certificate a. Board of directors' resolution declaring the property dividend; b. List of stockholders with their respective nationalities, subscribed and paid up capital stock as of the date of meeting approving the declaration of property dividend together with the allocation of property dividend; c. Board Resolution as to the reversal of appropriated retained earnings to unappropriated retained earnings, if applicable; d. Non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Download the Combined Secretary's Certificate for ***Property Dividend Declaration for Domestic Stock Corporations Classified as Philippine National*** *below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Property-Dividend.docx *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
2. Detailed schedule of the property account appearing in the audited financial statements certified by the company accountant of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
3. Certification by the President that the property(ies) for dividend declaration is/are no longer needed in the operation of the company (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
4. Reconciliation of Retained Earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 16 Series of 2023- Revised Guidelines on the Determination of Retained Earnings Available for Dividend Declaration through this link: https://www.sec.gov.ph/wp-content/uploads/2023/10/2023SEC-MC-No.-16,-s.-of-2023-Revised-Guidelines-on-the-Determination-of-Retained-Earnings%20-Available-for-Dividend-Declaration.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. In case where the property declared is in the form of investment in shares of another corporation	
A.1. A certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the applicant corporation (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.	
B. For Corporations with Primary Licenses:	
B.1. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - https://ewatch.sec.gov.ph
Remarks: *Copy is available through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login or request for copy may be coursed through at imessage@sec.gov.ph* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
C. For Financing and Lending Companies:	
C.1. Financing and Lending Companies Department (FLCD) Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - https://ewatch.sec.gov.ph
Remarks: *Copy is available through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login or request for copy may be coursed through at imessage@sec.gov.ph* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
D. For Listed and Public Companies:	
D.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)
Remarks: *Corporate Governance and Finance Department (CGFD) through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
E. Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
E.1. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Markets and Securities Regulation Department (MSRD)

Remarks: *Markets and Securities Regulation Department (MSRD) through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
F. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
F.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector
Remarks: *To request, please refer to BSP Citizen's Charter through this link:* *https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
G.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group
Remarks: *To request, please refer to IC Citizen's Charter through this link:* *https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of	1.1. Verifies completeness of the	**Formula Fees**	4 hour/s	• Director II; Davao

complete requirements for new application **Location:** • **iMessage:** imessage.sec.gov.ph **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via email or imessage. For	required documents, receives and records the application if complete, and sends an email confirming receipt and identifying the assigned Specialist.	Breakdown: Property DividendLegal Research FeeDocumentary Stamp tax		Extension Office • Administrative Officer II; Davao Extension Office • Computer Operator; Davao Extension Office
	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		13 working day/s	• Securities Examiner III; Davao Extension Office • Securities Specialist II; Davao

submission of compliance documents, the client will directly send it to the assigned Specialist's e-mail imessage. The assigned Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.2. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling.				Extension Office • Securities Specialist I; Davao Extension Office
	1.3. Reviews the Final Report and, if found in order, directs the Specialist to issue the Payment Assessment Form (PAF).		2 working day/s	• Securities Specialist III; Davao Extension Office • Securities Examiner III; Davao Extension Office • Securities Specialist II; Davao

• The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations. • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of				Extension Office
	1.4. Sends the Payment Assessment Form (PAF) to the applicant. Then, informs the applicant to submit the original/hard copy upon payment. Closes ticket.		1 working day/s	• Securities Examiner III; Davao Extension Office • Securities Specialist II; Davao Extension Office • Securities Specialist I; Davao Extension Office

the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given).				
2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip). **Location:** Receiving Unit, Davao Extension Office **Notes/Instruction:** *Hard copies of the application requirements must be*	2.1. Receives complete application requirements with proof of payment; verifies hard copies against online-submitted documents and, if found in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.	None	10 minute/s	• Administrative Assistant I; Davao Extension Office • Computer Operator; Davao Extension Office
	2.2. Prepares Certificate.		1 working day/s	• Securities Examiner III; Davao Extension Office

the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)				• Securities Specialist II; Davao Extension Office • Securities Specialist I; Davao Extension Office • Administrative Officer II; Davao Extension Office • Confidential Assistant III; Davao Extension Office
	2.3. Reviews the documents, signs, and approves the Certificate.		1 working day/s	• Director II; Davao Extension Office • Securities Counsel II; Davao Extension Office
	2.4. Schedules and sends email notification to the applicant on date of release of the certificate.		4 hour/s	• Securities Examiner III; Davao Extension Office • Securities Specialist II; Davao Extension Office • Securities Specialist I; Davao Extension Office
3. Present the Official Receipt and Appointment Letter. Then, fill out the logbook for released applications and	3. Calls the name of the corporation, assists the client in filling out the logbook, and releases the Certificates of Approval.	None	10 minute/s	• Administrative Assistant II; Davao Extension Office

claim the Certificates of Approval. **Location:** Releasing Unit, Davao Extension Office				• Administrative Assistant I; Davao Extension Office
Total Processing Time:		Working Days: 19 working day/s, 20 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Property Dividend**

  1/5 of 1% of the value of the property being distributed as dividend but not less than P1,000.00

- **Legal Research Fee**

  1% of the amount computed in item 1 but not less than P10.00

- **Documentary Stamp tax**

  P30.00

44. Reclassification / Declassification / Conversion of Shares / Change in par value for Domestic Stock Corporations Classified as Philippine National

This service details the adopted online procedure and documentary requirements on application for Reclassification, Declassification, Conversion of Shares, or Change in par value pursuant to Section 6 and 15 of the Revised Corporation Code of the Philippines.

This service is exclusively for Domestic Stock Corporations classified as Philippine National.

For pre-processing of new applications, scanned copies of the required documents shall be submitted via imessage through imessage.sec.gov.ph.

Office or Division:	Davao Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Directors' certificate (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download Director's Certificate through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
2. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
3. Combined Notarized Secretary's Certificate (a. List of stockholders showing the names, nationalities and	Applicant / Client

stockholdings before and after the reclassification/declassification/conversion/change in par value ; b.Treatment on resulting fractional shares; c. Non-existence of intra-corporate dispute) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	

Remarks:

*Download the **Combined Notarized Secretary's for Reclassification / Conversion of Shares** Certificate below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Reclassification.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

For Situational Requirement

A. For Corporations with Primary Licenses:

A.1. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - https://ewatch.sec.gov.ph

Remarks:

*Copy is available through the link: **eWATCH:** https://ewatch.sec.gov.ph/login or request for copy may be coursed through at imessage@sec.gov.ph*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

B. For Financing and Lending Companies:

B.1. Financing and Lending Companies Department (FLCD) Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - https://ewatch.sec.gov.ph

Remarks:

*Copy is available through the link: **eWATCH:** https://ewatch.sec.gov.ph/login or request for copy may be coursed through at imessage@sec.gov.ph*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

C. For Listed and Public Companies:

C.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)

Remarks:

Corporate Governance and Finance Department (CGFD) through the link:

eWATCH: *https://ewatch.sec.gov.ph/login*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

D. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
D.1. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Market and Securities Regulation Department (MSRD)

Remarks:

Market and Securities Regulation Department (MSRD) through the link:

eWATCH: *https://ewatch.sec.gov.ph/login*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

E. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
E.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector

Remarks:

To request, please refer to BSP Citizen's Charter through this link:
https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

F. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
F.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group

Remarks:

To request, please refer to IC Citizen's Charter through this link:

https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of complete requirements for new application. **Location:** • **iMessage:** imessage.sec.gov.ph **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the Specialist will	1.1. Receives the required documents, checks if everything is complete, and records the application if compliant, assigns ticket to proper personnel.	**Formula Fees** Breakdown: Amended Articles of Incorporation Legal Research FeeDocumentary Stamp tax	1 working day/s	• Director II; Davao Extension Office • Administrative Officer II; Davao Extension Office • Computer Operator; Davao Extension Office

prepare a checklist of deficiencies and inform and return it to the applicant via email or imessage. For submission of compliance documents, the client will directly send it to the assigned Specialist's e-mail or imessage. The assigned Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.4. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the	1.2. Reviews online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		13 working day/s	• Securities Examiner III; Davao Extension Office • Securities Specialist II; Davao Extension Office • Securities Specialist I; Davao Extension Office

application is deemed disapproved without prejudice to refiling. • The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of	1.3. Reviews the Final Report and, if found in order, directs the Specialist to issue the Payment Assessment Form (PAF).		2 working day/s	• Securities Specialist III; Davao Extension Office • Securities Examiner III; Davao Extension Office
	1.4. Issues the Payment Assessment Form (PAF) to the applicant. Then, informs the applicant to submit the original/hard copy upon payment.		1 working day/s	• Securities Examiner III; Davao Extension Office • Securities Specialist II; Davao Extension Office • Securities Specialist I; Davao

fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)				Extension Office
2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip). **Location:**	2.1. Receives complete application requirements with proof of payment; verifies hard copies against online-submitted documents and, if found in order, forwards the application for Certificate preparation and advises the applicant to await the email	None	10 minute/s	• Administrative Assistant I; Davao Extension Office • Computer Operator; Davao Extension Office

For payment: espaysec.sec.gov.ph For hard copies: Receiving Unit, Davao Extension Office **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)*	notification of the scheduled release appointment.			
	2.2. Prepares the Certificate.		6 hour/s	• Securities Examiner III; Davao Extension Office • Securities Specialist II; Davao Extension Office • Securities Specialist I; Davao Extension Office • Confidential Assistant III; Davao Extension Office • Administrative Officer II; Davao Extension Office
	2.3. Reviews the documents, signs, and approves the Certificate.		1 working day/s	• Director II; Davao Extension Office • Securities Counsel II; Davao Extension Office
	2.4. Schedules and sends email notification to the applicant on the date of release of the certificate.		4 hour/s	• Securities Examiner III; Davao Extension Office • Securities Specialist II; Davao Extension Office • Securities Specialist I; Davao

				Extension Office
3. Present the Official Receipt and Appointment Letter.Then, fill out the logbook for released applications and claim the Certificates of Approval. **Location:** Releasing Unit, Davao Extension Office	3. Calls the name of the corporation, assists the client in filling out the logbook, and releases the Certificates of Approval.	None	10 minute/s	• Administrative Assistant II; Davao Extension Office • Administrative Assistant I; Davao Extension Office
Total Processing Time:		Working Days: 19 working day/s, 2 hour/s, 20 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Amended Articles of Incorporation**

  P2,000.00

- **Legal Research Fee**

  1% of the amount computed in item 1 but not less than P10.00

- **Documentary Stamp tax**

  P30.00

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

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

The following are the various company type to choose form:

- *General Partnership*
- *Professional Partnership*
- *Limited Partnership*

Type of partnership based on foreign equity participation:

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

Office or Division:	Davao Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Cover Sheet for Registration (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *System-generated downloadable from the client's ESPARC's account to be provided by the applicant.*	
2. Articles of Partnership (2) Original Copy And (1) Electronic Copy	Applicant / Client

Remarks: *System-generated downloadable from the client's ESPARC's account to be provided by the applicant* *Original copy should be signed (wet signature) and notarized*	
3. Electronic Official Receipt as Proof of Payment (2) Photo Copy	Applicant / Client
Remarks: *Sent through their e-mail or may be downloaded from this link: https://espaysec.sec.gov.ph/*	
4. Application Summary Form (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *System-generated downloadable from the client's ESPARC's account to be provided by the applicant*	
For Situational Requirement	
A. Endorsement/Clearance from other government agencies	
Sub Situational Requirement/s	
A.a. Money Changer and Remittance Services	
A.a.1. Bangko Sentral ng Pilipinas Endorsement (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
A.a.2. Insurance Commission Endorsement (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
B. For Clearance from other SEC departments	
Sub Situational Requirement/s	
B.a. For Financial Technology (FinTech) related business activities	
B.a.1. PhiliFintech Innovation Office (PIO) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Alternative Credit Scoring Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);*	

- *Digital Asset Exchanges;*
- *Virtual Asset Service Providers;*
- *Play-to-Earn Platforms;*
- *E-Commerce Companies;*
- *RegTech Companies (RegTech Service Providers);*
- *SupTech Companies (SupTech Service Providers); and*
- *Digital Advisers/Robo-Advisers.*

B.a.2. Enforcement and Investor Protection Department (EIPD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)

Remarks:

- *Alternative Credit Scoring Companies;*
- *AI/Big Data Companies;*
- *InsurTech Companies (InsurTech Service Providers);*
- *KYC/Security Companies (KYC Service Providers);*
- *Digital Asset Exchanges;*
- *Virtual Asset Service Providers;*
- *Play-to-Earn Platforms;*
- *E-Commerce Companies;*
- *RegTech Companies (RegTech Service Providers);*
- *SupTech Companies (SupTech Service Providers); and*
- *Digital Advisers/Robo-Advisers.*

C. Additional requirement, if applicable;

Sub Situational Requirement/s

C.a. If the Partner is a Juridical Entity

C.a.1. Authenticated/Apostilled Board Resolution approving the Corporation to be a partner and appointing their authorized representative (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Board Resolution of the Juridical Entity allowing it to invest in the said Corporation

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for	1.1. Approves proposed company name and/or trade name/s in accordance	None	1 working day/s	• Securities Counsel I; Davao

Registration of Company) through https://esparc.sec.gov.ph/ **Location:** https://esparc.sec.gov.ph/ **Notes/Instruction:** *Note: Applicant should choose the application type and the Davao Extension Office as the processing office.* *Note: Applicant will be notified through email or through ESPARC account of any deficiencies in the application.*	with SEC Memorandum Circular No. 13, Series of 2019			Extension Office • Securities Specialist I; Davao Extension Office • Confidential Assistant III; Davao Extension Office
	1.2. Pre-processes all corporate information submitted and pre-approves the application after which a system-generated email is sent to the client with the instruction to download the registration documents then upload the signed and authenticated/notarized registration documents in the system.		3 working day/s	• Securities Counsel II; Davao Extension Office • Securities Counsel I; Davao Extension Office
	1.3. Compares details in uploaded documents to data encoded by applicant and approves application for payment. A system-generated Payment Assessment Form is sent to the applicant through email with the instruction to pay the assessed registration fees.		2 working day/s	• Securities Counsel II; Davao Extension Office • Securities Counsel I; Davao Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:**	2. A system-generated Confirmation of Payment email is immediately sent to the applicant with a link to the electronic	**Formula Fees** Breakdown: Articles of PartnershipName ReservationL	5 minute/s	• esparc.sec.gov.ph; Information and Communications Technology

espaysec.sec.gov.ph/ payment-portal/home or Landbank	official receipt and a system-generated Registration Approved email is sent to applicant with instruction to submit hard copies to the processing Extension Office for the issuance of the original certificate.	egal Research FeeDocumentary Stamp Tax		Department (ICTD)
3. Submits the documentary requirements with proof of payment to the Davao Extension Office Receiving Unit or through a courier of their choice (e.g. JRS, LBC, J&T, etc. **Location:** Receiving Unit, Davao Extension Office **Notes/Instruction:** *Note: The originally signed and notarized hard copies must be the same documents uploaded by the applicant.*	3.1. Verifies and officially receives and stamps the hard copies of the registration application.	None	10 minute/s	• Administrative Assistant I; Davao Extension Office • Computer Operator; Davao Extension Office
	3.2. Generates the Certificate and forwards the same with the submitted proof of payment and documentary requirements to the authorized signatory.		10 minute/s	• Administrative Assistant I; Davao Extension Office • Computer Operator; Davao Extension Office
	3.3. Reviews the application and signs the Certificate.		6 hour/s	• Director II; Davao Extension Office • Securities Counsel II; Davao Extension Office
	3.4. Sends appointment through email indicating the date of release of the Certificate.		10 minute/s	• Administrative Assistant I; Davao Extension Office • Computer Operator; Davao

				Extension Office
4. Proceeds to Davao Extension Office Releasing Unit for presentation of the original proof of payment. **Location:** Releasing Unit, Davao Extension Office	4. Enters company name in the Masterlist and releases the Certificate together with registration application then stamps release the official receipt.	None	10 minute/s	• Administrative Assistant II; Davao Extension Office • Administrative Assistant I; Davao Extension Office • Computer Operator; Davao Extension Office
Total Processing Time:		Working Days: 6 working day/s, 6 hour/s, 45 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Articles of Partnership**

  ⅕ of 1% of the Partnership's Capital but not less than PHP 2,000

- **Name Reservation**

  PHP 100 per Corporate Name

  *Additional Php 100 per trade name/s

- **Legal Research Fee**

  1% of the computed Filing Fees

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

46. Registration of Corporations through One-day Submission and E-registration of Companies (OneSEC) with ZERO Processing for DOMESTIC STOCK CORPORATIONS

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

a. *The company classification is All Filipino, .01 to 40%, and more than 40% to 100% foreign equity participation;*
b. *The proposed corporate name may comply to the following: (a) has a name descriptor according to its industry classification; (b) does not contain any Trade Name/s ; and (c) not subject to any Letter of Appeal for reconsideration; and (d) in explicit form (any set or group of letters does not contain any acronym or meaning);*
c. *The primary purpose or main activity is predetermined and is not subject to any modification/correction;*
d. *The corporate term of existence may be determined by the applicant.*
e. *The incorporator/s, members of the Board of Directors and subscribers are Natural Person/s, of legal age;*
f. *The applicant corporation is not located in any of the economic zones, if located within an economic zone, then proceed to eSPARC ZERO Regular processing;*
g. *The share type classification contains the following : (a) Common Shares; (b) with Par Value and (c) Amount of par value is not less than P1.00 and in non-decimal currency;*
h. *The Mode of Payment for the subscription of shares is CASH;*
i. *Once the application is completed, the registration fees are paid immediately through the SEC eSPAYSEC;*
j. *The applicant corporation is not required to secure clearance/endorsement from any Department of SEC and/or other government agency/ies, if clearance/endorsement is needed please proceed to eSPARC ZERO Regular processing;*
k. *None of the incorporators, stockholders/members, directors/trustees, beneficial owners, and officers of the applicant corporation have been convicted of or have pending criminal or administrative case of felony or misdemeanor involving investment or investment-related business, fraud, false statements or omissions, wrongful taking of property, bribery, forgery, counterfeiting or extortion, or other felonies;*
l. *None of the incorporators, stockholders/members, directors/trustees, beneficial owners, and officers of the applicant corporation are included in pertinent sanctions list circularized by the Bangko Sentral ng Pilipinas (BSP), the Anti-Money Laundering Council (AMLC), the Anti-Terrorism Council (ATC), and other domestic and/or international entities or organizations, such as the Office of Foreign Assets Control (OFAC) of the U.S. Department of Treasury and the United Nations Sanctions List;*

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

Activities of Employment Agency Activities

1. *Activities of Employment Agency Activities*
2. *Activities of a Holding Company*
3. *Advertising*
4. *Agriculture*

5. *Air transportation*
6. *Arrastre and Stevedoring services*
7. *Business process outsourcing*
8. *Cargo consolidator*
9. *Cargo Sales Agent or Breakbulk Sales Agent*
10. *Cockpit*
11. *Combined Facilities Support Activities (Cleaning Activities)*
12. *Computer Programming*
13. *Construction*
14. *Courier services*
15. *Creative Arts and Entertainment of Activities*
16. *Customs Brokerage*
17. *Deep Sea Commercial Fishing*
18. *Domestic Airfreight Forwarder*
19. *Domestic Agricultural Aerial Spraying Services*
20. *Domestic Agricultural Aerial Spraying Services using Remotely Piloted Aircraft (RPA)*
21. *Domestic Non-Scheduled Air Transportation Services*
22. *Domestic Scheduled Air Transportation Services*
23. *Drugstore*
24. *Electric generation*
25. *Film production*
26. *Fishery*
27. *Funeral and Related Services*
28. *Gambling and Betting Activities*
29. *Gas station*
30. *General Sales Agent for Cargo*
31. *General Sales Agent for Passenger*
32. *Hotel*
33. *Hospital*
34. *International Airfreight Forwarder*
35. *International Non-Scheduled Air Transportation Services*
36. *International Non-Scheduled All-Cargo Air Transportation Services*
37. *International Scheduled Air Transportation Services*
38. *IT – TNVs*
39. *IT/Software applications*
40. *Landscape care and maintenance service activities*
41. *Land transportation*
42. *Laundry Services*
43. *Logistic*
44. *Management Consultancy*
45. *Mining*
46. *Non-Vessel Operating Common Carrier*
47. *Organization of Convention and Trade Shows*
48. *Other Residential Care Activities*
49. *Personal Services for Wellness except Sports Activities*
50. *Photographic Activities*
51. *Printing and Publishing*
52. *Property Management*
53. *Radio Broadcasting*
54. *Real Estate*
55. *Recruitment*
56. *Renting and Leasing Machinery*
57. *Renting and Leasing Motor Vehicles*

58. *Renting and Leasing of Personal and Household Goods*
59. *Repairs of Computers and Communications Equipment*
60. *Repair of Household Appliances and Home and Garden*
61. *Residential care activities for mental retardation, mental health and substance abuse*
62. *Residential care activities for the elderly and disabled*
63. *Residential Nursing Care Facilities*
64. *Restaurant*
65. *Retail trading of goods*
66. *Retail via mail/telephone order houses via the internet*
67. *Schools*
68. *Sea transportation*
69. *Security agency*
70. *Security Facility Sales and Installation Activities*
71. *Shipping Agency*
72. *Sound Recording*
73. *Sports Activities*
74. *Technical testing/analysis*
75. *Telecommunications*
76. *Television Programming and Broadcasting Activities*
77. *Travel agency*
78. *Veterinary Activities*
79. *Waste Collection/Disposal/Management*
80. *Wholesale and retail trading of goods*
81. *Wholesale trading of goods*
82. *Parking Spaces*
83. *Materials Recycling Facility (MRF) / Junkshop*
84. *Automotive Repair*
85. *Glass, Aluminum, and Other Metal Installations*
86. *Woodworking and Carpentry Business*
87. *Tailoring and Dressmaking Business*
88. *Hauling and Trucking Business*
89. *Storage and Warehousing Facilities Rental*
90. *Motor Vehicle Rental Business*
91. *Manufacturing and Assembly of Electronics and Semiconductor Business*
92. *Manufacturing/Assembly of Automotive Parts Business*
93. *Garment and Textile Business*
94. *Manufacturing of Medical Devices and Parts*
95. *Operation of Fishpond*
96. *Memorial Parks*
97. *Games and Amusement Activities*
98. *Bakeshop*
99. *Beauty Salon*
100. *Cold Storage*

Office or Division:	Davao Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All Natural and Juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (1) Electronic Copy	Securities and Exchange Commission - https://esparc.sec.gov.ph/
Remarks: *System-generated form available in the client's ESPARC account.*	
2. Articles of Incorporation (1) Electronic Copy	Securities and Exchange Commission - https://esparc.sec.gov.ph/
Remarks: *System-generated form available in client's ESPARC account to be provided by the applicant.*	
3. By-Laws (1) Electronic Copy	Securities and Exchange Commission - https://esparc.sec.gov.ph/
Remarks: • *System-generated form available in client's ESPARC account.* • ***Not applicable for One Persion Corporation (OPC)***	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ and encodes the data required. **Location:** https://esparc.sec.gov.ph/	1. ESPARC System issues the payment assessment form	None	2 working day/s, 6 hour/s	• eSPARC system; Information and Communications Technology Department (ICTD)
2. Pays the assessed registration fee through eSPAYSEC	2. The system issues the electronic receipt	**Standard Fees** Breakdown:	1 hour/s	• eSPARC System; Information

and receives the Digital copy of the Certificate of Incorporation in the email provided in the system **Location:** https://espaysec.sec.gov.ph/	of the payment of filing fees.	Articles of Incorporation : PHP 2000 By-Laws: PHP 1000 Documentary Stamp Tax: PHP 60 Legal Research Fee: PHP 20 --- Total: PHP 3080 **Possible Fees** Breakdown: Stock and Transfer Book: PHP 150 Membership Book: PHP 75 **Formula Fees** Breakdown: Filing FeeName Verification Fee		and Communications Technology Department (ICTD)
3. Generates the Digital Certificate **Location:** esoparc	3. The system issues the Digital Certificate of Incorporation	None	1 hour/s	• eSPARC System; Corporate and Partnership Registration Division (CPRD)
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 3080 See other fees below		
Possible Fees				

- **Stock and Transfer Book** : 150
- **Membership Book** : 75

Formula / Schedule of Fees

- **Filing Fee**

  Stock corporation with par value - ⅕ of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher

  Stock corporation without par value - ⅕ of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher

  Non- Stock corporation – PHP 1,000

- **Name Verification Fee**

  Php100.00 per Corporate Name

  *additional fee of Php100.00 for each trade name/s.

47. Registration of Corporations through the Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular with ZERO Processing

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

This particular service is now mandatory for domestic stock corporations except for financing and lending companies.

The following are the various company type to choose form:

Stock Corporations

As to composition:

1. *One Person Corporation*
2. *Corporation with 2 to 15 incorporators*

As to ownership:

1. *All Filipino*
2. *With Foreign equity participation*

As to company type:

1. *Domestic Corporations*

Non-stock Corporations

As to Company sub-types:

1. *Corporation Sole*
2. *Non-stock/Non-profit*
3. *Foundation*
4. *Federation*
5. *Microfinance*
6. *Religious Aggregate*
7. *Condominium Corporation*

As to ownership:

1. *All Filipino*
2. *With foreign equity participation*

Office or Division:	Davao Extension Office

Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (1) Electronic Copy	Securities and Exchange Commission - https://esparc.sec.gov.ph/
Remarks: *System-generated form available in applicant's ESPARC account.*	
2. Articles of Incorporation duly authenticated using SEC eSAP (1) Electronic Copy	Securities and Exchange Commission - https://esparc.sec.gov.ph/
Remarks: *System-generated form available in applicant's ESPARC account and duly authenticated using SEC eSAP.* • *Original copy should be signed (wet signature) and notarized* • *corporate name;* • *business activity;* • *principal office address;* • *names, nationality, residences and Tax Identification Numbers (TIN) of natural Filipino incorporators/officer (for corporations composed of 2-15 incorporators) or single incorporator, nominee and alternate nominee (for One Person Corporation).* • *capital structure;* • *name of treasurer and TIN;* • *Undertaking to change company name;* • *Printed names and with original signatures of the single stockholder, nominee and alternate nominee of all incorporators for corporations with 2-15 incorporators or single stockholder, nominee and alternate nominee for One Person Corporation;* • *Notarization or Authentication*	
3. By-Laws duly authenticated using SEC eSAP (1) Electronic Copy	Securities and Exchange Commission - https://esparc.sec.gov.ph/
Remarks: *System-generated form available in applicant's ESPARC account duly authenticated using SEC eSAP.*	

- *Original copy should be signed (wet signature)*
- *Needs to be submitted for corporations with 2 -15 incorporators only. For One Person Corporations, no by-laws required.*

For Situational Requirement	
A. For Initial Processing of Ordinary Corporations	
A.1. Joint Affidavit of Undertaking to Change Name, in case not incorporated in the Articles of Incorporation (1) Electronic Copy	Applicant / Client
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)* • *Original copy should be signed (wet signature) and notarized*	
Sub Situational Requirement/s	
A.a. If Articles of Incorporation and By-Laws are executed in a foreign jurisdiction	
A.a.1. Authenticated/Apostilled Articles of Incorporation and By-Laws and supporting documents (1) Electronic Copy	Applicant / Client
A.b. If Incorporator/s is/are a Juridical Entity	
A.b.1. Board Resolution/Directors'/Trustees' Certificate or Secretary's Certificate (1) Electronic Copy	Applicant / Client
Remarks: *Authenticated/Apostilled (if executed in a foreign jurisdiction)*	
B. Endorsement/Clearance from other government agencies	
Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For Clearance from other SEC departments	

Sub Situational Requirement/s	
C.a. For Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
C.a.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
C.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
C.b.1. Markets and Securities Regulation Department (MSRD) Clearance (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD
C.c. For Financial Technology (FinTech) related business activities	
C.c.1. PhiliFintech Innovation Office (PIO) Clearance (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
C.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);*	

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

D. For Foundation	
D.1. Notarized certificate of bank deposit of the contribution (1) Electronic Copy	Applicant / Client
Remarks: *which shall not be less than P1,000,000.00*	
D.2. Statement of Willingness to allow the Commission to conduct an audit (1) Electronic Copy	Applicant / Client
Remarks: *System-generated form downloadable from eSPARC account.*	
E. For Federation	
E.1. List of Member-Associations certified by the Corporate Secretary and attested by the President (1) Electronic Copy	Applicant / Client
F. For Confederation	
F.1. List of Member-Federations certified by the Corporate Secretary and attested by the President (1) Electronic Copy	Applicant / Client
G. For Condominium Corporation/Association	
G.1. Notarized Copy of the Master Deed with primary entry of the Register of Deeds (1) Electronic Copy	Applicant / Client
G.2. Certification that there is no existing similar condominium association within the condominium project	Applicant / Client

(1) Electronic Copy	
Remarks: *System-generated* *Applicant Condominium Corporation/Association to be executed by the Corporate Secretary*	
H. For Non-Stock Religious Aggregate	
H.1. Affidavit of Affirmation/Verification by the chief priest, rabbi, minister, or presiding elder, (not required if already part of the Articles of Incorporation) (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ **Location:** https://esparc.sec.gov.ph/ **Notes/Instruction:** *If with deficiencies, application is returned to applicant for compliance.*	1.1. Approves proposed company name and/or trade name/s in accordance with SEC Memorandum Circular No. 13, Series of 2019 and endorses to processor.	None	1 working day/s, 3 hour/s	• Securities Counsel I; Davao Extension Office • Securities Specialist I; Davao Extension Office • Confidential Assistant III; Davao Extension Office
	1.2. Pre-processes all corporate information submitted and if compliant, pre-approves the application.		4 working day/s, 7 hour/s	• Securities Counsel II; Davao Extension Office • Securities Counsel I; Davao Extension Office
2. Digital authentication by each incorporator and corporate officer of system-generated documents through electronic Submission	2. System-generated Payment Assessment Form summary is made available in the eSPARC portal once digital authentication is completed.	None	5 minute/s	• eSPARC system; Information and Communications Technology

Authentication Portal (eSAP). **Location:** eSECURE account of each incorporator and corporate officer, click eSAP.				Departmen t (ICTD)
3. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** espaysec.sec.gov.ph/ payment-portal/home	3. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: Filing Fee (By-Laws): PHP 1000 Total: PHP 1000 **Formula Fees** Breakdown: Filing Fee (Articles of Incorporation)Registration of Stock and Transfer Book/Membe rship BookName ReservationL egal Research FeeDocume ntary Stamp Tax	5 minute/s	• eSPARC system; Information and Communic ations Technology Departmen t (ICTD)
4. Generates and prints the Digital Certificate **Location:** eSPARC account of the applicant.	4. The eSPARC system issues the Digital Certificate	None	5 minute/s	• eSPARC System; Information and Communic ations Technology Departmen t (ICTD)
Total Processing Time:		Working Days: 6 working day/s, 2 hour/s, 15 minute/s		
Total Processing Fee:		Total Standard Fee:		

	PHP 1000 See other fees below

Formula / Schedule of Fees

- **Filing Fee (Articles of Incorporation)**

  Stock corporation with par value - ⅕ of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher

  Stock corporation without par value - ⅕ of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher

  Non- Stock corporation – PHP 1,000

- **Registration of Stock and Transfer Book/Membership Book**

  Stock and Transfer Book (for stock corporations) – PHP 150

  Membership Book (for non-stock corporations) – PHP 75

- **Name Reservation**

  PHP 100 per Corporate Name

  *Additional Php100 per trade name/s

- **Legal Research Fee**

  1% of the computed Filing Fees for Articles of Incorporation and/or By-Laws but not less than P10.00

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

48. Registration of Corporations through the Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular ZERO where payment for subscription is other than Cash

This service details the procedure for registration of Stock Corporation where payment for subscription is other than Cash through Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular Zero.

Office or Division:	Davao Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *System-generated form downloadable from eSPARC account.*	
2. Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *System-generated form downloadable from eSPARC account.*	
3. By-Laws (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *System-generated form downloadable from eSPARC account.*	
For Situational Requirement	
A. Additional requirements based on kind of payment for subscription	
Sub Situational Requirement/s	
A.a. If subscription payment is through Land and/ Building/Condominium Unit	

A.a.1. Detailed schedule of the property showing the registered owner, location, area, TCT/CCT No., tax declaration number and the basis of transfer value (appraised/market value/assessed value/zonal value) certified by the treasurer (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.a.2. Copy of TCT/CCT and tax declaration sheet certified by Register of Deeds and Assessor's Office, respectively (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Bring original for verification.*	
A.a.3. Latest zonal value certified by BIR, if transfer value is based on zonal value (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.a.4. Appraisal report by authorized appraiser, if transfer value is based on appraised value (not more than 6 months old) (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.a.5. Deed of Assignment (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.a.6. If property is mortgaged, submit mortgage/creditor's certification on the outstanding loan balance and written consent to the transfer of property (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.a.7. For assignment of building where assignor is not owner of the land, submit lease contract on land and consent of landowner to the transfer (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Bring original for verification.*	
A.a.8. Affidavit of Undertaking by an incorporator of the corporation to submit the proof of transfer to the corporation within the prescribed period (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.b. If subscription payment is through Untitled Lands	
A.b.1. Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least thirty (30) years and the possessor had	Applicant / Client

introduced improvements thereon, if any (2) Original Copy And (1) Electronic Copy	
A.b.2. Duplicate original or certified true copies of the tax declaration sheets (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.b.3. Latest realty tax receipts (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.4. Affidavit by the transferor attesting continuous and open possession of the property and that the property is not tenanted (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.5. Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.6. Duplicate original or certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument affecting the property recorded in the Register of Deeds for the province or city where the land is situated (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.7. Affidavit executed by the transferor (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *attesting to the:* 1. *Existence (or non-existence) of easements over the untitled property* 2. *Kind/description of the easement and its location* 3. *Whether the transferor is the dominant estate or the servient estate, by virtue of such easements*	
A.b.8. Under oath undertaking of the transferor/subscribed to answer for any liability that the corporation might incur by virtue if the acceptance of said property paid-up capital (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.9. Clearance or certification from the Department of Agrarian Reform (DAR) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Department of Agrarian Reform - Documentation and Coordination Division
Remarks: *attesting the following:*	

1. *There is no other claimant to the untitled land*
2. *It has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party or*
3. *The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP)*

A.b.10. Blue Print Survey of the Plan as approved by the Bureau of Lands (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.11. Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/assessed value/zonal value or appraised value) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.12. Latest zonal valuation certified by BIR, if transfer value is based on zonal value (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.13. Appraisal report by authorized appraiser, if transfer value is based on appraised value (not more than 6 month old) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.14. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.15. Affidavit of undertaking to submit certified true copy of the original certificate of title in the name of transferee-corporation within one (1) year from the date of receipt of the approval of the application (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.c. If subscription payment is through Inventories/Furniture/Personal Properties	
A.c.1. Detailed schedule of the property showing the description and transfer value certified by the treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.c.2. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.d. If subscription payment is through Heavy Equipment and Machinery	
A.d.1. Detailed schedule of the properties showing the description and the transfer value certified by the treasurer	Applicant / Client

(1) Electronic Copy And (1) Original Copy And (1) Photo Copy	
A.d.2. Appraisal report by authorized appraiser (not more than 6 months old). If the property is imported, a valuation report with description of the property by the Bangko Ng Pilipinas (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.d.3. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.e. If subscription payment is through Shares of Stock	
A.e.1. Detailed schedule of the shares of stock showing the name of stockholder, stock certificate number, number of shares and the basis of transfer value whether market or book value certified by the treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.e.2. Audited financial statements of the investee company as of the last fiscal year stamped received by BIR and SEC (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.e.3. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.e.4. Certification by the Corporate Secretary of the investee company that the shares of stock are outstanding in the name of assignor (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.e.5. Photocopy of the stock certificate (present original for verification) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.e.6. Latest market quotation in newspaper or certification from stock exchange/broker as to latest market price of the shares of stock (if listed in the Stock Exchange) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.e.7. Affidavit of Undertaking by an incorporator of the corporation to submit the required proof of transfer within the prescribed period (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

A.f. If subscription payment is through Motor Vehicle	
A.f.1. Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified by the treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.f.2. Photocopy of the Certificate of Registration and latest Official Receipt of Registration (present the original for verification) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.f.3. Appraisal report by authorized appraiser (not more than six month old) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.f.4. Deed of assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.f.5. Affidavit of undertaking by an incorporator of the corporation to submit the required proof of transfer within the prescribed period (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.g. If subscription payment is through Sea Vessel/Aircraft	
A.g.1. Detailed schedule of the vessel/aircraft showing registered owner, registry number, technical description, and appraised value certified by the treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.g.2. Certified true copy of the certificate of ownership (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.g.3. Appraisal report by authorized appraiser (not more than 6 month old) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.g.4. Certificate of seaworthiness/airworthiness issued by appropriate government agency (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.g.5. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.g.6. Affidavit of Undertaking by an incorporator of the corporation to submit the required proof of transfer within	Applicant / Client

the prescribed period (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	
A.h. If subscription payment is Intangible	
A.h.1. Photocopy of the System Purchase Agreement or any documents as proof of ownership (for a software) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.h.2. Copy of Certificate of Registration of Intellectual Property Rights, mining permit for mining claims or rights (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.h.3. Appraisal report by an accredited appraisal company or licensed Filipino mining engineer for mining rights/claims (not more than 6 month old) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.h.4. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.i. If subscription payment is through Net Assets by way of conversion of single proprietorship/partnership into corporation	
A.i.1. Audited Financial Statements (AFS) of single proprietorship partnership/division of a corporation for spin-off as of last fiscal year (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.i.2. Long-form audit report of item no. 1 (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.i.3. Deed of Assignment of the assets and liabilities to the corporation (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.i.4. ist of creditors showing the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.i.5. Detailed schedule of properties with certificates of registration/title and their respective book values certified by the company accountant (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.i.6. Photocopy of the certificate of registration of the motor vehicles (present original for verification)	Applicant / Client

(1) Electronic Copy And (2) Photo Copy	
A.i.7. Copy of TCT/CCT and tax declaration sheets certified by the Register of Deeds and Assessor's Office, respectively (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.i.8. Photocopy of stock certificate (present original for verification) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.i.9. DTI Certificate of Registration (for single proprietorship) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Department of Trade and Industry - DTI Regional and Provincial Offices
A.i.10. Affidavit of Undertaking by an incorporator of the corporation to submit the required proof of transfer within the prescribed period (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.j. If subscription payment is Lands	
A.j.1. Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/assessed value/zonal value or appraised value) (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.j.2. Latest zonal valuation certified by BIR, if transfer value is based on zonal value (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.j.3. Appraisal report by authorized appraiser, if transfer value is based on appraised value (not more than 6 month old) (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.j.4. Deed of Assignment (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.j.5. Affidavit of undertaking to submit certified true copy of the original certificate of title in the name of transferee-corporation within one (1) year from the date of receipt of the approval of the application (2) Original Copy And (1) Electronic Copy	Applicant / Client
B. For One Person Corporation	
B.1. Letter of Acceptance of the Nominee and Alternate Nominee (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Sub Situational Requirement/s	

B.a. If single stockholder is a trustee, administrator, executor, guardian, conservator, custodian, or other person exercising fiduciary duties	
B.a.1. Proof of Authority (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
C. Endorsement from other government agencies	
Sub Situational Requirement/s	
C.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
C.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
D. For Clearance from other SEC departments	
Sub Situational Requirement/s	
D.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
D.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
D.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
D.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
D.c. For Financial Technology (FinTech) related business activities	
D.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;*	

- *AI/Big Data Companies;*
- *InsurTech Companies (InsurTech Service Providers);*
- *KYC/Security Companies (KYC Service Providers);*
- *Digital Banks;*
- *Digital Asset Exchanges;*
- *Virtual Asset Service Providers;*
- *Play-to-Earn Platforms;*
- *E-Commerce Companies;*
- *Crowdfunding Platforms;*
- *RegTech Companies (RegTech Service Providers);*
- *SupTech Companies (SupTech Service Providers); and*
- *Digital Advisers/Robo-Advisers.*

D.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)

Remarks:

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

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through	1.1. Approves proposed company name and/or trade name/s in accordance with SEC Memorandum	None	1 working day/s	• Securities Counsel I; Davao Extension Office • Securities Specialist

https://esparc.sec.gov.ph **Location:** https://esparc.sec.gov.ph/ **Notes/Instruction:** *If payment for subscription is other than cash, additional documentary requirements should be submitted.*	Circular No. 13, Series of 2019			I; Davao Extension Office • Confidential Assistant III; Davao Extension Office
	1.2. Processes and evaluates the legal aspects of the registration application.		7 working day/s	• Securities Counsel II; Davao Extension Office • Securities Counsel I; Davao Extension Office
	1.3. Processes and evaluates the financial aspects of the registration application.		7 working day/s	• Securities Specialist III; Davao Extension Office • Securities Specialist II; Davao Extension Office
	1.4. Pre-approves the application after which a system-generated email is sent to the client with the instruction to download the registration documents then upload the signed and authenticated/ notarized registration documents in the system.		1 working day/s	• Securities Counsel II; Davao Extension Office • Securities Counsel I; Davao Extension Office
	1.5. Compares details in uploaded documents to data encoded by applicant and approves application for payment.		2 working day/s	• Securities Counsel II; Davao Extension Office • Securities Counsel I; Davao

				Extension Office
	1.6. Issues Payment Assessment Form (PAF) to the applicant		10 minute/s	• Securities Counsel II; Davao Extension Office • Securities Counsel I; Davao Extension Office
2. Pays the filing fee through through eSPAYSEC **Location:** espaysec.sec.gov.ph/payment-portal/home	2. A system-generated Confirmation of Payment email is immediately sent to the applicant with a link to the electronic official receipt.	**Standard Fees** Breakdown: By-Laws: PHP 1000 --- Total: PHP 1000 **Formula Fees** Breakdown: Registration of Corporation Registration of Stock and Transfer Book/Membership BookName ReservationLegal Research FeeDocumentary Stamp Tax	5 minute/s	• esparc.sec.gov.ph; Information and Communications Technology Department (ICTD)
3. Generates and prints the Digital Certificate **Location:** eSPARC **Notes/Instruction:** Remarks: To secure the original copy of	3. The eSPARC system issues the Digital Certificate	None	5 minute/s	• eSPARC System; Information and Communications Technology Department (ICTD)

the Certificate, clients shall submit two (2) sets of originally signed documentary requirements with original proof of payment within sixty (60) calendar days from the date of issuance of the Digital Certificate				
Total Processing Time:		Working Days: 18 working day/s, 20 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 1000 See other fees below		

Formula / Schedule of Fees

- **Registration of Corporation**

  Stock corporation with par value - ⅕ of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher

  Stock corporation without par value - ⅕ of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher

  Non- Stock corporation – PHP 1,000

- **Registration of Stock and Transfer Book/Membership Book**

  Stock and Transfer Book – PHP 150

  Membership Book – PHP 75

- **Name Reservation**

  PHP 100 per Corporate Name

  *Additional Php 100 per trade name

- **Legal Research Fee**

  1% of the computed Filing Fees for Amended Articles of Incorporation and/or By-Laws

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

49. Registration of Corporations, with more than 40% foreign equity, through the ESPARC (Electronic Simplified Processing of Application for Registration of Company) where payment for subscription is Cash except Licensing of Foreign Corporations, Registration of Partnerships, and Licensing of Lending and Financing Companies

This service details the procedure in applying for registration of a non-Philippine national domestic corporation

Non-Philippine National shall mean a corporation organized under the laws of the Philippines of which at least 60% of the capital stock outstanding and entitled to vote is owned and held by citizens of the Philippines

Office or Division:	Davao Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 7 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (1) Electronic Copy And (2) Photo Copy	Applicant / Client
Remarks: *System-generated form available in applicant's ESPARC account.*	
2. Articles of Incorporation (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *System-generated form available in applicant's ESPARC account.*	
3. Foreign Investments Act (FIA) Application Form (F-100) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *SEC Website*	

(https://www.sec.gov.ph/wp-content/uploads/2019/11/SEC_Form_No.F-100.pdf)	
For Situational Requirement	
A. For Ordinary Stock and Non-Stock Corporation	
A.1. By-Laws (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *System-generated form available in applicant's ESPARC account.* **except for Corporation Sole*	
A.2. Joint Affidavit of Undertaking to Change Name, in case not incorporated in the Articles of Incorporation (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)*	
Sub Situational Requirement/s	
A.a. In case the treasurer is a foreigner and the business activity of the registrant is a partly-nationalized activity	
A.a.1. Affidavit of Relinquishment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b. If Articles of Incorporation and By-Laws are executed in a foreign jurisdiction	
A.b.1. Authenticated/Apostilled Articles of Incorporation and By-Laws and supporting documents (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.c. If Incorporator/s is/are a Juridical Entity	
A.c.1. Board Resolution/Directors'/Trustees' Certificate or Secretary's Certificate (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *Authenticated/Apostilled if executed in a foreign jurisdiction*	

A.c.2. Certificate of Incorporation and Articles of Incorporation or latest General Information Sheet (GIS) of Filipino corporate subscriber/s (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.c.3. Proof of existence/registration of foreign corporate subscriber/s (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
B. For One Person Corporation	
B.1. Letter of Acceptance of the Nominee and Alternate Nominee (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Sub Situational Requirement/s	
B.a. If single stockholder is a trustee, administrator, executor, guardian, conservator, custodian, or other person exercising fiduciary duties	
B.a.1. Proof of Authority (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
C. For Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies, and foundation	
C.1. Clearance from Corporate Governance and Finance Department (CGFD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Corporate Governance and Finance Department
D. For Capital Market Institutions	
D.1. Clearance from Markets and Securities Regulation Department (MSRD) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Markets and Securities Regulation Department
E. For Financial Technology (FinTech) related business activities [Operators of payment systems; Payment Service Providers; Electronic Money Issuers (EMI); Non-bank EMIs; Alternative Credit Scoring Companies; AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); KYC/Security Companies (KYC Service Providers); Digital Banks; Digital Asset Exchanges; Virtual Asset Service Providers; Play-to-Earn Platforms; o E-Commerce Companies; Crowdfunding Platforms; RegTech Companies (RegTech Service Providers); SupTech Companies (SupTech Service Providers); and Digital Advisers/Robo-Advisers]	
E.1. PhiliFintech Innovation Office (PIO) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office

E.2. Enforcement and Investor Protection Department (EIPD) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department
F. For Bank and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
F.1. Endorsement from Bangko Sentral ng Pilipinas (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Bangko Sentral ng Pilipinas - Financial Supervision Sector
G. For Insurance/Health Maintenance Organization	
G.1. Endorsement from Insurance Commission (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Insurance Commission - Legal Services Group - Licensing Division
H. For foreign retailer	
H.1. Certification of Inward Remittance of Foreign Exchange showing compliance of the foreign retailer with the minimum paid-up capital requirement of Twenty-Five Million Pesos (P25,000,000.00) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
H.2. Apostilled/authenticated Certification that the Home State of the Foreign Retailer provides reciprocity to Filipinos (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ and encodes corporate information **Location:** https://esparc.sec.gov.ph/ **Notes/Instruction:**	1.1. Verifies and approves proposed company name and/or trade name/s if compliant with SEC Memorandum Circular No. 13, Series of 2019 and assigns to processor.	None	1 working day/s, 3 hour/s	• Securities Counsel I; Davao Extension Office • Securities Specialist I; Davao Extension Office • Confidential Assistant III; Davao Extension Office
If with deficiencies, application is returned	1.2. Pre-processes all corporate information		4 working day/s, 7	• Securities Counsel II;

to applicant for compliance.	submitted and if compliant, pre-approves the application.		hour/s	Davao Extension Office • Securities Counsel I; Davao Extension Office
2. Digital authentication by each incorporator and corporate officer of system-generated documents through electronic Submission Authentication Portal (eSAP). **Location:** eSECURE account of each incorporator and corporate officer, click eSAP.	2. System-generated Payment Assessment Form summary is made available in the eSPARC portal once digital authentication is completed.	**Standard Fees** Breakdown: By-Laws: PHP 1000 Foreign Investments Act: PHP 3000 --- Total: PHP 4000 **Formula Fees** Breakdown: Registration of Corporation Registration of Stock and Transfer Book/Membership BookName ReservationLegal Research FeeDocumentary Stamp Tax	5 minute/s	• eSPARC system; Information and Communications Technology Department (ICTD)
3. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** espaysec.sec.gov.ph/payment-portal/home	3. Issues payment confirmation containing the Electronic Official Receipt via email	None	5 minute/s	• eSPARC system; Information and Communications Technology Department (ICTD)

4. Generates and prints the Digital Certificate **Location:** eSPARC account of the applicant.	4. The eSPARC system issues the Digital Certificate	None	5 minute/s	• eSPARC system; Davao Extension Office
Total Processing Time:		Working Days: 6 working day/s, 2 hour/s, 15 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 4000 See other fees below		

Formula / Schedule of Fees

- **Registration of Corporation**

  Stock corporation with par value - ⅕ of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher

  Stock corporation without par value - ⅕ of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher

  Non- Stock corporation – PHP 1,000

- **Registration of Stock and Transfer Book/Membership Book**

  Stock and Transfer Book – PHP 150

  Membership Book – PHP 75

- **Name Reservation**

  PHP 100 per proposed name/s or trade name/s

- **Legal Research Fee**

  1% of the computed Filing Fees for Amended Articles of Incorporation and/or By-Laws

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

50. Registration of Corporations, with more than 40% foreign equity, through the ESPARC (Electronic Simplified Processing of Application for Registration of Company) where payment for subscription is other than Cash except Licensing of Foreign Corporations, Registration of Partnerships, and Licensing of Lending and Financing Companies

This service details the procedure in applying for registration of a non-Philippine national domestic corporation

Non-Philippine National shall mean a corporation organized under the laws of the Philippines of which at least 60% of the capital stock outstanding and entitled to vote is owned and held by citizens of the Philippines

Office or Division:	Davao Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (1) Electronic Copy And (2) Photo Copy	Applicant / Client
Remarks: *System-generated form available in applicant's ESPARC account.*	
2. Articles of Incorporation (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *System-generated form available in applicant's ESPARC account.*	
3. Foreign Investments Act (FIA) Application Form (F-100) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

Remarks: *System-generated form available in applicant's ESPARC account.*	
For Situational Requirement	
A. For Ordinary Stock and Non-Stock Corporation	
A.1. By-Laws (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *System-generated form available in applicant's ESPARC account.*	
A.2. Joint Affidavit of Undertaking to Change Name, in case not incorporated in the Articles of Incorporation (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)*	
Sub Situational Requirement/s	
A.a. In case the treasurer is a foreigner and the business activity of the registrant is a partly-nationalized activity	
A.a.1. Affidavit of Relinquishment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b. If Articles of Incorporation and By-Laws are executed in a foreign jurisdiction	
A.b.1. Authenticated/Apostilled Articles of Incorporation and By-Laws and supporting documents (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.c. If subscription payment is through Building/Condominium Unit	
A.c.1. Detailed schedule of the property showing the registered owner, location, area, TCT/CCT No., tax declaration number and the basis of transfer value (appraised/market value/assessed value/zonal value) certified by the treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.c.2. Copy of TCT/CCT and tax declaration sheet certified by Register of Deeds and Assessor’s Office,	Applicant / Client

respectively (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	
A.c.3. Appraisal report by authorized appraiser, if transfer value is based on appraised value (not more than 6 months old) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.c.4. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.c.5. If property is mortgaged, submit mortgage/creditor's certification on the outstanding loan balance and written consent to the transfer of property (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.c.6. For assignment of building where assignor is not owner of the land, submit lease contract on land and consent of landowner to the transfer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.c.7. Affidavit of Undertaking by an incorporator of the corporation to submit the proof of transfer to the corporation within the prescribed period (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.d. If subscription payment is through Inventories/Furniture/Personal Properties	
A.d.1. Detailed schedule of the property showing the description and transfer value certified by the treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.d.2. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.e. If subscription payment is through Heavy Equipment and Machinery	
A.e.1. Detailed schedule of the properties showing the description and the transfer value certified by the treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.e.2. Appraisal report by authorized appraiser (not more than 6 months old). If the property is imported, a valuation report with description of the property by the Bangko Ng Pilipinas (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

A.e.3. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.e.4. Affidavit of undertaking by the transferor that the machinery is in good running condition (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.f. If subscription payment is through Shares of Stock	
A.f.1. Detailed schedule of the shares of stock showing the name of stockholder, stock certificate number, number of shares and the basis of transfer value whether market or book value certified by the treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.f.2. Audited financial statements of the investee company as of the last fiscal year stamped received by BIR and SEC (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.f.3. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.f.4. Certification by the Corporate Secretary of the investee company that the shares of stock are outstanding in the name of assignor (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.f.5. Photocopy of the stock certificate (present original for verification) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.f.6. Latest market quotation in newspaper or certification from stock exchange/broker as to latest market price of the shares of stock (if listed in the Stock Exchange) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.f.7. Affidavit of Undertaking by an incorporator of the corporation to submit the required proof of transfer within the prescribed period (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.g. If subscription payment is through Motor Vehicle	
A.g.1. Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified by the treasurer	Applicant / Client

(1) Electronic Copy And (1) Original Copy And (1) Photo Copy	
A.g.2. Photocopy of the Certificate of Registration and latest Official Receipt of Registration (present the original for verification) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.g.3. Appraisal report by authorized appraiser (not more than six month old) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.g.4. Deed of assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.g.5. Affidavit of undertaking by an incorporator of the corporation to submit the required proof of transfer within the prescribed period (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.g.6. Affidavit of undertaking by the transferor that the motor vehicle is in good running condition (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.h. If subscription payment is through Sea Vessel/Aircraft	
A.h.1. Detailed schedule of the vessel/aircraft showing registered owner, registry number, technical description, and appraised value certified by the treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.h.2. Certified true copy of the certificate of ownership (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.h.3. Appraisal report by authorized appraiser (not more than 6 month old) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.h.4. Certificate of seaworthiness/airworthiness issued by appropriate government agency (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.h.5. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.h.6. Affidavit of Undertaking by an incorporator of the corporation to submit the required proof of transfer within the prescribed period	Applicant / Client

(1) Electronic Copy And (1) Original Copy And (1) Photo Copy	
A.i. If subscription payment is Intangible	
A.i.1. Photocopy of the System Purchase Agreement or any documents as proof of ownership (for a software) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.i.2. Copy of Certificate of Registration of Intellectual Property Rights, mining permit for mining claims or rights (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.i.3. Appraisal report by an accredited appraisal company or licensed Filipino mining engineer for mining rights/claims (not more than 6 month old) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.i.4. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.j. If subscription payment is through Net Assets by way of conversion of single proprietorship/partnership into corporation	
A.j.1. Audited Financial Statements (AFS) of single proprietorship partnership/division of a corporation for spin-off as of last fiscal year (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.j.2. Long-form audit report of item no. 1 (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.j.3. Deed of Assignment of the assets and liabilities to the corporation (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.j.4. ist of creditors showing the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.j.5. Detailed schedule of properties with certificates of registration/title and their respective book values certified by the company accountant (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.j.6. Photocopy of the certificate of registration of the motor vehicles (present original for verification)	Applicant / Client

(1) Electronic Copy And (2) Photo Copy	
A.j.7. Copy of TCT/CCT and tax declaration sheets certified by the Register of Deeds and Assessor's Office, respectively (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.j.8. Photocopy of stock certificate (present original for verification) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.j.9. DTI Certificate of Registration (for single proprietorship) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Department of Trade and Industry - DTI Regional and Provincial Offices
A.j.10. Affidavit of Undertaking by an incorporator of the corporation to submit the required proof of transfer within the prescribed period (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.k. If Incorporator/s is/are a Juridical Entity	
A.k.1. Board Resolution/Directors'/Trustees' Certificate or Secretary's Certificate (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *Authenticated/Apostilled if executed in a foreign jurisdiction*	
A.k.2. Certificate of Incorporation and Articles of Incorporation or latest General Information Sheet (GIS) of Filipino corporate subscriber/s (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.k.3. Proof of existence/registration of foreign corporate subscriber/s (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
B. For One Person Corporation	
B.1. Letter of Acceptance of the Nominee and Alternate Nominee (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Sub Situational Requirement/s	
B.a. If single stockholder is a trustee, administrator, executor, guardian, conservator, custodian, or other person exercising fiduciary duties	

B.a.1. Proof of Authority (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
C. For Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies, and foundation	
C.1. Clearance from Corporate Governance and Finance Department (CGFD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Corporate Governance and Finance Department
D. For Capital Market Institutions	
D.1. Clearance from Markets and Securities Regulation Department (MSRD) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Markets and Securities Regulation Department
E. For Financial Technology (FinTech) related business activities [Operators of payment systems; Payment Service Providers; Electronic Money Issuers (EMI); Non-bank EMIs; Alternative Credit Scoring Companies; AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); KYC/Security Companies (KYC Service Providers); Digital Banks; Digital Asset Exchanges; Virtual Asset Service Providers; Play-to-Earn Platforms; o E-Commerce Companies; Crowdfunding Platforms; RegTech Companies (RegTech Service Providers); SupTech Companies (SupTech Service Providers); and Digital Advisers/Robo-Advisers]	
E.1. PhiliFintech Innovation Office (PIO) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office
E.2. Enforcement and Investor Protection Department (EIPD) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department
F. For Bank and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
F.1. Endorsement from Bangko Sentral ng Pilipinas (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Bangko Sentral ng Pilipinas - Financial Supervision Sector
G. For Insurance/Health Maintenance Organization	
G.1. Endorsement from Insurance Commission (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Insurance Commission - Legal Services Group - Licensing Division
H. For foreign retailer	
H.1. Certification of Inward Remittance of Foreign Exchange showing compliance of the foreign retailer with the minimum paid-up capital requirement of Twenty-Five Million Pesos (P25,000,000.00)	Applicant / Client

(1) Electronic Copy And (1) Original Copy And (1) Photo Copy				
H.2. Apostilled/authenticated Certification that the Home State of the Foreign Retailer provides reciprocity to Filipinos (1) Electronic Copy And (1) Original Copy And (1) Photo Copy			Applicant / Client	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ and encodes corporate information **Location:** https://esparc.sec.gov.ph/ **Notes/Instruction:** *If with deficiencies, application is returned to applicant for compliance.*	1.1. Verifies and approves proposed company name and/or trade name/s if compliant with SEC Memorandum Circular No. 13, Series of 2019 and assigns to processor.	None	1 working day/s, 3 hour/s	• Securities Counsel I; Davao Extension Office • Securities Specialist I; Davao Extension Office • Confidential Assistant III; Davao Extension Office
	1.2. Examines online whether the documents submitted are complete in form and in substance and if compliant, pre-approves the application.		16 working day/s	• Securities Counsel II; Davao Extension Office • Securities Counsel I; Davao Extension Office • Securities Specialist II; Davao Extension Office • Securities Specialist I; Davao Extension Office
2. Digital authentication by each incorporator and corporate officer of	2. System-generated Payment Assessment Form summary is made available in the	**Standard Fees** Breakdown: By-Laws:	5 minute/s	• eSPARC system; Davao

system-generated documents through electronic Submission Authentication Portal (eSAP). **Location:** eSECURE account of each incorporator and corporate officer, click eSAP.	eSPARC portal once digital authentication is completed.	PHP 1000 Foreign Investments Act: PHP 3000 Total: PHP 4000 **Formula Fees** Breakdown: Registration of Corporation Registration of Stock and Transfer Book/Membership BookName ReservationLegal Research FeeDocumentary Stamp Tax		Extension Office
3. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** espaysec.sec.gov.ph/payment-portal/home or Landbank	3. Issues payment confirmation containing the Electronic Official Receipt via email	None	5 minute/s	• eSPARC system; Information and Communications Technology Department (ICTD)
4. Generates and prints the Digital Certificate **Location:** eSPARC account of the applicant.	4. The eSPARC system issues the Digital Certificate	None	5 minute/s	• eSPARC system; Information and Communications Technology Department (ICTD)
Total Processing Time:		Working Days: 17 working day/s, 3 hour/s, 15 minute/s		

Total Processing Fee:	Total Standard Fee: PHP 4000 See other fees below

Formula / Schedule of Fees

- **Registration of Corporation**

  Stock corporation with par value - ⅕ of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher

  Stock corporation without par value - ⅕ of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher

  Non- Stock corporation – PHP 1,000

- **Registration of Stock and Transfer Book/Membership Book**

  Stock and Transfer Book – PHP 150

  Membership Book – PHP 75

- **Name Reservation**

  PHP 100 per proposed name/s or trade name/s

- **Legal Research Fee**

  1% of the computed Filing Fees for Amended Articles of Incorporation and/or By-Laws

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

51. Registration of Non-Stock Corporations through the Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular Only (with Digital Certificate)

This service details the procedure for registration of the following non-stock corporation through Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular Only;

As to Company sub-types:

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

As to ownership:

a. All Filipino
b. With foreign equity participation

Office or Division:	Davao Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons through their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Cover Sheet for Registration (1) Electronic Copy	Applicant / Client

Remarks:

System-generated downloadable from the client's ESPARC's account to be provided by the applicant.

Prepare 2 original copies to be submitted based on the Citizen's Charter service Post-Evaluation of Regular eSPARC applications.

2. Articles of Incorporation (1) Electronic Copy	Applicant / Client

Remarks:

System-generated downloadable from the client's ESPARC's account to be provided by the applicant.

- *corporate name;*
- *business activity;*
- *principal office address;*
- *corporate term*
- *names, nationality, residences and Tax Identification Numbers (TIN) of natural Filipino incorporators/officer (for corporations composed of 2-15 incorporators) or single incorporator, nominee and alternate nominee (for One Person Corporation).*
- *capital structure;*
- *name of treasurer and TIN;*
- *Undertaking to change company name;*
- *Printed names and with original signatures of the single stockholder, nominee and alternate nominee of all incorporators for corporations with 2-15 incorporators or single stockholder, nominee and alternate nominee for One Person Corporation;*
- *Notarization or Authentication*

Prepare 2 original copies to be submitted based on the Citizen's Charter service Post-Evaluation of Regular eSPARC applications.

3. By-Laws (1) Electronic Copy	Applicant / Client

Remarks:

- *System-generated downloadable from the client's ESPARC's account to be provided by the applicant.*
- *Needs to be submitted for corporations with 2 -15 incorporators only. For One Person Corporations, no by-laws required.*

Prepare 2 original copies to be submitted based on the Citizen's Charter service Post-Evaluation of Regular eSPARC applications.

For Situational Requirement

A. Additional Requirement, if applicable;

A.1. Joint Affidavit of Undertaking to Change Name, in case not incorporated in the Articles of Incorporation (1) Electronic Copy	Applicant / Client

Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)* *Prepare 2 original copies to be submitted based on the Citizen's Charter service Post-Evaluation of Regular eSPARC applications.*	
Sub Situational Requirement/s	
A.a. If Articles of Incorporation and By-Laws are executed in a foreign jurisdiction	
A.a.1. Authenticated/Apostilled Articles of Incorporation and By-Laws and supporting documents (1) Electronic Copy	Applicant / Client
Remarks: *Prepare 1 original copy and 1 photocopy to be submitted based on the Citizen's Charter service Post-Evaluation of Regular eSPARC applications.*	
A.b. If Incorporator/s is/are a Juridical Entity	
A.b.1. Board Resolution/Directors'/Trustees' Certificate or Secretary's Certificate (1) Electronic Copy	Applicant / Client
Remarks: *Authenticated/Apostilled (if executed in a foreign jurisdiction)* *Prepare 1 original copy and 1 photocopy to be submitted based on the Citizen's Charter service Post-Evaluation of Regular eSPARC applications.*	
A.c. For non-stock religious aggregate	
A.c.1. Affidavit of Affirmation/Verification by the chief priest, rabbi, minister, or presiding elder, (not required if already part of the Articles of Incorporation) (1) Electronic Copy	Applicant / Client
Remarks: *Prepare 1 original copy and 1 photocopy to be submitted based on the Citizen's Charter service Post-Evaluation of Regular eSPARC applications.*	
A.d. For foundation	
A.d.1. Notarized certificate of bank deposit of the contribution, which shall not be less than P1,000,000.00 Statement of Willingness to allow the Commission to conduct an audit (1) Electronic Copy	Applicant / Client

Remarks: *Prepare 1 original copy and 1 photocopy to be submitted based on the Citizen's Charter service Post-Evaluation of Regular eSPARC applications.*	
A.e. For federation	
A.e.1. List of Member-Associations certified by the Corporate Secretary and attested by the President (1) Electronic Copy	Applicant / Client
Remarks: *Prepare 1 original copy and 1 photocopy to be submitted based on the Citizen's Charter service Post-Evaluation of Regular eSPARC applications.*	
A.f. For confederation	
A.f.1. List of Member-Federations certified by the Corporate Secretary and attested by the President (1) Electronic Copy	Applicant / Client
Remarks: *Prepare 1 original copy and 1 photocopy to be submitted based on the Citizen's Charter service Post-Evaluation of Regular eSPARC applications.*	
A.g. For condominium corporation/association	
A.g.1. Notarized Copy of the Master Deed with primary entry of the Register of Deeds (1) Electronic Copy	Applicant / Client
Remarks: *Prepare 1 original copy and 1 photocopy to be submitted based on the Citizen's Charter service Post-Evaluation of Regular eSPARC applications.*	
A.g.2. Certification that there is no existing similar condominium association within the condominium project (1) Electronic Copy	Applicant / Client
Remarks: *Prepare 1 original copy and 1 photocopy to be submitted based on the Citizen's Charter service Post-Evaluation of Regular eSPARC applications.*	
B. Endorsement/Clearance from other government agencies	
Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking	

Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
Remarks: *Prepare 1 original copy and 1 photocopy to be submitted based on the Citizen's Charter service Post-Evaluation of Regular eSPARC applications.*	
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (1) Electronic Copy	Insurance Commission - Insurance Commission
Remarks: *Prepare 1 original copy and 1 photocopy to be submitted based on the Citizen's Charter service Post-Evaluation of Regular eSPARC applications.*	
C. For Clearance from other SEC departments	
Sub Situational Requirement/s	
C.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
C.a.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
Remarks: *Prepare 1 original copy and 1 photocopy to be submitted based on the Citizen's Charter service Post-Evaluation of Regular eSPARC applications.*	
C.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
C.b.1. Markets and Securities Regulation Department (MSRD) Clearance (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
Remarks: *Prepare 1 original copy and 1 photocopy to be submitted based on the Citizen's Charter service Post-Evaluation of Regular eSPARC applications.*	
C.c. For Financial Technology (FinTech) related business activities	
C.c.1. PhiliFintech Innovation Office (PIO) Clearance (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech

	Innovation Office (PIO)

Remarks:

- *Operators of payment systems;*
- *Payment Service Providers;*
- *Electronic Money Issuers (EMI);*
- *Non-bank EMIs;*
- *Alternative Credit Scoring Companies;*
- *Online Lending Companies;*
- *Peer-to-peer Lending Companies;*
- *AI/Big Data Companies;*
- *InsurTech Companies (InsurTech Service Providers);*
- *KYC/Security Companies (KYC Service Providers);*
- *Digital Banks;*
- *Digital Asset Exchanges;*
- *Virtual Asset Service Providers;*
- *Play-to-Earn Platforms;*
- *E-Commerce Companies;*
- *Crowdfunding Platforms;*
- *RegTech Companies (RegTech Service Providers);*
- *SupTech Companies (SupTech Service Providers); and*
- *Digital Advisers/Robo-Advisers*

Prepare 1 original copy and 1 photocopy to be submitted based on the Citizen's Charter service Post-Evaluation of Regular eSPARC applications.

C.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)

Remarks:

- *Operators of payment systems;*
- *Payment Service Providers;*
- *Electronic Money Issuers (EMI);*
- *Non-bank EMIs;*
- *Alternative Credit Scoring Companies;*
- *Online Lending Companies;*
- *Peer-to-peer Lending Companies;*
- *AI/Big Data Companies;*
- *InsurTech Companies (InsurTech Service Providers);*
- *KYC/Security Companies (KYC Service Providers);*
- *Digital Banks;*
- *Digital Asset Exchanges;*
- *Virtual Asset Service Providers;*
- *Play-to-Earn Platforms;*
- *E-Commerce Companies;*
- *Crowdfunding Platforms;*
- *RegTech Companies (RegTech Service Providers);*
- *SupTech Companies (SupTech Service Providers); and*
- *Digital Advisers/Robo-Advisers*

Prepare 1 original copy and 1 photocopy to be submitted based on the Citizen's Charter service Post-Evaluation of Regular eSPARC applications.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ **Location:** https://esparc.sec.gov.ph/ **Notes/Instruction:** *Applicant should choose the application type and the Davao Extension Office as the processing office.*	1.1. Approves proposed company name and/or trade name/s in accordance with SEC Memorandum Circular No. 13, Series of 2019	None	1 working day/s, 3 hour/s	• Securities Counsel I; Davao Extension Office • Securities Specialist I; Davao Extension Office • Confidential Assistant III; Davao Extension Office
	1.2. Pre-processes all corporate information submitted and pre-approves the application after which a system-generated email is sent to the client with the instruction to download the registration documents then upload the signed and authenticated/notarized registration documents in the system.		3 working day/s, 3 hour/s	• Securities Counsel II; Davao Extension Office • Securities Counsel I; Davao Extension Office

	1.3. Compares details in uploaded documents to data encoded by applicant and approves application for payment. A system-generated Payment Assessment Form is sent to the applicant through email with the instruction to pay the assessed registration fees.		2 working day/s	• Securities Counsel II; Davao Extension Office • Securities Counsel I; Davao Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** espaysec.sec.gov.ph/payment-portal/home or Landbank	2. A system-generated Confirmation of Payment email is immediately sent to the applicant with a link to the electronic official receipt and a system-generated Registration Approved email is sent to applicant with instruction to submit hard copies to the processing Extension Office for the issuance of the original certificate.	**Standard Fees** Breakdown: Registration of Corporation: PHP 1000 By-Laws: PHP 1000 Registration of Membership Book: PHP 75 Documentary Stamp Tax: PHP 30 --- Total: PHP 2105 **Formula Fees** Breakdown: Name ReservationLegal Research Fee	5 minute/s	• esparc.sec.gov.ph; Information and Communications Technology Department (ICTD)
3. Generates and prints the Digital Certificate **Location:** eSPARC **Notes/Instruction:**	3. The eSPARC system issues the Digital Certificate.	None	5 minute/s	• eSPARC System; Information and Communications Technology

To secure the original copy of the Certificate, clients shall submit two (2) sets of originally signed documentary requirements with original proof of payment within sixty (60) calendar days from the date of issuance of the Digital Certificate				Department (ICTD)
Total Processing Time:		Working Days: 6 working day/s, 6 hour/s, 10 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 2105 See other fees below		

Formula / Schedule of Fees

- **Name Reservation**

  Php100 per Corporate Name

  *Additional Php100 per trade name

- **Legal Research Fee**

  1% of the Filing Fee but not less than Ten Pesos (P 10.00)

52. Registration of Partnerships, with 0.01% foreign equity or more, through the ESPARC (Electronic Simplified Processing of Application for Registration of Company)

This service details the procedure in applying for registration of a non-Philippine national domestic partnership.

Non-Philippine National shall mean a domestic partnership that is wholly owned by non-citizens of the Philippines.

Office or Division:	Davao Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 7 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (1) Electronic Copy And (2) Photo Copy	Applicant / Client
Remarks: *System-generated downloadable from the client's ESPARC's account to be provided by the applicant.*	
2. Signed & Notarized Articles of Partnership (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *System-generated downloadable from the client's ESPARC's account to be provided by the applicant.* **with Tax Identification Numbers (TIN) of Filipino partners including domestic partnership (to be written in the Articles of partnership and applicable document/s) and/or Tax Identification Numbers (TIN) or passport numbers of foreign partners (to be written in the Articles of Partnership and applicable document/s)* **must be Authenticated/Apostilled, if executed in a foreign jurisdiction*	

3. Foreign Investments Act (FIA) Application Form (F-105) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - sec.gov.ph
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2019/11/F-105.doc)* **must be Authenticated/Apostilled, if executed in a foreign jurisdiction*	
For Situational Requirement	
A. If a partner in the partnership is a Foreign Company	
A.1. Proof of existence of foreign company (if a partner in the partnership agreement is signed in the home country) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.2. Board Resolution of the Foreign Company authorizing it to be a partner in a Contract of Partnership (Authenticated/Apostilled Document) and designating the authorized signatures (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
B. For Financial Technology (FinTech) related business activities [Operators of payment systems; Payment Service Providers; Electronic Money Issuers (EMI); Non-bank EMIs; Alternative Credit Scoring Companies; AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); KYC/Security Companies (KYC Service Providers); Digital Banks; Digital Asset Exchanges; Virtual Asset Service Providers; Play-to-Earn Platforms; o E-Commerce Companies; Crowdfunding Platforms; RegTech Companies (RegTech Service Providers); SupTech Companies (SupTech Service Providers); and Digital Advisers/Robo-Advisers]	
B.1. PhiliFintech Innovation Office (PIO) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office
B.2. Enforcement and Investor Protection Department (EIPD) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department
C. For Bank and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
C.1. Endorsement from Bangko Sentral ng Pilipinas (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Bangko Sentral ng Pilipinas - Financial Supervision Sector
D. For Insurance/Health Maintenance Organization	
D.1. Endorsement from Insurance Commission (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Insurance Commission - Legal Services Group - Licensing Division

E. For foreign retailer				
E.1. Certification of Inward Remittance of Foreign Exchange showing compliance of the foreign retailer with the minimum paid-up capital requirement of Twenty-Five Million Pesos (P25,000,000.00) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy			Applicant / Client	
E.2. Apostilled/authenticated Certification that the Home State of the Foreign Retailer provides reciprocity to Filipinos (1) Electronic Copy And (1) Original Copy And (1) Photo Copy			Applicant / Client	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ and encodes corporate information **Location:** https://esparc.sec.gov.ph/ **Notes/Instruction:** If the application is found to be for compliance during the evaluation stage, the applicant will have to go back to Step 1 for the submission of requirements	1.1. Verifies and approves proposed company name and/or trade name/s if compliant with SEC Memorandum Circular No. 13, Series of 2019 and assigns to processor.	None	1 working day/s	• Securities Counsel I; Davao Extension Office • Securities Specialist I; Davao Extension Office • Confidential Assistant III; Davao Extension Office
	1.2. Pre-processes all corporate information submitted and pre-approves the application after which a system-generated email is sent to the client with the instruction to download the registration documents then upload the signed and authenticated/notarized registration documents in the system.		3 working day/s	• SEC Securities Counsel II; Davao Extension Office • Securities Counsel I; Davao Extension Office

	1.3. Compares details in uploaded documents to data encoded by applicant and approves application for payment. A system-generated Payment Assessment Form is sent to the applicant through email with the instruction to pay the assessed registration fees.		2 working day/s	• Securities Counsel II; Davao Extension Office • Securities Counsel I; Davao Extension Office
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home or any Landbank branch	2. A system-generated Confirmation of Payment email is immediately sent to the applicant with a link to the electronic official receipt and a system-generated Registration Approved email is sent to applicant with instruction to submit hard copies to the processing Extension Office for the issuance of the original certificate.	**Standard Fees** Breakdown: Foreign Investments Act: PHP 3000 --- Total: PHP 3000 **Formula Fees** Breakdown: Articles of PartnershipName ReservationLegal Research FeeDocumentary Stamp Tax	5 minute/s	• esparc.sec.gov.ph; Information and Communications Technology Department (ICTD)
3. Submits the documentary requirements with proof of payment to the Davao Extension Office Receiving Unit or through a courier of their choice (e.g. JRS, LBC, J&T, etc. **Location:** Receiving Unit, Davao Extension	3.1. Verifies and officially receives and stamps the hard copies of the registration application.	None	10 minute/s	• Administrative Assistant I; Davao Extension Office • Computer Operator; Davao Extension Office
	3.2. Generates the Certificate and		10 minute/s	• Administrative

Office	forwards the same with the submitted proof of payment and documentary requirements to the authorized signatory.			Assistant I; Davao Extension Office • Computer Operator; Davao Extension Office
	3.3. Reviews the application and signs the Certificate of Incorporation.		6 hour/s	• Director II; Davao Extension Office • Securities Counsel II; Davao Extension Office
	3.4. Sends appointment through email indicating the date of release of the Certificate.		10 minute/s	• Administrative Assistant I; Davao Extension Office • Computer Operator; Davao Extension Office
4. Proceeds to Davao Extension Office Releasing Unit for presentation of the original proof of payment. **Location:** Releasing Unit, Davao Extension Office	4. Enters company name in the Masterlist, releases the Certificate together with registration application and stamps release the official receipt.	None	10 minute/s	• Administrative Assistant II; Davao Extension Office • Administrative Assistant I; Davao Extension Office • Computer Operator; Davao Extension Office
Total Processing Time:		Working Days: 6 working day/s, 6 hour/s, 45 minute/s		
Total Processing Fee:		Total Standard Fee:		

	PHP 3000 See other fees below

Formula / Schedule of Fees

- **Articles of Partnership**

  ⅕ of 1% of the Partnership's Capital but not less than PHP 2,000

- **Name Reservation**

  PHP 100 per proposed name/s and/or trade name/s

- **Legal Research Fee**

  1% of the computed Filing Fees

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

53. Request for Certificate of No Derogatory Information

This service details the procedure for processing a request for a Certificate of No Derogatory Information (CNDI). The CNDI may be issued to registered partnerships or corporations which have secured the latest Monitoring Clearance for having complied with the filing of latest reportorial requirements and for paying any assessed fines and penalties. The issuance of the CNDI signifies the good standing of the partnership or corporation before the Commission only.

Office or Division:	Davao Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Any Registered Partnership, Registered Domestic Corporation, or Foreign Corporation with License to Transact
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Electronic SEC Universal Registration Environment (eSECURE) (Sample: N/A N/A)	Securities and Exchange Commission - www.sec.gov.ph
Remarks: *Note: In the website, click Online Services, then click eSECURE (https://esecure.sec.gov.ph/)*	
2. Current/Latest Monitoring Clearance (Monitoring Sheet) (1) Electronic Copy	Securities and Exchange Commission - https://ewatch.sec.gov.ph
Remarks: *Note: Copy is available in the eWatch portal or may be requested from the Davao Extension Office through the iMessage online ticketing portal imessage.sec.gov.ph* *Note: Submit proof of payment if penalty was assessed*	
3. Electronic Official Receipt as proof of payment (1) Electronic Copy	Securities and Exchange Commission - Information and Communications Technology Department
Remarks:	

Note: Copy of electronic official receipt will be sent through email or may be downloaded from https://espaysec.sec.gov.ph/

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Requesting party creates a ticket in the iMessage online ticketing portal, providing the necessary details pertaining to the request (imessage.sec.gov.ph) **Location:** imessage.sec.gov.ph **Notes/Instruction:** *The requesting party should choose Davao Extension Office as the processing office and the service, Request for Certificate of No Derogatory Information* *If Monitoring Clearance presented is not current, requesting party will be advised to submit latest reportorial requirements and to request for monitoring for the issuance of the latest monitoring clearance. The ticket will be closed.*	1.1. Assigns the request to the proper personnel.	None	4 hour/s	• Director II ; Davao Extension Office • Administrative Officer II ; Davao Extension Office • Computer Operator; Davao Extension Office
	1.2. Evaluates request by confirming existence of submitted monitoring clearance with on file records and if compliant, manually issues and uploads Payment Assessment Form (PAF) in the same iMessage thread with the instruction to upload proof of payment for the processing of the request.		4 hour/s	• Administrative Officer II; Davao Extension Office • Administrative Assistant II ; Davao Extension Office
2. Pays the assessed fee at any of the payment gateways	2.1. Encodes the request and the payment details in the	**Standard Fees** Breakdown:	4 hour/s	• Administrative Officer II; Davao

(LandBank or SEC payment portal through https://espaysec.sec.gov.ph/ and uploads proof of payment in the same iMessage thread **Location:** LandBank or SEC payment portal through https://espaysec.sec.gov.ph/) **Notes/Instruction:** The fees are assessed at a per copy basis.	Certification Issuance System-Unified Reference Database (CIS-URDB) and endorses request form and corporate records to proper handling personnel for evaluation	Certification Fee: PHP 500 Documentary Stamp Tax : PHP 30 Total: PHP 530		Extension Office • Administrative Assistant II; Davao Extension Office
	2.2. Evaluates status of the corporation in the CIS-URDB and if there is no noted infraction in the system, prints the Certificate of No Derogatory Information.		4 hour/s	• Securities Specialist III; Davao Extension Office • Securities Specialist I; Davao Extension Office
	2.3. Reviews the records and signs the Certificate of No Derogatory Information		6 hour/s	• Director II; Davao Extension Office • Securities Counsel II; Davao Extension Office
	2.4. 2.6 Informs party in the iMessage ticket thread of the availability of Certificate for pick-up and/or Uploads the signed Certificate		2 hour/s	• Administrative Officer II; Davao Extension Office • Administrative Assistant II; Davao Extension Office
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 530		

54. Request for Negative Certification

This service details the procedure for processing requests for Negative Certification. The certificate to be issued declares the absence of any record of an entity with the Securities and Exchange Commission.

Office or Division:	Davao Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Any individual or entity with the desire to have an official document declaring the non-existence of an entity in the records of the Commission.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Electronic SEC Universal Registration Environment (eSECURE) account (Sample: N/A N/A)	Securities and Exchange Commission - www.sec.gov.ph
Remarks: *Note: In the website, click Online Services, then click eSECURE (https://esecure.sec.gov.ph/)*	
For Situational Requirement	
A. Situational Requirement	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Requesting party creates a ticket in the iMessage ticketing portal, providing the necessary details pertaining to the request (imessage.sec.gov.ph) **Location:** imessage.sec.gov.ph	1.1. Assigns the request to the proper personnel.	None	4 hour/s	• Director II; Davao Extension Office • Administrative Officer II; Davao Extension Office • Computer Operator ; Davao

Notes/Instruction: *The requesting party should choose Davao Extension Office as the processing office and the service, Negative Certification.*				Extension Office
	1.2. Evaluates request and if compliant, manually issues and uploads Payment Assessment Form (PAF) in the same iMessage thread with the instruction to upload proof of payment for the processing of the request. Otherwise, the party will be informed of any deficiency in the same iMessage thread.		6 hour/s	• Securities Specialist I; Davao Extension Office • Administrative Officer II; Davao Extension Office
2. Pays the at any of the payment gateways (LandBank or SEC payment portal through https://espaysec.sec.gov.ph/ and uploads proof of payment in the same iMessage thread **Location:** LandBank or SEC payment portal through https://espaysec.sec.gov.ph **Notes/Instruction:** Note: The fees are assessed at a per copy basis.	2.1. Prepares Certificate.	**Standard Fees** Breakdown: Certification Fee: PHP 500 Documentary Stamp Tax : PHP 30 Total: PHP 530	6 hour/s	• Securities Specialist I; Davao Extension Office • Administrative Officer II; Davao Extension Office
	2.2. Reviews the records and signs the Certificate.		6 hour/s	• Director II; Davao Extension Office • Securities Counsel II; Davao Extension Office
	2.3. Informs party in the iMessage ticket thread of the availability of Certificate for pick-up and/or uploads the signed Certificate		2 hour/s	• Securities Specialist I; Davao Extension Office • Administrative Officer II; Davao Extension Office
Total Processing Time:		Working Days: 3 working day/s		

Total Processing Fee:	Total Standard Fee: PHP 530

55. Request for Payment of Fines in Installment Basis

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

Office or Division:	Davao Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	General transacting public and business entities for stock and non-stock registered corporations.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Letter request for the installment (1) Electronic Copy	Applicant / Client
2. Current/Latest Monitoring Clearance (1) Electronic Copy	Securities and Exchange Commission - https://ewatch.sec.gov.ph/login

Remarks:

Copy is available through the link: ***eWATCH:*** *https://ewatch.sec.gov.ph/login or request for copy may be coursed through at imessage@sec.gov.ph*

Submit proof of payment if penalty was assessed

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Send a letter requesting for installment of payment of fines together with attachments to imessage.sec.gov.ph. **Location:** *Davao Extension Office:* imessage.sec.gov.ph	1.1. Assign the letter request.	None	4 hour/s	• Driector II; Davao Extension Office • Administrative Officer II; Davao Extension Office • Computer Operator; Davao

Notes/Instruction: Total processing time does not include time of approval by the Supervising Commissioner.				Extension Office
	1.2. Review the request if it will qualify for installment of payment of fines.		4 working day/s	• Securities Specialist III; Davao Extension Office • Securities Specialist II; Davao Extension Office • Administrative Officer IV; Davao Extension Office • Securities Specialist I; Davao Extension Office
	1.3. Prepare Memorandum of recommendation to the Director.		1 working day/s	• Securities Specialist III; Davao Extension Office • Securities Specialist II; Davao Extension Office • Administrative Officer IV; Davao Extension Office • Securities Specialist I; Davao Extension Office
	1.4. Review the Memorandum and if compliant, prepare endorsement documents. Note: If there are corrections, return the Memorandum to for revision.		5 working day/s	• Director II; Davao Extension Office

	1.5. Present the request to the Supervising Commissioner for approval.		2 working day/s	• Director II; Davao Extension Office
	1.6. Issue letter informing the applicant about the decision of the Commission on the request. Note: The Confirmation of Payment (COP) shall be issued upon full payment of fines.		2 working day/s	• Director II; Davao Extension Office
	1.7. Send the letter directly to the sender's email address or through iMessage thread together with the Payment Assessment Form (PAF) for the downpayment.		1 working day/s	• Securities Specialist III; Davao Extension Office • Securities Specialist II; Davao Extension Office • Administrative Officer IV; Davao Extension Office • Securities Specialist I; Davao Extension Office
2. Pays penalty and fine based on approved schedule. **Location:** Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home **Notes/Instruction:**	2.1. Receive the final Official Receipt from the applicant and endorses Monitoring Sheet/Confirmation of Payment for signature.	**Formula Fees** Breakdown: Penalties/Fines	1 working day/s	• Securities Specialist III; Davao Extension Office • Securities Specialist II; Davao Extension Office • Administrative Officer IV; Davao Extension Office

2.2. Pay the first and/or subsequent installments. Note: Assigned monitor will check monthly compliance of the particular corporation on their staggered payments.				• Securities Specialist I; Davao Extension Office
	2.2. Forward Monitoring Sheet together with corporate file to the Office of the Director for review and signature.		2 hour/s	• Administrative Officer II; Davao Extension Office • Administrative Assistant II; Davao Extension Office
	2.3. Review and sign the COP/MS upon full payment of fines. Note: COP is issued only upon full payment.		1 working day/s	• Director II; Davao Extension Office • Securities Counsel II; Davao Extension Office
3. Receive the Confirmation of Payment of Fines. **Location:** imessage.sec.gov.ph	3. Upload the Confirmation of Payment to the sender's email address or in imessage thread.	None	4 hour/s	• Administrative Officer II; Davao Extension Office • Administrative Assistant II; Davao Extension Office
Total Processing Time:		Working Days: 18 working day/s, 2 hour/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Penalties/Fines**

  Guidelines on the Imposition of fines or penalties for non-compliance with reportorial requirements; Memorandum Circular No. 06, series of 2024

SEC Resolution No. 756, s. 2013 and

SEC Resolution No. 757, s. 2013

56. Request for Plain/Authenticated Copies of Documents by Other Government Offices

This service details the procedure for the processing of requests for and issuance of plain and/or authenticated copies of public documents on file with the Commission by other government offices.

Office or Division:	Davao Extension Office
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	Any Government office
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Signed Letter Request (1) Original Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the letter to the Office of the Director either personally or thru email at secdavao@gmail.com **Location:** Office of the Director either personally or thru email at secdavao@gmail.com	1.1. Acknowledges receipt of the letter request and forwards the letter to the Director for assignment	None	4 hour/s, 30 minute/s	• Confidential Assistant III; Davao Extension Office • Information Officer II; Davao Extension Office
	1.2. Endorses letter request to Records Unit		2 hour/s	• Director II; Davao Extension Office
	1.3. Checks availability of requested documents in database or corporate records and prints requested documents		4 hour/s, 30 minute/s	• Administrative Assistant II; Davao Extension Office

				• Administrative Officer II; Davao Extension Office
	1.4. Forwards the requested documents to the Office of the Director		1 hour/s	• Administrative Assistant II; Davao Extension Office
	1.5. Prepares and signs the letter reply		1 working day/s	• Director II; Davao Extension Office
	1.6. Transmits Davao Extension Office reply to request		3 hour/s	• Administrative Assistant I; Davao Extension Office
Total Processing Time:		Working Days: 2 working day/s, 7 hour/s		
Total Processing Fee:		Total Standard Fee: None		

57. Request for Plain/Authenticated Copies of Documents from the General Public

This service details the procedure for the processing of requests for and issuance of plain and/or authenticated copies of public documents on file with the Commission by any person or juridical entity.

Office or Division:	Davao Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Any individual or juridical entity
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Situational Requirement	
A. Situational Requirement	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Requesting party creates a ticket in the iMessage ticketing portal, providing the necessary details pertaining to the request (imessage.sec.gov.ph) **Location:** imessage.sec.gov.ph **Notes/Instruction:** *The requesting party should choose Davao Extension Office as the processing office and the appropriate service topic.*	1.1. Assigns the request to the proper personnel.	None	4 hour/s	• Director II; Davao Extension Office • Administrative Officer II; Davao Extension Office • Computer Operator; Davao Extension Office
	1.2. Manually issues Payment Assessment Form (PAF) if document requested is available, uploads the PAF in the same imessage thread with the instruction to pay the assessed fees		4 hour/s	• Administrative Officer II; Davao Extension Office • Administrative Assistant II; Davao

	and upload proof of payment to proceed with the processing of the request.			Extension Office
***For Request for Plain Copy only** 2.A.Pays the assessed fee for plain copy at any of the payment gateways (LandBank or SEC payment portal through https://espaysec.sec.gov.ph/ and uploads proof of payment in the same imessage thread. **Location:** LandBank or SEC payment portal through https://espaysec.sec.gov.ph/ **Notes/Instruction:** The fees are assessed at a per copy basis.	2.A.1. Downloads requested document from the SEC system.	**Formula Fees** Breakdown: Fees and Charges for IT-related services	4 hour/s	• Administrative Officer II; Davao Extension Office • Administrative Assistant II; Davao Extension Office
	2.A.2. Informs party in the iMessage ticket thread of the availability of document for pick-up and/or uploads the document, depending on request.		1 hour/s	• Administrative Officer II; Davao Extension Office • Administrative Assistant II; Davao Extension Office
***For Request for CTC** 2.B.Pays the assessed fee for authenticated copy at any of the payment gateways (LandBank or SEC payment portal through https://espaysec.sec.gov.ph/ and emails proof of payment in the same email where the Payment Assessment Form was sent. **Location:** LandBank or SEC payment portal	2.B.1. Acknowledges email and prints or photocopies the requested documents	**Formula Fees** Breakdown: Fees and Charges for IT-related services	4 hour/s, 30 minute/s	• Administrative Officer II; Davao Extension Office • Administrative Assistant II; Davao Extension Office
	2.B.2. Verifies the documents and signs on each page		1 hour/s	• Administrative Assistant II; Davao Extension Office • Administrative

through https://espaysec.sec.gov.ph/ **Notes/Instruction:** The fees are assessed at a per copy basis.				Assistant I; Davao Extension Office • Computer Operator; Davao Extension Office
	2.B.3. Certifies the documents and signs on the last page		1 hour/s	• Securities Specialist I; Davao Extension Office • Administrative Officer II; Davao Extension Office
3. Presents copy of proof of payment receipt to the Releasing Unit **Location:** Releasing Unit	3. Releases requested documents after securing acknowledgment from the claiming party.	None	10 minute/s	• Administrative Assistant II; Davao Extension Office • Administrative Assistant I; Davao Extension Office

Total Processing Time:	
***For Request for Plain Copy only**	Working Days: 1 working day/s, 5 hour/s, 10 minute/s
***For Request for CTC**	Working Days: 1 working day/s, 6 hour/s, 40 minute/s
Total Processing Fee:	
***For Request for Plain Copy only**	Total Standard Fee: None See other fees below
***For Request for CTC**	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

- **Fees and Charges for IT-related services**

SEC Memorandum Circular No. 18, Series of 2026 for updated fees

58. Request for Reduction of Fines

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

Office or Division:	Davao Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	For request for reduction of fines, general transacting public and business entities for: 1.) Non-stock corporations pursuing noble purposes, such as: I. Religious Corporations; II. Those engaged in educational, charitable, religious, literary, scientific, cultural and cicic services, and; III. Those engaged in assisting, uplifting or promoting the welfare and interest of the physically handicapped, orphans, farmers and underprivileged.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Letter request for the reduction of fines (1) Electronic Copy	Applicant / Client
2. Current/Latest Monitoring Clearance (1) Electronic Copy	Securities and Exchange Commission - https://ewatch.sec.gov.ph/login

Remarks:

Copy is available through the link: ***eWATCH:*** *https://ewatch.sec.gov.ph/login or request for copy may be coursed through at imessage@sec.gov.ph*

The client may be asked to produce the electronic copy of the Monitoring Sheet with final assessment if the said document is not encoded in the online database.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

				(Designation; Office)
1. Send a letter requesting for reduction of fines together with attachments to imessage.sec.gov.ph **Location:** imessage.sec.gov.ph **Notes/Instruction:** *Total processing time does not include time of approval by the Supervising Commissioner.*	1.1. Assign the letter request.	None	4 hour/s	• Director II; Davao Extension Office • Administrative Officer II; Davao Extension Office • Computer Operator; Davao Extension Office
	1.2. Review the request if it will qualify for reduction of fines.		4 working day/s	• Securities Specialist III; Davao Extension Office • Securities Specialist II; Davao Extension Office • Administrative Officer IV; Davao Extension Office • Securities Specialist I; Davao Extension Office
	1.3. Prepare Memorandum of recommendation to the Director.		1 working day/s	• Securities Specialist III; Davao Extension Office • Securities Specialist II; Davao Extension Office • Administrative Officer IV; Davao Extension Office

				• Securities Specialist I; Davao Extension Office
	1.4. Review the Memorandum and if compliant, prepare endorsement documents. Note: If there are corrections, return the Memorandum to for revision.		5 working day/s	• Director II; Davao Extension Office
	1.5. Present the request to the Supervising Commissioner for approval.		2 working day/s	• Director II; Davao Extension Office
	1.6. Issue letter informing the applicant about the decision of the Commission on the request. Note: The Confirmation of Payment (COP) shall be issued upon full payment of fines.		2 working day/s	• Director II; Davao Extension Office
	1.7. Send the letter directly to the sender's email address or through iMessage thread together with the new Payment Assessment Form (PAF).		1 working day/s	• Securities Specialist III; Davao Extension Office • Securities Specialist II; Davao Extension Office • Administrative Officer IV; Davao Extension Office • Securities Specialist I; Davao Extension Office

2. Pays penalty and fine based on the re-assessed fines and penalties. 2.1. Pay the first and/or subsequent installments. Note: Assigned monitor will check monthly compliance of the particular corporation on their staggered payments. **Location:** Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espayssec.sec.gov.ph/payment-portal/home	2.1. Receive the final Official Receipt from the applicant and endorses Monitoring Sheet/Confirmation of Payment for signature.	**Formula Fees** Breakdown: Penalties/Fines	1 working day/s	• Securities Specialist III; Davao Extension Office • Securities Specialist II; Davao Extension Office • Administrative Officer IV; Davao Extension Office • Securities Specialist I; Davao Extension Office
	2.2. Forward Monitoring Sheet together with corporate file to the Office of the Director for review and signature.		2 hour/s	• Administrative Officer II; Davao Extension Office • Administrative Assistant II; Davao Extension Office
	2.3. Review and sign the COP/MS upon full payment of the total amount reduced. Note: For corporations with Petition to Lift the Order of Revocation/Suspension, the COP and the Order granting the Petition shall be withheld until full payment of the total reduced fines.		1 working day/s	• Director II; Davao Extension Office • Securities Counsel II; Davao Extension Office
3. Receives the Confirmation of Payment of Fines. **Location:**	3. Upload the Confirmation of Payment to the sender's email	None	4 hour/s	• Administrative Officer II; Davao Extension Office

imessage.sec.gov.ph	address or in imessage thread.			• Administrative Assistant II; Davao Extension Office
Total Processing Time:		Working Days: 18 working day/s, 2 hour/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Penalties/Fines**

  Guidelines on the Imposition of fines or penalties for non-compliance with reportorial requirements; Memorandum Circular No. 06, series of 2024

  SEC Resolution No. 756, s. 2013 and

  SEC Resolution No. 757, s. 2013

59. Request for Voluntary Dissolution Where No Creditors are Affected under Section 134 of the Revised Corporation Code

This service details the procedure on the application for voluntary dissolution of a domestic corporation under Section 134 of the Revised Corporation Code where no creditors are affected taking into consideration the guidelines set forth in SEC Memorandum Circular No. 5, Series of 2022. Note that there is a fifteen (15)-day waiting period from the receipt of the Verified Request for Dissolution by the Securities and Exchange Commission before the request will be approved and the issuance of the Certificate of Dissolution. This 15-day period provides for the period within which the Verified Request for Dissolution may be withdrawn.

Office or Division:	Davao Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Any domestic corporation through their Authorized Representatives.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Revised Corporation Code

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Verified Request for Dissolution (2) Original Copy	Applicant / Client
Remarks: *Note: The verified request must be signed by the corporation's duly authorized representative*	
2. Verification and Certification against Forum Shopping (2) Original Copy	Applicant / Client
Remarks: *Note: The verified request must be signed by the corporation's duly authorized representative.*	
3. Board resolution or directors'/trustees' certificate authorizing the dissolution and designating an authorized representative (2) Original Copy	Applicant / Client
Remarks: *Note: This document must be signed by a majority of the board and countersigned by secretary of the corporation.*	

Note: For a One Person Corporation (OPC), in lieu of the submission of the notarized copy of the Board Resolution or Directors'/Trustees' Certificate, a SOLE DIRECTOR CERTIFICATE shall be required to be published and submitted.	
4. Audited Financial Statement as of last fiscal year submitted in the SEC Electronic Filing and Submission Tool (SEC eFAST) (1) Electronic Copy And (1) Photo Copy	Applicant / Client
Remarks: *Note: The document as accepted in the EFAST must be attached to the application.*	
5. Affidavit under oath by the President and Treasurer (2) Original Copy	Applicant / Client
Remarks: *Note: The document shall certify that: i. the dissolution is not prejudicial to the interest of the creditors; and ii. there is no opposition from any creditors from the time of the publication of the notice of dissolution up to the filing of the application for dissolution with the Commission*	
6. Tax Clearance Certificate (1) Original Copy And (1) Photo Copy	Bureau of Internal Revenue - Regional Office
7. Publisher's Affidavit of publication of the notice of meeting (2) Original Copy	Applicant / Client
8. Notarized Secretary's Certificate on non-existence of intra-corporate dispute (2) Original Copy	Applicant / Client
Remarks: *Note: Must be dated within six (6) months from submisssion.*	
9. Latest General Information Sheet submitted in the SEC Electronic Filing and Submission Tool (SEC eFAST) (1) Electronic Copy And (1) Photo Copy	Applicant / Client
Remarks: *Note: The document as accepted in the EFAST should be attached to the application.*	
For Situational Requirement	
A. Situational Requirement: Where the applicant has ceased operations of at least one (1) year	
A.1. Audited Financial Statement as of the last year of operation stamped received by the Bureau of Internal Revenue and submitted in the SEC Electronic Filing and	Applicant / Client

Submission Tool (SEC eFAST) (1) Electronic Copy And (1) Photo Copy	
Remarks: *Note: The document as submitted and accepted in the SEC eFAST will be attached to the application.*	
A.2. Affidavit of non-operation certified under oath by the President (2) Original Copy	Applicant / Client
B. Situational Requirement: Where the applicant has no operation since incorporation	
B.1. Balance Sheet certified under oath by the Treasurer and President submitted in the SEC Electronic Filing and Submission Tool (SEC eFAST) (1) Electronic Copy And (1) Photo Copy	Applicant / Client
Remarks: *Note: The document as accepted in the SEC eFAST will be attached to the application.*	
B.2. Affidavit of non-operation certified under oath by the President and Treasurer (2) Original Copy	Applicant / Client
B.3. Certificate of non-registration (1) Original Copy And (1) Photo Copy	Bureau of Internal Revenue - Regional Office
C. Situational Requirement: Where the applicant corporation (stock or non-stock) is with total assets or liabilities of less than P600,000	
C.1. Balance Sheet as of last preceding fiscal year certified under oath by the President and Treasurer submitted in the SEC Electronic Filing and Submission Tool (SEC eFAST) (1) Electronic Copy And (1) Photo Copy	Applicant / Client
Remarks: *Note: The document as submitted and accepted in the SEC eFAST will be attached to the application.*	
D. Situational Requirement: For banks, banking and quasi-banking institutions, non-stock savings and loan associations, pawnshops and other financial intermediaries	
D.1. Favorable endorsement (1) Original Copy And (1) Photo Copy	Bangko Sentral ng Pilipinas - Financial Supervision Department
E. Situational Requirement: For preneed, insurance and trust companies and other financial intermediaries	
E.1. Favorable endorsement (1) Original Copy And (1) Photo Copy	Insurance Commission - Licensing Division

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits 2 complete sets of the documentary requirements at the Records Unit of the Davao Extension Office. **Location:** Records Unit, Davao Extension Office **Notes/Instruction:** *Note: Applicant will be notified* *through email or through phone call of any deficiencies in the application.*	1.1. Verifies completeness of documents as per checklist of requirements, advises client to wait for an update from the processing officer as to status of application, retrieves corporate records and endorses to processing officer.	None	1 hour/s	• Administrative Officer II; Davao Extension Office • Administrative Assistant II; Davao Extension Office
	1.2. Evaluates all sets of the application and its supporting documents		15 working day/s	• Securities Counsel II; Davao Extension Office • Securities Counsel I; Davao Extension Office
	1.3. Manually issues Payment Assessment Form (PAF) and provides it to client in person or thru email with the instruction to pay the assessed fees.		30 minute/s	• Securities Counsel II; Davao Extension Office • Securities Counsel I; Davao Extension Office
2. Pays the assessed fee as indicated in the Payment Assessment Form (PAF) at any of the payment gateways (the SEC online payment portal https://espaysec.sec.gov.ph/ or at Landbank). **Location:**	2. A system-generated Confirmation of Payment email is immediately sent to the applicant with a link to the electronic official receipt.	**Standard Fees** Breakdown: Petition Fee: PHP 3000 Documentary Stamp Tax: PHP 30 Legal Research Fee: PHP 30	3 minute/s	• Assistant Director; Information and Communications Technology Department (ICTD)

SEC online payment portal https://espaysec.sec.gov.ph/ or at Landbank		Handling Fee: PHP 20 Total: PHP 3080		
3. Proceeds to Receiving Counter for presentation of approved documentary requirements with proof of payment **Location:** Receiving Unit, Davao Extension Office	3. Receives and verifies documentary requirements and proofs of payment	None	15 minute/s	• Administrative Assistant I; Davao Extension Office • Computer Operator; Davao Extension Office
4. Submits the complete and approved application requirements, stamped received, to the Processing lawyer **Location:** Legal Unit, Davao Extension Office	4.1. Advises client of the observance of a waiting period of 15 days from receipt of Verified Request before the request will be approved and the Certificate issued.	None	15 minute/s	• Securities Counsel II; Davao Extension Office • Securities Counsel I; Davao Extension Office
	4.2. Endorses the corporate records to the Office of the Director for the issuance of the Certificate with the note to wait for 15 days from receipt before approval of request and issuance of Certificate.		15 minute/s	• Securities Counsel II; Davao Extension Office • Securities Counsel I; Davao Extension Office
	4.3. Reviews the application and notes when the Certificate will be issued which is after 15 days from receipt of the request.		3 working day/s	• Director II; Davao Extension Office
	4.4. Waiting period of 15 days for any withdrawal of request filed		15 working day/s	• Securities Counsel II; Davao

				Extension Office • Securities Counsel I; Davao Extension Office
	4.5. Prepares Certificate of Dissolution		4 hour/s	• Confidential Assistant III; Davao Extension Office
	4.6. Signs the Certificate of Dissolution		1 working day/s	• Director II; Davao Extension Office
	4.7. Forwards the signed Certificate to the Releasing Unit.		30 minute/s	• Confidential Assistant III; Davao Extension Office
5. Presents proof of payment receipt to the Releasing Unit, Davao Extension Office **Location:** Releasing Unit, Davao Extension Office	5. Presents logbook of released certificates and certificate copy of SEC for signature of claimant and subsequently releases signed Order and/or Certificate	None	15 minute/s	• Administrative Assistant II; Davao Extension Office

General Remarks

Section 134 of the Revised Corporation Code requires a fifteen (15)-day waiting period before the issuance of the Certificate of Dissolution to allow the corporation time to withdraw its application. Pertinent provision of the section reads as follows:

"Within fifteen (15) days from receipt of the verified request for dissolution, and in the absence of any withdrawal within said period, the Commission shall approved the request and issue the certificate of dissolution. The dissolution shall take effect only upon the issuance by the Commission of certificate of dissolution."

This justifies the release of the Certificate of Dissolution beyond the 20-day processing period required by the EODB Law.

Total Processing Time:	Working Days: 34 working day/s, 7 hour/s, 3 minute/s

Total Processing Fee:	Total Standard Fee: PHP 3080

60. Violation of the Right to Inspect/Reproduce Corporate Books and Records

This service details the procedure and documentary requirements for the inspection and/or reproduction of corporate books and records pursuant to SEC Memorandum Circular No. 25, Series of 2020 which promulgates the guidelines in enforcing the right to inspect and/or reproduce corporate records and the procedure for the conduct of investigation for violation of the same.

Office or Division:	Davao Extension Office
Classification:	Highly Technical
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	A stockholder, member, board member of a corporation
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Memorandum Circular No. 25, Series of 2020

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Verified Complaint (2) Original Copy	Applicant / Client
Remarks: *There should be additional original copy per respondent.*	
2. Verification and Certification Against Forum Shopping duly signed by the complainant (2) Original Copy	Applicant / Client
Remarks: • *There should be additional original copy per respondent* • *Samples of the above documents are attached in Memorandum Circular No. 25, Series of 2020*	
3. Affidavit/s and Supporting Documents necessary to support the claims relied upon (2) Original Copy	Applicant / Client
Remarks: *There should be additional original copy per respondent.*	
For Situational Requirement	

A. IF THE COMPLAINANT IS A DULY AUTHORIZED REPRESENTATIVE	
A.1. His/Her proof of authority (2) Original Copy	Applicant / Client

Remarks:

- *There should be additional original copy per respondent.*
- *The auhorized representative shall secure this proof from the Principal Director, Trustee, Stockholder and/or Member of the subject corporation at the time the demand to inspect and/or reproduce the corporate records was made*

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Proceeds to Office of the Director for the presentation of the Verified Complaint and its attachments **Location:** Office of the Director, Davao Extension Office	1.1. Physically receives the verified complaint with necessary attachments and supporting documents, for assigning to the Handling Lawyer	None	4 hour/s	• Confidential Assistant III; Davao Extension Office • Director II; Davao Extension Office
	1.2. Assesses the allegations in the complaint and the completeness of the submitted requirements. Then, emails or personally provides Payment Assessment Form (PAF) for payment of assessed fees at Landbank or thru Electronic System for Payment to SEC or Espaysec		7 working day/s	• Securities Counsel II; Davao Extension Office • Securities Counsel I; Davao Extension Office
2. Pays the registration fee as indicated in the Payment Assessment Form **Location:** any of the payment gateways (LandBank or SEC payment	2. A system-generated Confirmation of Payment email is immediately sent to the applicant with a link to the electronic official receipt.	**Standard Fees** Breakdown: Filing Fee: PHP 10130 Total: PHP 10130	3 minute/s	• Assistant Director; Information and Communications Technology Department (ICTD)

portal through https://espaysec.sec.gov.ph/				
3. Proceeds to EO Receiving Counter for presentation of approved documentary requirements with proof of payment **Location:** Receiving Counter, Davao Extension Office	3.1. Receives the verified complaint and its attachments with proof of payment of the filing fees	None	20 minute/s	• Computer Operator; Davao Extension Office • Administrative Assistant I; Davao Extension Office
	3.2. Forwards the verified complaint and its attachments with proof of payment of the filing fees to the Director.		5 minute/s	• Computer Operator; Davao Extension Office • Administrative Assistant I; Davao Extension Office
	3.3. Dockets the case and returns documents to handling Securities Counsel.		2 hour/s	• Director II; Davao Extension Office
	3.4. Prepares and signs the Summons to the Respondent/s including preparation of its mailing.		5 working day/s	• Securities Counsel I; Davao Extension Office • Securities Counsel II; Davao Extension Office
	3.5. The Petitioner will be updated on the (i) Verified Answer of the Respondent, if any; (ii) Clarificatory Conference, if necessary; (iii) Final Order; (iv) Submission of		115 working day/s	• Securities Counsel I; Davao Extension Office • Securities Counsel II; Davao

	Verified Status Account (VSA), if applicable and (v) Resolution			Extension Office

General Remarks

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

Total Processing Time:	Working Days: 127 working day/s, 6 hour/s, 28 minute/s
Total Processing Fee:	Total Standard Fee: PHP 10130

Butuan Extension Office

External Services

1. Registration of One Person Corporation (OPC) thru SEC – Electronic Simplified Processing of Application for Registration of Company (SEC-eSPARC)

This service details the procedure on registration of One Person Corporation (OPC) pursuant to Section 5, 115-132 of the Revised Corporation Code (R.A. No. 11232)

Office or Division:	Butuan Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All Natural and Juridical persons and their representatives.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet (2) Original Copy	Securities and Exchange Commission - SEC Electronic Simplified Processing of Application for Registration of Company (eSPARC)
2. Articles of Incorporation (2) Original Copy	Securities and Exchange Commission - SEC - Electronic Simplified Processing of Application for Registration of Company (eSPARC)
3. Acceptance letter of the Nominee and Alternate Nominee (2) Original Copy	Securities and Exchange Commission - SEC - Electronic Simplified Processing of Application for Registration of Company (eSPARC)
4. Certificate of Authentication (2) Original Copy	Securities and Exchange Commission - SEC - Electronic Simplified Processing of Application for Registration of Company (eSPARC)
5. Summary Application (2) Original Copy	Securities and Exchange Commission - SEC - Electronic Simplified Processing of Application for Registration of Company (eSPARC)
6. Proof of Payment (2) Original Copy	Securities and Exchange Commission - SEC - Electronic

			Simplified Processing of Application for Registration of Company (eSPARC)	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Creates an email in Electronic Simplified Processing of Application for Registration of Company (eSPARC) **Location:** Electronic Simplified Processing of Application for Registration of Company (eSPARC) Portal	1. The system sends verification confirmation to allow applicants to sign-in into the facilities therein. Email account created automatically and expires within five (5) calendar days if inactive	None	10 minute/s	• System Generated; Butuan Extension Office
2. Applies, reserves, or appeals the proposed company name with or without trade names **Location:** Electronic Simplified Processing of Application for Registration of Company (eSPARC) Portal	2.1. System verifies and validates proposed corporate name in accordance with the Revised Corporation Code and Memorandum Circular No. 13 series of 2019	None	5 minute/s	• System Generated; Butuan Extension Office
	2.2. Reviews the proposed company name		10 minute/s	• Administrative Assistant II; Butuan Extension Office • Administrative Officer III; Butuan Extension Office • Securities Investigator; Butuan Extension Office
3. Starts filling out company details and	3. The system sends verification	None	10 minute/s	• System Generated;

submit forms online **Location:** Electronic Simplified Processing of Application for Registration of Company (eSPARC) Portal	confirmation to allow applicants to sign-in into the facilities therein. Email account created automatically and expires within five (5) calendar days if inactive			Butuan Extension Office
4. Checks email response for pre-approval of application. **Location:** Butuan Extension Office **Notes/Instruction:** application will be returned with remarks of the noted deficiencies. Upon compliance, applicant may resubmit their application for re-evaluation of newly-submitted information	4.1. Reviews the application and verifies if the proposed corporate name is available, submits remarks, if any, and thereafter, assigns application to processor	None	10 minute/s	• Administrative Assistant I; Butuan Extension Office • Administrative Assistant II; Butuan Extension Office • Administrative Officer III; Butuan Extension Office
	4.2. Processes the submitted application in accordance with the Revised Corporation Code, Guidelines on Corporate names, Foreign Investments Act, Anti-Dummy Law, and other pertinent special laws and applicable SEC rules and regulations.		3 working day/s	• Securities Specialist I; Butuan Extension Office • Securities Specialist II; Butuan Extension Office
5. Upload scanned copies of duly signed and notarized registration documents **Location:** Butuan Extension Office **Notes/Instruction:**	5.1. Review uploaded documents	**Standard Fees** Breakdown: Company Name Reservation: PHP 100 Total: PHP 100	30 minute/s	• Securities Specialist I; Butuan Extension Office • Securities Specialist II; Butuan Extension Office

If non-compliant, the processor disapproves application for resubmission. Applicant may re-upload corrected documents.		**Formula Fees** Breakdown: For One Person Corporation (OPC), based on the authorized capital stock: Foreign Investments Act (FIA) Form 100		• Securities Counsel I; Butuan Extension Office • Securities Counsel II; Butuan Extension Office
	5.2. Generate Payment Assessment Form		10 minute/s	• Securities Specialist I; Butuan Extension Office • Securities Specialist II; Butuan Extension Office
6. Pays the assessed fines and penalties via the Electronic System for Payment to SEC (eSPAYSEC) at https://espaysec.sec.gov.ph/ or Landbank of the Philippines **Location:** Butuan Extension Office **Notes/Instruction:** Submits the proof of payment and two (2) Original hard copies of the registration documents	6.1. Receive the registration documents and have it reflected in Company Registration Encoding System (CORES)	None	10 minute/s	• Administrative Assistant II; Butuan Extension Office • Securities Specialist I; Butuan Extension Office
	6.2. Officially receives and stamps the hard copies of the registration		10 minute/s	• Administrative Assistant I; Butuan Extension Office • Administrative Assistant II; Butuan Extension Office
	6.3. generation of the Certificate of Registration		3 working day/s	• Securities Specialist I; Butuan Extension Office • Securities Specialist II; Butuan

				Extension Office
	6.4. Approval in Company Registration Encoding System (CORES)		10 minute/s	• Securities Counsel I; Butuan Extension Office • Securities Counsel II; Butuan Extension Office
	6.5. Final review of the documents		10 minute/s	• Director;
7. Presents Official Receipt to secure the Certificate of Incorporation **Location:** Butuan Extension Office	7. Releases the Certificate together with registration application then stamps release the official receipt	None	10 minute/s	• Administrative Assistant I; Butuan Extension Office • Administrative Assistant II; Butuan Extension Office
Total Processing Time:		Working Days: 6 working day/s, 2 hour/s, 15 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 100 See other fees below		

Formula / Schedule of Fees

- **For One Person Corporation (OPC), based on the authorized capital stock:**

  With par value -

  1/5 of 1% of the authorized capital stock but not less than Php 2,000.00 or the subscription price of the subscribed capital stock whichever is higher;

  Without par value -

  1/5 of 1% of the authorized capital stock computed at Php 100 per share but not less than Php 2,000 or the issued value of the subscribed capital stock whichever is higher

- **Foreign Investments Act (FIA) Form 100**

  Php 3,00.00

2. a) Certification of Paid-up Capital / Capital Structure / Percentage of Ownership for Domestic Stock Corporations Classified as Philippine National, and b) Certification of Capital / Contribution of Domestic Partnerships Classified as Philippine National

This service details the adopted online procedure and documentary requirements for issuance of the following Certifications:

a. *Certification of Paid-up Capital Capital Structure,Percentage of Ownership of Philippine National Domestic Corporation, based on any of the following:*

i. *Articles of Incorporation, for newly registered corporations;*
ii. *Audited Financial Statements (AFS) as of the latest fiscal year, duly received by the BIR and SEC;*
iii. *Interim Audited Financial Statements, if there is/are payment/s on unpaid subscription/s or additional issuance/s of shares through cash infusion/s made subsequent to item a(ii);*
iv. *Latest approved Increase in Authorized Capital Stock, if approval is subsequent to item a(ii); or*
v. *Latest approved Confirmation of Valuation, if approval is subsequent to item a(ii)*

b. *Certification of Capital Contribution of Philippine National Domestic Partnerships, based on either:*

i. *Articles of Partnership, for newly recorded partnerships; or*
ii. *Latest approved Amended Articles of Partnership.*

Note that this service is exclusively for Domestic Stock Corporations or Partnerships classified as Philippine National. For corporations/partnerships classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department (CRMD).

For pre-processing of new applications, scanned copies of the required documents shall be submitted through the following:

- ***Electronic mail:*** *secbutuan@sec.gov.ph*
- ***iMessage:*** *imessage.sec.gov.ph*

Office or Division:	Butuan Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations or Partnerships classified as Philippine National. For corporations/partnerships classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station

	(FIRST) Division of the Company Registration and Monitoring Department (CRMD).
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Combined Notarized Secretary's Certificate on: a. Request for Certification; b. List of stockholders showing the present capital structure of the Company (Names of stockholders, nationality, no. of shares and amount subscribed, amount of paid-up capital) ; and c. non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *Download the Combined Secretary's Certificate for* ***Certification of Paid-up Capital / Capital Structure / Percentage of Ownership for Domestic Stock Corporations Classified as Philippine National*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Certification-of-Paid-up-Capital_Corporation.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
2. Audited Financial Statements as of the last fiscal year, stamped received by SEC and BIR (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *To be provided by the Company, in case the Company did not file* *Note: The one (1) photo copy will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses	
A.1. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)

Remarks: ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
B. For Financing and Lending Companies	
B.1. Monitoring Clearance for Financing and Lending Companies (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
C. Additional Requirement if in case there is/are payment/s to unpaid subscription/s or additional issuance of shares out of the unissued authorized capital stock thru cash infusion made after the fiscal year or after the approval of the increase in capital stock and/or confirmation of valuation:	
C.1. Audited Interim Financial Statements (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *External Auditor to be engaged by the Company* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
D. Additional Requirement if the request is Certification of Percentage of Ownership:	
D.1. Stock and transfer book of the corporation (to be presented for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
E. If the request is Certification of Partners' Contribution for Partnership:	

E.1. Letter request signed by corporate officer / duly authorized representative (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)

Remarks:

Download below:

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Certification-of-Paid-up-Capital_Partnership.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Upload the electronic copy of complete requirements for new application by creating a ticket through the iMessage at imessage.sec.gov.ph **Location:** **iMessage:** imessage.sec.gov.ph **Notes/Instruction:** • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the BUTEO Processor will prepare a checklist of deficiencies and inform and return it to the applicant	1.1. Verifies completeness of the uploaded documents. If complete, acknowledges, records and assigns the ticket to a BUTEO Processor.	**Standard Fees** Breakdown: Certification Fee: PHP 1000 Documentary Stamp Tax : PHP 30 Total: PHP 1030	1 working day/s	• SEC Administrative Assistant I; Butuan Extension Office
	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final		6 working day/s	• SEC Securities Specialist I; Butuan Extension Office

through the iMessage. For submission of compliance documents, the client will directly send it to the assigned BUTEO Specialist's through the iMessage. The assigned BUTEO Processor will acknowledge the receipt of compliance documents then proceed to Agency Step 1.2. • If upon evaluation, the application does not meet the requirements of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling.	Report and forwards it to the assigned reviewer.			• SEC Securities Specialist II; Butuan Extension Office
	1.3. Reviews the submitted documents along with the final report and, if compliant, orders the BUTEO Specialist to issue the Payment Assessment Form (PAF)		7 working day/s	• SEC Securities Counsel I; Butuan Extension Office • SEC Securities Counsel II; Butuan Extension Office

• The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time,					
	1.4. Prepares and Sends the Payment Assessment Form (PAF) to the applicant through iMessage		1 working day/s	• SEC Securities Specialist I; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office	

provided that a proper notice to the applicant was given)				
2. Upload the scanned copy of the proof of payment of filing fees by replying to the ticket thread in the iMessage portal, and await the release of the electronic copy of the duly signed certificate **Location:** **iMessage:** imessage.sec.gov.ph	2.1. Receives and acknowledges the receipt of proof of payment	None	4 hour/s	• SEC Securities Specialist I; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office
	2.2. Prepares the Certificate and forwards it to the Reviewing Specialist for review.		1 working day/s	• SEC Securities Specialist I; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office
	2.3. Reviews and initials the certificate, then forwards to Support Staff for signature of the Director.		1 working day/s	• SEC Securities Counsel I; Butuan Extension Office • SEC Securities Counsel II; Butuan Extension Office
	2.4. Signs the Certificate of Paid-up Capital/Capital Structure/Percentage of Ownership		1 working day/s	• SEC Director ; Butuan Extension Office
	2.5. Scans and uploads the signed Certificate to the Document Verification System to generate a QR Code, forwards		6 hour/s	• SEC Administrative Assistant I; Butuan

	the electronic copy of the duly signed certificate to the assigned BUTEO Specialist			Extension Office • SEC Administrative Assistant II; Butuan Extension Office
	2.6. Sends and releases the electronic copy of the signed certificate through the iMessage portal and tags the ticket as closed.		6 hour/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1030		

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

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

Office or Division:	Butuan Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	General transacting public and business entities for: a.) Registered corporations; b.) Suspended and Revoked Corporation for purposes of filing a Petition to Set Aside Order of Suspension or Revocation; and c.) Corporations with Notice of Deficiencies and Hearing or Orders.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Annex G (1) Electronic Copy	Applicant / Client

Remarks:

Annex G may be found in the MC 28 series of 2020 uploaded in the SEC website (www.sec.gov.ph)

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Use and submit notice to change email address and/or mobile number (ANNEX G) application in Memorandum Circular No. 28, Series of 2020 through https://mc28.sec.gov.ph/ **Location:** https://mc28.sec.gov.ph/	1.1. Receive the amendment application through MC28 Portal including its attachments.	None	3 hour/s	• SEC Process Server; Butuan Extension Office

Notes/Instruction: 1.1. Go to **AMENDMENT** in MC28 Portal, search either the company name or the SEC registration number. Company name will appear and be available for amendment if the application of ANNEX D for corporations or Annex E for partnerships was approved. 1.2. Download and fill out the information in the prescribed format provided in MC28, S2020 (ANNEX G). 1.3. Encode the new company details reflected in ANNEX G. 1.4. Upload ANNEX G with Sworn Certificate of No Intra Corporate Dispute, then submit the application.	1.2. Browse over the SEC systems online, review and compare the information in the uploaded ANNEX G and encoded data in the portal.		5 hour/s	• SEC Process Server; Butuan Extension Office
	1.3. Check the signatories of the required attachments i.e. ANNEX G and Sworn Certificate of No Intra Corporate Dispute.		3 hour/s	• SEC Process Server; Butuan Extension Office
2. Receive an email notification in their official email address encoded in MC28 Portal, regarding status and remarks. **Location:** SEC Butuan Extension Office **Notes/Instruction:**	2.1. If the old information from Annex D/E is consistent with the information in Annex G, consistently encoded in the portal, and with complete documents, it will be tagged as approved.	None	1 working day/s	• SEC Process Server; Butuan Extension Office
2.1. If the application is for compliance/rejected,	2.2. If the application is for compliance, it will be tagged as		1 working day/s	• SEC Process Server;

the client must re-apply their application in MC28 Portal Amendment with the compliance from the said remarks. 2.2 If the party no longer has access to the old information, they may select the " I don't have any access" option. This will prompt them to submit an Explanation Letter in the form of a Director's Certificate (Must be signed by the majority of the board).	rejected (the findings are stated as well as the possible solutions/remedies for compliance). 2.3. After seven (7) working days, if no comment has been received and the explanation is clearly stated, the request will be tagged as approved. The system will then send a link to proceed with the submission of Annex G.		8 working day/s	• Butuan Extension Office • SEC Process Server; Butuan Extension Office
Total Processing Time:		Working Days: 11 working day/s, 3 hour/s		
Total Processing Fee:		Total Standard Fee: None		

4. Amendment to shorten the corporate term (Voluntary Dissolution under Section 136 of the RCC) where the proposed expiration of the corporate term [must contemplate a future date] is less than one year, from approval of the application for amendment under Regular Processing

This service details the procedure and the documentary requirements for amendment of Stock and Non-Stock Corporations to shorten the corporate term where the proposed expiration is less than one year, from the approval of the application under Regular Processing.

Office or Division:	Butuan Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered stock domestic corporations with foreign equity participation of not more than forty percent (40%) and non-stock corporations, except lending corporations and financing companies, through their Authorized Representatives.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Amended Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client
3. Directors` or Trustees` Certificate (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *Original copy should be signed (wet signature) and notarized* • *notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors and stockholders, (iii) the date and place of the stockholders' meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed name.* *Secure sample format through the SEC Website:*	

- *Director's Certificate:- https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf*

- *Trustees' Certificate- https://www.sec.gov.ph/wp-content/uploads/2019/11/Trustees_Certificate.pdf*

Sub Requirement	
3.A. For One Person Corporation	
3.A.1. Notarized Resolution of the Single Stockholder (2) Original Copy And (1) Electronic Copy	Applicant / Client

Remarks:

- *signed by the single stockholder and Corporate Secretary*
- *https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm_RESOLUTION-opc.docx*

4. Audited Financial Statements as of the last fiscal year stamped received by SEC and BIR (2) Original Copy And (1) Electronic Copy	Applicant / Client

Remarks:

EXCEPT:

1. *Where the applicant has ceased operations for at least one (1) year, it shall submit: a) Audited Financial Statements as of the last fiscal year of operation; and b) Affidavit of non-operation certified under oath by the President and Treasurer*
2. *Where the applicant has no operation since incorporation, it shall submit: a) Balance Sheet certified under oath by the Treasurer and President; b) Affidavit of non-operation certified under oath by the President and Treasurer; To be provided by the Company 67 c) Certificate of non-registration issued by the BIR*
3. *Where the applicant corporation (stock or nonstock) is with total assets or liabilities of less than Six Hundred Thousand Pesos (Php600,000.00), it shall submit its Balance Sheet as of last preceding fiscal year certified under oath by the President and Treasurer*

5. Certification under oath by the President and Treasurer (2) Original Copy And (1) Electronic Copy	Applicant / Client

Remarks:

certifying that:

1. *the dissolution is not prejudicial to the interest of the creditors; and*
2. *there is no opposition from any creditor from the time of publication of the notice of dissolution up to the filing of the dissolution with the Commission*

6. Bureau of Internal Revenue (BIR) Tax Clearance Certificate (2) Original Copy And (1) Electronic Copy	Bureau of Internal Revenue - BIR
7. Publisher's Affidavit of Publication of the notice of meeting (once) (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Publisher of a newspaper of general circulation*	
8. Notarized Secretary's Certificate of no pending case of intra-corporate dispute (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *Download Secretary's Certificate sample form through this link: https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx*	
9. Clearance/Favorable recommendation from other Departments of the Commission or from the appropriate (2) Original Copy And (1) Electronic Copy	Applicant / Client
For Situational Requirement	
A. For Clearance from other SEC departments	
Sub Situational Requirement/s	
A.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
A.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
A.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
A.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
A.c. For Financial Technology (FinTech) related business activities	
A.c.1. PhiliFintech Innovation Office (PIO) and Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO) and Enforcement and Investor Protection Department (EIPD)

Remarks:

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

B. Endorsement from other government agencies

Sub Situational Requirement/s

B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services

B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas

B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization

B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, and submit the application in the eAMEND portal (Regular Processing) **Location:**	1.1. Verifies completeness of the submitted amendment requirements and assigns the application to BUTEO Processors	None	1 hour/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant

(https://eamend.sec.gov.ph/login)				II; Butuan Extension Office
	1.2. Processes and evaluates the legal aspects of the dissolution application.		4 working day/s, 6 hour/s, 50 minute/s	• SEC Securities Specialist I; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office
	1.3. Processes and evaluates the financial aspects of the dissolution application.		5 working day/s	• SEC Securities Counsel I; Butuan Extension Office • SEC Securities Counsel II; Butuan Extension Office
	1.4. Issues Payment Assessment Form (PAF) to the applicant.		5 minute/s	• SEC Securities Specialist I; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office
2. Pays the filing fee through SEC-accredited Landbank branches or through eSPAYSEC **Location:** https://espaysec.sec.gov.ph/	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: AMENDED ARTICLES OF INCORPORATION: PHP 1000 Legal Research Fee: PHP 10	5 minute/s	• System Generated (eSPAYSEC); Butuan Extension Office

		Documentary Stamp Tax: PHP 30 Total: PHP 1040		
3. Submits the documentary requirements with proof of payment to the SEC Butuan Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Butuan Extension Office - 2nd Floor, Gov. Jose C. Aquino Sr. Building, Libertad, Butuan City, Agusan Del Norte, Region XIII (Caraga), 8600	3.1. Receives and verifies documentary requirements and proof of payment	None	5 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minute/s	• SEC Administrative Assistant I; Butuan Extension Office
	3.3. Prepares and generates the Certificate of Amended Articles of Incorporation		10 minute/s	• SEC Securities Specialist I; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office
	3.4. Reviews the application and signs the Certificate of Amended Articles of Incorporation		9 working day/s, 7 hour/s	• SEC Director; Butuan Extension Office
	3.5. Forwards the signed Certificate of Amended Articles of Incorporation to the Releasing Unit.		10 minute/s	• SEC Administrative Assistant I; Butuan

				Extension Office • SEC Administrative Assistant II; Butuan Extension Office
	3.6. Tags the application through the eAmend Portal to issue the Notice for Schedule of Appointment on the release of the Certificate of Amendment of Articles of Incorporation and/or By-Laws		5 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
4. Proceeds to SEC - Butuan Extension Office for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Amended Articles of Incorporation **Location:** SEC - Butuan Extension Office - 2nd Floor, Gov. Jose C. Aquino Sr. Building, Libertad, Butuan City, Agusan Del Norte, Region XIII (Caraga), 8600	4. Releases signed Certificate of Amended Articles of Incorporation	None	15 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1040		

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

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

1. *Articles of Incorporation*

- *Prefatory Clause;*
- *Corporate Name/Business Name;*
- *Primary Purpose;*
- *Secondary Purpose;*
- *Change in the Principal Office Address;*
- *Terms of Existence;*
- *Increase or Decrease in the Number of the Board of Directors/Trustees;*
- *Features of Shares, except if simultaneously filed with an application for increase of capital stock, or reclassification/declassification of shares;*
- *Provision for the Undertaking to Change Name;*
- *Fiscal Year for One Person Corporations (OPCs);*

1. *By-Laws*

- *Adoption of Corporate Name in the By-Laws;*
- *Provision for Transfer of Stock and Rights of Stockholders or Interest (e.g. Right of First Refusal, Pre-Emptive Rights);*
- *Amendment of a Corporation Sole (change of corporate name, change of address, change of primary purpose)*
- *Provision for Tax Exemption for Non-Stock;*
- *Date of Annual Meeting of the stockholders/members;*
- *Fiscal Year;*
- *Audit of Books and Dividends;*
- *Seal;*
- *Subscription, Issuance and Transfer of Shares;*
- *Suspension, Expulsion and Termination of Membership;*
- *The Form for Proxies of Stockholders/Members and the Manner of Voting Them;*
- *The Manner of Election or Appointment, Qualification, Functions, and the Term of Office of All Officers other than Directors/Trustees;*
- *The Place and Manner of Calling and Conducting Regular Meetings of the Stockholders/Members;*
- *The Powers, Qualifications, Duties, Term, and Compensation of Directors/Trustees;*
- *The Required Quorum in Meetings of Stockholders/Members;*
- *The Time, Place, and Manner of Calling and Conducting Regular or Special Meetings of the Directors/Trustees;*
- *The Time, Place, and Manner of Calling and Conducting Special Meetings of the Stockholders/Members; and*
- *Amendments of Amended By-Laws concerning two (2) to four (4) provisions thereof.*

Office or Division:	Butuan Extension Office

Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All registered stock domestic corporations with foreign equity participation of not more than forty percent (40%) and non-stock corporations, except lending corporations and financing companies, through their Authorized Representatives.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: ***With downloadable system-generated forms in the eAmend Portal.***	
2. Amendment Form (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *With downloadable system-generated forms in the eAmend Portal* • *notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed names* • ***For corporation sole**: Original copies should be signed (wet signature) and notarized*	
3. Amended Articles of Incorporation/By-Laws (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • ***two (2) copies shall be submitted together with all the documentary requirements uploaded in the eAMEND portal** (Please submit the Amended Articles of Incorporation/By-laws incorporating the proposed provisions. The amendments must be clearly underlined and annotated with the phrase "(As amended on [date of meeting])" immediately following the amended provision. Kindly ensure that no established facts are removed or modified in the process.)*	

4. Monitoring Clearance (1) Original Copy	Applicant / Client
Remarks: *Please send your request through eWATCH: ewatch.sec.gov.ph* • *If there is no valid and available Monitoring Clearance, submit an Affidavit of Undertaking for Monitoring from the eAMEND System.*	
5. Affidavit of Undertaking for Post-Evaluation (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *With downloadable system-generated forms in the eAmend Portal*	
For Situational Requirement	
A. For Clearance from other SEC departments	
Sub Situational Requirement/s	
A.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
A.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)
A.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
A.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Markets and Securities Regulation Department (MSRD)
A.c. For Financial Technology (FinTech) related business activities	
A.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - PhiliFintech Innovation Office (PIO)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;*	

- *AI/Big Data Companies;*
- *InsurTech Companies (InsurTech Service Providers);*
- *KYC/Security Companies (KYC Service Providers);*
- *Digital Banks;*
- *Digital Asset Exchanges;*
- *Virtual Asset Service Providers;*
- *Play-to-Earn Platforms;*
- *E-Commerce Companies;*
- *Crowdfunding Platforms;*
- *RegTech Companies (RegTech Service Providers);*
- *SupTech Companies (SupTech Service Providers); and*
- *Digital Advisers/Robo-Advisers.*

A.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Enforcement and Investor Protection Department (EIPD)

Remarks:

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

B. Endorsement from other government agencies	
Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.a.2. Insurance/Mutual Benefit Association/ Health Maintenance Organization (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission

C. For applications with Amendment of By-laws	
Sub Situational Requirement/s	
C.a. Air Transport	
C.a.1. Civil Aeronautics Board Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.b. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions	
C.b.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.c. Educational Institution: (stock & non-stock)	
C.c.1. Department of Education Endorsement for Elementary (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.c.2. Commission on Higher Education Endorsement for College, Tertiary Course (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.c.3. Technical Education Skills and Development Authority Endorsement for Technical Vocational Course (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.d. Electric Power Plant/Trading of Petroleum Products	
C.d.1. Department of Education Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.e. Hospital, Dental, Medical Clinics	
C.e.1. Department of Health Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.f. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.f.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.g. Money Changer and Remittance Services	
C.g.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.h. Non-Chartered Government Owned and Controlled Corporation	
C.h.1. Government Commission for Government-owned and Controlled Corporation Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.i. Professional Association	
C.i.1. Professional Regulation Commission Endorsement	Applicant / Client

(2) Original Copy And (1) Electronic Copy	
C.j. Radio, TV, Telephone, Internet Service Providers, Value-Added Service Provider	
C.j.1. National Telecommunications Commission Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.k. Recruitment for Overseas Employment	
C.k.1. Philippine Overseas Employment Administration Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.l. Security Agency/ Anti-Crime Task Force	
C.l.1. Philippine National Police Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.m. Tobacco Related Business	
C.m.1. National Tobacco Administration Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.n. Volunteer Fire Brigade	
C.n.1. Bureau of Fire Protection (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.o. Vessel/Ship Operation, Ship Management. Shipbuilding, Ship Repair, Shipping Agency, Ship Husbanding, Ship Chandling and other Maritime related activities	
C.o.1. Maritime Industry Authority (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.p. Water Service Providers and Waterworks	
C.p.1. Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
D. For Amendment of Corporate Name	
Sub Situational Requirement/s	
D.a. For Amendment of Corporate Name	
D.a.1. Name Verification Slip for Amendment of Corporate Name with Proof of Payment of Reservation Fee (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *Please send your request through iMessage: imessage.sec.gov.ph*	
D.a.2. Affidavit of a director, trustees or officer undertaking to change corporate name, if not stated in the Articles of	Applicant / Client

Incorporation (2) Original Copy And (1) Electronic Copy	

Remarks:

https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, pays the filing fee through through eSPAYSEC and submit the application in the eAMEND portal (Simple Processing) **Location:** **(https://eamend.sec.gov.ph/login)**	1.1. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: Amended Articles of Incorporation: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax:: PHP 30 Miscellaneous Handling Fee: PHP 20 Total: PHP 1060 **Possible Fees** Breakdown: Amendment of By-Laws: PHP 1000 **Formula Fees** Breakdown: Name Reservation SlipAdditional trade name	5 minute/s	• eAMEND System; Butuan Extension Office
	1.2. Verifies completeness and correctness of the submitted amendment requirements and assigns the application to the BUTEO Processors if the documents are complete.		1 hour/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
	1.3. Processes and evaluates application for amendment.		6 working day/s, 6 hour/s, 45 minute/s	• SEC Securities Specialist I; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office • SEC Securities Counsel I; Butuan Extension Office

				• SEC Securities Counsel II; Butuan Extension Office • SEC Director; Butuan Extension Office
	1.4. Tags the application Complete and issue the Digital Certificate of Amendment of Articles of Incorporation and/or By-Laws		5 minute/s	• SEC Securities Specialist I; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office • SEC Securities Counsel I; Butuan Extension Office • SEC Securities Counsel II; Butuan Extension Office • SEC Director; Butuan Extension Office
2. Generates the Digital Certificate **Location:** https://eamend.sec.gov.ph/login **Notes/Instruction:** T*o secure the original copy of the Certificate, the*	2. None	None	5 minute/s	• System Generated (eAMEND); Butuan Extension Office

applicant has to submit two (2) sets of originally signed documentary requirements with original proof of payment within a period fifteen (15) days from the date of issuance of the Digital Certificate.				

Total Processing Time:	Working Days: 7 working day/s
Total Processing Fee:	Total Standard Fee: PHP 1060 See other fees below

Possible Fees

- **Amendment of By-Laws** : 1000

Formula / Schedule of Fees

- **Name Reservation Slip**

  100

- **Additional trade name**

  Php 100 per trade name

6. Application for Amendment of Articles of Incorporation and/or By-Laws of non-Philippine National Domestic Stock and Non-stock Corporations registered under FIA or before IPAs (Simple Processing)

This service details the procedure in applying for amendment of the Articles of Incorporation and/or By-Laws of non-Philippine national Stock and Non-stock domestic corporations registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs) through the eAMEND Portal under Simple Processing concerning the following provisions:

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

Office or Division:	Butuan Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All domestic corporations registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs)
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *System-generated document available for download through the eAMEND Portal*	
2. Amendment Form (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *System-generated document available for download through the eAMEND Portal*	
For Situational Requirement	
A. For Corporations with Primary License	

A.1. Monitoring Clearance (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Butuan Extension Office (BUTEO)
Remarks: *You may request through eWATCH: ewatch.sec.gov.ph*	
B. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
B.1. Monitoring Clearance from Markets and Securities Regulation Department (MSRD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Markets and Securities Regulation Department
C. For Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies, and foundation	
C.1. Monitoring Clearance from Corporate Governance and Finance Department (CGFD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Corporate Governance and Finance Department
D. For Financing/Lending	
D.1. Monitoring Clearance from Financing and Lending Companies Department (FLCD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Financing and Lending Companies Department
E. For Financial Technology (FinTech) related business activities [Operators of payment systems; Payment Service Providers; Electronic Money Issuers (EMI); Non-bank EMIs; Alternative Credit Scoring Companies; AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); KYC/Security Companies (KYC Service Providers); Digital Banks; Digital Asset Exchanges; Virtual Asset Service Providers; Play-to-Earn Platforms; o E-Commerce Companies; Crowdfunding Platforms; RegTech Companies (RegTech Service Providers); SupTech Companies (SupTech Service Providers); and Digital Advisers/Robo-Advisers]	
E.1. PhiliFintech Innovation Office (PIO) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office
E.2. Enforcement and Investor Protection Department (EIPD) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department
F. For Banks, banking and quasi-banking institutions, pawnshops, corporations engaged in money service business (ex. Money Changer and Remittance Services), non-stock savings and loan associations (NSSLAs) and other Financial Intermediaries	
F.1. Endorsement from Bangko Sentral ng Pilipinas (1) Electronic Copy And (1) Original Copy And (1) Photo	Bangko Sentral ng Pilipinas - Financial Supervision Sector

Copy				
G. For Insurance/Health Maintenance Organization, preneed				
G.1. Endorsement from Insurance Commission (1) Electronic Copy And (1) Original Copy And (1) Photo Copy			Insurance Commission - Legal Services Group - Licensing Division	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submits the electronic copy of the requirements to the eAMEND Portal **Location:** https://eamend.sec.gov.ph/login **Notes/Instruction:** If the application is found to be for compliance during the evaluation stage, the applicant will have to go back to Step 1- Submission of requirements.	1.1. Verifies completeness of amendment requirements and assign to FIRST processors, if the documents are complete	None	5 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office • SEC Administrative Officer III; Butuan Extension Office
	1.2. Processes and evaluates application for amendment		5 working day/s, 7 hour/s, 45 minute/s	• SEC Securities Specialist I; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office • SEC Securities Counsel I; Butuan Extension Office • SEC Securities

				Counsel II; Butuan Extension Office • SEC Director; Butuan Extension Office
	1.3. Issues Payment Assessment Form (PAF)		5 minute/s	• SEC Securities Specialist I; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: Amended Articles of Incorporation or By-Laws: PHP 1000 --- Total: PHP 1000 **Formula Fees** Breakdown: Legal Research FeeDocumentary Stamp Tax	1 working day/s	• System Generated (eSPAYSEC); Butuan Extension Office
3. Generates the Digital Certificate **Location:** SEC Butuan Extension Office - 2nd Floor, Gov. Jose C Aquino Sr. Building, Libertad, Butuan City,	3. Issues the Digital Certificate	None	5 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrat

Agusan Del Norte, Region XIII (Caraga), 8600 **Notes/Instruction:** *To secure the original copy of the Certificate, the applicant has to submit two (2) sets of originally signed documentary requirements with original proof of payment within a period one (1) year from the date of issuance of the Digital Certificate*				ive Assistant II; Butuan Extension Office
Total Processing Time:	Working Days: 7 working day/s			
Total Processing Fee:	Total Standard Fee: PHP 1000 See other fees below			

Formula / Schedule of Fees

- **Legal Research Fee**

  1% of the computed Filing Fees for Amended Articles of Incorporation and/or By-Laws

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

7. Application for Amendment of Articles of Incorporation and/or By-Laws of of non-Philippine National Domestic Stock and Non-stock Corporations registered under FIA or before IPAs (Regular Processing)

*This service details the procedure in applying for amendment of the Articles of Incorporation and/or By-Laws of non-Philippine national Stock and Non-stock domestic corporations registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs) through the eAMEND Portal under **Regular Processing** concerning the following provisions:*

1. *Amendment of Articles of Incorporation other than those covered by Simple Processing;*
2. *Amendment of By-Laws of FIA registered corporations whether stock or non-stock other than those covered by Simple Processing;*
3. *Application for Increase of Capital Stock for One Person Corporation via Cash; and*
4. *Combination of any amendments under Simple and Regular Processing*

Office or Division:	Butuan Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All domestic corporations registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs)
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Cover Sheet for Amendment (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf)*	
2. Amended Articles of Incorporation and/or By-Laws (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
For Situational Requirement	
A. For Ordinary Stock and Non-Stock Corporation	
A.1. Director's Certificate for Stock Corporation or Trustees Certificate for Non-Stock Corporation (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks:	

SEC Website

- *Director's Certificate - https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf*
- *Trustees Certificate - https://www.sec.gov.ph/wp-content/uploads/2019/11/Trustees_Certificate.pdf*

A.2. Notarized Secretary's Certificate of no pending case of intra-corporate dispute (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)

Remarks:

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

B. For One Person Corporation (OPC)

B.1. Notarized Resolution signed by the Single Stockholder and Corporate Secretary (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)

Remarks:

SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm_RESOLUTION-opc.docx)

Sub Situational Requirement/s

B.a. For Change of Nominee and alternate nominee

B.a.1. Acceptance Letter for Change of Nominee and Alternate Nominee (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)

Remarks:

SEC Website (https://www.sec.gov.ph/wp-content/uploads/2019/10/2019_Sample-Acceptance-Letter-of-Nominees.docx)

This is only required if the change is filed simultaneously with a change in the Single Stockholder or amendment of other provision/s.

B.b. For Change of Single Stockholder

B.b.1. Certificate Authorizing Registration (1) Electronic Copy And (1) Original Copy And (1) Electronic Copy	Bureau of Internal Revenue - Revenue District Office
B.b.2. Deed of Assignment from the previous Single Stockholder, if the shares will be transferred to the new	Applicant / Client

Single Stockholder (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	
C. For Corporations with Primary License	
C.1. Monitoring Clearance (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *You may request for Monitoring Clearance through eWATCH: ewatch.sec.gov.ph*	
D. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
D.1. Monitoring Clearance from Markets and Securities Regulation Department (MSRD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Markets and Securities Regulation Department
E. For Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies, and foundation	
E.1. Monitoring Clearance from Corporate Governance and Finance Department (CGFD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Corporate Governance and Finance Department
F. For Financing/Lending	
F.1. Monitoring Clearance from Financing and Lending Companies Department (FLCD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Financing and Lending Companies Department
G. For Financial Technology (FinTech) related business activities [Operators of payment systems; Payment Service Providers; Electronic Money Issuers (EMI); Non-bank EMIs; Alternative Credit Scoring Companies; AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); KYC/Security Companies (KYC Service Providers); Digital Banks; Digital Asset Exchanges; Virtual Asset Service Providers; Play-to-Earn Platforms; o E-Commerce Companies; Crowdfunding Platforms; RegTech Companies (RegTech Service Providers); SupTech Companies (SupTech Service Providers); and Digital Advisers/Robo-Advisers]	
G.1. PhiliFintech Innovation Office (PIO) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office
G.2. Enforcement and Investor Protection Department (EIPD) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department

H. For Banks, banking and quasi-banking institutions, pawnshops, corporations engaged in money service business (ex. Money Changer and Remittance Services), non-stock savings and loan associations (NSSLAs) and other Financial Intermediaries	
H.1. Endorsement from Bangko Sentral ng Pilipinas (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Bangko Sentral ng Pilipinas - Financial Supervision Sector
I. For Insurance/Health Maintenance Organization, preneed	
I.1. Endorsement from Insurance Commission (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Insurance Commission - Legal Services Group - Licensing Division
J. If to engage as a foreign retailer (amendment of purpose)	
J.1. Certification of Inward Remittance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: ***Certification of Inward Remittance*** *of Foreign Exchange showing compliance of the foreign retailer with the minimum paid-up capital requirement of Twenty-Five Million Pesos (P25,000,000.00) or other proof, such as Bank Certification, certifying that such capital investment is deposited and maintained in a bank in the Philippines*	
J.2. Apostilled/authenticated Certificate of Reciprocity (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *to the effect that such State provides reciprocity to Filipinos*	
K. If with Amendment of Corporate Name / Trade Name / Business Name	
K.1. Name Verification Slip (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *You may request for Name Verification through iMessage (imessage.sec.gov.ph) or through secbutuan@sec.gov.ph*	
Sub Situational Requirement/s	
K.a. If undertaking to change name, in compliance with Section 17 of the Revised Corporation Code of the Philippines (RCCP), is not explicitly stated in any of the submitted forms	
K.a.1. Affidavit of undertaking to change corporate name / trade name	Securities and Exchange Commission (SEC) - Butuan

(1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Extension Office (BUTEO)

Remarks:

- *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)*
- *executed by a director, trustee or officer*

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the electronic copy of the requirements to the eAMEND Portal **Location:** https://eamend.sec.gov.ph/login **Notes/Instruction:** If the application is found to be for compliance during the evaluation stage, the applicant will have to go back to Step 1- Submission of requirements.	1.1. Verifies completeness of amendment requirements and assign to FIRST processors, if the documents are complete	None	5 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office • SEC Administrative Officer III; Butuan Extension Office
	1.2. Processes and evaluates application for amendment		9 working day/s, 7 hour/s	• SEC Securities Specialist I; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office • SEC Securities Counsel I; Butuan Extension Office

				• SEC Securities Counsel II; Butuan Extension Office • SEC Director; Butuan Extension Office
	1.3. Issues Payment Assessment Form (PAF)		10 minute/s	• SEC Securities Specialist I; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the electronic Official Receipt via e-mail	**Standard Fees** Breakdown: Amended Articles of Incorporation or By-Laws: PHP 1000 --- Total: PHP 1000 **Formula Fees** Breakdown: Legal Research FeeDocumentary Stamp TaxName Verification	1 working day/s	• System Generated (eSPAYSEC); Butuan Extension Office
3. Submits the documentary requirements with proof of payment to the SEC Butuan Extension Office	3.1. Receives and verifies documentary requirements and proof of payment.	None	10 minute/s	• SEC Administrative Assistant I; Butuan

through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Butuan Extension Office - 2nd Floor, Gov. Jose C Aquino Sr. Building, Libertad, Butuan City, Agusan Del Norte, Region XIII (Caraga), 8600				Extension Office • SEC Administrative Assistant II; Butuan Extension Office
	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
	3.3. Prepares and generates the Certificate of Amended Articles of Incorporation and/or By-Laws		10 minute/s	• SEC Securities Specialist I; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office
	3.4. Reviews the application and signs the the Certificate of Amended Articles of Incorporation and/or By-Laws		9 working day/s	• SEC Director; Butuan Extension Office
	3.5. Tags the application for appointment through the eAMEND Portal indicating the date of release of the certificate		5 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative

				Assistant II; Butuan Extension Office
4. Proceeds to the SEC Butuan Extension Office, presents the original proof of payment and receives the signed Certificate of Amended Articles of Incorporation and/or By-Laws **Location:** SEC Butuan Extension Office - 2nd Floor, Gov. Jose C Aquino Sr. Building, Libertad, Butuan City, Agusan Del Norte, Region XIII (Caraga), 8600	4. Releases original copy of the Certificate of Amended Articles of Incorporation and/or By-Laws	None	5 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1000 See other fees below		

Formula / Schedule of Fees

- **Legal Research Fee**

  1% of the computed Filing Fees for Amended Articles of Incorporation and/or By-Laws

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

- **Name Verification**

  PHP 100 per proposed name/s or trade name/s

  *valid for 30 days

8. Application for amendment of corporate term where the proposed expiration is one (1) year or more than one (1) year under Section 136 of the RCC (under eAMEND Regular Processing)

This service details the procedure in applying for amendment of corporate term where the proposed expiration is one (1) year or more than one (1) year under Section 136 of the RCC.

Office or Division:	Butuan Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered stock domestic corporations with foreign equity participation of not more than forty percent (40%) and non-stock corporations, except lending corporations and financing companies, through their Authorized Representatives.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: • *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Amended Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client
3. Directors` or Trustees` Certificate (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download Director's Certificate and/or Trustees' Certificate sample form through this link:* • *Director's Certificate:- https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf* • *Trustees' Certificate- https://www.sec.gov.ph/wp-content/uploads/2019/11/Trustees_Certificate.pdf* *Original copy should be signed (wet signature) and notarized*	

notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed names	
4. Notarized Secretary's Certificate of no intra-corporate dispute (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download Secretary's Certificate sample form through this link: https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx*	
5. Monitoring Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *Application for Monitoring Clearance through: ewatch.sec.gov.ph*	
For Situational Requirement	
A. For Clearance from other SEC departments	
Sub Situational Requirement/s	
A.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
A.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
A.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
A.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
A.c. For Financial Technology (FinTech) related business activities	
A.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Operators of payment systems;*	

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

A.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)

Remarks:

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

B. Endorsement from other government agencies

Sub Situational Requirement/s

B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services

B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For applications with Amendment of By-laws	
Sub Situational Requirement/s	
C.a. Air Transport	
C.a.1. Civil Aeronautics Board Endorsement (2) Original Copy And (1) Electronic Copy	Civil Aeronautics Board - Civil Aeronautics Board
C.b. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions	
C.b.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.c. Educational Institution: (stock & non-stock)	
C.c.1. Department of Education Endorsement for Elementary (2) Original Copy And (1) Electronic Copy	Department of Education - Department of Education
C.c.2. Commission on Higher Education Endorsement for College, Tertiary Course (2) Original Copy And (1) Electronic Copy	Commission on Higher Education - Commission on Higher Education
C.c.3. Technical Education Skills and Development Authority Endorsement for Technical Vocational Course (2) Original Copy And (1) Electronic Copy	Technical Education Skills and Development Authority - Technical Education Skills and Development Authority
C.d. Electric Power Plant/Trading of Petroleum Products	
C.d.1. Department of Energy Endorsement (2) Original Copy And (1) Electronic Copy	Department of Energy - Department of Energy
C.e. Hospital, Dental, Medical Clinics	
C.e.1. Department of Health Endorsement (2) Original Copy And (1) Electronic Copy	Department of Health - Department of Health
C.f. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.f.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C.g. Money Changer and Remittance Services	
C.g.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas

C.h. Non-Chartered Government Owned and Controlled Corporation	
C.h.1. Government Commission for Government-owned and Controlled Corporation Endorsement (2) Original Copy And (1) Electronic Copy	Government Commission for Government-owned and Controlled Corporation - Government Commission for Government-owned and Controlled Corporation
C.i. Professional Association	
C.i.1. Professional Regulation Commission Endorsement (2) Original Copy And (1) Electronic Copy	Professional Regulation Commission - Professional Regulation Commission
C.j. Radio, TV, Telephone, Internet Service Providers, Value-Added Service Provider	
C.j.1. National Telecommunications Commission Endorsement (2) Original Copy And (1) Electronic Copy	National Telecommunications Commission - National Telecommunications Commission
C.k. Recruitment for Overseas Employment	
C.k.1. Philippine Overseas Employment Administration Endorsement (2) Original Copy And (1) Electronic Copy	Philippine Overseas Employment Administration - Philippine Overseas Employment Administration
C.l. Security Agency/ Anti-Crime Task Force	
C.l.1. Philippine National Police Endorsement (2) Original Copy And (1) Electronic Copy	Philippine National Police - Philippine National Police
C.m. Tobacco Related Business	
C.m.1. National Tobacco Administration Endorsement (2) Original Copy And (1) Electronic Copy	National Tobacco Administration - National Tobacco Administration
C.n. Volunteer Fire Brigade	
C.n.1. Bureau of Fire Protection Endorsement (2) Original Copy And (1) Electronic Copy	Bureau of Fire Protection - Bureau of Fire Protection
C.o. Vessel/Ship Operation, Ship Management. Shipbuilding, Ship Repair, Shipping Agency, Ship Husbanding, Ship Chandling and other Maritime related activities	
C.o.1. Maritime Industry Authority Endorsement (2) Original Copy And (1) Electronic Copy	Maritime Industry Authority - Maritime Industry Authority
C.p. Water Service Providers and Waterworks	
C.p.1. Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems Endorsement (2) Original Copy And (1) Electronic Copy	Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems - Local Waterworks Utilities Administration /Manila

			Waterworks and Sewerage Systems	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, and submit the application in the eAMEND portal (Regular Processing) **Location:** (https://eamend.sec.gov.ph/login)	1.1. Verifies completeness and correctness of the submitted amendment requirements and assigns the application to the BUTEO Processors if the documents are complete.	None	1 hour/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
	1.2. Processes and evaluates application for amendment.		2 working day/s, 7 hour/s, 50 minute/s	• SEC Securities Specialist I; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office • SEC Securities Counsel I; Butuan Extension Office • SEC Securities Counsel II; Butuan Extension Office
	1.3. Issues Payment Assessment Form (PAF) to the applicant through the eAmend Portal.		5 minute/s	• SEC Securities Specialist I; Butuan Extension Office

				• SEC Securities Specialist II; Butuan Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** https://espaysec.sec.gov.ph/	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: Amended Articles of Incorporation: PHP 1000 Documentary Stamp Tax: PHP 30 Legal Research Fee: PHP 10 --- Total: PHP 1040 **Possible Fees** Breakdown: Amended By-Laws: PHP 1000 **Formula Fees** Breakdown: Name Reservation Slip	5 minute/s	• System Generated (eSPAYSEC); Butuan Extension Office
3. Submits the documentary requirements with proof of payment to the SEC Butuan Extension Office, through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:**	3.1. Receives and verifies documentary requirements and proof of payment	None	5 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office

SEC Butuan Extension Office - 2nd Floor, Gov. Jose C. Aquino Sr. Building, Libertad, Butuan City, Agusan Del Norte, Region XIII (Caraga), 8600	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
	3.3. Prepares and generates the Certificate of Amended Articles of Incorporation and/or By-Laws		5 minute/s	• SEC Securities Specialist I; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office
	3.4. Reviews the application and signs the Certificate of Amended Articles of Incorporation and/or By-Laws		3 working day/s, 6 hour/s, 10 minute/s	• SEC Director; Butuan Extension Office
	3.5. Forwards the signed Certificate of Amended Articles of Incorporation and/or By-Laws to the Releasing Unit		15 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
	3.6. Tags the application through the eAmend Portal to issue the Notice for		5 minute/s	• SEC Administrative Assistant I;

	Schedule of Appointment on the release of the Certificate of Amendment of Articles of Incorporation and/or By-Laws			Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
4. Proceeds to SEC Butuan Extension Office for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Amended Articles of Incorporation and/or By-laws **Location:** SEC Butuan Extension Office - 2nd Floor, Gov. Jose C. Aquino Sr. Building, Libertad, Butuan City, Agusan Del Norte, Region XIII (Caraga), 8600	4. Releases signed Certificate of Amended Articles of Incorporation and/or By-laws	None	5 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1040 See other fees below		

Possible Fees

- **Amended By-Laws** : 1000

Formula / Schedule of Fees

- **Name Reservation Slip**

  Php 100 per Corporate Name

  *Additional Php100 per trade name

9. Application for Amendment of non-Philippine national Partnerships registered under FIA or before IPAs (Regular Processing)

This service details the procedure in applying for amendment of the Articles of Partnerships of non-Philippine national Partnerships registered under FIA or before Investment Promotion Agencies (IPAs) through the eAMEND Portal under Regular Processing.

Office or Division:	Butuan Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All partnerships registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs)
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf)*	
2. Amended Articles of Partnership (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
For Situational Requirement	
A. For Financial Technology (FinTech) related business activities (Operators of payment systems; Payment Service Providers; Electronic Money Issuers (EMI); Non-bank EMIs; Alternative Credit Scoring Companies; Online Lending Companies; Peer-to-peer Lending Companies; AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); KYC/Security Companies (KYC Service Providers); Digital Banks; Digital Asset Exchanges; Virtual Asset Service Providers; Play-to-Earn Platforms; E-Commerce Companies; Crowdfunding Platforms; RegTech Companies (RegTech Service Providers); SupTech Companies (SupTech Service Providers); and Digital Advisers/Robo-Advisers)	
A.1. PhiliFintech Innovation Office (PIO) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
A.2. Enforcement and Investor Protection Department (EIPD) Endorsement/Clearance	Securities and Exchange Commission - Enforcement

(1) Electronic Copy And (1) Original Copy And (1) Photo Copy	and Investor Protection Department (EIPD)
B. For Money Changer and Remittance Services	
B.1. Endorsement from Bangko Sentral ng Pilipinas (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Bangko Sentral ng Pilipinas - Financial Supervision Sector
C. For Insurance/Health Maintenance Organization	
C.1. Endorsement from Insurance Commission (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Insurance Commission - Legal Services Group - Licensing Division
D. If with Amendment of Partnership Name / Trade Name / Business Name	
D.1. Name Verification Slip (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *You may request for Name Verification through iMessage (imessage.sec.gov.ph) or secbutuan@sec.gov.ph*	
Sub Situational Requirement/s	
D.a. If undertaking to change name, in compliance with Section 17 of the Revised Corporation Code of the Philippines (RCCP), is not explicitly stated in any of the submitted forms	
D.a.1. Undertaking of the Partner to change partnership name (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)*	
E. If the provision to be amended is the change of partners	
E.1. Deed of Assignment of partnership interest and/or documents showing withdrawal, resignation, retirement and death of a partner (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
F. If to engage as a foreign retailer (amendment of purpose)	
F.1. Certification of Inward Remittance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

Remarks: *Certification of Inward Remittance of Foreign Exchange showing compliance of the foreign retailer with the minimum paid-up capital requirement of Twenty-Five Million Pesos (P25,000,000.00) or other proof, such as Bank Certification, certifying that such capital investment is deposited and maintained in a bank in the Philippines*	
F.2. Apostilled/authenticated Certificate of Reciprocity (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *to the effect that such State provides reciprocity to Filipinos*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the electronic copy of the requirements to the eAMEND Portal **Location:** https://eamend.sec.gov.ph/login **Notes/Instruction:** If the application is found to be for compliance during the evaluation stage, the applicant will have to go back to Step 1- Submission of requirements.	1.1. Verifies completeness of amendment requirements and assign to FIRST-D processors, if the documents are complete	None	5 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
	1.2. Processes and evaluates application for amendment		9 working day/s, 7 hour/s	• SEC Securities Specialist I; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office • SEC Securities Counsel I; Butuan

				Extension Office • SEC Securities Counsel II; Butuan Extension Office • SEC Director; Butuan Extension Office
	1.3. Issues Payment Assessment Form (PAF)		10 minute/s	• SEC Securities Specialist I; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the electronic Official Receipt via e-mail	**Standard Fees** Breakdown: Amended Articles of Partnership: PHP 2000 Legal Research Fee: PHP 20 Documentary Stamp Tax: PHP 30 --- Total: PHP 2050 **Formula Fees** Breakdown: Name Verification	1 working day/s	• System Generated (eSPAYSEC); Butuan Extension Office
3. Submits the documentary requirements with	3.1. Receives and verifies documentary	None	10 minute/s	• SEC Administrative

proof of payment to the SEC Butuan Extension Office through the company's representatives of through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Butuan Extension Office - 2nd Floor, Gov. Jose C Aquino Sr. Building, Libertad, Butuan City, Agusan Del Norte, Region XIII (Caraga), 8600	requirements and proof of payment			Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
	3.3. Prepares and generates the Certificate of Amended Articles of Partnership		10 minute/s	• SEC Securities Specialist I; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office
	3.4. Reviews the application and signs the the Certificate of Amended Articles of Partnership		9 working day/s	• SEC Director; Butuan Extension Office
	3.5. Tags the application for appointment through the eAMEND Portal indicating the date of release of the certificate		5 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrat

				ive Assistant II; Butuan Extension Office
4. Proceeds to the SEC Butuan Extension Office, presents the original proof of payment and receives the signed Certificate of Amended Articles of Partnership **Location:** SEC Butuan Extension Office - 2nd Floor, Gov. Jose C Aquino Sr. Building, Libertad, Butuan City, Agusan Del Norte, Region XIII (Caraga), 8600	4. Releases original copy of the Certificate of Amended Articles of Partnership	None	5 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 2050 See other fees below		

Formula / Schedule of Fees

- **Name Verification**

  PHP 100 per proposed name/s or trade name/s

  *valid for 30 days

10. Application for Amendment of Partnerships under eAMEND Regular Processing

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

a. Amendments of the Articles of Partnership
b. Dissolution of Partnership
c. Technical Dissolution
d. Change in Capital Contribution
e. Deed of Assignment
f. Withdrawal of Partners
g. Admission of Partners in the Partnership

Office or Division:	Butuan Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered Partnerships through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Amended Articles of Partnership (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Please use the most recent Articles of Partnership, which have been duly approved by the Commission. Simply modify the sections that are being amended duly signed and notarized.*	
For Situational Requirement	
A. For Withdrawal of Partner	
A.1. Affidavit of Withdrawal (2) Original Copy And (1) Electronic Copy	Applicant / Client

A.2. Deed of Assignment of partnership interest and/or documents showing withdrawal, resignation, retirement and death of a partner, if the provision to be Amended is the change of partners (2) Original Copy And (1) Electronic Copy	Applicant / Client
B. For Dissolution of Partnership	
B.1. Affidavit of Dissolution or Articles of Dissolution (2) Original Copy And (1) Electronic Copy	Applicant / Client
B.2. BIR Tax Clearance (2) Original Copy And (1) Electronic Copy	Bureau of Internal Revenue - Bureau of Internal Revenue
C. For Clearance from other SEC departments	
Sub Situational Requirement/s	
C.a. For Financial Technology (FinTech) related business activities	
C.a.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
C.a.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;*	

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

D. Endorsement from other government agencies	
Sub Situational Requirement/s	
D.a. Money Changer and Remittance Services	
D.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - BSP
D.b. Insurance	
D.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - IC
E. For Amendment of Partnership Name	
E.1. Name Verification Slip for Amendment of Partnership Name with Proof of Payment of Reservation Fee (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *Please request through **iMessage: imessage.sec.gov.ph** or **secbutuan@sec.gov.ph***	
E.2. Undertaking of the Partner to change partnership name, if not stated in the Articles of Partnership (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download Undertaking to Change Name through https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

				(Designation; Office)
1. Encodes data required by the eAmend system, uploads and submits the complete and correct duly signed and notarized electronic copy of the requirements to eAmend Portal **Location:** (https://eamend.sec.gov.ph/login)	1.1. Verifies completeness of the submitted amendment requirements and assigns the application to the BUTEO Processor.	None	1 hour/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
	1.2. Processes and evaluates application for amendment.		2 working day/s, 6 hour/s, 50 minute/s	• SEC Securities Specialist I; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office • SEC Securities Counsel I; Butuan Extension Office • SEC Securities Counsel II; Butuan Extension Office • SEC Director; Butuan Extension Office
	1.3. Issues Payment Assessment Form (PAF) to the applicant if compliant		5 minute/s	• SEC Securities Specialist I; Butuan Extension Office

				• SEC Securities Specialist II; Butuan Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: Amended Articles of Partnership: PHP 2000 Legal Research Fee: PHP 20 Documentary Stamp Tax: PHP 30 Total: PHP 2050 **Possible Fees** Breakdown: Withdrawal of Partner Fee: PHP 1000 Deed of Assignment Fee: PHP 2000 **Formula Fees** Breakdown: Increase of Capital Contribution Name Verification	5 minute/s	• System Generated (eSPAYSEC); Butuan Extension Office
3. Submits the documentary requirements with proof of payment to the SEC Butuan Extension Office through the	3.1. Receives and verifies documentary requirements and proof of payment	None	5 minute/s	• SEC Administrative Assistant I; Butuan Extension Office

company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Butuan Extension Office - 2nd Floor, Gov. Jose C. Aquino Sr. Building, Libertad, Butuan City, Agusan Del Norte, Region XIII (Caraga), 8600				• SEC Administrative Assistant II; Butuan Extension Office
	3.2. Retrieves and prints the source documents in the system and forwards the application to the BUTEO Processor		15 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
	3.3. Prepares and generates the Certificate of Amended Articles of Partnership		5 minute/s	• SEC Securities Specialist I; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office
	3.4. Reviews the application and signs the Certificate of Amended Articles of Partnership		3 working day/s, 7 hour/s, 10 minute/s	• SEC Securities Specialist I; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office
	3.5. Encodes signed Certificate of Amended Articles of Partnership		15 minute/s	• SEC Administrative Assistant I; Butuan

				Extension Office • SEC Administrative Assistant II; Butuan Extension Office
	3.6. Tags the application for appointment through the eAmend Portal indicating the date of release of the Certificate		5 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
4. Proceeds to SEC Butuan Extension Office for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Amended Articles of Partnership **Location:** SEC Butuan Extension Office - 2nd Floor, Gov. Jose C. Aquino Sr. Building, Libertad, Butuan City, Agusan Del Norte, Region XIII (Caraga), 8600	4. Releases signed Certificate of Amended Articles of Partnership	None	5 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee:		

	PHP 2050 See other fees below

Possible Fees

- **Withdrawal of Partner Fee** : 1000
- **Deed of Assignment Fee** : 2000

Formula / Schedule of Fees

- **Increase of Capital Contribution**

  ⅕ of 1% of the increase in capital but not less than P2,000.00

- **Name Verification**

  Php100 per Corporate Name

  *additional Php 100 per trade name

11. Application for Branch Offices of Lending/Financing Companies

This service outlines the online procedure for establishing branch offices of Lending and Financing Companies. Preprocessing is conducted by submitting scanned copies of the required branch office documents via email at secbutuan@sec.gov.ph.

Office or Division:	Butuan Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Coversheet (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: *May secure a Checklist of requirements and sample formats from the Licensing Unit or through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf.*	
2. Personal Information Sheet of Officers of the Branch Office (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: • *Using the prescribed format & notarized* *May secure a Checklist of requirements and sample formats from the Licensing Unit or through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf.*	
3. Information Sheet (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: *May secure Checklist of requirements and sample formats from the Licensing Unit or through the Commission's website at https://www.sec.gov.ph/forms-and-fees/second-license/.*	

4. Valid NBI Clearance of ALL Officers of the Branch (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: • *With right thumbprint and signature* • *Reflecting the residential address as stated in the Information Sheet* *National Bureau of Investigation (NBI)*	
5. Monitoring Clearance (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: *You may request for Monitoring Clearance through eWATCH: ewatch.sec.gov.ph*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. For pre-processing, send a scanned copy of documentary requirements to secbutuan@sec.gov.ph and wait for the result on the requested service. **Location:** SEC Butuan Extension Office - 2nd Floor, Gov. Jose C. Aquino Sr., Building, Libertad, Butuan City, Agusan Del Norte, Region XIII (Caraga), 8600 **Notes/Instruction:** Remarks: *If documents are incomplete and non-compliant, return to clients for compliance by issuing a checklist of deficiencies.	1.1. Receive, assign and forward to the BUTEO processor the scanned copy of documentary requirements.	None	15 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
	1.2. BUTEO Processor reviews and evaluates the submitted documentary requirements.		30 minute/s	• SEC Securities Specialist I; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office • SEC Securities Counsel I;

				Butuan Extension Office • SEC Securities Counsel II; Butuan Extension Office
2. Receives update on the requested service through email. **Location:** SEC Butuan Extension Office - 2nd Floor Gov. Jose C. Aquino Sr. Building, Libertad, Butuan City, Agusan Del Norte, Region XIII (Caraga), 8600 **Notes/Instruction:** **Remarks:** If an applicant receives a checklist of deficiencies, immediately comply and send back to the assigned BUTEO processor.	2. Checks the Compliances on the deficiencies or lacking documentary requirements	None	30 minute/s	• SEC Securities Specialist I; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office • SEC Securities Counsel I; Butuan Extension Office • SEC Securities Counsel II; Butuan Extension Office
3. Pay the filing fee at selected Landbank branches (over the counter), or SEC Online Payment Portal. **Location:** SEC Butuan Extension Office - 2nd Floor, Gov. Jose C. Aquino Sr. Building, Libertad, Butuan City Agusan Del Norte, Region XIII (Caraga), 8600 **Notes/Instruction:**	3. Receive and acknowledge payment	**Possible Fees** Breakdown: Documentary Stamp Tax: PHP 30 **Formula Fees** Breakdown: License fees for Lending and Financing CosLegal Research Fee	10 minute/s	• SEC Securities Specialist I; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office • SEC Securities Counsel I; Butuan Extension Office

SEC Online Payment Portal through this link https://espaysec.sec.gov.ph/ For over the counter payment at Landbank: **FUND ACCOUNT:** SEC RCC Current Account **ACCOUNT NO.:** 3752-2220-44				• SEC Securities Counsel II; Butuan Extension Office
4. Submits the hard copies at the SEC Butuan Extension Office. **Location:** SEC Butuan Extension Office - 2nd Floor, Gov. Jose C Aquino Sr., Building, Libertad, Butuan City, Agusan Del Norte, Region XIII (Caraga), 8600	4.1. Receive and verify documentary requirements and proof of payment.	None	10 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
	4.2. Forward the documents to BUTEO Processor for the preparation of certificate		10 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office

	4.3. Prepare the certificate for Branch Office of Lending/Financing Companies		15 minute/s	• SEC Securities Specialist I; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office
	4.4. Review the certificate		15 minute/s	• SEC Securities Counsel I; Butuan Extension Office • SEC Securities Counsel II; Butuan Extension Office
	4.5. Sign the certificate.		15 minute/s	• SEC Director; Butuan Extension Office
	4.6. Forward the Certificate to Releasing Officer for releasing		5 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
5. Receive Notice thru email that the Certificate is already signed. **Location:**	5. Notify the Applicant thru email that the certificate is already signed.	None	5 minute/s	• SEC Administrative Assistant I; Butuan Extension Office

SEC Butuan Extension Office - 2nd Floor, Gov. Jose C. Aquino Sr. Building, Libertad, Butuan City, Agusan Del Norte, Region XIII (Caraga), 8600				• SEC Administrative Assistant II; Butuan Extension Office
6. Proceed to SEC Butuan Extension Office for presentment of the original proof of payment and receive the signed Certificate of Lending/Financing Companies **Location:** SEC Butuan Extension Office - 2nd Floor, Gov. Jose C. Aquino Sr. Building, Libertad, Butuan City, Agusan Del Norte, Region XIII (Caraga), 8600	6. Release signed Certificate of Branch Office of Lending/Financing Companies	None	15 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
Total Processing Time:		Working Days: 2 hour/s, 55 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Possible Fees

- **Documentary Stamp Tax** : 30

Formula / Schedule of Fees

- **License fees for Lending and Financing Cos**

  1/10 of 1% of the assigned capital of the Branch

- **Legal Research Fee**

  1% of the Filing Fee but not less than P 10.00

12. Application for Change of Head or Appointment of the Head of the Corporation Sole (eAMEND Regular Processing)

This service details the procedure for the Change of Head or Appointment of the Head of the Corporation Sole through the eAMEND portal under Regular Processing.

Office or Division:	Butuan Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered corporation sole, through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: • *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Amended Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client
3. Resolution (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Original copies should be signed (wet signature) and notarized*	
For Situational Requirement	
A. If applicable	
Sub Situational Requirement/s	
A.a. For Change of Corporate Name	
A.a.1. Name Verification Slip for Amendment of Corporate Name with Proof of Payment of Reservation Fee	Securities and Exchange Commission (SEC) - Butuan

(2) Original Copy And (1) Electronic Copy	Extension Office (BUTEO)
Remarks: *SEC Butuan Extension Office or request from secbutuan@sec.gov.ph*	
A.b. Affidavit of a trustee or officer undertaking to change corporate name, if not stated in the Articles of Incorporation	
A.b.1. Affidavit of a trustee or officer undertaking to change corporate name, if not stated in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, and submit the application in the eAMEND portal (Regular Processing) **Location:** **(https://eamend.sec.gov.ph/login)** **Notes/Instruction:** *If the application is found to be for compliance in the evaluation stage, the applicant will have to go back to Step 1- Submission of complete requirements.*	1.1. Verifies completeness and correctness of the submitted amendment requirements and assigns the application to the BUTEO Processors if the documents are complete	None	1 hour/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office • SEC Administrative Officer III; Butuan Extension Office
	1.2. Processes and evaluates application for amendment.		2 working day/s, 6 hour/s, 50 minute/s	• SEC Securities Specialist I; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office • SEC Securities

				Counsel I; Butuan Extension Office • SEC Securities Counsel II; Butuan Extension Office
	1.3. Issues Payment Assessment Form (PAF) to the applicant.		5 minute/s	• SEC Securities Specialist I; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** https://espaysec.sec.gov.ph/	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: Amendment of Articles of Incorporation : PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 Total: PHP 1040 **Possible Fees** Breakdown: Amendment of By-Laws: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30	5 minute/s	• System Generated (eSPAYSEC); Butuan Extension Office

		Formula Fees Breakdown: Name Reservation Slip		
3. Submits the documentary requirements with proof of payment to the SEC Butuan Extension Office, through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Butuan Extension Office - 2nd Floor, Gov. Jose C Aquino Sr. Building, Libertad, Butuan City, Agusan Del Norte, Region XIII (Caraga), 8600	3.1. Receives and verifies documentary requirements and proof of payment	None	5 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
	3.3. Prepares and generates the Certificate of Amended Articles of Incorporation and/or By-Laws		5 minute/s	• SEC Securities Specialist I; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office
	3.4. Reviews the application and signs the Certificate of		3 working day/s, 7	• SEC Director; Butuan

	Amended Articles of Incorporation and/or By-Laws		hour/s, 10 minute/s	Extension Office
	3.5. Forwards the signed Certificate of Amended Articles of Incorporation and/or By-Laws to the Releasing Unit.		15 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
	3.6. Tags the application through the eAmend Portal to issue the Notice for Schedule of Appointment on the release of the Certificate of Amendment of Articles of Incorporation and/or By-Laws		5 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
4. Proceeds to BUTEO Releasing Section at the SEC Butuan Extension Office for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Amended Articles of Incorporation and/or By-laws **Location:** SEC Butuan Extension Office - 2nd	4. Releases signed Certificate of Amended Articles of Incorporation and/or By-laws	None	5 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office

Floor, Gov. Jose C Aquino Sr. Building, Libertad, Butuan City, Agusan Del Norte, Region XIII (Caraga), 8600				
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1040 See other fees below		

Possible Fees

- **Amendment of By-Laws** : 1000
- **Legal Research Fee** : 10
- **Documentary Stamp Tax** : 30

Formula / Schedule of Fees

- **Name Reservation Slip**

  Php100 per Corporate Name

  *Additional Php100 per trade name

13. Application for Conversion from Stock Corporation to Non-stock Corporation through eAMEND portal

This service details the procedure in applying for conversion from stock corporation to non-stock corporation through eAMEND portal using the Regular Processing;

1. Conversion from Stock Corporation to Non-Stock Corporation (Regular Processing)

Office or Division:	Butuan Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered stock domestic corporations with foreign equity participation of not more than forty percent (40%), except lending corporations and financing companies, through their Authorized Representatives.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Amended Articles of Incorporation and/or By-Laws (2) Photo Copy And (1) Electronic Copy	Applicant / Client
3. Directors' Certificate (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *Original copy should be signed (wet signature) and notarized* • *notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors and stockholders, (iii) the date and place of the stockholders' meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed names* • *Secure sample format through SEC Website: Primary Registration - Securities and Exchange Commission.*	
4. Secretary's Certificate of no intra-corporate dispute	Applicant / Client

(2) Original Copy And (1) Electronic Copy	
Remarks: • *Secure sample format through SEC Website: Primary Registration - Securities and Exchange Commission*	
5. Monitoring Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: • *If there is no valid and available Monitoring Clearance, submit an Affidavit of Undertaking for Monitoring from the eAMEND System.* • *If you have previously used an Affidavit of Undertaking for your amendment application, kindly submit a valid Monitoring Clearance issued by the SEC Butuan Extension Office (BUTEO) for your current application.* • *Application for Monitoring Clearance through: ewatch.sec.gov.ph*	
6. Name Verification Slip for Amendment of Corporate Name with Proof of Payment of Reservation Fee (2) Original Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *Request through email at secbutuan@sec.gov.ph*	
7. Clearance/Favorable recommendation from other Departments of the Commission or from the appropriate Government Agency if applicable. (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Other Departments
For Situational Requirement	
A. For Clearance from other SEC Departments	
Sub Situational Requirement/s	
A.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
A.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
A.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	

A.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
A.c. For Financial Technology (FinTech) related business activities	
A.c.1. PhiliFintech Innovation Office (PIO) and Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO) and Enforcement and Investor Protection Department (EIPD)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
B. Endorsement from other government agencies	
Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For applications with Amendment of By-laws	
Sub Situational Requirement/s	
C.a. Air Transport	

C.a.1. Civil Aeronautics Board Endorsement (2) Original Copy And (1) Electronic Copy	Civil Aeronautics Board - Civil Aeronautics Board
C.b. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions	
C.b.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.c. Educational Institution: (stock & non-stock)	
C.c.1. Department of Education Endorsement for Elementary (2) Original Copy And (1) Electronic Copy	Department of Education - Department of Education
C.c.2. Commission on Higher Education Endorsement for College, Tertiary Course (2) Original Copy And (1) Electronic Copy	Commission on Higher Education - Commission on Higher Education
C.c.3. Technical Education Skills and Development Authority Endorsement for Technical Vocational Course (2) Original Copy And (1) Electronic Copy	Technical Education Skills and Development Authority - Technical Education Skills and Development Authority
C.d. Electric Power Plant/Trading of Petroleum Products	
C.d.1. Department of Energy Endorsement (2) Original Copy And (1) Electronic Copy	Department of Energy - Department of Energy
C.e. Hospital, Dental, Medical Clinics	
C.e.1. Department of Health Endorsement (2) Original Copy And (1) Electronic Copy	Department of Health - Department of Health
C.f. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.f.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C.g. Money Changer and Remittance Services	
C.g.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.h. Non-Chartered Government Owned and Controlled Corporation	
C.h.1. Government Commission for Government-owned and Controlled Corporation Endorsement (2) Original Copy And (1) Electronic Copy	Government Commission for Government-owned and Controlled Corporation - Government Commission for Government-owned and Controlled Corporation
C.i. Professional Association	
C.i.1. Professional Regulation Commission Endorsement (2) Original Copy And (1) Electronic Copy	Professional Regulation Commission - Professional Regulation Commission

C.j. Radio, TV, Telephone, Internet Service Providers, Value-Added Service Provider	
C.j.1. National Telecommunications Commission Endorsement (2) Original Copy And (1) Electronic Copy	National Telecommunications Commission - National Telecommunications Commission
C.k. Recruitment for Overseas Employment	
C.k.1. Philippine Overseas Employment Administration Endorsement (2) Original Copy And (1) Electronic Copy	Philippine Overseas Employment Administration - Philippine Overseas Employment Administration
C.l. Security Agency/ Anti-Crime Task Force	
C.l.1. Philippine National Police Endorsement (2) Original Copy And (1) Electronic Copy	Philippine National Police - Philippine National Police
C.m. Tobacco Related Business	
C.m.1. National Tobacco Administration Endorsement (2) Original Copy And (1) Electronic Copy	National Tobacco Administration - National Tobacco Administration
C.n. Volunteer Fire Brigade	
C.n.1. Bureau of Fire Protection Endorsement (2) Original Copy And (1) Electronic Copy	Bureau of Fire Protection - Bureau of Fire Protection
C.o. Vessel/Ship Operation, Ship Management. Shipbuilding, Ship Repair, Shipping Agency, Ship Husbanding, Ship Chandling and other Maritime related activities	
C.o.1. Maritime Industry Authority Endorsement (2) Original Copy And (1) Electronic Copy	Maritime Industry Authority - Maritime Industry Authority
C.p. Water Service Providers and Waterworks	
C.p.1. Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems Endorsement (2) Original Copy And (1) Electronic Copy	Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems - Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the	1.1. Verifies completeness of the submitted amendment requirements and	None	1 hour/s	• SEC Administrative Assistant I; Butuan

requirements, and submit the application in the eAMEND portal (Regular Processing) **Location:** (https://eamend.sec.gov.ph/login)	assigns the application to BUTEO Processors.			Extension Office • SEC Administrative Assistant II; Butuan Extension Office • SEC Administrative Officer III; Butuan Extension Office
	1.2. Processes and evaluates application for amendment.		2 working day/s, 6 hour/s, 50 minute/s	• SEC Securities Specialist I; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office • SEC Securities Counsel I; Butuan Extension Office • SEC Securities Counsel II; Butuan Extension Office • SEC Director; Butuan Extension Office
	1.3. Issues Payment Assessment Form (PAF) to the applicant.		5 minute/s	• SEC Securities Specialist I ; Butuan Extension Office • SEC Securities

				Specialist II; Butuan Extension Office
2. Pays the filing fee **Location:** Through SEC-accredited landbank branches or through eSPAYSEC (https://espaysec.sec.gov.ph/)	2. Issues payment confirmation containing the Electronic Official Receipt via email.	**Standard Fees** Breakdown: Amendment of Articles of Incorporation : PHP 1000 Legal Research Fee: PHP 20 Documentary Stamp Tax: PHP 60 Amendment By-Laws: PHP 1000 Total: PHP 2080 **Formula Fees** Breakdown: Name Verification Fee	5 minute/s	• System Generated (eSPAYSEC); Butuan Extension Office
3. Submits the hard copies of the documentary requirements with proof of payment to the SEC Butuan Extension Office, through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Butuan Extension Office - 2nd Floor, Gov. Jose C Aquino Sr. Building, Libertad, Butuan City, Agusan Del Norte,	3.1. Receives and verifies documentary requirements and proof of payment	None	5 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minute/s	• SEC Administrative Assistant I; Butuan

Region XIII (Caraga), 8600				Extension Office • SEC Administrative Assistant II; Butuan Extension Office
	3.3. Prepares and generates the Certificate of Amended Articles of Incorporation and/or By-Laws		5 minute/s	• SEC Securities Specialist I; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office
	3.4. Reviews the application and signs the Certificate of Amended Articles of Incorporation and/or By-Laws		3 working day/s, 7 hour/s, 10 minute/s	• SEC Director; Butuan Extension Office
	3.5. Forwards the signed Certificate of Amended Articles of Incorporation and/or By-Laws to the Releasing Unit.		15 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
	3.6. Tags the application through the eAmend Portal to issue the Notice for Schedule of Appointment on the release of the Certificate of Amendment of Articles of		5 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative

	Incorporation and/or By-Laws			Assistant II; Butuan Extension Office
4. Proceeds to SEC Butuan Extension Office, for presentment of the proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Amended Articles of Incorporation and/or By-Laws **Location:** SEC Butuan Extension Office - 2nd Floor, Gov. Jose C Aquino Sr. Building, Libertad, Butuan City, Agusan Del Norte, Region XIII (Caraga), 8600	4. Releases the signed Certificate of Amended Articles of Incorporation and/or By-Laws	None	5 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 2080 See other fees below		

Formula / Schedule of Fees

- **Name Verification Fee**

  PHP 100 per corporate name

  plus Php100 per trade name/s

14. Application for Conversion of Corporation Sole to Ordinary Non-Stock Corporations of Domestic Corporations (eAMEND Regular Processing)

This service details the procedure in applying for Conversion of Corporation Sole to Ordinary Non-Stock Corporation through the eAMEND portal under Regular Processing.

Office or Division:	Butuan Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered corporation sole (for conversion of corporation sole to non-stock), through their Authorized Representatives (for amendment of corporate term)
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *All registered corporation sole (for conversion of corporation sole to non-stock), through their Authorized Representatives (for amendment of corporate term)*	
2. Amended Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Please use the most recent Articles of Incorporation and By-Laws, which have been duly approved by the Commission. Simply modify the sections that are being amended. Underline the amended provision and add "(as amended on [date of meeting])" after it.*	
3. Resolution (2) Original Copy And (1) Electronic Copy	Applicant / Client
For Situational Requirement	
A. If applicable	
Sub Situational Requirement/s	
A.a. For Change of Corporate Name	

A.a.1. Name Verification Slip for Amendment of Corporate Name with Proof of Payment of Reservation Fee (2) Original Copy And (1) Electronic Copy			Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)	
Remarks: *SEC Butuan Extension Office or request from secbutuan@sec.gov.ph*				
A.a.2. Affidavit of a trustee or officer undertaking to change corporate name, if not stated in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, and submit the application in the eAMEND portal (Regular Processing) **Location:** **(https://eamend.sec.gov.ph/login)** **Notes/Instruction:** *If the application is found to be for compliance in the evaluation stage, the applicant will have to go back to Step 1- Submission of complete requirements.*	1.1. Verifies completeness and correctness of the submitted amendment requirements and assigns the application to the BUTEO Processors if the documents are complete	None	1 hour/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office • SEC Administrative Officer III; Butuan Extension Office
	1.2. Processes and evaluates application for amendment.		2 working day/s, 6 hour/s, 50 minute/s	• SEC Securities Specialist I; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office • SEC Securities

				Counsel I; Butuan Extension Office • SEC Securities Counsel II; Butuan Extension Office • SEC Director; Butuan Extension Office
	1.3. Issues Payment Assessment Form (PAF) to the applicant.		5 minute/s	• SEC Securities Specialist I; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** https://espaysec.sec.gov.ph/	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: Amendment of Articles of Incorporation: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 Total: PHP 1040 **Possible Fees** Breakdown: Amendment of By-Laws: PHP 1000 Legal	5 minute/s	• System Generated (eSPAYSEC); Butuan Extension Office

		Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 **Formula Fees** Breakdown: Name Reservation Slip		
3. Submits the documentary requirements with proof of payment to the SEC Butuan Extension Office, through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Butuan Extension Office - 2nd Floor, Gov. Jose C Aquino Sr. Building, Libertad, Butuan City, Agusan Del Norte, Region XIII (Caraga), 8600	3.1. Receives and verifies documentary requirements and proof of payment	None	5 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
	3.3. Prepares and generates the Certificate of Amended Articles of Incorporation and/or By-Laws		5 minute/s	• SEC Securities Specialist I; Butuan Extension Office • SEC Securities Specialist II; Butuan

				Extension Office
	3.4. Reviews the application and signs the Certificate of Amended Articles of Incorporation and/or By-Laws		3 working day/s, 7 hour/s, 10 minute/s	• SEC Director; Butuan Extension Office
	3.5. Forwards the signed Certificate of Amended Articles of Incorporation and/or By-Laws to the Releasing Unit.		15 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
	3.6. Tags the application through the eAmend Portal to issue the Notice for Schedule of Appointment on the release of the Certificate of Amendment of Articles of Incorporation and/or By-Laws		5 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
4. Proceeds to SEC Butuan Extension Office for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Amended Articles of Incorporation and/or By-laws	4. Releases signed Certificate of Amended Articles of Incorporation and/or By-laws	None	5 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office

Location: SEC Butuan Extension Office - 2nd Floor, Gov. Jose C Aquino Sr. Building, Libertad, Butuan City, Agusan Del Norte, Region XIII (Caraga), 8600				

Total Processing Time:	Working Days: 7 working day/s
Total Processing Fee:	Total Standard Fee: PHP 1040 See other fees below

Possible Fees

- **Amendment of By-Laws** : 1000
- **Legal Research Fee** : 10
- **Documentary Stamp Tax** : 30

Formula / Schedule of Fees

- **Name Reservation Slip**

  Php100 per Corporate Name

  *Additional Php100 per trade name

15. Application for Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC) under eAMEND Regular Processing

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

Office or Division:	Butuan Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Notice of Conversion of a One Person Corporation to Ordinary Stock Corporation in the form prescribed by the Commission (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: • *Sample form downloadable through this link: https://www.sec.gov.ph/mc-2020/mc-no-27-s-2020/* • *Original copy should be signed (wet signature) and notarized* • *Signed by the holder of shares of the outstanding shares of the capital stock;* • *Signed by the Corporation's Corporate Secretary* • *Filed with the Commission within sixty (60) days from such transfer of shares in accordance to Sections 8 to 10 of SEC MC No. 27, series of 2020*	
3. Original or Certified True Copy of the documents effecting the transfer/s of full title/ownership of shares (1) Original Copy Or (1) Photo Copy And (1) Electronic Copy	Applicant / Client
4. Certificate Authorizing Registration/Tax Clearance	Bureau of Internal Revenue -

(2) Original Copy And (1) Electronic Copy	BIR
5. Articles of Incorporation and By-laws of an OSC filed in accordance with the requirements provided under Section 14 of the RCC, which shall comply with and/or contain the following details; (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)

Remarks:

- *Section 14 of the Revised Corporation Code of the Philippines (RCC)*
- *Duly prepared, signed and acknowledged or authenticated by the stockholders who voted for their adoption, and by the corporation's treasurer;*
- *Must clearly state that signatories voluntarily agreed to convert OPC to OSC in the following manner:*

  "KNOW ALL MEN BY THESE PRESENTS:

  - *The undersigned stockholder/s, of legal age, voluntarily agreed to convert a one person corporation (OPC) to Ordinary Stock Corporation (OSC) under the laws of the Republic of the Philippines and certify the following.*
  - *Provision/article indicating the name/s and address of the original incorporator of the OPC*
  - *Provisions/articles reflecting the number of directors, their names and addresses, as well as their subscription and payment details, and;*
  - *Other details particular to an OSC shall likewise be indicated in accordance with the provisions of the RCC and guidelines that the Commission has issued and/or may hereafter issue*
  - *The following shall likewise be added as a new Article in the Articles of Incorporation of the Ordinary Stock Corporation (OSC)*

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

6. Copy of the latest Articles of Incorporation of the OPC shall be attached to the Articles of Incorporation of the Ordinary Stock Corporation (OSC) (2) Original Copy And (1) Electronic Copy	Applicant / Client
7. Monitoring Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)

Remarks:

Application for Monitoring Clearance through: ewatch.sec.gov.ph

- *If there is no valid and available Monitoring Clearance, submit an Affidavit of Undertaking for Monitoring from the eAMEND System.*
- *If you have previously used an Affidavit of Undertaking for your amendment application, kindly submit a valid Monitoring Clearance issued by the SEC Butuan Extension Office*

for your current application.

For Situational Requirement	
A. For amendment of the Corporate name	
A.1. Name Verification Slip (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *For request for Name Verification please request through iMessage (imessage.sec.gov.ph) or secbutuan@sec.gov.ph*	
A.2. Undertaking to Change Corporate Name duly executed under oath by the director of the OSC, if not yet included in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)*	
B. For Clearance from other SEC departments	
Sub Situational Requirement/s	
B.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
B.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
B.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
B.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
B.c. For Financial Technology (FinTech) related business activities	
B.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;*	

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

B.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)

Remarks:

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

C. Endorsement clearance from appropriate Government agencies

Sub Situational Requirement/s

C.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services

C.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy			Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas	
C.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization				
C.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy			Insurance Commission - Insurance Commission	
D. Undertaking to Assume All Liabilities of the OPC, duly executed under oath by all stockholders of the OSC, if not yet included in the Articles of Incorporation				
D.1. Undertaking to Assume All Liabilities of the OPC, duly executed under oath by all stockholders of the OSC (2) Original Copy And (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, pays the filing fee through through eSPAYSEC and submit the application in the eAMEND portal (Regular Processing) **Location:** (https://eamend.sec.gov.ph/login)	1.1. Verifies completeness of the submitted amendment requirements and assigns the application to the BUTEO Processors.	None	1 hour/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
	1.2. Processes and evaluates application for amendment.		9 working day/s, 6 hour/s, 50 minute/s	• SEC Securities Specialist I; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office • SEC Securities Counsel I; Butuan Extension Office

				• SEC Securities Counsel II; Butuan Extension Office • SEC Director; Butuan Extension Office
	1.3. Issues Payment Assessment Form (PAF) to the applicant if compliant.		5 minute/s	• SEC Securities Specialist I; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: Amendment of Articles of Incorporation: PHP 1000 Amendment of By-laws: PHP 1000 Legal Research Fee: PHP 20 Documentary Stamp Tax: PHP 60 --- Total: PHP 2080 **Formula Fees** Breakdown: Name Verification Fee	5 minute/s	• System Generated (eSPAYSEC); Butuan Extension Office

3. Submits the documentary requirements with proof of payment to the SEC Butuan Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Butuan Extension Office - 2nd Floor, Gov. Jose C Aquino Sr. Building, Libertad, Butuan City, Agusan Del Norte, Region XIII (Caraga), 8600	3.1. Receives and verifies documentary requirements and proof of payment	None	5 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
	3.3. Prepares and generates the Certificate of Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC)		10 minute/s	• SEC Securities Specialist I; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office
	3.4. Reviews the application and signs the Certificate of Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC)		9 working day/s, 7 hour/s	• SEC Director; Butuan Extension Office
	3.5. Encodes signed Certificate of		10 minute/s	• SEC Administrat

	Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC)			ive Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
	3.6. 3.6 Tags the application for appointment through the eAmend Portal indicating the date of release of the Certificate		5 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office

4. Proceeds to SEC Butuan Extension Office for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC) **Location:** SEC Butuan Extension Office - 2nd Floor, Gov. Jose C Aquino Sr. Building, Libertad, Butuan City, Agusan Del Norte, Region XIII (Caraga), 8600	4. Releases signed Certificate of Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC)	None	15 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 2080 See other fees below		

Formula / Schedule of Fees

- **Name Verification Fee**

  PHP 100 per proposed company name

  *additional Php100 per trade name/s

16. Application for Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC) under eAMEND Regular Processing

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

Office or Division:	Butuan Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Notice of Conversion of an Ordinary Stock Corporation to a One Person Corporation in the form prescribed by the Commission (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: • *Sample form downloadable through this link: https://www.sec.gov.ph/mc-2020/mc-no-27-s-2020/* • *Original copy should be signed (wet signature) and notarized* • *Signed by the single stockholder who has acquired all the outstanding shares of the capital stock of an ordinary corporation* • *Signed by the Corporation's Corporate Secretary*	
3. Original or Certified True Copy of the documents effecting the transfer/s of full title/ownership of shares (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

- *Deeds of Assignment or any legal document transferring the shares to the single stockholder and if applicable;*
- *Certified True Copy of Proof of Authority to act on behalf of the Board*

4. Certificate Authorizing Registration/Tax Clearance (2) Original Copy And (1) Electronic Copy	Bureau of Internal Revenue - BIR
5. Articles of Incorporation of an OPC (with sample form at the SEC Website) (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)

Remarks:

- *Request sample form through this link:*

  MC No. 07 s.2019 - Guidelines on the Establishment of a One Person Corporation (OPC) - Securities and Exchange Commission

- *Must be duly prepared, signed and acknowledged or authenticated by the single stockholder and by the corporation's Treasurer;*
- *Provision/article indicating the name/s and address/es of the original incorporator/s of the OSC*
- *Provision/articles on the number of directors, their payment details were modified to reflect the name, address, subscription and payment details of the single stockholder in the form prescribed by the Commission*
- *Other details particular to an OPC indicated in MC No. 07, Series of 2019.*
- *Must contain the following as a new Article in the Articles of Incorporation of the One Person Corporation:*

  "Upon issuance by the Securities and Exchange Commission of the Certificate of Filing of Amended Articles of Incorporation, reflecting its conversion into a One Person Corporation, the attached Articles of Incorporation of the Ordinary Stock Corporation shall be deemed superseded"

6. Copy of the latest Articles of Incorporation of the Ordinary Stock Corporation (OSC) (2) Original Copy And (1) Electronic Copy	Applicant / Client
7. Notarized Secretary's Certificate of No Intra corporate Dispute (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)

Remarks:

Download Secretary's Certificate sample form through this link: https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx

8. Monitoring Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)

Remarks:

Application for Monitoring Clearance through: ewatch.sec.gov.ph *If there is no valid and available Monitoring Clearance, submit an Affidavit of Undertaking for Monitoring from the eAMEND System.* *If you have previously used an Affidavit of Undertaking for your amendment application, kindly submit a valid Monitoring Clearance issued by the SEC Butuan Extension Office or your current application.*	
9. Letter of acceptance of appointment by Nominee and Alternate Nominee (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *Nominee and/or Alternate Nominee or through https://www.sec.gov.ph/wp-content/uploads/2019/10/2019_Sample-Acceptance-Letter-of-Nomi nees.docx*	
10. Self-appointed Treasurer's Bond, if applicable (2) Original Copy And (1) Electronic Copy	Applicant / Client
11. Undertaking to Assume All Liabilities of the OPC, duly executed under oath by all stockholders of the OSC, if not yet included in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client
For Situational Requirement	
A. For amendment of the Corporate name	
A.1. Name Verification Slip (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *request from secbutuan@sec.gov.ph*	
A.2. Undertaking to Change Corporate Name duly executed under oath by the director of the OSC, if not yet included in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client
B. For Clearance from other SEC departments	
Sub Situational Requirement/s	
B.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
B.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate

	Governance and Finance Department (CGFD)
B.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
B.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
B.c. For Financial Technology (FinTech) related business activities	
B.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers*	
B.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)
C. Endorsement clearance from appropriate Government agencies	
Sub Situational Requirement/s	
C.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
C.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	

C.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy			Insurance Commission - Insurance Commission	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, pays the filing fee through through eSPAYSEC and submit the application in the eAMEND portal (Regular Processing) **Location:** **(https://eamend.sec.gov.ph/login)**	1.1. Verifies completeness of the submitted amendment requirements and assigns the application to the BUTEO Processors.	None	1 hour/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office • SEC Administrative Officer III; Butuan Extension Office
	1.2. Processes and evaluates application for amendment.		9 working day/s, 6 hour/s, 50 minute/s	• SEC Securities Specialist I; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office • SEC Securities Counsel I; Butuan Extension Office • SEC Securities Counsel II; Butuan Extension Office

				• SEC Director; Butuan Extension Office
	1.3. Issues Payment Assessment Form (PAF) to the applicant if compliant		5 minute/s	• SEC Securities Specialist I; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** https://espaysec.sec.gov.ph/	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: Amendment of Articles of Incorporation: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 Total: PHP 1040 **Formula Fees** Breakdown: Name Verification Fee	5 minute/s	• System Generated (eSPAYSEC); Butuan Extension Office
3. Submits the documentary requirements with proof of payment to the SEC Butuan Extension Office through the company's representatives or through a courier of	3.1. Receives and verifies documentary requirements and proof of payment	None	5 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative

their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Butuan Extension Office - 2nd Floor, Gov. Jose C. Aquino Sr. Building, Libertad, Butuan City, Agusan Del Norte, Region XIII (Caraga), 8600				Assistant II; Butuan Extension Office
	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
	3.3. Prepares and generates the Certificate of Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC)		10 minute/s	• SEC Securities Specialist I; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office
	3.4. Reviews the application and signs the Certificate of Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC)		9 working day/s, 7 hour/s	• SEC Director; Butuan Extension Office
	3.5. Encodes signed Certificate of Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC)		10 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan

				Extension Office
	3.6. Tags the application for appointment through the eAmend Portal indicating the date of release of the Certificate		5 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
4. Proceeds to BUTEO Releasing Section at the SEC Butuan Extension Office for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC) **Location:** SEC Butuan Extension Office - 2nd Floor, Gov. Jose C. Aquino Sr. Building, Libertad, Butuan City, Agusan Del Norte, Region XIII (Caraga), 8600	4. Releases signed Certificate of Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC)	None	15 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1040 See other fees below		
Formula / Schedule of Fees				

- **Name Verification Fee**

  Php 100 per Corporate Name

  *Additional Php 100 per trade name/s

17. Application for Monitoring Clearance for All Types of Corporations

An online platform for submitting company monitoring requests. It automatically tracks compliance with the submission of reportorial requirements of Domestic Corporations, ordinary stock and non-stock, except: foundations, publicly-listed corporations and corporations with secondary license; regular monitoring of Foreign Corporations (Branch Offices, Representative Offices, Regional Area Headquarters and Regional Operating Headquarters) except foundations.

Office or Division:	Butuan Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	1. General transacting public and business entities for: a.) Registered and Delinquent corporations; b.) Corporations with Notice of Deficiencies and Hearing or Orders; and c.) Corporations with applications to be filed with the Corporate and Partnership Registration Division, Foreign Investment Registration Station Division, and Corporate Filing and Records Division. 2. Government agencies and instrumentalities like Ombudsman, NBI, AMLC, DTI, DSWD, PDIC, etc. 3. Courts like MTC, MeTC, RTC and Sandiganbayan. NOTE: Branch Offices that are required to post a Securities Deposit shall file the same through imessage@sec.gov.ph
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Accomplished Google Form request (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *Application for Monitoring Clearance through: ewatch.sec.gov.ph*	
For Situational Requirement	
A. For Regional Operating Headquarters (ROHQ) and Regional Area Headquarters (RHQ)	
A.1. Proof of Inward Remittance (1) Original Copy And (1) Electronic Copy	Applicant / Client

B. Additional requirements upon evaluation, if needed	
B.1. Secretary's Certificate (No-Intra Corporate Dispute/Clarification/explaining the double filing of General Information Sheet) (1) Original Copy And (1) Electronic Copy	Applicant / Client
B.2. Affidavit (Anti-Dummy Law/one and the same/auditor) (1) Original Copy And (1) Electronic Copy	Applicant / Client
B.3. OGA Acknowledgment (functional currency) (1) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Office of the General Accountant (OGA)
B.4. Form for Appointment of Officers for One Person Corporation (1) Electronic Copy	Applicant / Client
B.5. Surety Bond (1) Original Copy And (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Application for Monitoring Clearance eWatch link: https://ewatch.sec.gov.ph/login Ensure that the corporation has an eSecure account and has complied with the following: • MC 28 submission • Latest due reports (AFS/GIS) • Complete company profile **Location:** https://ewatch.sec.gov.ph/login	1. The system processes the application if the corporation meets the required criteria.	None	30 minute/s	• NONE; Butuan Extension Office
2. System automatically updates the status of the corporation to "For Assign" **Location:** SEC Butuan Extension Office	2.1. Determines compliance with the latest due reports and their corresponding jurisdiction	None	30 minute/s	• SEC Administrative Assistant I; Butuan Extension Office
	2.2. If compliant and within the jurisdiction		30 minute/s	• SEC Administrat

Notes/Instruction: *If not compliant, the applicant shall comply with the submission of the latest due reportorial requirements and send* ***a new request through the eWatch system.***	of SEC Butuan Extension Office, the request is assigned to a Monitoring Specialist.			ive Assistant I; Butuan Extension Office
	2.3. If not compliant with the latest due reports, the request is reverted to the applicant		30 minute/s	• SEC Administrative Assistant I; Butuan Extension Office
	2.4. If outside the jurisdiction of the SEC Butuan Extension Office, the request is endorsed to the appropriate Extension Office (EO).		20 minute/s	• SEC Administrative Assistant I; Butuan Extension Office
3. Receives an update on the requested service. **Location:** SEC - Butuan Extension Office **Notes/Instruction:** The corporation shall comply with the findings within **seven (7)** calendar days. Failure to comply shall result in the request being automatically purged by the system and a new request must be filed.	3.1. Send the Monitoring Sheet within 10 working days.	**Formula Fees** Breakdown: Penalties/Fines	10 working day/s	• SEC Administrative Assistant II; Butuan Extension Office • SEC Administrative Officer III; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office
	3.2. If WITHOUT PENALTY, issues a Monitoring Sheet - No Penalty - END OF TRANSACTION.		1 working day/s	• SEC Administrative Assistant II; Butuan Extension Office • SEC Administrative Officer III; Butuan

				Extension Office • SEC Securities Specialist II; Butuan Extension Office
	3.3. If WITH PENALTY, issue the Monitoring Sheet and Payment Assessment Form (PAF)		1 working day/s	• SEC Administrative Assistant II; Butuan Extension Office • SEC Administrative Officer III; Butuan Extension Office • SEC Securities Specialist I; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office
	3.4. If for compliance, issues a TENTATIVE Monitoring Sheet with remarks		1 working day/s	• SEC Administrative Assistant II; Butuan Extension Office • SEC Administrative Officer III; Butuan Extension Office
4. Present PAF and pay the penalties to the nearest Landbank of the Philippines Branch or pay	4.1. The system will automatically validate the payment from the applicant. If Landbank Payment, posting is	**Formula Fees** Breakdown: Penalties/Fin	2 working day/s	• SEC Administrative Assistant II; Butuan

through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home **Location:** Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home **Notes/Instruction:** Send the copy of validated deposit slip/Electronic Official Receipt to the email address of the Monitoring Specialist.	within 1-2 working days If ESPAYSEC, the posting of payment is real-time	esCustodian Fee		Extension Office • SEC Administrative Officer III; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office
	4.2. Once the system tags the request as Paid, the monitoring specialist will forward the proof of payment and the monitoring sheet for review and signature.		1 working day/s	• SEC Administrative Assistant II; Butuan Extension Office • SEC Administrative Officer III; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office
	4.3. Review and sign the Monitoring Sheet.		1 working day/s	• SEC Director or Officer-in-Charge; Butuan Extension Office
	4.4. The signed Monitoring Sheet is uploaded in the Document Verification System to generate QR code.		2 working day/s	• SEC Administrative Assistant II; Butuan Extension Office • SEC Administrative Officer III; Butuan

				Extension Office • SEC Securities Specialist II; Butuan Extension Office
5. Receive the Confirmation of Payment (COP)/Monitoring Sheet (MS) in PDF Format. - END OF TRANSACTION **Location:** SEC - Butuan Extension Office	5. Release the Confirmation of Payment/Monitoring Sheet.	None	20 minute/s	• SEC Administrative Assistant II; Butuan Extension Office • SEC Administrative Officer III; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office
Total Processing Time:		Working Days: 19 working day/s, 2 hour/s, 40 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Penalties/Fines**

  Guidelines on the Imposition of fines or penalties for non-compliance with reportorial requirements; Securities Regulation Code (SRC); Revised Corporation Code (RCC); Memorandum Circular No. 06, series of 2024; Memorandum Circular No. 8, series of 2009 (MC8-2009); Memorandum Circular No. 15, series of 2006; Memorandum Circular No. 17, series of 2019; Amended rules governing the distribution of excess profits of corporation; Memorandum Circular No. 8, Series of 1998 (MC8-1998); and Office Order No. 298, Series of 2010; Memorandum Circular No. 10 Series of 2026; Memorandum Circular No. 28, Series of 2020.

- **Custodian Fee**

Memorandum Circular No. 17, series of 2019

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

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

Office or Division:	Butuan Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	General transacting public and business entities for: a.) Registered corporations; b.) Suspended and Revoked Corporation for purposes of filing a Petition to Set Aside Order of Suspension or Revocation; and c.) Corporations with Notice of Deficiencies and Hearing or Orders.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. All Annexes (Annex D or Annex E) may be found in the MC 28 series of 2020 uploaded in the SEC website (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit Email account address and cellular phone number for the compliance in Memorandum Circular No. 28 Series of 2020 through https://mc28.sec.gov.ph/ **Location:** https://mc28.sec.gov.ph/	1.1. Receive the application through MC28 Portal including its attachments.	None	2 hour/s	• SEC Process Server; Butuan Extension Office

Notes/Instruction: 1.1. Click NEW SUBMISSION in MC28 Portal, download and fill out the information in the prescribed format provided in MC28, S2020 (ANNEX D for corporations; or Annex E for partnerships) 1.2. Encode the company details reflected in ANNEX D for corporations; or Annex E for partnerships. 1.3. Upload ANNEX D for corporations; or Annex E for partnerships and other attachments if any, then submit the application.	1.2. Browse over the SEC systems online, review and compare the information in the uploaded ANNEX D/E and encoded data in the portal.		3 hour/s	• SEC Process Server; Butuan Extension Office
	1.3. Check the authorized Person in Control and the signatories of its attachments.		3 hour/s	• SEC Process Server; Butuan Extension Office
2. Receive an email notification in their official email address encoded in MC28 Portal, regarding status and remarks. **Location:** SEC Butuan Extension Office **Notes/Instruction:** If the application is for compliance/rejected, the client must re-apply their application in MC28 Portal New Submission with the compliance from the said remarks.	2.1. If the information in ANNEX D/E is valid, consistently encoded in the portal, and with complete documents, it will be tagged as approved.	None	2 working day/s	• SEC Process Server; Butuan Extension Office
	2.2. If the application is for compliance, it will be tagged as rejected (the findings are stated as well as the possible solutions/remedies for compliance).		3 working day/s	• SEC Process Server; Butuan Extension Office

Total Processing Time:	Working Days: 6 working day/s
Total Processing Fee:	Total Standard Fee: None

19. Decrease of Capital Stock for Domestic Stock Corporations Classified as Philippine National

This service details the adopted online procedure and documentary requirements on application for Decrease of Capital Stock pursuant to Section 37 of the Revised Corporation Code of the Philippines.

This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.

If the decrease of capital stock is accompanied by an application for equity restructuring, comply also with the requirements for Equity Restructuring.

For pre-processing of new applications, scanned copies of the required documents shall be submitted via e-mail through secbutuan@sec.gov.ph or through the iMessage portal at imessage.sec.gov.ph

Office or Division:	Butuan Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National , please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Unified Certification for Decrease of Capital Stock on: a. Certificate of Decrease of Capital Stock; b. Director's Certificate; c. List of stockholders of record as of date of meeting approving the decrease, indicating their nationalities and their respective subscribed and paid-up capital on the present authorized capital stock; e. Non-existence of intra-	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)

corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Download the **Unified Certification for Decrease in Authorized Capital Stock** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Decrease-of-ACS.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
2. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
3. Treasurer's Certification, attesting the following: a) A complete list of creditors as of last fiscal year; b) that all creditors have been duly informed of the decrease of capital stock; c) that no opposition from any creditor has been received; and d) that the decrease of capital stock is undertaken for a valid and legitimate purpose and is not intended to defraud creditors (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *To be prepared by the Company in compliance **with SEC Notice issued last August 28, 2025.*** *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
4. Publisher’s affidavit of the publication of the decrease of capital (once in a newspaper of general circulation) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)

Remarks: ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
B. For Financing and Lending Companies:	
B.1. Financing and Lending Companies Department (FLCD) Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *Financing and Lending Companies Department (FLCD) through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
C. For Listed and Public Companies:	
C.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)
Remarks: *Corporate Governance and Finance Department (CGFD) through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
D. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
D.1. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Market and Securities Regulation Department (MSRD)
Remarks: *Market and Securities Regulation Department (MSRD) through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login*	

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

E. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:

E.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector

Remarks:

To request, please refer to BSP Citizen's Charter through this link:
https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

F. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:

F.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group

Remarks:

To request, please refer to IC Citizen's Charter through this link:

https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

G. In case the treasury shares subject of retirement is not reflected in the latest required Audited Financial Statements

G.1. Interim Financial Statements certified under oath by the President and Treasurer (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The photo copy will be submitted upon payment of the corresponding fees.

H. If with Amendment of Corporate Name / Trade Name / Business Name

H.1. Name Verification Slip (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *Please request for Name Verification through iMessage: imessage.sec.gov.ph or Email: secbutuan@sec.gov.ph* *Note: The photo copy will be submitted upon payment of the corresponding fees.*	
I. If other amendments filed simultaneous with the decrease would result in conversion of a Lending to a Financing company, or vice versa	
I.1. Certificate of Authority (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *Note: The photo copy will be submitted upon payment of the corresponding fees.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of complete requirements for new application. **Location:** • **Electronic mail:** secbutuan@sec.gov.ph OR • **iMessage:** imessage.sec.gov.ph **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a	1.1. Verifies completeness of the required documents, receives and records the application if complete, and sends an email confirming receipt and identifying the assigned BUTEO Specialist.	**Formula Fees** Breakdown: Decrease of Capital Stock if return of capitalAmended Articles of Incorporation Legal Research FeeDocumentary stamp tax	4 hour/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office

photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the BUTEO Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via email or imessage. For submission of compliance documents, the client will directly send it to the assigned BUTEO Specialist's e-mail or imessage. The assigned BUTEO Specialist will acknowledge the receipt of compliance documents then				
	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		8 working day/s	• SEC Securities Specialist I; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office

proceed to Agency Step 1.4. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the					
	1.3. Reviews the Final Report and, if found in order, directs the BUTEO Specialist to issue the Payment Assessment Form (PAF).		9 working day/s	• SEC Securities Counsel I; Butuan Extension Office • SEC Securities Counsel II; Butuan Extension Office	

application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period.				
	1.4. Issues the Payment Assessment Form (PAF) to the applicant. Then, informs the applicant to submit the original/hard copy upon payment.		1 hour/s	• SEC Securities Specialist I; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office

(Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)				

2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip). **Location:** SEC Butuan Extension Office - 2nd Floor, Gov. Jose C Aquino Sr. Building, Libertad, Butuan City, Agusan Del Norte, Region XIII (Caraga), 8600 **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)*	2.1. Receives complete application requirements with proof of payment; verifies hard copies against online-submitted documents and, if found in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.	None	2 hour/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
	2.2. Prepares the Certificate		4 hour/s	• SEC Securities Specialist I; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office
	2.3. Reviews the documents, signs, and approves the Certificate.		1 working day/s	• SEC Director ; Butuan Extension Office
	2.4. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.		1 hour/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
	2.5. Schedules and sends email		2 hour/s	• SEC Administrat

	notification to the applicant on the date of release of the certificate.			ive Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
3. Present the Official Receipt and Appointment Letter. Then, fill out the logbook for released applications and claim the Certificates of Approval. **Location:** SEC Butuan Extension Office - 2nd Floor, Gov. Jose C Aquino Sr. Building, Libertad, Butuan City, Agusan Del Norte, Region XIII (Caraga), 8600	3. Calls the name of the corporation, assists the client in filling out the logbook, and releases the Certificates of Approval.	None	2 hour/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Decrease of Capital Stock if return of capital**

  a. if return of capital – P5,000.00

  b. All others – P3,000.00

- **Amended Articles of Incorporation**

  P1,000.00

- **Legal Research Fee**

  1% of computed filing fee but not less than P10.00

- **Documentary stamp tax**

  P30

20. Increase of Capital Stock by way of Cash through the eAMEND Portal for Domestic Stock Corporations Classified as Philippine National (Other than OPC)

This service details the adopted online procedure and documentary requirements for application for Increase of Capital Stock by way of Cash pursuant to Section 37 of the Revised Corporation Code of the Philippines.

This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.

For the pre-processing of new applications, applicants who choose to file through the eAmend Portal must submit scanned copies of the notarized documents via the eAmend Portal. Applicants are advised to adhere to the prescribed steps outlined in the eAmend Portal for the proper uploading and submission of the required documents.

Office or Division:	Butuan Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Unified Certification for Certificate of Increase of Capital Stock on: a. Certificate of Increase of Capital Stock; b. Director's Certificate; c. List of stockholders of record as of date of meeting approving the increase, indicating their nationalities and their respective subscribed and paid-up	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)

capital on the present authorized capital stock; d. Non-existence of intra-corporate dispute; e. Waiver of pre-emptive rights of non-subscribing shareholders (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Download the Unified Certification for* ***Increase of Capital Stock*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Unified-Certification-for-Increase-in-Authorized.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
2. Treasurer's Affidavit (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download Treasurer's Affidavit through this link:* *https://www.sec.gov.ph/wp-content/uploads/2025/06/2025Forms_Treasurers-Affidavit.doc* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
3. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: • ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	

B. For Financing and Lending Companies:	
B.1. Financing and Lending Companies Department (FLCD) Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: • ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
C. For Listed and Public Companies:	
C.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)
Remarks: *Corporate Governance and Finance Department (CGFD) through the link:* • ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
D. Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
D.1. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
Remarks: *Market and Securities Regulation Department (MSRD) through the link:* • ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
E. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment	

System:	
E.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector
Remarks: *To request, please refer to BSP Citizen's Charter through this link: https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
F. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
F.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group
Remarks: *To request, please refer to IC Citizen's Charter through this link:* *https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G. Additional requirement if cash payment for subscription is not yet reflected in the Audited Financial Statements:	
Sub Situational Requirement/s	
G.a. Notarized Subscription Contract	
G.a.1. A subscription contract, executed under oath among subscriber/s, treasurer and president for the corporation, stating the number of additional shares subscribed to and paid for. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2026 – Subscription Contracts through this link: https://www.sec.gov.ph/mc-2026/sec-mc-no-06-series-of-2026/#gsc.tab=0* *Or May download to the sample below:*	

https://www.sec.gov.ph/wp-content/uploads/2025/08/2025Forms_Subscription-Contract-for-Cash-Payment.docx *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.b. If applicant corporation is/are: a) Listed companies; b) Public companies defined in the Securities Regulation Code; c) Companies that offer or sell securities to the public; d) Companies with secondary license; e) Others, pursuant to item no. 2 of SEC MC No. 6 of 2026	
G.b.1. Special Audit Report (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H. Additional requirement for Rural Banks:	
H.1. Notarized Certification on payment for subscriptions to be signed by majority of the rural bank's Board of Directors in accordance with the form required by BSP (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.2. List of stockholders of record showing their respective subscribed and paid-up amount before and after the increase and the list of subscribers to the increase with their respective subscription and payment as presented and approved by BSP annexed to the notarized certification (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIB

				LE (Designation; Office)
1. Submit the electronic copy of notarized requirements for new application to eAmend Portal. **Location:** **https://eamend.sec.gov.ph/** **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the BUTEO Specialist shall revert the	1.1. Verifies completeness of the required documents. Assigns the application to the BUTEO specialist, if complete, then records the application.	**Formula Fees** Breakdown: Increase of Capital StockAmended Articles of Incorporation Legal Research FeeDocumentary Stamp tax	1 working day/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office

application informing the client of the deficiencies. For submission of compliance documents, the client must upload the documents through the eAmend Portal. The assigned BUTEO Specialist will proceed to Agency Step 1.2. • The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations.	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		5 working day/s	• SEC Securities Specialist I; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office
• If upon evaluation, the application does not meet the requirements of Revised	1.3. Reviews the Final Report and, if found in order, directs the BUTEO Specialist to issue the Payment		7 working day/s	• SEC Securities Counsel I; Butuan

Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making	Assessment Form (PAF).			Extension Office • SEC Securities Counsel II; Butuan Extension Office
	1.4. Issues the Payment Assessment Form (PAF) to the applicant.		1 working day/s	• SEC Securities Specialist I; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office

the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)				
2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip) **Location:** SEC Butuan Extension Office - 2nd Floor, Gov. Jose C Aquino Sr. Building, Libertad, Butuan City, Agusan Del Norte, Region XIII (Caraga), 8600	2.1. Calls the name of the corporation, accepts the complete application requirements together with the proof of payment, and transmits these to the Receiving officer.	None	2 hour/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
	2.2. Verifies hard copies against the documents reviewed by the BUTEO Specialist and attaches the source documents; if found		4 hour/s	• SEC Administrative Assistant I; Butuan Extension Office

Notes/Instruction: *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements).*	complete and in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.			• SEC Administrative Assistant II; Butuan Extension Office
	2.3. Prepares and generates the Certificate.		1 working day/s	• SEC Securities Specialist I; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office
	2.4. Reviews the documents, signs, and approves the Certificate.		2 working day/s	• SEC Director ; Butuan Extension Office
	2.5. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.		6 hour/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
	2.6. Tags the application for appointment through eAmend Portal indicating the date of release of the certificate.		1 working day/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative

				Assistant II; Butuan Extension Office
3. Present the Official Receipt and Appointment Letter. Then, fill out the logbook for released applications and claim the Certificates of Approval. **Location:** SEC Butuan Extension Office - 2nd Floor, Gov. Jose C Aquino Sr. Building, Libertad, Butuan City, Agusan Del Norte, Region XIII (Caraga), 8600	3. Calls the name of the corporation, assists the client in filling out the logbook, and releases the Certificates of Approval.	None	4 hour/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Increase of Capital Stock**

  ****For corporation with par value –**

  1/5 of 1% of the increase in capital stock but not less than P3,000.00 or the subscription price of the subscribed capital stock, whichever is higher

  ****For corporation without par value –**

  1/5 of 1% of the increase in capital stock computed at P100.00 per share but not less than P3,000.00 or the issue value of the subscribed capital stock, whichever is higher

- **Amended Articles of Incorporation**

  P1,010* (inclusive of Legal Research Fee)

- **Legal Research Fee**

  equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00

- **Documentary Stamp tax**

  P60.00

21. Increase of Capital Stock of One Person Corporation (OPC) through the eAMEND Portal for Domestic Stock Corporations Classified as Philippine National

This service details the adopted online procedure and documentary requirements for application for Increase of Capital Stock by way of Cash and Non Cash,but not limited to the following:

- *Previously incurred indebtedness (e.g., conversion of advances into equity / conversion of deposit for future subscription)*
- *Stock Dividend*
- *Land, building / condominium units*
- *Untitled Lands*
- *Inventories / Furniture / Personal Properties*
- *Heavy equipment and machinery*
- *Shares of stock*
- *Motor Vehicle*
- *Sea vessel / aircraft*
- *Intangibles*
- *Net assets*
- *Other assets*

This service is exclusively for One Person Corporations classified as Philippine National. For corporations registered under Foreign Investment Act of 1991 and those located in economic zones whose foreign equity exceeded the 40% threshold, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.

For the pre-processing of new applications, applicants who choose to file through the eAmend Portal must submit scanned copies of the notarized documents via the eAmend Portal. Applicants are advised to adhere to the prescribed steps outlined in the eAmend Portal for the proper uploading and submission of the required documents.

Office or Division:	Butuan Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations registered under Foreign Investment Act of 1991 and those located in economic zones whose foreign equity exceeded the 40% threshold, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.
Operating Hours:	8:00 AM - 5:00 PM

Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover sheet (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf* *Note: The two (2) original copies will be submitted upon payment of the corresponding fees.*	
2. Certificate of Increase of Capital Stock (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download Certificate of Increase of Authorized Capital Stock for OPC through this link:* *https://www.sec.gov.ph/wp-content/uploads/2022/03/2022SECForm_CERTIFICATE-OF-INCREASE-OF-AUTHORIZED-CAPITAL-STOCK-OF-OPC.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
3. Treasurer's Affidavit (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download Treasurer's Affidavit for OPC through this link:* *https://www.sec.gov.ph/wp-content/uploads/2022/03/2022SECForm_TREASURERS-AFFIDAVIT.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
4. Resolution for OPC (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *Download the Resolution for OPC through this link:*	

https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm_RESOLUTION-opc.docx *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
5. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
6. List of stockholders of record as of date of meeting approving the increase, indicating their nationalities and their respective subscribed and paid-up capital on the present authorized capital stock certified under oath by the corporate secretary (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
7. Notarized Secretary's Certificate on non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Butuan Extension Office (BUTEO)
Remarks: *Download Secretary's Certificate on non-existence of intra-corporate dispute through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
8. Secretary's Certificate on waiver of pre-emptive rights of non-subscribing shareholders (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *Download Secretary's Certificate certifying that all non-subscribing stockholders waived their respective pre-emptive rights through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_Waiver_Pre_emptive_Rights.pdf*	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *Please send your request through either of the following:* • ***eWATCH:*** *ewatch@sec.gov.ph* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
B. For Financing and Lending Companies:	
B.1. Financing and Lending Companies Department (FLCD) Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Financing and Lending Companies Department (FLCD)
Remarks: *Please email your request at finlend_queries@sec.gov.ph* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
C. For Listed and Public Companies:	
C.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)
Remarks: *Please email your request at cgfd_fdn@sec.gov.ph* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
C.2. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Markets and Securities Regulation Department (MSRD)
Remarks:	

Please email your request at msrdsubmission@sec.gov.ph

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

D. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
D.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector

Remarks:

To request, please refer to BSP Citizen's Charter through this link: https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

E. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
E.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group

Remarks:

To request, please refer to IC Citizen's Charter through this link:

https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

F. Additional Requirement if the consideration for issuance of shares is in the form of Previously incurred indebtedness (e.g., conversion of advances into equity / conversion of deposit for future subscription)	
F.1. Deed of Assignment of advances / liabilities (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s	
F.a. If the advances/liabilities are already reflected in the Audited Financial Statements (AFS):	
F.a.1. Audited Financial Statements (AFS) as of the last fiscal year stamped received by BIR and SEC (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *To be provided by the Company, in case the Company did not file.* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
F.b. If the advances/liabilities is not yet reflected in the Audited Financial Statements (AFS):	
F.b.1. A report to be rendered by an Independent CPA on the verification of the advances to be converted to equity (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G. Additional Requirements if the payment for issuance of shares is by way of Stock Dividend:	
G.1. List of stockholders entitled to stock dividend with their respective outstanding shares and the allocation of stock dividend certified by the corporate secretary (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.2. Audited Financial Statements as of the last fiscal year received by BIR and SEC (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)

Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
G.3. Secretary's Certificate that on the basis of the computation of the Finance Officer, the allocation of stock dividends as indicated in the Certificate of Increase is in proportion to the shareholdings of stockholders as of date of meeting approving the dividend declaration or as of record date and the treatment of resulting fractional shares, if any, are true and correct (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.4. Reconciliation of Retained Earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 16 Series of 2023- Revised Guidelines on the Determination of Retained Earnings Available for Dividend Declaration through this link: https://www.sec.gov.ph/wp-content/uploads/2023/10/2023SEC-MC-No.-16,-s.-of-2023-Revised-Guidelines-on-the-Determination-of-Retained-Earnings%20-Available-for-Dividend-Declaration.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
G.a. In case the unappropriated retained earnings is not sufficient to warrant the dividend declaration:	
G.a.1. Secretary's Certificate on the Board's resolution to reverse the appropriated retained earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H. Additional Requirement if the consideration for issuance of shares is in the form of Land, buildings / condominium units:	

H.1. Detailed schedule of property showing the registered owner, location, area, TCT/CCT no., tax declaration number and the basis of transfer value (market value, assessed value or zonal value) certified by the company accountant of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.2. Copy of TCT/CCT electronically certified and issued by Register of Deeds and tax declaration sheet certified Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.3. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.4. Certification from the transferor stating that the improvements are existing and in good condition (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.5. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to Memorandum Circular No. 14 series of 2013- Amended Guidelines Covering the Use of Properties that Require Ownership Registration as Paid-up*	

Capital of Corporation through this link: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s	
H.a. If transfer value is based on zonal value:	
H.a.1. Latest zonal valuation certified by BIR (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.b. If transfer value is based on appraised value:	
H.b.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.c. If property is mortgaged:	
H.c.1. Mortgagee/creditor's certification on the outstanding loan balance and his/her written consent to the transfer of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.d. For assignment of buildings where assignor is not the owner of the land:	
H.d.1. Lease contract on the land and consent of the land owner to the transfer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.	
I. Additional Requirement if the consideration for issuance of shares is in the form of Untitled Lands:	
I.1. Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least thirty (30) years and the possessor had introduced improvements thereon, if any (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.2. Duplicate original or certified true copies of the tax declaration sheets (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.3. Latest realty tax receipts (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.4. Affidavit by the transferor attesting continuous and open possession of the property is located (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.5. Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located	Applicant / Client

(1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.6. Duplicate original or certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument affecting the property recorded in the Register of Deeds for the province of city where the land is situated (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.7. Affidavit executed by the transferor attesting to the: (a) Existence (or non-existence) of easements over the untitled property; (b) Kind/description of the easement and its location; and (c) Whether the transferor is the dominant estate or the servient estate, by virtue of such easements (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.8. Under oath undertaking of the transferor/subscriber to answer for any liability that the corporation might incur by virtue of the acceptance of said property as paid-up capital (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.9. Clearance or certification from the Department of Agrarian Reform (DAR) attesting to the following: (a) There is no other claimant to the untitled land; (b) it has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party; or (c) The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP)	Department of Agrarian Reform (DAR) - Department of Agrarian Reform (DAR)

(1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.10. Blue Print Survey of the Plan as approved by the Bureau of Lands (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.11. Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/ assessed value / zonal value or appraised value) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.12. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.13. Affidavit of undertaking to submit certified true copy of the original certificate of title in the name of the transferee-corporation within one (1) year from the date of receipt of the approval of the application (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	

I.a. If transfer value is based on zonal value	
I.a.1. Latest zonal valuation certified by BIR (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.b. If transfer value is based on appraised value	
I.b.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J. Additional Requirement if the consideration for issuance of shares is in the form of Inventories / Furniture / Personal Properties:	
J.1. Detailed schedule of property showing the description and the basis of transfer value (market value or book value) certified by the company accountant of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.2. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
J.a. If transfer value is based on book value:	
J.a.1. Special Audit Report by an Independent CPA on the verification and valuation of property	Applicant / Client

(1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K. Additional Requirement if the consideration for issuance of shares is in the form of Heavy equipment and machinery:	
K.1. Detailed schedule of the property showing the description and the transfer value certified by the company accountant of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K.2. Appraisal report by a licensed appraiser (not more than 6-month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K.3. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K.4. Certification from the transferor stating that the properties are existing and in good condition (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L. Additional Requirement if the consideration for issuance of shares is in the form of	

Shares of Stock:	
L.1. Detailed schedule of the shares of stock showing the stockholder, stock certificate number, no. of shares and the basis of transfer value (market or book value) certified by the company accountant of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.2. Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Butuan Extension Office (BUTEO)
Remarks: *To be provided by the Company, in case the Company did not file.* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.3. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.4. Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the assignor (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.5. Photocopy of the stock certificate (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

Notes:

- *The original copy will be presented for verification during the processing stage.*
- *The two (2) photo copies will be submitted upon payment of the corresponding fees.*

L.6. Affidavit of undertaking to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

For guidance, please refer to Memorandum Circular No. 14 series of 2013- Amended Guidelines Covering the Use of Properties that Require Ownership Registration as Paid-up Capital of Corporation through this link: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

L.a. If listed in the Stock Exchange:

L.a.1. Latest market price quotation in the newspaper or certification from the stock exchange/broker as to latest market price of the shares of stock (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

M. Additional Requirement if by way of Motor Vehicles

M.1. Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified by the company accountant of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

M.2. Photocopy of certificate of registration and official receipt of annual registration fee (present original for verification)	Applicant / Client

(1) Original Copy And (2) Photo Copy And (1) Electronic Copy	
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
M.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.4. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.5. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to Memorandum Circular No. 14 series of 2013- Amended Guidelines Covering the Use of Properties that Require Ownership Registration as Paid-up Capital of Corporation through this link: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.6. Certification from the transferor stating that the motor vehicles are existing and in good running condition (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.	
N. Additional Requirement if by way of Sea Vessel / Aircraft:	
N.1. Detailed schedule of vessel/aircraft showing registered Owner, registry number, technical description and appraised value certified by the company accountant of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.2. Certified true copy of the certificate of ownership (1) Certified True Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The certified true copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.4. Certificate of seaworthiness/airworthiness issued by appropriate government agency (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.5. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.	
N.6. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to Memorandum Circular No. 14 series of 2013- Amended Guidelines Covering the Use of Properties that Require Ownership Registration as Paid-up Capital of Corporation through this link: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O. Additional Requirement if the consideration for issuance of shares is in the form of Intangibles:	
O.1. Photocopy of System Purchase Agreement or any proof of ownership (for software) (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
O.2. Copy of Certificate of Registration of Intellectual Property Rights and mining permit for mining claims/rights (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
O.3. Appraisal report by an accredited appraisal company or by a licensed Filipino mining engineer for mining claims/rights (not more than 6 months old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

O.4. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.5. Affidavit of undertaking by an officer of the company to submit proof of transfer of ownership within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to Memorandum Circular No. 14 series of 2013- Amended Guidelines Covering the Use of Properties that Require Ownership Registration as Paid-up Capital of Corporation through this link: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P. Additional Requirement if the consideration for issuance of shares is in the form of Net Assets:	
P.1. Audited financial statements (AFS) of the applicant corporation as of the last fiscal year received by BIR and SEC (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *To be provided by the Company, in case the Company did not file.* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
P.2. Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
P.3. Long-form audit report of Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year	Applicant / Client

(1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P.4. Deed of Assignment of the assets and liabilities (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P.5. List of creditors with the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P.6. Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P.7. Photocopy of the certificate of registration of the motor vehicles (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	

P.8. Copy of TCT/CCT electronically certified and issued by the Register of Deeds and tax declaration sheets certified by the Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P.9. Photocopy of stock certificates (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
P.10. DTI Certificate of Registration (for single proprietorship) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P.11. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to Memorandum Circular No. 14 series of 2013- Amended Guidelines Covering the Use of Properties that Require Ownership Registration as Paid-up Capital of Corporation through this link: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q. Additional requirement if cash payment for subscription is already reflected in the Audited Financial Statements:	

Q.1. Audited Financial Statements as of the last fiscal year stamped received by BIR and SEC (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Butuan Extension Office (BUTEO)
Remarks: *To be provided by the Company, in case the Company did not file.* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
R. Additional requirement if cash payment for subscription is not yet reflected in the Audited Financial Statements:	
Sub Situational Requirement/s	
R.a. If applicant corporation is/are Listed companies; Public companies defined in the Securities Regulation Code; companies that offer or sell securities to the public; companies with secondary license as regulated by the Commission.	
R.a.1. Special Audit Report (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
R.b. Notarized Subscription Contract	
R.b.1. Subscription Contract executed under oath among stockholder/s, treasurer and president for the corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2026 – Subscription Contracts through this link: https://www.sec.gov.ph/mc-2026/sec-mc-no-06-series-of-2026/#gsc.tab=0* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

				(Designation; Office)
1. Submit the electronic copy of complete requirements for new application. **Location:** eAMEND Portal: https://eamend.sec.gov.ph/login **Notes/Instruction:** • ◦ The applicant may, if the application consists of voluminous documents, be advised to present the hard copies thereof. ◦ If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the BUTEO Securities Specialist will prepare a checklist of deficiencies and inform and	1.1. Assigns the application to the BUTEO Securities Specialist, then records the application.	None	1 working day/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office

return it to the applicant via eAMEND. For submission of compliance documents, the client will directly upload the compliance through eAMEND. The assigned BUTEO Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.2. ◦ If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange					
	1.2. Examines online whether the documents submitted are complete in form and in substance, then prepares Final Report and forwards it to the BUTEO Securities Counsel for review if compliant.		5 working day/s	• SEC Securities Specialist I; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office	

Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. ◦ ◦ The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed					
	1.3. Reviews the final report, then orders the BUTEO Securities Specialist to issue Payment Assessment Form (PAF) if compliant.		7 working day/s	• SEC Securities Counsel I; Butuan Extension Office • SEC Securities Counsel II; Butuan Extension Office	

period, provided that all submissions are compliant with existing SEC laws, rules, and regulations ◦ The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of					
	1.4. Sends the Payment Assessment Form (PAF) to the applicant		1 working day/s	• SEC Securities Specialist I; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office	

	the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)				
2. Pay the corresponding filing fees **Location:**	2. Issues payment confirmation containing the	**Formula Fees** Breakdown: Increase of	1 working day/s	• Securities and Exchange Commissio	

Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide.	electronic Official Receipt via e-mail	Capital Stock (For corporation with par value)Increase of Capital Stock (For corporation without par value)		n (SEC); Butuan Extension Office
3. Submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip). **Location:** SEC Butuan Extension Office - 2nd Floor, Gov. Jose C. Aquino Sr. Building, Libertad, Butuan City, Agusan Del Norte, 8600 **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)*	3.1. Calls the name of the corporation, accepts the complete application requirements together with the proof of payment, and transmits these to the assigned BUTEO Securities Specialist.	None	2 hour/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
	3.2. Compares the hard copies received with the scanned copies of the application documents and, upon verification that these are complete and in order, forwards the same to the officer responsible for the preparation of the Certificate. The Receiving Officer shall inform the applicant to await the scheduled appointment date for the release of the Certificate of Approval.		4 hour/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
	3.3. Prepares and generates the Certificate		1 working day/s	• SEC Securities Specialist I; Butuan Extension Office

				• SEC Securities Specialist II; Butuan Extension Office
	3.4. Signs and approves the application		1 working day/s	• SEC Director or Officer-in-Charge; Butuan Extension Office
	3.5. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.		6 hour/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
	3.6. Tags the application for appointment through eAMEND Portal indicating the date of release of the certificate.		1 working day/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
4. Present the Official Receipt and Appointment Letter. Then, fill out the logbook for released applications and claim the Certificates of Approval. **Location:**	4. Calls the name of the corporation, assists the client in filling out the logbook, and releases the Certificates of Approval.	None	4 hour/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative

SEC Butuan Extension Office - 2nd Floor, Gov. Jose C. Aquino Sr. Building, Libertad, Butuan City, Agusan Del Norte, 8600				Assistant II; Butuan Extension Office
Total Processing Time:	Working Days: 20 working day/s			
Total Processing Fee:	Total Standard Fee: None See other fees below			

Formula / Schedule of Fees

- **Increase of Capital Stock (For corporation with par value)**

  1/5 of 1% of the increase in capital stock but not less than P3,000.00 or the subscription price of the subscribed capital stock, whichever is higher

  plus

  Legal Research Fee (LRF) -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00

  plus

  Amended Articles of Incorporation – P1,010.00 (Inclusive of LRF of P10.00)

  plus

  Documentary Stamp tax of P60.00

- **Increase of Capital Stock (For corporation without par value)**

  1/5 of 1% of the increase in capital stock computed at P100.00 per share but not less than P3,000.00 or the issue value of the subscribed capital stock, whichever is higher

  plus

  Legal Research Fee (LRF) -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00

  plus

  Amended Articles of Incorporation – P1,010.00 (Inclusive of LRF of P10.00)

  plus

  Documentary Stamp tax of P60.00

22. Increase of Capital Stock through payment other than cash through the eAMEND Portal for Domestic Stock Corporations Classified as Philippine National (other than OPC)

This service details the adopted online procedure and documentary requirements on application for increase of capital stock by way of Non Cash, but not limited to the following:

1. *Previously incurred indebtedness (e.g. conversion of advances into equity / conversion of deposit for future subscriptions)*
2. *Stock Dividend*
3. *Land, building / condominium units*
4. *Untitled Lands*
5. *Inventories / Furniture / Personal Properties*
6. *Heavy equipments and machineries*
7. *Shares of stock in another corporation*
8. *Motor Vehicles*
9. *Sea vessels / aircrafts*
10. *Intangibles*
11. *Net assets*
12. *Other assets or generally accepted forms of consideration necessary or convenient for its use and lawful purposes*

This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.

For the pre-processing of new applications, applicants who choose to file through the eAmend Portal must submit scanned copies of the notarized documents via the eAmend Portal. Applicants are advised to adhere to the prescribed steps outlined in the eAmend Portal for the proper uploading and submission of the required documents.

Office or Division:	Butuan Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.
Operating Hours:	8:00 AM - 5:00 PM

Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Unified Certification for Certificate of Increase of Capital Stock on: a. Certificate of Increase of Capital Stock; b. Director's Certificate; c. List of stockholders of record as of date of meeting approving the increase, indicating their nationalities and their respective subscribed and paid-up capital on the present authorized capital stock; d. Non-existence of intra-corporate dispute; e. Waiver of pre-emptive rights of non-subscribing shareholders (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *Download the Unified Certification for* ***Increase of Capital Stock*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Unified-Certification-for-Increase-in-Authorized.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
2. Treasurer's Affidavit (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *Download Treasurer's Affidavit through this link:* *https://www.sec.gov.ph/wp-content/uploads/2025/06/2025Forms_Treasurers-Affidavit.doc* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
3. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses:	

A.1. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: • ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
B. For Financing and Lending Companies:	
B.1. Financing and Lending Companies Department (FLCD) Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *Financing and Lending Companies Department (FLCD) through the link:* • ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
C. For Listed and Public Companies:	
C.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)
Remarks: *Corporate Governance and Finance Department (CGFD) through the link:* • ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
D. Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
D.1. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Market and Securities Regulation Department (MSRD)

Remarks: *Market and Securities Regulation Department (MSRD) through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
E. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
E.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector
Remarks: *To request, please refer to BSP Citizen's Charter through this link:* *https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
F. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
F.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group
Remarks: *To request, please refer to IC Citizen's Charter through this link:* *https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G. Additional Requirement if the consideration for issuance of shares is in the form of Previously incurred indebtedness (e.g., conversion of advances into equity / conversion of deposit for future subscription)	
G.1. Deed of Assignment of advances / liabilities (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)

Remarks: *Download the Deed of Assignment for **Advances** below:* *a. Sigle Assignor: https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Single-Assignor.docx* *b. Multiple Assignor: https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Multiple-Assignor.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
G.a. If the advances/liabilities is not yet reflected in the Audited Financial Statements (AFS):	
G.a.1. A report to be rendered by an Independent CPA on the verification of the advances to be converted to equity (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H. Additional Requirements if the payment for issuance of shares is by way of Stock Dividend:	
H.1. List of stockholders entitled to stock dividend with their respective outstanding shares and the allocation of stock dividend certified by the corporate secretary (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.2. Secretary's Certificate that on the basis of the computation of the Finance Officer, the allocation of stock dividends as indicated in the Certificate of Increase is in proportion to the shareholdings of stockholders as of date of	Applicant / Client

meeting approving the dividend declaration or as of record date and the treatment of resulting fractional shares, if any, are true and correct. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.3. Reconciliation of Retained Earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 16 Series of 2023- Revised Guidelines on the Determination of Retained Earnings Available for Dividend Declaration through this link: https://www.sec.gov.ph/wp-content/uploads/2023/10/2023SEC-MC-No.-16,-s.-of-2023-Revised-Guidelines-on-the-Determination-of-Retained-Earnings%20-Available-for-Dividend-Declaration.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
H.a. In case the unappropriated retained earnings is not sufficient to warrant the dividend declaration:	
H.a.1. Secretary's Certificate on the Board's resolution to reverse the appropriated retained earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I. Additional Requirement if the consideration for issuance of shares is in the form of Land, buildings / condominium units:	
I.1. Detailed schedule of property showing the registered owner, location, area, TCT/CCT no., tax declaration number and the basis of transfer value (market value, assessed value or zonal value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks:	

*Download the sample **Detailed Schedule for Land, Buldings/Condominium Units** below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=405110855#gid=405110855

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

I.2. Copy of TCT/CCT electronically certified and issued by Register of Deeds and tax declaration sheet certified Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

I.3. Deed of Assignment: a. Deed of Assignment; b. Certifying that the improvements are existing and in good condition ; c. Undertaking that the corporation will submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)

Remarks:

*Download the Deed of Assignment for **Increase of Capital Stock_Land, Buildings / Condominium Units** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Land-Buildings-Condo.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

I.a. If transfer value is based on appraised value:

I.a.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.	
I.a.2. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.b. If property is mortgaged:	
I.b.1. Mortgagee/creditor's certification on the outstanding loan balance and his/her written consent to the transfer of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.c. For assignment of buildings where assignor is not the owner of the land:	
I.c.1. Lease contract on the land and consent of the land owner to the transfer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J. Additional Requirement if the consideration for issuance of shares is in the form of Untitled Lands:	
J.1. Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had	Applicant / Client

been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least twenty (20) years and the possessor had introduced improvements thereon, if any (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.2. Duplicate original or certified true copies of the tax declaration sheets (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.3. Latest realty tax receipts (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.4. Affidavit by the transferor attesting the following: 1. Continuous and open possession of the property is located; 2.a. Existence (or non-existence) of easements over the untitled property; b. Kind/description of the easement and its location; and c. Whether the transferor is the dominant estate or the servient estate, by virtue of such easements 3. That the transferor/subscriber to answer for any liability that the corporation might incur by virtue of the acceptance of said property as paid-up capital) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *Download the **Transferor Affidavit for Untitled Land** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-the-Transferor_Untitled-Lands.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

J.5. Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.6. Duplicate original or certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument affecting the property recorded in the Register of Deeds for the province of city where the land is situated (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.7. Clearance or certification from the Department of Agrarian Reform (DAR) attesting to the following: (a) There is no other claimant to the untitled land; (b) it has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party; or (c) The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Department of Agrarian Reform (DAR) - Department of Agrarian Reform (DAR)
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.8. Blue Print Survey of the Plan as approved by the Bureau of Lands (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.9. Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/ assessed value / zonal value or appraised value) certified under oath by the company accountant/ treasurer, or any finance officer of the	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)

applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	

Remarks:

*Download the sample **Detailed Schedule of Untitled Lands** below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=508694029#gid=508694029

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

J.10. Deed of Assignment reflecting: a. Assignment of Untitled Lands; b. Undertaking to submit certified true copy of the original certificate of title in the name of the transferee-corporation within one (1) year from the date of receipt of the approval of the application) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)

Remarks:

*Download the Deed of Assignment for **Increase of Capital Stock_Untitled Lands** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Untitled-Lands.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s	
J.a. If transfer value is based on zonal value	
J.a.1. Latest zonal valuation certified by BIR (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

J.b. If transfer value is based on appraised value	
J.b.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old)	Applicant / Client

(1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.b.2. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K. Additional Requirement if the consideration for issuance of shares is in the form of Inventories / Furniture / Personal Properties:	
K.1. Detailed schedule of property showing the description and the basis of transfer value (market value or book value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *Download the sample **Detailed Schedule of Inventories / Furniture / Personal Properties** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1666788899#gid=1666788899* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K.2. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic	Securities and Exchange Commission (SEC) - Butuan

Copy	Extension Office (BUTEO)
Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Inventories / Furniture / Personal Properties** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Inventories-Furniture-Personal-Properties.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
K.a. If transfer value is based on book value:	
K.a.1. Special Audit Report by an Independent CPA on the verification and valuation of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L. Additional Requirement if the consideration for issuance of shares is in the form of Heavy equipment and machinery:	
L.1. Detailed schedule of the property showing the description and the transfer value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *Download the sample **Detailed Schedule of Heavy Equipment and Machinery** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1745725976#gid=1745725976* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.2. Appraisal report by a licensed appraiser (not more than 6-month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.3. Deed of Assignment reflecting: a. Assignment of Heavy Equipment and Machineries; b. Certification from the transferor stating that the properties are existing and in good condition) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Heavy Equipment and Machinery** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Heavy-Equipment-and-Machinery.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
L.a. In case the heavy equipment and machinery qualify as real property as defined under the New Civil Code.	
L.a.1. Copy of the latest required Tax Declaration Sheet certified by the Assessor's Office. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.a.2. Copy of the TCT / CCT of the land on which the heavy equipment and machinery are located certified by the Register of Deeds. (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.b. If the assignor is not the owner of the land on which the heavy equipment and machinery are located as defined under the New Civil Code.	
L.b.1. Lease contract on the land and consent of the land owner to the transfer	Applicant / Client

(1) Original Copy And (1) Photo Copy And (1) Electronic Copy	

Remarks:

The original copy and photo copy will be submitted upon payment of the corresponding fees.

L.c. If the transfer value is based on appraised value:

L.c.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)

Remarks:

Download the Affidavit of Undertaking re Section 64 (watered stocks) below:

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

M. Additional Requirement if the consideration for issuance of shares is in the form of Shares of Stock:

M.1. Detailed schedule of the shares of stock showing the stockholder, stock certificate number, no. of shares and the basis of transfer value (market or book value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)

Remarks:

*Download the sample **Detailed Schedule of Shares of Stock** below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1402851319#gid=1402851319

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

M.2. Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *To be provided by the Company, in case the Company did not file* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.3. Deed of Assignment (a. Deed of Assignment ; b. Undertaking that the corporation will submit the required proof of transfer within the prescribed period). (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *Download the Deed of Assignment for* ***Increase of Capital Stock_Shares of Stock*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Shares-of-Stocks.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.4. Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the assignor (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.5. Photocopy of the stock certificate (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	

Sub Situational Requirement/s	
M.a. If listed in the Stock Exchange:	
M.a.1. Latest market price quotation in the newspaper or certification from the stock exchange/broker as to latest market price of the shares of stock (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N. Additional Requirement if by way of Motor Vehicles	
N.1. Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *Download the sample **Detailed Schedule of Motor Vehicle** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=318133614#gid=318133614* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.2. Photocopy of certificate of registration and official receipt of annual registration fee (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	

N.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.4. Deed of Assignment reflecting: a. Assignment of Motor Vehicles; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period; c. Certification from the transferor stating that the motor vehicles are existing and in good running condition (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *Download the Deed of Assignment for* ***Increase of Capital Stock_Motor Vehicle*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Motor-Vehicles.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
N.a. If the transfer value is based on appraised value:	
N.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O. Additional Requirement if by way of Sea Vessel / Aircraft:	

O.1. Detailed schedule of vessel/aircraft showing registered Owner, registry number, technical description and appraised value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *Download the sample **Detailed Schedule of Sea Vessel / Aircraft** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1212106110#gid=1212106110* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.2. Certified true copy of the certificate of ownership (1) Certified True Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The certified true copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.4. Certificate of seaworthiness/airworthiness issued by appropriate government agency (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.5. Deed of Assignment reflecting: a. Assignment of Sea Vessel/Aircraft; b. Undertaking by an officer of the	Securities and Exchange Commission (SEC) - Butuan

corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Extension Office (BUTEO)
Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Sea Vessel / Aircraft** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Sea-Vessels-aircrafts.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
O.a. If the transfer value is based on appraised value:	
O.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P. Additional Requirement if the consideration for issuance of shares is in the form of Intangibles:	
P.1. Photocopy of System Purchase Agreement or any proof of ownership (for software) (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
P.2. Copy of Certificate of Registration of Intellectual Property Rights and mining permit for mining claims/rights (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.	
P.3. Appraisal report by an accredited appraisal company or by a licensed Filipino mining engineer for mining claims/rights (not more than 6 months old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P.4. Deed of Assignment reflecting: a. Assignment of Intangibles; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (BUTEO) - Butuan Extension Office (BUTEO)
Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Intangibles** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Intangibles.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
P.a. If the transfer value is based on appraised value:	
P.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q. Additional Requirement if the consideration for issuance of shares is in the form of	

Net Assets:	
Q.1. Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
Q.2. Deed of Assignment of the assets and liabilities (a. Deed of Assignment; b. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period). (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Net Assets** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Net-Assets.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q.3. List of creditors with the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q.4. Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *Download the sample **Detailed Schedule of Net Asset** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1662940848#gid=1662940848*	

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

Q.5. Photocopy of the certificate of registration of the motor vehicles (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note:

- *The original copy will be presented for verification during the processing stage.*
- *The two (2) photo copies will be submitted upon payment of the corresponding fees.*

Q.6. Copy of TCT/CCT electronically certified and issued by the Register of Deeds and tax declaration sheets certified by the Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Q.7. Photocopy of stock certificates (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Notes:

- *The original copy will be presented for verification during the processing stage.*
- *The two (2) photo copies will be submitted upon payment of the corresponding fees.*

Q.8. DTI Certificate of Registration (for single proprietorship) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of notarized requirements for new application to eAmend Portal. **Location:** https://eamend.sec.gov.ph/ **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the BUTEO	1.1. Verifies completeness of the required documents. Assigns the application to the BUTEO specialist, if complete, then records the application.	**Formula Fees** Breakdown: Increase of Capital StockAmended Articles of Incorporation Legal Research FeeDocumentary Stamp tax	4 hour/s	• SEC Administrative Assistant I ; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office

Specialist shall revert the application informing the client of the deficiencies. For submission of compliance documents, the client must upload the documents through the eAmend Portal. The assigned BUTEO Specialist will proceed to Agency Step 1.2 • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling.	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		8 working day/s	• SEC Securities Specialist I; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office
	1.3. Reviews the Final Report and, if found in order, directs		9 working day/s	• SEC Securities Counsel I;

• The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the	the BUTEO Specialist to issue the Payment Assessment Form (PAF).			Butuan Extension Office • SEC Securities Counsel II; Butuan Extension Office
	1.4. Issues the Payment Assessment Form (PAF) to the applicant.		1 hour/s	• SEC Securities Specialist I; Butuan Extension Office • SEC Securities Specialist II; Butuan

person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given.				Extension Office
2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip). **Location:** SEC Butuan Extension Office - 2nd Floor, Gov. Jose C Aquino Sr. Building, Libertad, Butuan City,	2.1. Receives complete application requirements with proof of payment; verifies hard copies against online-submitted documents and, if found in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.	None	2 hour/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
	2.2. Prepares and generates the		4 hour/s	• SEC Securities

Agusan Del Norte, Region XIII (Caraga), 8600 **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)*	Certificate			Specialist I; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office
	2.3. Reviews the documents, signs, and approves the Certificate.		1 working day/s	• SEC Director ; Butuan Extension Office
	2.4. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.		1 hour/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
	2.5. Tags the application for appointment through eAmend Portal indicating the date of release of the certificate.		2 hour/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
3. Present the Official Receipt and Appointment Letter. Then, fill out the logbook for released applications and claim the Certificates of Approval.	3. Calls the name of the corporation, assists the client in filling out the logbook, and releases the Certificates of Approval.	None	2 hour/s	• SEC Administrative Assistant I; Butuan Extension Office

Location: SEC Butuan Extension Office - 2nd Floor, Gov. Jose C Aquino Sr. Building, Libertad, Butuan City, Agusan Del Norte, Region XIII (Caraga), 8600				• SEC Administrative Assistant II; Butuan Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Increase of Capital Stock**

  ****For corporation with par value –**

  1/5 of 1% of the increase in capital stock but not less than P3,000.00 or the subscription price of the subscribed capital stock, whichever is higher

  ****For corporation without par value –**

  1/5 of 1% of the increase in capital stock computed at P100.00 per share but not less than P3,000.00 or the issue value of the subscribed capital stock, whichever is higher

- **Amended Articles of Incorporation**

  P1,010* (inclusive of Legal Research Fee)

- **Legal Research Fee**

  equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00

- **Documentary Stamp tax**

  P60.00

23. Licensing of Foreign Corporations through the ESPARC (Electronic Simplified Processing of Application for Registration of Company)

This service outlines the procedure for applying for an SEC license to operate in the Philippines as a foreign branch office, representative office, regional operating headquarters (ROHQ), or regional/area headquarters (RHQ).

Office or Division:	Butuan Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *System-generated*	
2. Signed & notarized Application Form (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *System-generated* • *F-103 for stock branch office;* • *F-104 for stock representative office;* • *F-108 for non-stock branch/representative office, including foundations* *Note: **"Non-stock"** refers to a foreign corporation that conducts activities in its home country similar to those of a non-stock corporation in the Philippines. Non-stock corporations are typically organized for purposes such as charitable, religious, educational, professional, cultural, fraternal, literary, scientific, social, or civic service. They may also include organizations like trade, industry, or agricultural chambers, or any combination of these purposes.*	

For Situational Requirement	
A. For Foreign Branch and Representative Office	
A.1. Authenticated/Apostilled copy of the Board Resolution (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: • *Authorizing the establishment of Branch/Representative Office in the Philippines;* • *Designating the Resident Agent to whom summons and other legal processes may be served in behalf of the foreign corporation; and* • *Stipulating that in the absence of such Agent or upon cessation of its business in the Philippines, any summons or legal processes may be served to SEC as if the same is made upon the corporation at its home office*	
A.2. Authenticated/Apostilled copy of the Articles of Incorporation/Partnership/Association with an English translation thereof if in foreign language other than English (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx)*	
A.3. Authenticated/Apostilled Audited Financial Statements (FS) for the immediately preceding year at the time of filing of application (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *Audited by an independent Certified Public Accountant of the home country *Authenticated before the Philippine Consulate/Embassy*	
A.4. Compliance with Financial Ratios (1) Electronic Copy	Applicant / Client
Remarks:	

Stock Branch Office

Ratio	***Formula***	***Benchmark Value***
Solvency	*Total assets/total liabilities*	*1:1*

Liquidity	*Current assets/current liabilities*	*1:1*
Debt to Equity	*Total liabilities/equity*	*3:1*

Stock Representative Office/Non-Stock Branch Office/Non-Stock Representative Office

Solvency	*Total assets/total liabilities*	*1:1*

Note:
If solvency is not within the Benchmark value - application is REJECTED
If Liquidity Ratio and / or Debt to Equity Ratio is/are not within the Benchmark Value/s - submit P1M Surety Bond

Surety bond must be conditioned upon faithful compliance of the Principal relative to the Licensing of the Foreign COrporation with Securities and Exchange Commission and the observance with the provisions of the Corporation Code of the Philippines, the Securities Regulation Code, and its implementing rules and regulations, and other pertinent laws, and regulations implemented by the Commission.

A.5. Affidavit of Undertaking to change corporate name, if not stated in the Application Form (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)*	
A.6. If Resident Agent is not the signatory in the Application Form, Resident's Agent Acceptance of Appointment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.7. Endorsement/Clearance from other SEC departments *Any of the following:*	
A.7.A. Corporate Governance and Finance Department (CGFD) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Corporate Governance and Finance Department

Remarks: *For Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation*	
---- OR ----	
A.7.B. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Markets and Securities Regulation Department
Remarks: *For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House*	
---- OR ----	
A.7.C. PhiliFintech Innovation Office (PIO) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office
Remarks: *For Financial Technology (FinTech) related business activities [Operators of payment systems; Payment Service Providers; Electronic Money Issuers (EMI); Non-bank EMIs; Alternative Credit Scoring Companies; AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); KYC/Security Companies (KYC Service Providers); Digital Banks; Digital Asset Exchanges; Virtual Asset Service Providers; Play-to-Earn Platforms; o E-Commerce Companies; Crowdfunding Platforms; RegTech Companies (RegTech Service Providers); SupTech Companies (SupTech Service Providers); and Digital Advisers/Robo-Advisers]*	
A.8. Endorsement from other government agencies *Any of the following:*	
A.8.A. Endorsement from Insurance Commission (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Insurance Commission - Legal Services Group - Licensing Division
Remarks: *For Insurance/Health Maintenance Organization*	
---- OR ----	
A.8.B. Endorsement from Bangko Sentral ng Pilipinas (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Bangko Sentral ng Pilipinas - Financial Supervision Sector
Remarks:	

For Bank and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services

Sub Situational Requirement/s	
A.a. If the date of the AFS exceeds the one-year requirement	
A.a.1. Authenticated AFS that are available as of date of filing of the application (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.a.2. Authenticated Unaudited FS (AUFS) as of date not exceeding one (1) year immediately prior to the filing of the application signed by an officer of the foreign corporation (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b. For those whose home country does NOT REQUIRE AFS	
A.b.1. Authenticated Unaudited FS as of the date not exceeding one (1) year immediately prior to the filing of the application (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.2. Authenticated/Apostilled Certification signed under oath by an officer of a responsible regulatory institution or by the applicant's legal counsel that the applicant is not required to prepare and submit AFS, with citation of the law for verification purposes (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.c. For Stock Branch/Representative Office	
A.c.1. Notarized proof of Inward Remittance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *such as bank certificate of inward remittance or credit advances*	
A.d. For Non-Stock Branch/Representative Office Foundation	
A.d.1. Notarized Certificate of Bank Deposit of the amount of not less than P1,000,000.00 (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.d.2. Statement of Willingness to allow the Commission to conduct an audit	Applicant / Client

(1) Electronic Copy And (1) Original Copy And (1) Photo Copy	
B. For Regional/Area Headquarters (RHQ)/ Regional Operating Headquarters (ROHQ)	
B.1. Certification from the Philippine Consulate/Embassy or the Philippine Commercial Office or from the equivalent office of the Philippine DTI in the applicant's home country that said foreign firm is an entity engaged in international trade with affiliates, subsidiaries, or branch offices in the Asia Pacific Region and other foreign markets (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *In case the Certification is issued by the equivalent office of the DTI, the same shall be authenticated by the Philippine Consulate/Embassy*	
B.2. Authenticated Certification from principal officer of the foreign entity to the effect that the said foreign entity has been authorized by its board of directors or governing body to establish its RHQ/ROHQ (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
B.3. Affidavit of Undertaking to change corporate name, if not stated in the Application Form (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)*	
B.4. Endorsement from Board of Investments (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Board of Investments - Legal and Compliance Service
Sub Situational Requirement/s	
B.a. For Financial Technology (FinTech) related business activities [Operators of payment systems; Payment Service Providers; Electronic Money Issuers (EMI); Non-bank EMIs; Alternative Credit Scoring Companies; AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); KYC/Security Companies (KYC Service Providers); Digital Banks; Digital Asset Exchanges; Virtual Asset Service Providers; Play-to-Earn Platforms; o E-Commerce Companies; Crowdfunding Platforms; RegTech Companies (RegTech Service Providers); SupTech Companies (SupTech Service Providers); and Digital Advisers/Robo-Advisers]	
B.a.1. PhiliFintech Innovation Office (PIO) Endorsement/Clearance	Securities and Exchange Commission - PhiliFintech Innovation Office

(1) Electronic Copy And (1) Original Copy And (1) Photo Copy	
B.a.2. Enforcement and Investor Protection Department (EIPD) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department
C. If to engage as a foreign retailer	
C.1. Certification of Inward Remittance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *Certification of Inward Remittance of Foreign Exchange showing compliance of the foreign retailer with the minimum paid-up capital requirement of Twenty-Five Million Pesos (P25,000,000.00) or other proof, such as Bank Certification, certifying that such capital investment is deposited and maintained in a bank in the Philippines*	
C.2. Apostilled/authenticated Certificate of Reciprocity (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *to the effect that such State provides reciprocity to Filipinos*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ and encodes corporate information **Location:** https://esparc.sec.gov.ph/ **Notes/Instruction:** If the application is found to be for compliance during the	1.1. Verifies and approves proposed company name and/or trade name/s if compliant with SEC Memorandum Circular No. 13, Series of 2019	None	1 working day/s, 7 hour/s	• SEC Administrative Assistant II; Butuan Extension Office • SEC Administrative Officer III; Butuan Extension Office
	1.2. Assigns to FIRST processors		5 minute/s	• SEC Administrative Assistant II; Butuan

evaluation stage, the applicant will have to go back to Step 1 for the submission of requirements/compliance				Extension Office • SEC Administrative Officer III; Butuan Extension Office
	1.3. Reviews the application and issues Payment Assessment Form (PAF) if compliant		15 working day/s, 15 minute/s	• SEC Securities Specialist I; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office • SEC Securities Counsel I; Butuan Extension Office • SEC Securities Counsel II; Butuan Extension Office • SEC Director; Butuan Extension Office
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the electronic Official Receipt via e-mail	**Standard Fees** Breakdown: Documentary Stamp Tax: PHP 30 --- Total: PHP 30 **Formula Fees** Breakdown: Legal	1 working day/s	• System Generated (eSPAYSEC); Butuan Extension Office

		Research FeeLicense Fee		
3. Submits the documentary requirements with proof of payment to the SEC Butuan Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Butuan Extension Office - 2nd Floor, Gov. Jose C Aquino Sr. Building, Libertad, Butuan City, Agusan Del Norte, Region XIII (Caraga), 8600	3.1. Officially receives and stamps the hard copies of the registration application and forwards to the Support Staff	None	10 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
	3.2. Generates the Certificate		15 minute/s	• SEC Securities Specialist I; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office
	3.3. Reviews the application and signs the Certificate of Incorporation		22 working day/s	• SEC Director; Butuan Extension Office
	3.4. Sends appointment through email indicating the date of release of the Certificate		10 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
4. Proceeds to the SEC Butuan	4. Enters company name in the	None	5 minute/s	• SEC Administrat

Extension Office, presents the original proof of payment and receives the signed Certificate of Incorporation **Location:** SEC Butuan Extension Office - 2nd Floor, Gov. Jose C Aquino Sr. Building, Libertad, Butuan City, Agusan Del Norte, Region XIII (Caraga), 8600	Masterlist, releases the Certificate together with registration application and stamps release the official receipt			ive Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
Total Processing Time:	Working Days: 40 working day/s			
Total Processing Fee:	Total Standard Fee: PHP 30 See other fees below			

Formula / Schedule of Fees

- **Legal Research Fee**

  1% of the computed Filing Fees

- **License Fee**

  For Stock Foreign Corporations:

  Branch Office - 1% of the actual inward remittance of the corporation converted into Philippine currency, but not less than PHP 3,000

  Representative Office - 1/10 of 1% of the actual inward remittance of the corporation converted into Philippine currency, but not less than PHP 2,000

  For Non-Stock Foreign Corporations:

  Branch Office - PHP 3,000

  Representative Office - PHP 2,000

24. Petition for Correction of Entries in the Articles of Incorporation and/or By-laws and subsequent amendments thereof of Domestic Corporations

This process details the procedure for correction of entries in the Articles of Incorporation and/or By-laws and subsequent amendments thereof of Domestic Stock and Nonstock corporations.

Office or Division:	Butuan Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All SEC registered corporations
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Verified Petition for Correction of Entries (2) Original Copy	Applicant / Client
2. Certificate of Non Forum Shopping (2) Original Copy	Applicant / Client
3. Certificate of Incorporation, Articles of Incorporation and By-Laws (2) Photo Copy	SEC - secexpress.ph
4. Secretary's Certificate regarding approval of the filing of the petition and the authorized signatory (2) Original Copy	Applicant / Client
5. Monitoring Clearance (2) Photo Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
6. Corrected Articles of Incorporation/By-laws/Amended Articles of Incorporation/Amended By-laws (2) Original Copy	Applicant / Client
Remarks: *Applicable uncorrected document may be used as a guide.*	
7. Other evidence (Affidavits, IDs, etc. depending on the nature of the corrections) (1) Original Copy And (1) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

				(Designation; Office)
1. Submits requirements through imessage **Location:** https://imessage.sec.gov.ph/	1.1. Records the application for pre-processing, examines if documents are complete in form, and forwards the application for assignment	None	30 minute/s	• SEC Administrative Assistant I; Butuan Extension Office
	1.2. Assigns the application to a processor		30 minute/s	• SEC Administrative Assistant I; Butuan Extension Office
	1.3. Examines whether the documents submitted are complete in form and in substance, prepares a draft Order and Notice and submits for review		14 working day/s	• SEC Securities Counsel I ; Butuan Extension Office • SEC Securities Counsel II; Butuan Extension Office
	1.4. Reviews the draft Order and Notice and the documents submitted		4 working day/s	• SEC Director; Butuan Extension Office
	1.5. Approves draft Order and Notice		1 working day/s, 4 hour/s	• SEC Director; Butuan Extension Office
	1.6. Prepares and emails the Payment Assessment Form to client		1 hour/s	• SEC Securities Specialist I; Butuan Extension Office • SEC Securities Specialist II; Butuan

				Extension Office
2. Pays the filing fees through ESPAYSEC/Landbank and sends the proof of payment to the iMessage **Location:** iMessage: imessage.sec.gov.ph	2.1. Receives and acknowledges payment	**Standard Fees** Breakdown: Filing Fee: PHP 3000 Legal Research Fee: PHP 30 Documentary Stamp Tax per notarized document: PHP 30 Total: PHP 3060	15 minute/s	• SEC Securities Counsel I ; Butuan Extension Office • SEC Securities Counsel II; Butuan Extension Office
	2.2. Assigns SEC BUTEO Case number and records it to the logbook for Petition for Correction of Entries		15 minute/s	• SEC Securities Counsel I ; Butuan Extension Office • SEC Securities Counsel II; Butuan Extension Office
	2.3. Finalizes Order and Notice and forwards Order and Notice for review and signature		30 minute/s	• SEC Securities Counsel I ; Butuan Extension Office • SEC Securities Counsel II; Butuan Extension Office
	2.4. Signs Order and Notice		30 minute/s	• SEC Director; Butuan Extension Office
	2.5. Emails the client that the Order and Notice with all annexes can be picked up		15 minute/s	• SEC Securities Counsel I ; Butuan Extension Office

				• SEC Securities Counsel II; Butuan Extension Office
	2.6. Releases the duly approved Order and Notice with all annexes		15 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 3060		

25. Petition to Lift Order of Revocation/Suspension

This service details the procedure and documentary requirements for the lifting of the revoked/suspended status of the corporation. The process is done through filing a verified petition under the 2016 SEC Rules of Procedure and all the documentary requirements mentioned in the SEC Memorandum Circular No. 5, series of 2016. Note that this remedy is applicable only to companies revoked or suspended due to noncompliance with reportorial requirements.

Office or Division:	Butuan Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All domestic corporations that have their primary license revoked/suspended.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Verified Petition to set aside the Order of Revocation or Suspension (2) Original Copy	Applicant / Client
2. Directors'/Trustees' Certificate (2) Original Copy	Applicant / Client
3. Latest Due Audited Financial Statements (1) Photo Copy	SEC - EFAST
4. Latest Due General Information Sheet (1) Photo Copy	SEC - EFAST
5. Proof of registration of the stock and transfer book or membership book (2) Photo Copy	Applicant / Client
6. Secretary's Certificate of No Intra-Corporate Controversy (2) Original Copy	Applicant / Client
Remarks: *Please see sample format at:* *https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf*	
7. Sworn Certification by External Auditor (2) Original Copy	Applicant / Client

8. Proof of Operation (2) Original Copy	Applicant / Client
Remarks: *Proof of operation for each year, starting from the date of revocation or date of incorporation (for a suspension order) up to the time of the filing of the petition, any of the following but not limited to:* *1. Audited Financial Statements;* *2. Income Tax Returns;* *3. Mayor's or Business Permits/barangay certificate in lieu of Mayor's permit if none;* *4. Contracts;* *5. Receipts showing payment of Real Estate Tax;* *6. Certifications/Recognitions/Annual Conventions; or* *7. Any similar/related documents*	
9. Latest Mayor's/Business Permit (2) Original Copy	Local Government Unit (LGU) - Business Permit and Licensing Office where the principal office address of the client is located
10. Certification Issued by the Corporate Secretary that the latest due Financial Statement and Income Tax Return was received by the SEC and BIR respectively (2) Original Copy	Applicant / Client
11. Certificate of Incorporation, latest Certificate of Filing of Amended Articles or By-Laws (if any) together with the latest Articles of Incorporation and By-Laws (2) Photo Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
12. BIR Certificate of Registration (1) Original Copy And (1) Photo Copy	BIR - RDO where the principal office address of the client is located
13. Monitoring Clearance (2) Photo Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
14. Clearance from Enforcement and Investor Protection Department (EIPD) and Office of the General Counsel (OGC) (2) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits requirements in imessage **Location:**	1.1. Records the application for pre-processing, examines if documents are	None	30 minute/s	• SEC Administrative Assistant I;

https://imessage.sec.gov.ph/	complete in form, and forwards the application for assignment			Butuan Extension Office
	1.2. Assigns the application to a processor		30 minute/s	• SEC Administrative Assistant I; Butuan Extension Office
	1.3. Examines whether the documents submitted are complete in form and in substance, prepares a draft Order and Notice and submits to the EO Director/OIC for review		11 working day/s	• SEC Securities Specialist I; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office • SEC Securities Counsel I; Butuan Extension Office • SEC Securities Counsel II; Butuan Extension Office
	1.4. Reviews the draft Order and Notice and the documents submitted		4 working day/s	• SEC Director; Butuan Extension Office
	1.5. Approves draft Order and Notice		1 working day/s	• SEC Director; Butuan Extension Office
	1.6. Prepares and emails the Payment Assessment Form to the client.		1 hour/s	• SEC Securities Specialist I; Butuan

				Extension Office • SEC Securities Specialist II; Butuan Extension Office
2. Pays the filing fees through ESPAYSEC/Landbank and send the proof of payment through the imessage. **Location:** iMessage: imessage.sec.gov.ph	2.1. Receives and acknowledges payment, and prepares Memo to be sent to Head Office	**Standard Fees** Breakdown: Filing Fee: PHP 3000 Legal Research Fee: PHP 30 Documentary Stamp Tax per notarized document: PHP 30 Total: PHP 3060	1 hour/s, 30 minute/s	• SEC Securities Specialist I; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office
	2.2. Reviews and signs the Memo		1 hour/s, 30 minute/s	• SEC Director; Butuan Extension Office
	2.3. Emails the Memo and the documents for the Petition to Lift Order of Suspension or Revocation to Office of the Commissioner, including the draft Order		2 hour/s	• SEC Securities Specialist I; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office • SEC Securities Counsel I; Butuan Extension Office • SEC Securities Counsel II; Butuan Extension Office

	2.4. Signs draft Order and emails signed Order to Butuan Extension Office		3 working day/s	• Office of the Commissioner - Supervising Commissioner of Extension Offices; Any of requesting office / division
	2.5. Emails the signed Order to the client		1 hour/s	• SEC Securities Specialist I; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office
General Remarks 2016 SEC Rules of Procedure				
Total Processing Time:	Working Days: 20 working day/s			
Total Processing Fee:	Total Standard Fee: PHP 3060			

26. Post-Audit of eAMEND Applications approved under Simple Processing

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

Office or Division:	Butuan Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All applications submitted and approved under Simple Processing in the eAMEND Portal
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *With downloadable system-generated forms in the eAmend Portal*	
2. Amendment Form (2) Original Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: • *With downloadable system-generated forms in the eAmend Portal.* • *Original copies should be signed (wet signature) and notarized* • *notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed names*	
3. Monitoring Clearance (2) Original Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: • ***(not applicable for corporation sole)***	

- *If there is no valid and available Monitoring Clearance, submit an Affidavit of Undertaking for Monitoring from the eAMEND System.*
- *Affidavit of Undertaking - Original copies should be signed (wet signature) and notarized*

4. And other additional documentary requirements uploaded in the eAmend portal (2) Original Copy	Applicant / Client
5. Amended Articles of Incorporation/By-Laws (2) Original Copy	Applicant / Client

Remarks:

- ***two (2) copies shall be submitted together with all the documentary requirements uploaded in the eAMEND portal***

(Please submit the Amended Articles of Incorporation/By-laws incorporating the proposed provisions. The amendments must be clearly underlined and annotated with the phrase "(As amended on [date of meeting])" immediately following the amended provision. Kindly ensure that no established facts are removed or modified in the process.)

For Situational Requirement

A. For Clearance from other SEC departments

Sub Situational Requirement/s

A.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation

A.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)

A.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House

A.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)

A.c. For Financial Technology (FinTech) related business activities

A.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)

Remarks:

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

A.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)

Remarks:

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

B. Endorsement from other government agencies

Sub Situational Requirement/s

B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services

B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For applications with Amendment of By-laws	
Sub Situational Requirement/s	
C.a. Air Transport	
C.a.1. Civil Aeronautics Board Endorsement (2) Original Copy And (1) Electronic Copy	Civil Aeronautics Board - Civil Aeronautics Board
C.b. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions	
C.b.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.c. Educational Institution: (stock & non-stock)	
C.c.1. Department of Education Endorsement for Elementary (2) Original Copy And (1) Electronic Copy	Department of Education - Department of Education
C.c.2. Commission on Higher Education Endorsement for College, Tertiary Course (2) Original Copy And (1) Electronic Copy	College, Tertiary Course - College, Tertiary Course
C.c.3. Technical Education Skills and Development Authority Endorsement for Technical Vocational Course (2) Original Copy And (1) Electronic Copy	Technical Education Skills and Development Authority - Technical Education Skills and Development Authority
C.d. Electric Power Plant/Trading of Petroleum Products	
C.d.1. Department of Energy Endorsement (2) Original Copy And (1) Electronic Copy	Department of Energy - Department of Energy
C.e. Hospital, Dental, Medical Clinics	
C.e.1. Department of Health Endorsement (2) Original Copy And (1) Electronic Copy	Department of Health - Department of Health
C.f. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.f.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C.g. Money Changer and Remittance Services	
C.g.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas

C.h. Non-Chartered Government Owned and Controlled Corporation	
C.h.1. Government Commission for Government-owned and Controlled Corporation Endorsement (2) Original Copy And (1) Electronic Copy	Government Commission for Government-owned and Controlled Corporation - Government Commission for Government-owned and Controlled Corporation
C.i. Professional Association	
C.i.1. Professional Regulation Commission Endorsement (2) Original Copy And (1) Electronic Copy	Professional Regulation Commission - Professional Regulation Commission
C.j. Radio, TV, Telephone, Internet Service Providers, Value-Added Service Provider	
C.j.1. National Telecommunications Commission Endorsement (2) Original Copy And (1) Electronic Copy	National Telecommunications Commission - National Telecommunications Commission
C.k. Recruitment for Overseas Employment	
C.k.1. Philippine Overseas Employment Administration Endorsement (2) Original Copy And (1) Electronic Copy	Philippine Overseas Employment Administration - Philippine Overseas Employment Administration
C.l. Security Agency/ Anti-Crime Task Force	
C.l.1. Philippine National Police Endorsement (2) Original Copy And (1) Electronic Copy	Philippine National Police - Philippine National Police
C.m. Tobacco Related Business	
C.m.1. National Tobacco Administration Endorsement (2) Original Copy And (1) Electronic Copy	National Tobacco Administration - National Tobacco Administration
C.n. Volunteer Fire Brigade	
C.n.1. Bureau of Fire Protection Endorsement (2) Original Copy And (1) Electronic Copy	Bureau of Fire Protection - Bureau of Fire Protection
C.o. Vessel/Ship Operation, Ship Management. Shipbuilding, Ship Repair, Shipping Agency, Ship Husbanding, Ship Chandling and other Maritime related activities	
C.o.1. Maritime Industry Authority Endorsement (2) Original Copy And (1) Electronic Copy	Maritime Industry Authority - Maritime Industry Authority
C.p. Water Service Providers and Waterworks	
C.p.1. Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems Endorsement (2) Original Copy And (1) Electronic Copy	Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems - Local Waterworks Utilities Administration /Manila

	Waterworks and Sewerage Systems
D. For Amendment of Corporate Name	
D.1. Name Verification Slip for Amendment of Corporate Name with Proof of Payment of Reservation Fee (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *Please request through iMessage:* ***imessage.sec.gov.ph*** *or through* ***secbutuan@sec.gov.ph***	
E. Affidavit of a director, trustees or officer undertaking to change corporate name, if not stated in the Articles of Incorporation	
E.1. Affidavit of a director, trustees or officer undertaking to change corporate name, if not stated in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the documentary requirements with proof of payment to the SEC Butuan Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC - Butuan Extension Office - 2nd Floor, Gov. Jose C. Aquino Sr. Building, Libertad, Butuan City, Agusan Del Norte, Region XIII (Caraga), 8600	1.1. Stamp receives the submitted documentary requirements	None	5 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
	1.2. Prints Certificate of Amendment (Certificate)		15 minute/s	• SEC Securities Specialist I; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office

	1.3. Assigns to post-audit processor		10 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
	1.4. Post-evaluates the assigned application		6 working day/s, 7 hour/s	• SEC Securities Specialist I; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office • SEC Securities Counsel I; Butuan Extension Office • SEC Securities Counsel II; Butuan Extension Office • SEC Director; Butuan Extension Office
	1.5. Tags the application as complete in the eAmend portal		15 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrat

				ive Assistant II; Butuan Extension Office
2. Proceeds to SEC Butuan Extension Office for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Amended Articles of Incorporation and/or By-laws **Location:** SEC Butuan Extension Office - 2nd Floor, Gov. Jose C. Aquino Sr. Building, Libertad, Butuan City, Agusan Del Norte, Region XIII (Caraga), 8600	2. Releases signed Certificate of Amended Articles of Incorporation and/or By-laws	None	15 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		

27. Post-Evaluation of Regular eSPARC Applications

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

Office or Division:	Butuan Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All Natural and Juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (2) Original Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *System-generated*	
2. Articles of Incorporation (2) Original Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *System-generated* *Original copy should be signed (wet signature) and notarized/authenticated*	
3. By-Laws (2) Original Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: • *Original copy should be signed (wet signature)* • *For One Person Corporations, no by-laws required.*	
4. And other additional documentary requirements based on the mode of payment of the subscription of shares. (2) Original Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the documentary requirements with proof of payment to the SEC Butuan Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Butuan Extension Office - 2nd Floor, Gov. Jose C. Aquino Sr. Building, Libertad, Butuan City, Agusan Del Norte, Region XIII (Caraga), 8600	1.1. Stamp receives the submitted documentary requirements.	None	5 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office • SEC Administrative Officer III; Butuan Extension Office
	1.2. Prints Certificate of Incorporation (Certificate)		15 minute/s	• SEC Securities Specialist I; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office
	1.3. Assigns to post-audit processor		5 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office

	1.4. Post-evaluates the assigned application		6 working day/s, 7 hour/s	• SEC Securities Counsel I; Butuan Extension Office • SEC Securities Counsel II; Butuan Extension Office
	1.5. Tags the application as complete in the Company Registration Encoding System		10 minute/s	• SEC Securities Counsel I; Butuan Extension Office • SEC Securities Counsel II; Butuan Extension Office
	1.6. Emails the applicant a Notice of Schedule of Appointment on the release of the Original Certificate.		15 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
2. Proceeds to SEC Butuan Extension Office for presentment of the proof of payment issued by the eSPAYSEC or arranges the delivery of the Certificate through preferred courier **Location:**	2. Releases original copy of the Certificate	None	10 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan

SEC Butuan Extension Office - 2nd Floor, Gov. Jose C. Aquino Sr. Building, Libertad, Butuan City, Agusan Del Norte, Region XIII (Caraga), 8600				Extension Office
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		

28. Posting of Bond for One Person Corporation (OPC)

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

Office or Division:	Butuan Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Target SEC Clients/Stakeholders/Customers
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet (2) Original Copy And (1) Electronic Copy	Applicant / Client
2. Notarized covering letter requesting for posting of Bond (signed by the President of OPC) (1) Original Copy And (1) Electronic Copy And (1) Photo Copy	Applicant / Client
3. Bond issued by a company duly licensed and authorized by the Insurance Commission (1) Original Copy And (1) Electronic Copy And (1) Photo Copy	Applicant / Client
4. Undertaking to faithfully administer the funds of the One Person Corporation to be received as Treasurer, and to disburse and invest the same in accordance with the Articles of Incorporation as approved by the Commission, pursuant to Section 122 of the RCC (1) Original Copy And (1) Electronic Copy And (1) Photo Copy	Applicant / Client
Remarks: *Note: This is not required if upon incorporation, the single stockholder is designated as Treasurer in the Articles of Incorporation.*	
5. Certified copy of the title with annotation (applicable for Property Bond only) (1) Original Copy And (1) Electronic Copy And (1) Photo Copy	Applicant / Client
6. Certificate of Approval of Increase of Capital Stock (if applicable) (3) Photo Copy	Applicant / Client
7. Monitoring Sheet and Proof of payment (Electronic Official Receipt) (3) Photo Copy	Securities and Exchange Commission (SEC) - SEC

			Butuan Extension Office (BUTEO)	
Remarks: *Application for Monitoring Clearance through* ***imessage.sec.gov.ph***				
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit a scanned copy of the Bond via imessage.sec.gov.ph **Location:** **imessage.sec.gov.ph**	1. Assign the ticket to a Monitoring Specialist	None	20 minute/s	• SEC Administrative Assistant I; Butuan Extension Office
2. If applicant receives a tentative assessment, applicant shall comply with the findings indicated in the Monitoring Sheet **Location:** SEC Butuan Extension Office **Notes/Instruction:** 2.1. Applicant submits the required documents as advised in the Monitoring Sheet	2.1. Evaluate if the amount of the Bond is compliant.	**Formula Fees** Breakdown: Custodian FeePenalties /Fines	20 minute/s	• SEC Administrative Assistant II; Butuan Extension Office • SEC Administrative Officer III; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office
2.2. Upon receipt of the final assessment, the applicant shall proceed with the payment of the Custodian Fee and any applicable penalties	2.2. If the amount is sufficient, proceed to Step 2.4.		20 minute/s	• SEC Administrative Assistant II; Butuan Extension Office • SEC Administrative Officer III; Butuan

				Extension Office • SEC Securities Specialist II; Butuan Extension Office
	2.3. If the amount is insufficient, prepare and issue a tentative Monitoring Sheet.		1 hour/s	• SEC Administrative Assistant II; Butuan Extension Office • SEC Administrative Officer III; Butuan Extension Office
	2.4. Determines compliance, deficiencies and violations and prepares Monitoring Sheet (MS) and Checklist of Requirements.		20 minute/s	• SEC Administrative Assistant II; Butuan Extension Office • SEC Administrative Officer III; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office
	2.5. Forward the Monitoring Sheet with attached documents to the Reviewer.		20 minute/s	• SEC Administrative Assistant II; Butuan Extension Office • SEC Administrative Officer III; Butuan

				Extension Office • SEC Securities Specialist II; Butuan Extension Office
	2.6. Check and consolidate the findings of the Monitor/Analyst.		20 minute/s	• SEC Securities Specialist I; Butuan Extension Office • SEC Securities Counsel I; Butuan Extension Office • SEC Securities Counsel II; Butuan Extension Office
	2.7. Send the Monitoring Sheet and Payment Assessment Form (PAF) within 10 working days		10 working day/s	• SEC Administrative Assistant II; Butuan Extension Office • SEC Administrative Officer III; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office
3. Present PAF to the nearest LBP Branch or pay through the SEC Online Payment Portal	3. Receive the proof of payment from the applicant via imessage.sec.gov.ph	**Formula Fees** Breakdown: Custodian FeePenalties /Fines	30 minute/s	• SEC Administrative Assistant I; Butuan

www.espaysec.sec.gov.ph **Location:** www.espaysec.sec.gov.ph				Extension Office
4. Submit the Monitoring Sheet, PAF and proof of payment and attach the original copy of the Bond together with the required document to SEC Butuan Extension Office **Location:** SEC Butuan Extension Office - 2nd Floor, Gov. Jose C Aquino Sr. Building, Libertad, Butuan City, Agusan Del Norte, Region XIII (Caraga), 8600	4.1. Receive the documents, verify that the attached Bond is original, and forward to Monitoring Specialist	None	20 minute/s	• SEC Administrative Assistant I; Butuan Extension Office
	4.2. Receive the proof of payment together with the required documents.		3 working day/s	• SEC Administrative Assistant I; Butuan Extension Office
	4.3. Draft the Report of the Bond and Certificate of Posting of Bond.		30 minute/s	• SEC Administrative Assistant II; Butuan Extension Office • SEC Administrative Officer III; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office
	4.4. Forward the Report of the Bond and Certificate of Posting of Bond to the Director, for review.		10 minute/s	• SEC Administrative Assistant II; Butuan Extension Office • SEC Administrative Officer III; Butuan

				Extension Office • SEC Securities Specialist II; Butuan Extension Office
	4.5. Reviews the Report of the Bond and Certificate of Posting of Bond and other required documents and affixes initials on the other original duplicate copies.		30 minute/s	• SEC Administrative Assistant II; Butuan Extension Office • SEC Administrative Officer III; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office
	4.6. Transmit the Certificate of Posting of Bond with attached Report to the BUTEO Director, for signature.		5 minute/s	• SEC Administrative Assistant II ; Butuan Extension Office • SEC Administrative Officer III; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office
	4.7. Transmit the Original copy of the Bond to the Monitoring Specialist for safekeeping.		5 minute/s	• SEC Administrative Assistant I; Butuan

				Extension Office
	4.8. Reviews and signs the Certificate of Posting of Bond and its original duplicate copies.		1 working day/s	• Director; Butuan Extension Office
	4.9. Scan and upload the signed Certificate in the Document Verification System to generate QR code.		5 minute/s	• SEC Administrative Assistant I; Butuan Extension Office
	4.10. Prints the Certificate with QR code.		5 minute/s	• SEC Administrative Assistant I; Butuan Extension Office
	4.11. Forward the signed Certificate of Posting of Bond and other original duplicate copies to the BUTEO Releasing Officer and other for further encoding and other appropriate action.		5 minute/s	• SEC Monitoring Specialist I; Butuan Extension Office
	4.12. Send appointment letter through email.		5 minute/s	• SEC Administrative Assistant I; Butuan Extension Office
5. Receives appointment letter and proceeds to SEC - Butuan Extension Office for presentation of original proof of payment and receives the Certificate of Posting of Bond or wait for the Certificate	5. Release the Certificate of Posting of Bond to the client.	None	10 minute/s	• SEC Administrative Assistant I; Butuan Extension Office

to be delivered by SEC FASCourier. **Location:** SEC Butuan Extension Office - 2nd Floor, Gov. Jose C Aquino Sr. Building, Libertad, Butuan City, Agusan Del Norte, Region XIII (Caraga), 8600 or to be delivered by SEC FASCOurier.				

Total Processing Time:	Working Days: 14 working day/s, 5 hour/s, 40 minute/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

- **Custodian Fee**

  Pursuant to SEC Memorandum Circular No. 10, series of 2026

  https://www.sec.gov.ph/mc-2026/sec-mc-no-10-series-of-2026

- **Penalties/Fines**

  Pursuant to SEC Memorandum Circular No. 10, series of 2026

  https://www.sec.gov.ph/mc-2026/sec-mc-no-10-series-of-2026

29. Primary Registration and Secondary License for Lending and Financing Company through the ESPARC (Electronic Simplified Processing of Application for Registration of Company)

The Electronic Simplified Processing of Application for Registration of Company (SEC – ESPARC) is a facility to cater application for registration of Lending and Financing Corporations of Domestic corporations with 2 or more incorporators who may either be natural person, partnership, association or corporations, singly or jointly with others but not more than fifteen (15) in number. The system allows the registrant or his duly appointed representative to submit the proposed company name and input the details of the Articles of Incorporation.

The following are the various company type to choose from:

- *Lending Corporation*
- *Financing Corporation*

Office or Division:	Butuan Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Coversheet (3) Original Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *System generated*	
2. Articles of Incorporation (1) Original Copy And (2) Photo Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *Articles of Incorporation reflecting the:* • *Corporate name;* • *Business activity;* • *Principal office address;*	

- *Name, nationality, residences and Tax Identification Number (TIN) of Filipino or foreign incorporators, directors, stockholders including corporate subscribers, the foreign incorporators, directors and stockholders may also state their passport numbers*
- *Capital structure;*
- *Name of Treasurer and TIN;*
- *Undertaking to change company name;*
- *Printed names and Signature of incorporators;*
- *Notarization/Authentication*

*** System generated*

3. By-laws (1) Original Copy And (2) Photo Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *System generated*	
4. Notarized Bank Certificate of Deposit (1) Original Copy And (2) Photo Copy	Applicant / Client
5. Joint Affidavit of Undertaking to Change Name, in case not incorporated in the Articles of Incorporation) (1) Original Copy And (2) Photo Copy	Applicant / Client
6. Affidavit of Relinquishment, in case the treasurer is a foreigner and the business activity of the registrant is a partly-nationalized activity (1) Original Copy And (2) Photo Copy	Applicant / Client
7. Authenticated/Apostilled Articles of Incorporation and By-Laws and supporting documents, if the same were executed in a foreign jurisdiction (1) Original Copy And (2) Photo Copy	Applicant / Client
8. For Clearance from other SEC departments, if applicable (1) Original Copy And (2) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO); Enforcement and Investor Protection Department (EIPD)
Remarks: *For Financial Technology (FinTech) related business activities* • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;*	

- *InsurTech Companies (InsurTech Service Providers);*
- *KYC/Security Companies (KYC Service Providers);*
- *Digital Banks;*
- *Digital Asset Exchanges;*
- *Virtual Asset Service Providers;*
- *Play-to-Earn Platforms;*
- *E-Commerce Companies;*
- *Crowdfunding Platforms;*
- *RegTech Companies (RegTech Service Providers);*
- *SupTech Companies (SupTech Service Providers); and*
- *Digital Advisers/Robo-Advisers.*

9. Application Form (1) Original Copy And (2) Photo Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *System generated*	
10. Information Sheet (1) Original Copy And (2) Photo Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *System generated*	
11. Valid NBI Clearance of ALL Incorporators and Stockholders (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: • *With right thumb print and signature* • *Reflecting the residential*	
12. Additional Requirements for FOREIGN Directors and Officers (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *a. Photocopy of Alien Certificate of Registration Card/Immigrant Certificate of Residence Card** *b.Photocopy of Passport Showing Valid Visa or Stay in the Philippines** *c. Clearance from the Bureau of Immigration*	
13. Sworn Certification required under SEC Memorandum Circular No. 29, Series of 2020	Applicant / Client

(1) Original Copy And (2) Photo Copy	

Remarks:

- *Shall include an undertaking that the applicant shall submit hard and soft copies of its MTPP to the AMLD-EIPD within ten (10) days from receipt of its Certificate of Registration and/or secondary license from the Commission*
- *Stamped received by the Anti-Money Laundering Division of the Enforcement and Investor Protection Department (AMLD-EIPD)*

**https://www.sec.gov.ph/mc-2020/mc-no-29-s-2020/*

For Situational Requirement

A. For Financing Corporations

A.1. Personal Information Sheet of Directors & Officers (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)

Remarks:

System generated

A.2. Additional Requirements for FOREIGN Directors and Officers (1) Original Copy And (2) Photo Copy	Applicant / Client

Remarks:

- *Photocopy of Alien Certificate of Registration Card/Immigrant Certificate of Residence Card**
- *Photocopy of Passport Showing Valid Visa or Stay in the Philippines**
- *Clearance from the Bureau of Immigration*

A.3. Clearance from Bangko Sentral ng Pilipinas (1) Original Copy And (2) Photo Copy	Applicant / Client

Remarks:

If applicant is a subsidiary or affiliate of a bank and/or non-bank financial institution with quasi-banking license

A.4. Manual on Corporate Governance (1) Original Copy And (2) Photo Copy	Applicant / Client

Remarks:

-If foreign participation in voting stock is more than 40%; or

-If total assets is PhP50M or more; or

-If commercial paper issue, either exempt or registered

A.5. Format of Disclosure Statement on Loan/Credit Transactions (1) Original Copy And (2) Photo Copy			Applicant / Client	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph **Location:** Through https://esparc.sec.gov.ph	1.1. System receives submitted application.	None	15 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office • SEC Administrative Officer III; Butuan Extension Office
	1.2. Approves or disapproves proposed company name and/or trade name/s in accordance with SEC Memorandum Circular No. 13, Series of 2019 and assigns the application to the BUTEO Processors.		2 working day/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office • SEC Administrative Officer III; Butuan Extension Office

	1.3. Processes and evaluates application for Registration		4 working day/s	• SEC Securities Specialist I; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office • SEC Securities Counsel I; Butuan Extension Office • SEC Securities Counsel II; Butuan Extension Office • SEC Director ; Butuan Extension Office
	1.4. Issues Payment Assessment Form(PAF) to the applicant through eSPARC		10 minute/s	• SEC Securities Specialist I; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office • SEC Securities Counsel I; Butuan Extension Office • SEC Securities Counsel II; Butuan

				Extension Office
2. Pays the assessed license fee attached in the email notification. **Location:** SEC Butuan Extension Office - 2nd Floor, Gov. Jose C. Aquino Sr. Building, Libertad, Butuan City, Agusan Del Norte, Region XIII (Caraga), 8600	2. Issues payment confirmation containing Electronic Official Receipt via email.	**Possible Fees** Breakdown: By-Laws: PHP 1000 Documentary Stamp Tax: PHP 30 Name Verification: PHP 100 Registration of Stock and Transfer Book: PHP 150 **Formula Fees** Breakdown: Registration of CorporationLicense fees for Lending and Financing Cos	10 minute/s	• SEC Securities Specialist I; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office
3. Submits the documentary requirements with proof of payment to the SEC Butuan Extension Office through the company's representatives or through courier of their choice (e.g. JRS, LBC, J&T etc.) **Location:** SEC Butuan Extension Office - 2nd Floor, Gov. Jose C. Aquino Sr. Building, Libertad, Butuan City, Agusan Del Norte,	3. Officially receives and stamps the hard copies of the registration application and forwards to the BUTEO Processor for generation of the Certificate	None	15 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office

Region XIII (Caraga), 8600				
4. Proceed to SEC Butuan Extension Office for presentment of the original proof of payment and receive the signed Certificate of Lending/Financing Companies. **Location:** SEC Butuan Extension Office - 2nd Floor, Gov. Jose C. Aquino Sr. Building, Libertad, Butuan City, Agusan Del Norte, Region XIII (Caraga), 8600	4. Release signed Certificate of Branch Office of Lending/Financing Companies.	None	15 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
Total Processing Time:		Working Days: 6 working day/s, 1 hour/s, 5 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Possible Fees

- **By-Laws** : 1000
- **Documentary Stamp Tax** : 30
- **Name Verification** : 100
- **Registration of Stock and Transfer Book** : 150

Formula / Schedule of Fees

- **Registration of Corporation**

  1/5 of 1% of the Authorized Capital Stock

- **License fees for Lending and Financing Cos**

  1/10 of1% of the Paid-Up Capital

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

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

The following are the various company type to choose form:

- *General Partnership*
- *Professional Partnership*
- *Limited Partnership*

Type of partnership based on foreign equity participation:

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

Office or Division:	Butuan Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *System-generated*	
2. Articles of Partnership (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)

Remarks:

System-generated

Original copy should be signed (wet signature) and notarized

For Situational Requirement	
A. Endorsement/Clearance from other government agencies	
Sub Situational Requirement/s	
A.a. Money Changer and Remittance Services	
A.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
A.a.2. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
B. For Clearance from other SEC departments	
Sub Situational Requirement/s	
B.a. For Financial Technology (FinTech) related business activities	
B.a.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)

Remarks:

- *Alternative Credit Scoring Companies;*
- *AI/Big Data Companies;*
- *InsurTech Companies (InsurTech Service Providers);*
- *KYC/Security Companies (KYC Service Providers);*
- *Digital Asset Exchanges;*
- *Virtual Asset Service Providers;*
- *Play-to-Earn Platforms;*
- *E-Commerce Companies;*
- *RegTech Companies (RegTech Service Providers);*
- *SupTech Companies (SupTech Service Providers); and*
- *Digital Advisers/Robo-Advisers.*

B.a.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)

Remarks:

- *Alternative Credit Scoring Companies;*
- *AI/Big Data Companies;*
- *InsurTech Companies (InsurTech Service Providers);*
- *KYC/Security Companies (KYC Service Providers);*

- *Digital Asset Exchanges;*
- *Virtual Asset Service Providers;*
- *Play-to-Earn Platforms;*
- *E-Commerce Companies;*
- *RegTech Companies (RegTech Service Providers);*
- *SupTech Companies (SupTech Service Providers); and*
- *Digital Advisers/Robo-Advisers.*

C. Additional requirement, if applicable;

Sub Situational Requirement/s

C.a. If the Partner is a Juridical Entity

C.a.1. Authenticated/Apostilled Board Resolution approving the Corporation to be a partner and appointing their authorized representative (2) Original Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Board Resolution of the Juridical Entity allowing it to invest in the said Corporation

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ **Location:** https://esparc.sec.gov.ph/	1.1. Approves proposed company name and/or trade name/s in accordance with SEC Memorandum Circular No. 13, Series of 2019	None	2 hour/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office • SEC Administrative Officer III; Butuan Extension Office
	1.2. Pre-processes all corporate information submitted		2 working day/s, 7 hour/s, 45 minute/s	• SEC Securities Specialist I; Butuan

				Extension Office • SEC Securities Specialist II; Butuan Extension Office • SEC Securities Counsel I; Butuan Extension Office • SEC Securities Counsel II; Butuan Extension Office • SEC Director; Butuan Extension Office
	1.3. BUTEO Processor prepares and issues the Payment Assessment Form (PAF)		5 minute/s	• SEC Securities Specialist I; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** Aespaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Formula Fees** Breakdown: Articles of PartnershipName ReservationLegal Research FeeDocumentary Stamp Tax	5 minute/s	• System Generated (eSPAYSEC); Butuan Extension Office
3. Submits the documentary	3.1. Officially receives and stamps the hard	None	5 minute/s	• SEC Administrat

requirements with proof of payment to the SEC Butuan Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc. **Location:** SEC Butuan Extension Office - 2nd Floor, Gov. Jose C. Aquino Sr. Building, Libertad, Butuan City, Agusan Del Norte, Region XIII (Caraga), 8600	copies of the registration application and forwards to the BUTEO Processor for generation of the Certificate			ive Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
	3.2. Generates the Certificate and forwards the same with the submitted proof of payment and documentary requirements to the authorized signatory		10 minute/s	• SEC Securities Specialist I; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office
	3.3. Reviews the application and signs the Certificate;		3 working day/s, 5 hour/s, 30 minute/s	• SEC Director; Butuan Extension Office
	3.4. Sends appointment through email indicating the date of release of the Certificate		10 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office

4. Proceeds to SEC Butuan Extension Office for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate **Location:** 2nd Floor, Gov. Jose C. Aquino Sr. Building, Libertad, Butuan City, Agusan Del Norte, Region XIII (Caraga), 8600	4. Enters company name in the Masterlist and releases the Certificate together with registration application then stamps release the official receipt	None	10 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Articles of Partnership**

  ⅕ of 1% of the Partnership's Capital but not less than PHP 2,000

- **Name Reservation**

  PHP 100 per Corporate Name

  *Additional Php 100 per trade name/s

- **Legal Research Fee**

  1% of the computed Filing Fees

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

31. Registration of Corporations through One-day Submission and E-registration of Companies (OneSEC) with ZERO Processing for DOMESTIC STOCK CORPORATIONS

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

a. *The company classification is All Filipino, .01 to 40%, and more than 40% to 100% foreign equity participation;*
b. *The proposed corporate name may comply to the following: (a) has a name descriptor according to its industry classification; (b) does not contain any Trade Name/s ; and (c) not subject to any Letter of Appeal for reconsideration; and (d) in explicit form (any set or group of letters does not contain any acronym or meaning);*
c. *The primary purpose or main activity is predetermined and is not subject to any modification/correction;*
d. *The corporate term of existence may be determined by the applicant.*
e. *The incorporator/s, members of the Board of Directors and subscribers are Natural Person/s, of legal age;*
f. *The applicant corporation is not located in any of the economic zones, if located within an economic zone, then proceed to eSPARC ZERO Regular processing;*
g. *The share type classification contains the following : (a) Common Shares; (b) with Par Value and (c) Amount of par value is not less than P1.00 and in non-decimal currency;*
h. *The Mode of Payment for the subscription of shares is CASH;*
i. *Once the application is completed, the registration fees are paid immediately through the SEC eSPAYSEC;*
j. *The applicant corporation is not required to secure clearance/endorsement from any Department of SEC and/or other government agency/ies, if clearance/endorsement is needed please proceed to eSPARC ZERO Regular processing;*
k. *None of the incorporators, stockholders/members, directors/trustees, beneficial owners, and officers of the applicant corporation have been convicted of or have pending criminal or administrative case of felony or misdemeanor involving investment or investment-related business, fraud, false statements or omissions, wrongful taking of property, bribery, forgery, counterfeiting or extortion, or other felonies;*
l. *None of the incorporators, stockholders/members, directors/trustees, beneficial owners, and officers of the applicant corporation are included in pertinent sanctions list circularized by the Bangko Sentral ng Pilipinas (BSP), the Anti-Money Laundering Council (AMLC), the Anti-Terrorism Council (ATC), and other domestic and/or international entities or organizations, such as the Office of Foreign Assets Control (OFAC) of the U.S. Department of Treasury and the United Nations Sanctions List;*

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

Activities of Employment Agency Activities

1. *Activities of Employment Agency Activities*

2. *Activities of a Holding Company*
3. *Advertising*
4. *Agriculture*
5. *Air transportation*
6. *Arrastre and Stevedoring services*
7. *Business process outsourcing*
8. *Cargo consolidator*
9. *Cargo Sales Agent or Breakbulk Sales Agent*
10. *Cockpit*
11. *Combined Facilities Support Activities (Cleaning Activities)*
12. *Computer Programming*
13. *Construction*
14. *Courier services*
15. *Creative Arts and Entertainment of Activities*
16. *Customs Brokerage*
17. *Deep Sea Commercial Fishing*
18. *Domestic Airfreight Forwarder*
19. *Domestic Agricultural Aerial Spraying Services*
20. *Domestic Agricultural Aerial Spraying Services using Remotely Piloted Aircraft (RPA)*
21. *Domestic Non-Scheduled Air Transportation Services*
22. *Domestic Scheduled Air Transportation Services*
23. *Drugstore*
24. *Electric generation*
25. *Film production*
26. *Fishery*
27. *Funeral and Related Services*
28. *Gambling and Betting Activities*
29. *Gas station*
30. *General Sales Agent for Cargo*
31. *General Sales Agent for Passenger*
32. *Hotel*
33. *Hospital*
34. *International Airfreight Forwarder*
35. *International Non-Scheduled Air Transportation Services*
36. *International Non-Scheduled All-Cargo Air Transportation Services*
37. *International Scheduled Air Transportation Services*
38. *IT – TNVs*
39. *IT/Software applications*
40. *Landscape care and maintenance service activities*
41. *Land transportation*
42. *Laundry Services*
43. *Logistic*
44. *Management Consultancy*
45. *Mining*
46. *Non-Vessel Operating Common Carrier*
47. *Organization of Convention and Trade Shows*
48. *Other Residential Care Activities*
49. *Personal Services for Wellness except Sports Activities*
50. *Photographic Activities*
51. *Printing and Publishing*
52. *Property Management*
53. *Radio Broadcasting*
54. *Real Estate*

55. *Recruitment*
56. *Renting and Leasing Machinery*
57. *Renting and Leasing Motor Vehicles*
58. *Renting and Leasing of Personal and Household Goods*
59. *Repairs of Computers and Communications Equipment*
60. *Repair of Household Appliances and Home and Garden*
61. *Residential care activities for mental retardation, mental health and substance abuse*
62. *Residential care activities for the elderly and disabled*
63. *Residential Nursing Care Facilities*
64. *Restaurant*
65. *Retail trading of goods*
66. *Retail via mail/telephone order houses via the internet*
67. *Schools*
68. *Sea transportation*
69. *Security agency*
70. *Security Facility Sales and Installation Activities*
71. *Shipping Agency*
72. *Sound Recording*
73. *Sports Activities*
74. *Technical testing/analysis*
75. *Telecommunications*
76. *Television Programming and Broadcasting Activities*
77. *Travel agency*
78. *Veterinary Activities*
79. *Waste Collection/Disposal/Management*
80. *Wholesale and retail trading of goods*
81. *Wholesale trading of goods*
82. *Parking Spaces*
83. *Materials Recycling Facility (MRF) / Junkshop*
84. *Automotive Repair*
85. *Glass, Aluminum, and Other Metal Installations*
86. *Woodworking and Carpentry Business*
87. *Tailoring and Dressmaking Business*
88. *Hauling and Trucking Business*
89. *Storage and Warehousing Facilities Rental*
90. *Motor Vehicle Rental Business*
91. *Manufacturing and Assembly of Electronics and Semiconductor Business*
92. *Manufacturing/Assembly of Automotive Parts Business*
93. *Garment and Textile Business*
94. *Manufacturing of Medical Devices and Parts*
95. *Operation of Fishpond*
96. *Memorial Parks*
97. *Games and Amusement Activities*
98. *Bakeshop*
99. *Beauty Salon*
100. *Cold Storage*

Office or Division:	Butuan Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business)

Who may avail:	All Natural and Juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Cover Sheet for Registration (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *System-generated*	
2. Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *System-generated*	
3. By-Laws (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: • *System-generated* • ***Not applicable for One Persion Corporation (OPC)***	

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)

1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ and encodes the data required. **Location:** https://esparc.sec.gov.ph/	1. ESPARC System issues the payment assessment form	None	2 working day/s, 6 hour/s	• eSPARC system; Butuan Extension Office
2. Pays the assessed registration fee through eSPAYSEC and receives the Digital copy of the Certificate of Incorporation in the email provided in the system **Location:** https://espaysec.sec.gov.ph/	2. The system issues the electronic receipt of the payment of filing fees.	**Standard Fees** Breakdown: Articles of Incorporation : PHP 2000 By-Laws: PHP 1000 Documentary Stamp Tax: PHP 60 Legal Research Fee: PHP 20 --- Total: PHP 3080 **Possible Fees** Breakdown: Stock and Transfer Book: PHP 150 Membership Book: PHP 75 **Formula Fees** Breakdown: Filing FeeName Verification Fee	1 hour/s	• eSPARC System; Butuan Extension Office

3. Generates the Digital Certificate **Location:** esoparc	3. The system issues the Digital Certificate of Incorporation	None	1 hour/s	• eSPARC System; Butuan Extension Office
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 3080 See other fees below		

Possible Fees

- **Stock and Transfer Book** : 150
- **Membership Book** : 75

Formula / Schedule of Fees

- **Filing Fee**

  Stock corporation with par value - ⅕ of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher

  Stock corporation without par value - ⅕ of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher

  Non- Stock corporation – PHP 1,000

- **Name Verification Fee**

  Php100.00 per Corporate Name

  *additional fee of Php100.00 for each trade name/s.

32. Registration of Corporations through the Electronic Simplified Processing for Registration of Companies (eSPARC) SEC ZERO (Securities and Exchange Commission - Super Easy Registration Online)

This service details the manual processing of registration of domestic corporations without secondary licenses upon the submission of the application through the Company Registration System (CRS). This is to facilitate a faster evaluation of the application without undergoing the entire online process of the Company Registration System (CRS).

Office or Division:	Butuan Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	All Natural and Juridical persons and their representatives.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Articles of Incorporation (for stock and non-stock corporations) (2) Original Copy	Applicant / Client
Remarks: *SEC – Electronic Simplified Processing of Application for Registration of Company (SEC eSPARC) (https://esparc.sec.gov.ph/application*	
Sub Requirement	
1.A. For stock corporation only and in case not incorporated in Articles of Incorporation	
1.A.1. Treasurer's Affidavit (2) Original Copy	Applicant / Client
Remarks: *SEC – Electronic Simplified Processing of Application for Registration of Company (SEC eSPARC) (https://esparc.sec.gov.ph/application)*	
2. By-Laws (for stock and non-stock corporations) (2) Original Copy	Applicant / Client

Remarks: *SEC – Electronic Simplified Processing of Application for Registration of Company (SEC eSPARC) (https://esparc.sec.gov.ph/application)*	
3. Affirmation (for Sole Corporations and Religious Societies) (2) Original Copy	Applicant / Client
Remarks: *SEC – Electronic Simplified Processing of Application for Registration of Company (SEC eSPARC) (https://esparc.sec.gov.ph/application*	
4. Foreign Investments Act (FIA) Application Form (F-100), *if more than 40% foreign equity (2) Original Copy	Applicant / Client
Remarks: *SEC – Electronic Simplified Processing of Application for Registration of Company (SEC eSPARC) (https://esparc.sec.gov.ph/application)*	
For Situational Requirement	
A. Situational Requirement	
Sub Situational Requirement/s	
A.a. Situational Requirement	
A.a.1. Foreign Investments Act F-100 (for corporations with more than 40% foreign equity) whose paid-up capital is CASH or PEZA Endorsement if located within the PEZA Economic zones (2) Original Copy	Applicant / Client
A.a.2. Clearance from other government agencies (depending on industry) (2) Original Copy	Applicant / Client
A.a.3. Additional requirements for Lending Companies and Financing Companies (2) Original Copy	Applicant / Client
Remarks: ***For Lending Companies:*** *https://www.sec.gov.ph/wp-content/uploads/2021/06/2021CheckList_Lending.pdf* ***For Financing Companies:*** *https://www.sec.gov.ph/wp-content/uploads/2021/06/2021CheckLis t_Financing.pdf*	

A.a.4. Additional Requirements for Foreign Corporation (2) Original Copy			Applicant / Client	
Remarks: ***For Foreign Corporation:*** *https://www.sec.gov.ph/wp-content/uploads/2019/12/2015PR_DocumentaryRequirement_ForeignCorp.pdf*				
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Creates an account in Electronic SEC Universal Registration Environment (eSECURE) **Location:** **https://esecure.sec.gov.ph/**	1.1. System sends verification confirmation to allow applicants to sign-in into the facilities therein.	**Standard Fees** Breakdown: Registration Fee: PHP 400 Total: PHP 400	5 minute/s	• Applicant/ Registrant; Butuan Extension Office
	1.2. Email account created automatically expires within ninety (90) calendar days if inactive.		5 minute/s	• Applicant/registrant; Butuan Extension Office
2. Verifies, reserves proposed company name with or without trade name/s **Location:** **https://esecure.sec.gov.ph/**	2.1. System performs initial validation of proposed company name in accordance with Memorandum Circular No. 13 series of 2019 Reservation of proposed company name expires on the 4th day if the proposed name is not submitted for verification	None	5 minute/s	• Applicant/registrant; Butuan Extension Office
	2.2. Processor will review the proposed company name		10 minute/s	• Administrative Assistant II; Butuan Extension Office • Administrative Officer III; Butuan Extension Office

				• Securities Investigator ; Butuan Extension Office
3. 3. Starts filling out company details and submit forms online **Location:** **https://esecure.sec.gov.ph/**	3. System validates the company information encoded	None	10 minute/s	• Applicant/registrant; Butuan Extension Office
4. Checks email response of pre-approval of application **Location:** **https://esecure.sec.gov.ph/**	4.1. Assigns application to processor	None	10 minute/s	• Administrative Assistant I; Butuan Extension Office • Administrative Assistant II; Butuan Extension Office • Administrative Officer III; Butuan Extension Office
	4.2. Processes the submitted application in accordance with the Revised Corporation Code, Guidelines on Corporate names, Foreign Investments Act, Anti-Dummy Law and other pertinent special laws and applicable SEC rules and regulations		3 working day/s	• Securities Specialist I; Butuan Extension Office • Securities Specialist II; Butuan Extension Office • Securities Counsel I; Butuan Extension Office • Securities Counsel II; Butuan Extension Office

5. Once the application is pre-approved, clients should authenticate their documents through Electronic Submission Authentication Portal (eSAP) **Location:** **https://esecure.sec.gov.ph/**	5. An email notification will be sent to the email address of the authorized representative. The system-generated documents will be ready for authentication of the corporate officers.	None	1 working day/s	• Applicant/ Registrant; Butuan Extension Office
6. Proceed to the Online Payment button to automatically redirect to https://espaysec.sec.gov.ph/ portal and proceed with the online payment **Location:** **https://esecure.sec.gov.ph/**	6. A detailed summary of payment will be shown once redirected to Electronic System for Payment to SEC (eSPAYSEC).	**Formula Fees** Breakdown: For stock corporation based on the authorized capital stock: With par value: Without par value: Legal Research Fee (LRF)By - LawsDocumentary Stamp TaxMiscellaneous Income - Handling FeeCompany Name Reservation Each Additional Trade Names	1 working day/s	• Applicant/ Registrant; Butuan Extension Office
7. Once payment is successfully paid, the applicant will be redirected to The Electronic SEC Universal Registration Environment (eSECURE) portal to view the authenticated system-	7. An email notification with the subject “Registration Complete” will be sent to the authorized representative’s email address.	None	1 working day/s	• Applicant/ Registrant; Butuan Extension Office

generated documents and digital Certificate of Incorporation. **Location:** **https://esecure.sec.gov.ph/**				
Total Processing Time:	Working Days: 6 working day/s, 45 minute/s			
Total Processing Fee:	Total Standard Fee: PHP 400 See other fees below			

Formula / Schedule of Fees

- **For stock corporation based on the authorized capital stock: With par value:**

  1/5 of 1% of the authorized capital stock but not less than Php 2,000 or the subscription price of the subscribed capital stock whichever is higher

- **Without par value:**

  1/5 of 1% of the authorized capital

- **Legal Research Fee (LRF)**

  1% of the Filing Fee but not less than Php 10.00

- **By - Laws**

  Php 1,000.00

- **Documentary Stamp Tax**

  Php 30.00

- **Miscellaneous Income - Handling Fee**

  Php 20.00

- **Company Name Reservation**

  Php 100.00

- **Each Additional Trade Names**

  Php 100.00

33. Registration of Corporations through the Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular with ZERO Processing

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

The following are the various company type to choose form:

1. *Stock Corporation*

As to composition:

1. *One Person Corporation*
2. *Corporation with 2 to 15 incorporators*

As to ownership:

1. *All Filipino*
2. *With Foreign equity participation*

As to Company type:

1. *Domestic Corporations*

1. *Non-stock Corporation*

As to Company sub-types:

1. *Corporation Sole*
2. *Non-stock/Non-profit*
3. *Foundation*
4. *Federation*
5. *Microfinance*
6. *Religious Aggregate*
7. *Condominium Corporation*

As to ownership:

1. *All Filipino*
2. *With foreign equity participation*

Office or Division:	Butuan Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *System-generated*	
2. Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *System-generated* • *Original copy should be signed (wet signature) and notarized* • *corporate name;* • *business activity;* • *principal office address;* • *names, nationality, residences and Tax Identification Numbers (TIN) of natural Filipino incorporators/officer (for corporations composed of 2-15 incorporators) or single incorporator, nominee and alternate nominee (for One Person Corporation).* • *capital structure;* • *name of treasurer and TIN;* • *Undertaking to change company name;* • *Printed names and with original signatures of the single stockholder, nominee and alternate nominee of all incorporators for corporations with 2-15 incorporators or single stockholder, nominee and alternate nominee for One Person Corporation;* • *Notarization or Authentication*	
3. By-Laws (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: • *System-generated*	

- *Original copy should be signed (wet signature)*
- *Needs to be submitted for corporations with 2 -15 incorporators only. For One Person Corporations, no by-laws required.*

For Situational Requirement	
A. For Initial Processing of Ordinary Corporations	
A.1. Joint Affidavit of Undertaking to Change Name, in case not incorporated in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)* • *Original copy should be signed (wet signature) and notarized*	
Sub Situational Requirement/s	
A.a. If Articles of Incorporation and By-Laws are executed in a foreign jurisdiction	
A.a.1. Authenticated/Apostilled Articles of Incorporation and By-Laws and supporting documents (1) Original Copy And (1) Electronic Copy	Applicant / Client
A.b. If Incorporator/s is/are a Juridical Entity	
A.b.1. Board Resolution/Directors'/Trustees' Certificate or Secretary's Certificate (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Authenticated/Apostilled (if executed in a foreign jurisdiction)*	
B. Endorsement/Clearance from other government agencies	
Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For Clearance from other SEC departments	
Sub Situational Requirement/s	

C.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
C.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
C.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
C.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD
C.c. For Financial Technology (FinTech) related business activities	
C.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
C.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;*	

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

D. For Foundation	
D.1. Notarized certificate of bank deposit of the contribution (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *which shall not be less than P1,000,000.00*	
D.2. Statement of Willingness to allow the Commission to conduct an audit (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *System-generated*	
E. For Federation	
E.1. of Member-Associations certified by the Corporate Secretary and attested by the President (2) Original Copy And (1) Electronic Copy	Applicant / Client
F. For Confederation	
F.1. List of Member-Federations certified by the Corporate Secretary and attested by the President (2) Original Copy And (1) Electronic Copy	Applicant / Client
G. For Condominium Corporation/Association	
G.1. Notarized Copy of the Master Deed with primary entry of the Register of Deeds (2) Original Copy And (1) Electronic Copy	Applicant / Client
G.2. Certification that there is no existing similar condominium association within the condominium project (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)

Remarks: *System-generated* *Applicant Condominium Corporation/Association to be executed by the Corporate Secretary*				
H. For Non-Stock Religious Aggregate				
H.1. Affidavit of Affirmation/Verification by the chief priest, rabbi, minister, or presiding elder, (not required if already part of the Articles of Incorporation) (2) Original Copy And (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ **Location:** https://esparc.sec.gov.ph/	1.1. Approves proposed company name and/or trade name/s in accordance with SEC Memorandum Circular No. 13, Series of 2019	None	2 working day/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office • SEC Administrative Officer III; Butuan Extension Office
	1.2. Pre-processes all corporate information submitted		4 working day/s, 7 hour/s, 45 minute/s	• SEC Securities Specialist I; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office • SEC Securities

				Counsel I; Butuan Extension Office • SEC Securities Counsel II; Butuan Extension Office • SEC Director; Butuan Extension Office
	1.3. BUTEO Processor prepares and issues the Payment Assessment Form (PAF)		5 minute/s	• SEC Securities Specialist I; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office • SEC Securities Counsel I ; Butuan Extension Office • SEC Securities Counsel II; Butuan Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: By-Laws: PHP 1000 --- Total: PHP 1000 **Formula Fees** Breakdown:	5 minute/s	• System Generated (eSPAYSEC); Butuan Extension Office

		Filing FeeRegistration of Stock and Transfer BookName ReservationLegal Research FeeDocumentary Stamp Tax		
3. Generates and prints the Digital Certificate **Location:** eSPARC	3. The eSPARC system issues the Digital Certificate	None	5 minute/s	• eSPARC System; Butuan Extension Office
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1000 See other fees below		

Formula / Schedule of Fees

- **Filing Fee**

  Stock corporation with par value - ⅕ of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher

  Stock corporation without par value - ⅕ of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher

- **Registration of Stock and Transfer Book**

  Stock and Transfer Book – PHP 150

- **Name Reservation**

  PHP 100 per Corporate Name

  *Additional Php100 per trade name/s

- **Legal Research Fee**

  1% of the computed Filing Fees for Amended Articles of Incorporation and/or By-Laws

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

34. Registration of Corporations through the eSPARC (Electronic Simplified Processing of Application for Registration of Company)

This service details the procedure on registration processes of corporations and partnerships.

Office or Division:	Butuan Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	All Natural and Juridical persons and their representatives.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Articles of Partnership (for partnerships) (2) Original Copy	Applicant / Client
Remarks: *SEC - Electronic Simplified Processing of Application for Registration of Company (SEC - eSPARC) - https://esparc.sec.gov.ph/application*	
2. Articles of Incorporation (for stock and non-stock corporations) (2) Original Copy	Applicant / Client
Remarks: *SEC - Electronic Simplified Processing of Application for Registration of Company (SEC - eSPARC) - https://esparc.sec.gov.ph/application*	
3. Treasurer's Affidavit (for stock corporation only) (2) Original Copy	Applicant / Client
Remarks: *SEC - Electronic Simplified Processing of Application for Registration of Company (SEC eSPARC) - https://esparc.sec.gov.ph/application*	
4. By-Laws (for stock and non-stock corporations) (2) Original Copy	Applicant / Client

Remarks: *SEC - Electronic Simplified Processing of Application for Registration of Company (SEC eSPARC) - https://esparc.sec.gov.ph/application*	
5. Certificate of Authentication (May be submitted in lieu of Notarization [SEC MC. No. 16, series of 2020]) (2) Original Copy	Applicant / Client
Remarks: *SEC - Electronic Simplified Processing of Application for Registration of Company (SEC eSPARC) - https://esparc.sec.gov.ph/application*	
6. Foreign Investments Act Form 100 (for stock corporations with more than 40% foreign equity) whose paid-up capital is CASH (2) Original Copy	Applicant / Client
Remarks: *SEC - Electronic Simplified Processing of Application for Registration of Company (SEC eSPARC) - https://esparc.sec.gov.ph/application*	
7. Affirmation (for Sole Corporations and Religious Societies) (2) Original Copy	Applicant / Client
Remarks: *SEC - Electronic Simplified Processing of Application for Registration of Company (SEC eSPARC) - https://esparc.sec.gov.ph/application*	
8. Cover Sheet for New Registration (2) Original Copy	Applicant / Client
Remarks: *SEC - Electronic Simplified Processing of Application for Registration of Company (SEC eSPARC) - https://esparc.sec.gov.ph/application*	
9. Proof of Payment (2) Original Copy	Applicant / Client
10. Application Summary Form (2) Original Copy	Applicant / Client
Remarks: *SEC - Electronic Simplified Processing of Application for Registration of Company (SEC eSPARC) - https://esparc.sec.gov.ph/application*	

11. Foreign Investments Act F-100 (for corporations with more than 40% foreign equity) whose paid-up capital is CASH or PEZA Endorsement if located within the PEZA Economic zones (2) Original Copy	Applicant / Client
12. Clearance from other government agencies (depending on industry) (1) Original Copy	Applicant / Client
13. Additional requirements for Lending Companies and Financing Companies (2) Original Copy	Applicant / Client
Remarks: ***For Lending Companies:*** *https://www.sec.gov.ph/wp-content/uploads/2021/06/2021CheckList_Lending.pdf* ***For Financing Companies:*** *https://www.sec.gov.ph/wp-content/uploads/2021/06/2021CheckLis t_Financing.pdf*	
14. Additional Requirements for Foreign Corporation (2) Original Copy	Applicant / Client
Remarks: ***For Foreign Corporation:*** *https://www.sec.gov.ph/wpcontent/uploads/2019/12/2015PR_DocumentaryRequirement_ForeignCorp.pdf*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Creates an email account in Electronic Simplified Processing of Application for Registration of Company (eSPARC) **Location:** SEC - Electronic Simplified Processing of Application for Registration of Company (SEC eSPARC) - https://esparc.sec.gov.ph/application	1. The system sends verification confirmation to allow applicants to sign-in into the facilities therein.	None	10 minute/s	• Applicant/ Client; Butuan Extension Office

Notes/Instruction: The email account created automatically expires within ninety (90) calendar days if inactive				
2. Verifies, reserves proposed company name with or without trade name/s **Location:** SEC - Electronic Simplified Processing of Application for Registration of Company (SEC eSPARC) - https://esparc.sec.gov.ph/application	2.1. System performs initial validation of proposed company name in accordance with Memorandum Circular No. 13 series of 2019	None	5 minute/s	• Applicant/ Client; Butuan Extension Office
	2.2. Processor will approve the application for proposed company name		5 minute/s	• Administrative Assistant II; Butuan Extension Office • Securities Investigator; Butuan Extension Office
3. Starts filling out company details and submit applications online **Location:** SEC - Electronic Simplified Processing of Application for Registration of Company (SEC eSPARC) - https://esparc.sec.gov.ph/application **Notes/Instruction:** If non-compliant, application will be returned to the applicant with remarks of the noted deficiencies. Upon compliance, applicants may resubmit their	3.1. Reviews the application and verifies if the name is available, submits remarks if any and thereafter is assigned to a processor	None	10 minute/s	• Administrative Assistant II; Butuan Extension Office • Securities Investigator ; Butuan Extension Office
	3.2. Processes the submitted application in accordance with the Revised Corporation Code, Guidelines on Corporate names, Foreign Investments Act, Anti-Dummy Law and other special laws and applicable		3 working day/s	• Securities Specialist I; Butuan Extension Office • Securities Specialist II; Butuan Extension Office • Securities Counsel I;

applications for re-evaluation of their newly-submitted information.	SEC rules and regulations			Butuan Extension Office
4. Upload scanned copies of duly signed and notarized registration documents. **Location:** SEC - Electronic Simplified Processing of Application for Registration of Company (SEC eSPARC) - https://esparc.sec.gov.ph/application **Notes/Instruction:** If non-compliant, the processor disapproves application for resubmission. Applicant may re-upload corrected documents.	4.1. Review uploaded documents if complete and correct.	**Formula Fees** Breakdown: For stock corporation based on the authorized capital stock: With par value: For stock corporation based on the authorized capital stock: Without par value: By-Laws for both stock and non-stock corporations: Articles of Incorporation for non-stock corporation: Foreign Investments Act (FIA) Form 100: Company Name Reservation: Each additional trade name/s: Documentary Stamp Tax: Legal Research Fee (LRF): Miscellaneous Handling Fee	1 hour/s	• Securities Specialist I; Butuan Extension Office • Securities Specialist II; Butuan Extension Office • Securities Counsel I; Butuan Extension Office
	4.2. Generate Payment Assessment Form		10 minute/s	• Securities Specialist I; Butuan Extension Office • Securities Specialist II; Butuan Extension Office • Securities Counsel I; Butuan Extension Office
5. Receives the Payment Assessment	5. Verifies and validates proof of	None	10 minute/s	• Securities Specialist

Form and Proceed to the Online Payment button to automatically redirect to https://espaysec.sec.gov.ph/ portal and proceed with the online payment **Location:** ***https://espaysec.sec.gov.ph/***	payment			I; Butuan Extension Office • Securities Specialist II; Butuan Extension Office
6. Submits two (2) Original Copies of the registration documents after initial verification on the system. **Location:** SEC - Butuan Extension Office	6.1. Encode the Registration Documents in Company Registration Encoding System (CORES) and officially receives and stamps the hard copies of the registration application, forwards to Securities Specialist I for the generation of the Certificate of Registration	None	30 minute/s	• Administrative Assistant II; Butuan Extension Office • Administrative Officer III; Butuan Extension Office
	6.2. Generation/ printing of Certificate		10 minute/s	• Securities Specialist I; Butuan Extension Office • Securities Specialist II; Butuan Extension Office
	6.3. Approval of the Registration in the Company Registration Encoding System (CORES)		3 working day/s	• Securities Counsel I; Butuan Extension Office • Securities Counsel II; Butuan Extension Office

	6.4. Final review of the documents and signing of the Certificate of Registration		5 minute/s	• Extension Office Director; Butuan Extension Office
7. Presents proof of payment to the Releasing Unit on assigned returned date, signs in logbook of documents released and receives the System Generated Original Certificate of Registration **Location:** SEC - Butuan Extension Office	7. Releases the certificate and encodes the details of the application in the system	None	10 minute/s	• Administrative Assistant II; Butuan Extension Office • Administrative Officer III; Butuan Extension Office
Total Processing Time:		Working Days: 6 working day/s, 2 hour/s, 45 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **For stock corporation based on the authorized capital stock: With par value:**

  1/5 of 1% of the authorized capital stock but not less than P 2,000 or the subscription price of the subscribed capital stock whichever is higher

- **For stock corporation based on the authorized capital stock: Without par value:**

  1/5 of 1% of the authorized capital stock computed at P100 per share but not less than P 2,000 or the issue value of the subscribed capital stock whichever is higher

- **By-Laws for both stock and non-stock corporations:**

  Php 1,000.00

- **Articles of Incorporation for non-stock corporation:**

  Php 1,000.00

- **Foreign Investments Act (FIA) Form 100:**

  Php 3,000.00

- **Company Name Reservation:**

  Php 100.00
- **Each additional trade name/s:**

  Php 100.00
- **Documentary Stamp Tax:**

  Php 30.00
- **Legal Research Fee (LRF):**

  1% of the Filing Fee but not less than Ten Pesos (P 10.00)
- **Miscellaneous Handling Fee**

  Php 20.00

35. Registration of Corporations, with more than 40% foreign equity, through the ESPARC (Electronic Simplified Processing of Application for Registration of Company) where payment for subscription is Cash except Licensing of Foreign Corporations, Registration of Partnerships, and Licensing of Lending and Financing Companies

This service details the procedure in applying for registration of a non-Philippine national domestic corporation

Non-Philippine National shall mean a corporation organized under the laws of the Philippines of which at least 60% of the capital stock outstanding and entitled to vote is owned and held by citizens of the Philippines

Office or Division:	Butuan Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 7 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *System-generated*	
2. Articles of Incorporation (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *System-generated*	
3. Foreign Investments Act (FIA) Application Form (F-100) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)

Remarks: *SEC Website* *(https://www.sec.gov.ph/wp-content/uploads/2019/11/SEC_Form_No.F-100.pdf)*	
For Situational Requirement	
A. For Ordinary Stock and Non-Stock Corporation	
A.1. By-Laws (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *System-generated* **except for Corporation Sole*	
A.2. Joint Affidavit of Undertaking to Change Name, in case not incorporated in the Articles of Incorporation (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)*	
Sub Situational Requirement/s	
A.a. In case the treasurer is a foreigner and the business activity of the registrant is a partly-nationalized activity	
A.a.1. Affidavit of Relinquishment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b. If Articles of Incorporation and By-Laws are executed in a foreign jurisdiction	
A.b.1. Authenticated/Apostilled Articles of Incorporation and By-Laws and supporting documents (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.c. If Incorporator/s is/are a Juridical Entity	
A.c.1. Board Resolution/Directors'/Trustees' Certificate or Secretary's Certificate (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks:	

Authenticated/Apostilled if executed in a foreign jurisdiction	
A.c.2. Certificate of Incorporation and Articles of Incorporation or latest General Information Sheet (GIS) of Filipino corporate subscriber/s (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.c.3. Proof of existence/registration of foreign corporate subscriber/s (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
B. For One Person Corporation	
B.1. Letter of Acceptance of the Nominee and Alternate Nominee (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Sub Situational Requirement/s	
B.a. If single stockholder is a trustee, administrator, executor, guardian, conservator, custodian, or other person exercising fiduciary duties	
B.a.1. Proof of Authority (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
C. For Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies, and foundation	
C.1. Clearance from Corporate Governance and Finance Department (CGFD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Corporate Governance and Finance Department
D. For Capital Market Institutions	
D.1. Clearance from Markets and Securities Regulation Department (MSRD) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Markets and Securities Regulation Department
E. For Financial Technology (FinTech) related business activities [Operators of payment systems; Payment Service Providers; Electronic Money Issuers (EMI); Non-bank EMIs; Alternative Credit Scoring Companies; AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); KYC/Security Companies (KYC Service Providers); Digital Banks; Digital Asset Exchanges; Virtual Asset Service Providers; Play-to-Earn Platforms; o E-Commerce Companies; Crowdfunding Platforms; RegTech Companies (RegTech Service Providers); SupTech Companies (SupTech Service Providers); and Digital Advisers/Robo-Advisers]	
E.1. PhiliFintech Innovation Office (PIO) Endorsement/Clearance	Securities and Exchange Commission - PhiliFintech Innovation Office

(1) Electronic Copy And (1) Original Copy And (1) Photo Copy	
E.2. Enforcement and Investor Protection Department (EIPD) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department
F. For Bank and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
F.1. Endorsement from Bangko Sentral ng Pilipinas (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Bangko Sentral ng Pilipinas - Financial Supervision Sector
G. For Insurance/Health Maintenance Organization	
G.1. Endorsement from Insurance Commission (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Insurance Commission - Legal Services Group - Licensing Division
H. For foreign retailer	
H.1. Certification of Inward Remittance of Foreign Exchange showing compliance of the foreign retailer with the minimum paid-up capital requirement of Twenty-Five Million Pesos (P25,000,000.00) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
H.2. Apostilled/authenticated Certification that the Home State of the Foreign Retailer provides reciprocity to Filipinos (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ and encodes corporate information **Location:** https://esparc.sec.gov.ph/	1.1. Verifies and approves proposed company name and/or trade name/s if compliant with SEC Memorandum Circular No. 13, Series of 2019	None	1 working day/s	• SEC Administrative Assistant II; Butuan Extension Office • SEC Administrative Officer III; Butuan Extension Office

	1.2. Assigns to FIRST processors		5 minute/s	• SEC Administrative Assistant II; Butuan Extension Office • SEC Administrative Officer III; Butuan Extension Office
	1.3. Reviews the application and issues Payment Assessment Form (PAF) if compliant		5 working day/s, 15 minute/s	• SEC Securities Specialist I; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office • SEC Securities Counsel I; Butuan Extension Office • SEC Securities Counsel II; Butuan Extension Office • SEC Director ; Butuan Extension Office
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:**	2. Issues payment confirmation containing the electronic Official Receipt via e-mail	**Standard Fees** Breakdown: By-Laws: PHP 1000 Foreign Investments Act: PHP 3000	1 working day/s	• System Generated (eSPAYSEC); Butuan Extension Office

espaysec.sec.gov.ph/ payment-portal/home		Total: PHP 4000 **Formula Fees** Breakdown: Registration of Corporation Registration of Stock and Transfer BookName ReservationLegal Research FeeDocumentary Stamp Tax		
3. Submits the documentary requirements with proof of payment to the SEC Butuan Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Butuan Extension Office - 2nd Floor, Gov. Jose C. Aquino Sr. Building, Libertad, Butuan City, Agusan Del Norte, Region XIII (Caraga), 8600	3.1. Officially receives and stamps the hard copies of the registration application and forwards to the Support Staff	None	10 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
	3.2. Generates the Certificate of Incorporation		10 minute/s	• SEC Securities Specialist I; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office
	3.3. Reviews the application and signs the Certificate of Incorporation		6 working day/s, 7 hour/s	• SEC Director; Butuan Extension Office

	3.4. Sends appointment through email indicating the date of release of the Certificate		10 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
4. Proceeds to the SEC Butuan Extension Office, presents the original proof of payment and receives the signed Certificate of Incorporation **Location:** SEC Butuan Extension Office - 2nd Floor, Gov. Jose C. Aquino Sr. Building, Libertad, Butuan City, Agusan Del Norte, Region XIII (Caraga), 8600	4. Enters company name in the Masterlist, releases the Certificate together with registration application and stamps release the official receipt	None	10 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
Total Processing Time:		Working Days: 14 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 4000 See other fees below		

Formula / Schedule of Fees

- **Registration of Corporation**

  Stock corporation with par value - ⅕ of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher

  Stock corporation without par value - ⅕ of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher

- **Registration of Stock and Transfer Book**

  Stock and Transfer Book – PHP 150

- **Name Reservation**

  PHP 100 per proposed name/s or trade name/s

- **Legal Research Fee**

  1% of the computed Filing Fees for Amended Articles of Incorporation and/or By-Laws

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

36. Registration of Corporations, with more than 40% foreign equity, through the ESPARC (Electronic Simplified Processing of Application for Registration of Company) where payment for subscription is other than Cash except Licensing of Foreign Corporations, Registration of Partnerships, and Licensing of Lending and Financing Companies

This service details the procedure in applying for registration of a non-Philippine national domestic corporation

Non-Philippine National shall mean a corporation organized under the laws of the Philippines of which at least 60% of the capital stock outstanding and entitled to vote is owned and held by citizens of the Philippines

Office or Division:	Butuan Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *System-generated*	
2. Articles of Incorporation (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *System-generated*	
3. Foreign Investments Act (FIA) Application Form (F-100) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)

Remarks: *SEC Website* *(https://www.sec.gov.ph/wp-content/uploads/2019/11/SEC_Form_No.F-100.pdf)*	
For Situational Requirement	
A. For Ordinary Stock and Non-Stock Corporation	
A.1. By-Laws (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *System-generated* **except for Corporation Sole*	
A.2. Joint Affidavit of Undertaking to Change Name, in case not incorporated in the Articles of Incorporation (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)*	
Sub Situational Requirement/s	
A.a. In case the treasurer is a foreigner and the business activity of the registrant is a partly-nationalized activity	
A.a.1. Affidavit of Relinquishment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b. If Articles of Incorporation and By-Laws are executed in a foreign jurisdiction	
A.b.1. Authenticated/Apostilled Articles of Incorporation and By-Laws and supporting documents (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.c. If subscription payment is through Building/Condominium Unit	
A.c.1. Detailed schedule of the property showing the registered owner, location, area, TCT/CCT No., tax declaration number and the basis of transfer value (appraised/market value/assessed value/zonal value) certified by the treasurer	Applicant / Client

(1) Electronic Copy And (1) Original Copy And (1) Photo Copy	
A.c.2. Copy of TCT/CCT and tax declaration sheet certified by Register of Deeds and Assessor's Office, respectively (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.c.3. Appraisal report by authorized appraiser, if transfer value is based on appraised value (not more than 6 months old) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.c.4. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.c.5. If property is mortgaged, submit mortgage/creditor's certification on the outstanding loan balance and written consent to the transfer of property (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.c.6. For assignment of building where assignor is not owner of the land, submit lease contract on land and consent of landowner to the transfer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.c.7. Affidavit of Undertaking by an incorporator of the corporation to submit the proof of transfer to the corporation within the prescribed period (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.d. If subscription payment is through Inventories/Furniture/Personal Properties	
A.d.1. Detailed schedule of the property showing the description and transfer value certified by the treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.d.2. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.e. If subscription payment is through Heavy Equipment and Machinery	
A.e.1. Detailed schedule of the properties showing the description and the transfer value certified by the treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.e.2. Appraisal report by authorized appraiser (not more than 6 months old). If the property is imported, a valuation	Applicant / Client

report with description of the property by the Bangko Ng Pilipinas (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	
A.e.3. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.e.4. Affidavit of undertaking by the transferor that the machinery is in good running condition (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.f. If subscription payment is through Shares of Stock	
A.f.1. Detailed schedule of the shares of stock showing the name of stockholder, stock certificate number, number of shares and the basis of transfer value whether market or book value certified by the treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.f.2. Audited financial statements of the investee company as of the last fiscal year stamped received by BIR and SEC (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.f.3. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.f.4. Certification by the Corporate Secretary of the investee company that the shares of stock are outstanding in the name of assignor (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.f.5. Photocopy of the stock certificate (present original for verification) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.f.6. Latest market quotation in newspaper or certification from stock exchange/broker as to latest market price of the shares of stock (if listed in the Stock Exchange) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.f.7. Affidavit of Undertaking by an incorporator of the corporation to submit the required proof of transfer within the prescribed period (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.g. If subscription payment is through Motor Vehicle	

A.g.1. Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified by the treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.g.2. Photocopy of the Certificate of Registration and latest Official Receipt of Registration (present the original for verification) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.g.3. Appraisal report by authorized appraiser (not more than six month old) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.g.4. Deed of assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.g.5. Affidavit of undertaking by an incorporator of the corporation to submit the required proof of transfer within the prescribed period (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.g.6. Affidavit of undertaking by the transferor that the motor vehicle is in good running condition (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.h. If subscription payment is through Sea Vessel/Aircraft	
A.h.1. Detailed schedule of the vessel/aircraft showing registered owner, registry number, technical description, and appraised value certified by the treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.h.2. Certified true copy of the certificate of ownership (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.h.3. Appraisal report by authorized appraiser (not more than 6 month old) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.h.4. Certificate of seaworthiness/airworthiness issued by appropriate government agency (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.h.5. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

A.h.6. Affidavit of Undertaking by an incorporator of the corporation to submit the required proof of transfer within the prescribed period (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.i. If subscription payment is Intangible	
A.i.1. Photocopy of the System Purchase Agreement or any documents as proof of ownership (for a software) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.i.2. Copy of Certificate of Registration of Intellectual Property Rights, mining permit for mining claims or rights (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.i.3. Appraisal report by an accredited appraisal company or licensed Filipino mining engineer for mining rights/claims (not more than 6 month old) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.i.4. Deed of Assignment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.j. If subscription payment is through Net Assets by way of conversion of single proprietorship/partnership into corporation	
A.j.1. Audited Financial Statements (AFS) of single proprietorship partnership/division of a corporation for spin-off as of last fiscal year (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.j.2. Long-form audit report of item no. 1 (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.j.3. Deed of Assignment of the assets and liabilities to the corporation (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.j.4. ist of creditors showing the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.j.5. Detailed schedule of properties with certificates of registration/title and their respective book values certified by the company accountant (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

A.j.6. Photocopy of the certificate of registration of the motor vehicles (present original for verification) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.j.7. Copy of TCT/CCT and tax declaration sheets certified by the Register of Deeds and Assessor's Office, respectively (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.j.8. Photocopy of stock certificate (present original for verification) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.j.9. DTI Certificate of Registration (for single proprietorship) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Department of Trade and Industry - DTI Regional and Provincial Offices
A.j.10. Affidavit of Undertaking by an incorporator of the corporation to submit the required proof of transfer within the prescribed period (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.k. If Incorporator/s is/are a Juridical Entity	
A.k.1. Board Resolution/Directors'/Trustees' Certificate or Secretary's Certificate (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *Authenticated/Apostilled if executed in a foreign jurisdiction*	
A.k.2. Certificate of Incorporation and Articles of Incorporation or latest General Information Sheet (GIS) of Filipino corporate subscriber/s (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.k.3. Proof of existence/registration of foreign corporate subscriber/s (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
B. For One Person Corporation	
B.1. Letter of Acceptance of the Nominee and Alternate Nominee (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Sub Situational Requirement/s	

B.a. If single stockholder is a trustee, administrator, executor, guardian, conservator, custodian, or other person exercising fiduciary duties	
B.a.1. Proof of Authority (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
C. For Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies, and foundation	
C.1. Clearance from Corporate Governance and Finance Department (CGFD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Corporate Governance and Finance Department
D. For Capital Market Institutions	
D.1. Clearance from Markets and Securities Regulation Department (MSRD) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Markets and Securities Regulation Department
E. For Financial Technology (FinTech) related business activities [Operators of payment systems; Payment Service Providers; Electronic Money Issuers (EMI); Non-bank EMIs; Alternative Credit Scoring Companies; AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); KYC/Security Companies (KYC Service Providers); Digital Banks; Digital Asset Exchanges; Virtual Asset Service Providers; Play-to-Earn Platforms; o E-Commerce Companies; Crowdfunding Platforms; RegTech Companies (RegTech Service Providers); SupTech Companies (SupTech Service Providers); and Digital Advisers/Robo-Advisers]	
E.1. PhiliFintech Innovation Office (PIO) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office
E.2. Enforcement and Investor Protection Department (EIPD) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department
F. For Bank and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
F.1. Endorsement from Bangko Sentral ng Pilipinas (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Bangko Sentral ng Pilipinas - Financial Supervision Sector
G. For Insurance/Health Maintenance Organization	
G.1. Endorsement from Insurance Commission (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Insurance Commission - Legal Services Group - Licensing Division
H. For foreign retailer	

H.1. Certification of Inward Remittance of Foreign Exchange showing compliance of the foreign retailer with the minimum paid-up capital requirement of Twenty-Five Million Pesos (P25,000,000.00) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy			Applicant / Client	
H.2. Apostilled/authenticated Certification that the Home State of the Foreign Retailer provides reciprocity to Filipinos (1) Electronic Copy And (1) Original Copy And (1) Photo Copy			Applicant / Client	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ and encodes corporate information **Location:** https://esparc.sec.gov.ph/	1.1. Verifies and approves proposed company name and/or trade name/s if compliant with SEC Memorandum Circular No. 13, Series of 2019	None	1 working day/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
	1.2. Assigns to FIRST processors		5 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
	1.3. Examines online whether the documents submitted are complete in form and in substance, then forwards it to the FIRST-D Officer-in-		13 working day/s, 15 minute/s	• SEC Securities Specialist I; Butuan Extension Office

	Charge for further review			• SEC Securities Specialist II; Butuan Extension Office
	1.4. Reviews the application, then orders the FIRST-D Specialist to issue Payment Assessment Form (PAF) if compliant		14 working day/s	• SEC Securities Counsel I; Butuan Extension Office • SEC Securities Counsel II; Butuan Extension Office
	1.5. Sends the Payment Assessment Form (PAF) to the applicant		30 minute/s	• SEC Securities Specialist I; Butuan Extension Office • SEC Securities Specialist I; Butuan Extension Office
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the electronic Official Receipt via e-mail	**Standard Fees** Breakdown: By-Laws: PHP 1000 Foreign Investments Act: PHP 3000 --- Total: PHP 4000 **Formula Fees** Breakdown: Registration of Corporation Registration	1 working day/s	• System Generated (eSPAYSEC); Butuan Extension Office

		of Stock and Transfer Book/Membership BookName ReservationLegal Research FeeDocumentary Stamp Tax		
3. Submits the documentary requirements with proof of payment to the SEC Butuan Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Butuan Extension Office - 2nd Floor, Gov. Jose C Aquino Sr. Building, Libertad, Butuan City, Agusan Del Norte, Region XIII (Caraga), 8600	3.1. Officially receives and stamps the hard copies of the registration application and forwards to the Support Staff	None	10 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
	3.2. Generates the Certificate of Incorporation		10 minute/s	• SEC Securities Specialist I; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office
	3.3. Reviews the application and signs the Certificate of Incorporation		10 working day/s, 6 hour/s, 30 minute/s	• SEC Director; Butuan Extension Office
	3.4. Sends appointment through email indicating the date of release of the Certificate		10 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrat

				ive Assistant II; Butuan Extension Office
4. Proceeds to the SEC Butuan Extension Office, presents the original proof of payment and receives the signed Certificate of Incorporation **Location:** SEC Butuan Extension Office - 2nd Floor, Gov. Jose C Aquino Sr. Building, Libertad, Butuan City, Agusan Del Norte, Region XIII (Caraga), 8600	4. Enters company name in the Masterlist, releases the Certificate together with registration application and stamps release the official receipt	None	10 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
Total Processing Time:		Working Days: 40 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 4000 See other fees below		

Formula / Schedule of Fees

- **Registration of Corporation**

  Stock corporation with par value - ⅕ of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher

  Stock corporation without par value - ⅕ of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher

  Non- Stock corporation – PHP 1,000

- **Registration of Stock and Transfer Book/Membership Book**

  Stock and Transfer Book – PHP 150

  Membership Book – PHP 75

- **Name Reservation**

  PHP 100 per proposed name/s or trade name/s

- **Legal Research Fee**

  1% of the computed Filing Fees for Amended Articles of Incorporation and/or By-Laws

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

37. Registration of Non-Stock Corporations through the Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular Only (with Digital Certificate and Post-Audit Evaluation)

This service details the procedure for registration of the following non-stock corporation through Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular Only;

As to Company sub-types:

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

As to ownership:

a. All Filipino
b. With foreign equity participation

Office or Division:	Butuan Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *System-generated*	
2. Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan

	Extension Office (BUTEO)

Remarks:

System-generated

- *Original copy should be signed (wet signature) and notarized*

- *corporate name;*
- *business activity;*
- *principal office address;*
- *names, nationality, residences and Tax Identification Numbers (TIN) of natural Filipino incorporators/officer (for corporations composed of 2-15 incorporators) or single incorporator, nominee and alternate nominee (for One Person Corporation).*
- *capital structure;*
- *name of treasurer and TIN;*
- *Undertaking to change company name;*
- *Printed names and with original signatures of the single stockholder, nominee and alternate nominee of all incorporators for corporations with 2-15 incorporators or single stockholder, nominee and alternate nominee for One Person Corporation;*
- *Notarization or Authentication*

3. By-Laws (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)

Remarks:

- *System-generated*
- *Original copy should be signed (wet signature)*
- *Needs to be submitted for corporations with 2 -15 incorporators only. For One Person Corporations, no by-laws required.*

For Situational Requirement

A. Additional Requirement, if applicable;

A.1. Joint Affidavit of Undertaking to Change Name, in case not incorporated in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)

Remarks:

SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)

- *Original copy should be signed (wet signature) and notarized*

Sub Situational Requirement/s

A.a. If Articles of Incorporation and By-Laws are executed in a foreign jurisdiction

A.a.1. Authenticated/Apostilled Articles of Incorporation and By-Laws and supporting documents	Applicant / Client

(1) Original Copy And (1) Electronic Copy	
A.b. If Incorporator/s is/are a Juridical Entity	
A.b.1. Board Resolution/Directors'/Trustees' Certificate or Secretary's Certificate (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Authenticated/Apostilled (if executed in a foreign jurisdiction)*	
A.c. For non-stock religious aggregate	
A.c.1. Affidavit of Affirmation/Verification by the chief priest, rabbi, minister, or presiding elder, (not required if already part of the Articles of Incorporation) (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.d. For foundation	
A.d.1. Notarized certificate of bank deposit of the contribution, which shall not be less than P1,000,000.00 Statement of Willingness to allow the Commission to conduct an audit (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.e. For federation	
A.e.1. List of Member-Associations certified by the Corporate Secretary and attested by the President (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.f. For confederation	
A.f.1. List of Member-Federations certified by the Corporate Secretary and attested by the President (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.g. For condominium corporation/association	
A.g.1. Notarized Copy of the Master Deed with primary entry of the Register of Deeds (2) Original Copy And (1) Electronic Copy	Condominium Developer and Register of Deeds - Condominium Developer and Register of Deeds
A.g.2. Certification that there is no existing similar condominium association within the condominium project (2) Original Copy And (1) Electronic Copy	Applicant Condominium Corporation/Association to be executed by the Corporate Secretary - Applicant Condominium Corporation/Association to be executed by the Corporate Secretary
B. Endorsement/Clearance from other government agencies	

Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For Clearance from other SEC departments	
Sub Situational Requirement/s	
C.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
C.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
C.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
C.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
C.c. For Financial Technology (FinTech) related business activities	
C.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)

Remarks:

- *Operators of payment systems;*
- *Payment Service Providers;*
- *Electronic Money Issuers (EMI);*
- *Non-bank EMIs;*
- *Alternative Credit Scoring Companies;*
- *Online Lending Companies;*
- *Peer-to-peer Lending Companies;*
- *AI/Big Data Companies;*
- *InsurTech Companies (InsurTech Service Providers);*
- *KYC/Security Companies (KYC Service Providers);*
- *Digital Banks;*
- *Digital Asset Exchanges;*
- *Virtual Asset Service Providers;*
- *Play-to-Earn Platforms;*
- *E-Commerce Companies;*

- *Crowdfunding Platforms;*
- *RegTech Companies (RegTech Service Providers);*
- *SupTech Companies (SupTech Service Providers); and*
- *Digital Advisers/Robo-Advisers.*

C.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)

Remarks:

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

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ **Location:** https://esparc.sec.gov.ph/	1.1. Approves proposed company name and/or trade name/s in accordance with SEC Memorandum Circular No. 13, Series of 2019	None	2 working day/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office

				• SEC Administrative Officer III; Butuan Extension Office
	1.2. Pre-processes all corporate information submitted		4 working day/s, 7 hour/s, 40 minute/s	• SEC Securities Specialist I; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office • SEC Securities Counsel I; Butuan Extension Office • SEC Securities Counsel II; Butuan Extension Office • SEC Director; Butuan Extension Office
	1.3. BUTEO Processor prepares and issues the Payment Assessment Form (PAF)		5 minute/s	• SEC Securities Specialist I; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office
2. Pays the filing fee through SEC-accredited landbank	2. Issues payment confirmation containing the	**Standard Fees** Breakdown:	5 minute/s	• System Generated (eSPAYSEC); Butuan

branches or through eSPAYSEC **Location:** espaysec.sec.gov.ph/payment-portal/home	Electronic Official Receipt via email	By-Laws: PHP 1000 Total: PHP 1000 **Formula Fees** Breakdown: Registration of Corporation Registration of Stock and Transfer Book/Membership BookName ReservationLegal Research FeeDocumentary Stamp Tax		Extension Office
3. Generates and prints the Digital Certificate **Location:** eSPARC **Notes/Instruction:** To secure the original copy of the Certificate, clients shall submit four (4) sets of originally signed documentary requirements with original proof of payment within sixty (60) calendar days from the date of issuance of the Digital Certificate	3. The eSPARC system issues the Digital Certificate	None	5 minute/s	• eSPARC System; Butuan Extension Office
Total Processing Time:		Working Days: 6 working day/s, 7 hour/s, 55 minute/s		
Total Processing Fee:		Total Standard Fee:		

	PHP 1000 See other fees below

Formula / Schedule of Fees

- **Registration of Corporation**

  Non- Stock corporation – PHP 1,000

- **Registration of Stock and Transfer Book/Membership Book**

  Membership Book – PHP 75

- **Name Reservation**

  PHP 100 per Corporate Name

  *Additional Pgp100 per trade name

- **Legal Research Fee**

  1% of the computed Filing Fees for Articles of Incorporation and/or By-Laws

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

38. Registration of Partnerships, with 0.01% foreign equity or more, through the ESPARC (Electronic Simplified Processing of Application for Registration of Company)

This service details the procedure in applying for registration of a non-Philippine national domestic partnerships

Non-Philippine National shall mean a domestic partnership that is wholly owned by citizens of the Philippines

Office or Division:	Butuan Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 7 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *System-generated*	
2. Signed & Notarized Articles of Partnership (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *System-generated* **with Tax Identification Numbers (TIN) of Filipino partners including domestic partnership (to be written in the Articles of partnership and applicable document/s) and/or Tax Identification Numbers (TIN) or passport numbers of foreign partners (to be written in the Articles of Partnership and applicable document/s)* **must be Authenticated/Apostilled, if executed in a foreign jurisdiction*	

3. Foreign Investments Act (FIA) Application Form (F-105) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2019/11/F-105.doc)* **must be Authenticated/Apostilled, if executed in a foreign jurisdiction*	
For Situational Requirement	
A. If a partner in the partnership is a Foreign Company	
A.1. Proof of existence of foreign company (if a partner in the partnership agreement is signed in the home country) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.2. Board Resolution of the Foreign Company authorizing it to be a partner in a Contract of Partnership (Authenticated/Apostilled Document) and designating the authorized signatures (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
B. For Financial Technology (FinTech) related business activities [Operators of payment systems; Payment Service Providers; Electronic Money Issuers (EMI); Non-bank EMIs; Alternative Credit Scoring Companies; AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); KYC/Security Companies (KYC Service Providers); Digital Banks; Digital Asset Exchanges; Virtual Asset Service Providers; Play-to-Earn Platforms; o E-Commerce Companies; Crowdfunding Platforms; RegTech Companies (RegTech Service Providers); SupTech Companies (SupTech Service Providers); and Digital Advisers/Robo-Advisers]	
B.1. PhiliFintech Innovation Office (PIO) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office
B.2. Enforcement and Investor Protection Department (EIPD) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department
C. For Bank and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
C.1. Endorsement from Bangko Sentral ng Pilipinas (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Bangko Sentral ng Pilipinas - Financial Supervision Sector
D. For Insurance/Health Maintenance Organization	
D.1. Endorsement from Insurance Commission (1) Electronic Copy And (1) Original Copy And (1) Photo	Insurance Commission - Legal Services Group - Licensing

Copy	Division
E. For foreign retailer	
E.1. Certification of Inward Remittance of Foreign Exchange showing compliance of the foreign retailer with the minimum paid-up capital requirement of Twenty-Five Million Pesos (P25,000,000.00) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
E.2. Apostilled/authenticated Certification that the Home State of the Foreign Retailer provides reciprocity to Filipinos (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ and encodes corporate information **Location:** https://esparc.sec.gov.ph/ **Notes/Instruction:** If the application is found to be for compliance during the evaluation stage, the applicant will have to go back to Step 1 for the submission of requirements	1.1. Verifies and approves proposed company name and/or trade name/s if compliant with SEC Memorandum Circular No. 13, Series of 2019	None	1 working day/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
	1.2. Assigns to FIRST-D processors		5 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
	1.3. Reviews the application and issues Payment		5 working day/s, 15 minute/s	• SEC Securities Specialist I; Butuan

	Assessment Form (PAF) if compliant			Extension Office • SEC Securities Specialist II; Butuan Extension Office • SEC Securities Counsel I; Butuan Extension Office • SEC Securities Counsel II; Butuan Extension Office • SEC Director; Butuan Extension Office
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the electronic Official Receipt via e-mail	**Standard Fees** Breakdown: Foreign Investments Act: PHP 3000 --- Total: PHP 3000 **Formula Fees** Breakdown: Articles of PartnershipName ReservationLegal Research FeeDocumentary Stamp Tax	1 working day/s	• System Generated (eSPAYSEC); Butuan Extension Office
3. Submits the documentary requirements with	3.1. Officially receives and stamps the hard copies of the	None	10 minute/s	• SEC Administrative

proof of payment to the SEC Butuan Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Butuan Extension Office - 2nd Floor, Gov. Jose C Aquino Sr. Building, Libertad, Butuan City, Agusan Del Norte, Region XIII (Caraga), 8600	registration application and forwards to the Support Staff			Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
	3.2. Generates the Certificate		10 minute/s	• SEC Securities Specialist I; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office
	3.3. Reviews the application and signs the Certificate of Incorporation		6 working day/s, 7 hour/s	• SEC Director; Butuan Extension Office
	3.4. Sends appointment through email indicating the date of release of the Certificate		10 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office

4. Proceeds to the SEC Butuan Extension Office, presents the original proof of payment and receives the signed Certificate of Incorporation **Location:** SEC Butuan Extension Office - 2nd Floor, Gov. Jose C Aquino Sr. Building, Libertad, Butuan City, Agusan Del Norte, Region XIII (Caraga), 8600	4. Enters company name in the Masterlist, releases the Certificate together with registration application and stamps release the official receipt	None	10 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
Total Processing Time:		Working Days: 14 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 3000 See other fees below		

Formula / Schedule of Fees

- **Articles of Partnership**

  ⅕ of 1% of the Partnership's Capital but not less than PHP 2,000

- **Name Reservation**

  PHP 100 per proposed name/s or trade name/s

- **Legal Research Fee**

  1% of the computed Filing Fees

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

39. Request for Affirmative Certification - For General Public

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

Office or Division:	Butuan Extension Office
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	General Public
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Accomplished Certification Request Form through iMessage (1) Electronic Copy	Applicant / Client

Remarks:

You may accomplish the request for Certification through iMessage - imessage.sec.gov.ph

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Accomplish Certification Request Form through iMessage **Location:** You may request for Certification through iMessage: imessage.sec.gov.ph	1.1. Checks completeness of the information needed and determines request feasibility	None	5 minute/s	• SEC Administrative Assistant I; Butuan Extension Office
	1.2. Issues a Payment Assessment Form (PAF) through email, if with complete information and if the request is feasible		5 minute/s	• SEC Securities Specialist I; Butuan Extension Office • SEC Securities Specialist II; Butuan

				Extension Office
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home or SEC accredited Land Bank branches	2. Issues payment confirmation containing the electronic Official Receipt via email	**Standard Fees** Breakdown: Certification Fee: PHP 500 Documentary Stamp Tax: PHP 30 --- Total: PHP 530	1 minute/s	• System Generated (eSPAYSEC); Butuan Extension Office
3. Submits proof of payment by accomplishing the Payment Information form through iMessage **Location:** iMessage: imessage.sec.gov.ph or through email: secbutuan@sec.gov.ph	3.1. Checks the completeness and legitimacy of payment details.	None	5 minute/s	• SEC Administrative Assistant I; Butuan Extension Office
	3.2. Validates the inquiry, the availability of information in online facilities and other records		37 minute/s	• SEC Administrative Assistant I ; Butuan Extension Office
	3.3. Routes request to the Monitoring Officer for the monitoring of the corporate status		1 working day/s, 5 hour/s	• SEC Administrative Assistant II; Butuan Extension Office • SEC Administrative Officer III; Butuan Extension Office
	3.4. Drafts the Certification		1 hour/s	• SEC Administrative Assistant II; Butuan Extension Office

				• SEC Administrative Officer III; Butuan Extension Office
	3.5. Reviews and sign the Certification		1 working day/s	• SEC Director; Butuan Extension Office
	3.6. Scan the signed certification		5 minute/s	• SEC Administrative Assistant I; Butuan Extension Office
	3.7. Upload the scanned Certification in the Document Verification System to generate QR Code		5 minute/s	• SEC Administrative Assistant I; Butuan Extension Office
	3.8. Prints the Certification with generated QR Code		5 minute/s	• SEC Administrative Assistant I; Butuan Extension Office
	3.9. Seals the Certification		4 minute/s	• SEC Administrative Assistant I; Butuan Extension Office
	3.10. Transmits the Certification for releasing		30 minute/s	• SEC Administrative Assistant I; Butuan Extension Office
	3.11. Sends email for the releasing		10 minute/s	• SEC Administrat

	schedule/notice			ive Assistant I; Butuan Extension Office
4. Goes to the SEC Butuan Extension Office, and presents the proof of payment and printed releasing appointment for the release of the requested Certification **Location:** SEC Butuan Extension Office - 2nd Floor, Gov. Jose C Aquino Sr. Building, Libertad, Butuan City, Agusan Del Norte, Region XIII (Caraga), 8600 **Notes/Instruction:** Presents the proof of payment and printed releasing appointment for the release of the requested Certification	4.1. Receives the printed Confirmation of Payment and Appointment Letter	None	3 minute/s	• SEC Administrative Assistant I; Butuan Extension Office
	4.2. Releases the Certification		5 minute/s	• SEC Administrative Assistant I; Butuan Extension Office

General Remarks

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

Total Processing Time:	Working Days: 3 working day/s
Total Processing Fee:	Total Standard Fee: PHP 530

40. Request for Affirmative Certification - For Non-Profit Making Government Agencies

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

Office or Division:	Butuan Extension Office
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	Other government agencies -all non profit-making agencies
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Signed letter request (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Sends letter request through iMessage or SEC Butuan Email **Location:** iMessage: imessage.sec.gov.ph or secbutuan@sec.gov.ph	1.1. Acknowledge receipt of email request	None	5 minute/s	• SEC Administrative Assistant I; Butuan Extension Office
	1.2. Validates the inquiry, the availability of information in online facilities and other records		20 minute/s	• SEC Administrative Assistant I; Butuan Extension Office
	1.3. Routes request to the Monitoring Officer for the monitoring of the corporate status		1 working day/s, 6 hour/s	• SEC Administrative Assistant II; Butuan Extension Office

				• SEC Administrative Officer III; Butuan Extension Office
	1.4. Drafts Certification		1 hour/s	• SEC Administrative Assistant II; Butuan Extension Office • SEC Administrative Officer III; Butuan Extension Office
	1.5. Reviews and signs the Certification		5 minute/s	• SEC Director; Butuan Extension Office
	1.6. Uploads the scanned Certification to the Document Verification System to generate QR Code		5 minute/s	• SEC Administrative Assistant I; Butuan Extension Office
	1.7. Prints the Certification with generated QR Code		5 minute/s	• SEC Administrative Assistant I; Butuan Extension Office
	1.8. Seals the certification		5 minute/s	• SEC Administrative Assistant I; Butuan Extension Office
	1.9. Sends email for the releasing schedule/notice		7 minute/s	• SEC Administrative Assistant I;

				Butuan Extension Office
2. Goes to the SEC - Butuan Extension Office and presents the original signed letter request and printed releasing appointment for the release of the requested Certification **Location:** SEC Butuan Extension Office - 2nd Floor, Gov. Jose C Aquino Sr. Building, Libertad, Butuan City, Agusan Del Norte, Region XIII (Caraga), 8600	2.1. Receives the original signed letter request and appointment letter	None	3 minute/s	• SEC Administrative Assistant I; Butuan Extension Office
	2.2. Releases the Certification		5 minute/s	• SEC Administrative Assistant I; Butuan Extension Office

General Remarks

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

Total Processing Time:	Working Days: 2 working day/s
Total Processing Fee:	Total Standard Fee: None

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

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

Office or Division:	Butuan Extension Office
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	Other government agencies - Pag-IBIG, PhilHealth, Social Security System (SSS), Bureaus of Internal Revenue (BIR), Government Service Insurance System (GSIS) and other profit-making agencies
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Signed letter request (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Sends letter request through iMessage or through SEC Butuan Email **Location:** iMessage: imessage.sec.gov.ph or secbutuan@sec.gov.ph	1.1. Acknowledge receipt of email request	None	5 minute/s	• SEC Administrative Assistant I; Butuan Extension Office
	1.2. Issues a Payment Assessment Form (PAF) through email		5 minute/s	• SEC Securities Specialist I; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office

2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home or SEC accredited Land Bank branches	2. Issues payment confirmation containing the electronic Official Receipt via email	**Standard Fees** Breakdown: Certification Fee: PHP 500 Documentary Stamp Tax: PHP 30 Total: PHP 530	1 minute/s	• System Generated (eSPAYSEC); Butuan Extension Office
3. Submits proof of payment through iMessage or Email **Location:** iMessage: imessage.sec.gov.ph or secbutuan@sec.gov.ph	3.1. Acknowledge receipt of proof of payment with instruction to wait for the releasing appointment that will be issued through iMessage or Email	None	5 minute/s	• SEC Administrative Assistant I; Butuan Extension Office
	3.2. Validates the inquiry, the availability of information in online facilities and other records		25 minute/s	• SEC Administrative Assistant I; Butuan Extension Office
	3.3. Routes request to the Monitoring Officer for the monitoring of the corporate status		1 working day/s, 6 hour/s	• SEC Administrative Assistant II; Butuan Extension Office • SEC Administrative Officer III; Butuan Extension Office
	3.4. Drafts Certification		50 minute/s	• SEC Administrative Assistant II; Butuan Extension Office

				• SEC Administrative Officer III; Butuan Extension Office
	3.5. Reviews and signs the Certification		1 working day/s	• SEC Director; Butuan Extension Office
	3.6. Uploads the scanned Certification to the Document Verification System to generate QR Code		5 minute/s	• SEC Administrative Assistant I; Butuan Extension Office
	3.7. Prints the Certification with generated QR Code		5 minute/s	• SEC Administrative Assistant I; Butuan Extension Office
	3.8. Seals the certification		2 minute/s	• SEC Administrative Assistant I; Butuan Extension Office
	3.9. Sends email for the releasing schedule/notice		9 minute/s	• SEC Administrative Assistant I; Butuan Extension Office
4. Goes to the SEC Butuan Extension Office and presents the original signed letter request and printed releasing appointment for the release of the requested certification **Location:**	4.1. Receives the original signed letter request and appointment letter	None	3 minute/s	• SEC Administrative Assistant I; Butuan Extension Office

SEC Butuan Extension Office - 2nd Floor, Gov. Jose C Aquino Sr. Building, Libertad, Butuan City, Agusan Del Norte, Region XIII (Caraga), 8600	4.2. Releases the Certification		5 minute/s	• SEC Administrative Assistant I; Butuan Extension Office

General Remarks

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

Total Processing Time:	Working Days: 3 working day/s
Total Processing Fee:	Total Standard Fee: PHP 530

42. Request for Certificate of No Derogatory Information

This service details the procedure on Issuance of Certificates of No Derogatory Information.

For pre-processing of new applications, scanned copies of the required documents shall be submitted through:

iMessage: ***imessage.sec.gov.ph***

Office or Division:	Butuan Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for All Partnerships, Domestic Non Sock Corporation and Stock Corporation classified as Philippine National.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. SEC FORM 2015-001 (1) Original Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: *Download the Certificate of No Derogatory Information SEC FORM 2015-001 through this link: https://www.sec.gov.ph/wp-content/uploads/2024/03/2024Forms_Revised-Certificate-of-No-Derogatory-Information.pdf*	
For Situational Requirement	
A. Situational Requirement	
Sub Situational Requirement/s	
A.a. For Corporations with Primary Licenses	
A.a.1. Monitoring Clearance (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks:	

Remarks:

Please send your request for monitoring clearance through:

eWATCH: ewatch.sec.gov.ph

B. Situational Requirement

Sub Situational Requirement/s

B.a. For Corporations with Secondary Licenses

B.a.1. For Financing and Lending Companies Monitoring Clearance (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)

Remarks:

Please send your request for monitoring clearance through:

eWATCH: ewatch.sec.gov.ph

C. For Partnership

C.1. Articles of Partnership or Latest Amended of Partnership (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the Request for Form for Certificate of No Derogatory Information **Location:** iMessage: imessage.sec.gov.ph **Notes/Instruction:** If not cleared in Certificate Issuance System-Unified Reference Database (CIS-URDB), instruct the applicant to return to the department	1.1. Receive the request the form for Certificate of No Derogatory Information	None	5 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
	1.2. Evaluate attachments upon receipt and verifies the status of a		20 minute/s	• SEC Administrative Assistant I;

who encoded the infraction	corporation through Certificate Issuance System-Unified Reference Database (CIS-URDB)			Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office • SEC Administrative Officer III; Butuan Extension Office
	1.3. Prepare and send the Payment Assessment Form (PAF) to the applicant		10 minute/s	• SEC Securities Specialist I; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office
2. Pay the corresponding filing fees **Location:** eSPAYSEC (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide	2. Issues payment confirmation containing the electronic Official Receipt via e-mail	**Standard Fees** Breakdown: Certificate of No Derogatory Information Fee : PHP 500 Documentary Stamp Fee : PHP 30 Total: PHP 530	10 minute/s	• System Generated (eSPAYSEC); Butuan Extension Office
3. Send the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip) through iMessage and await reply from the iMessage for the release of certificate	3.1. Receives and acknowledges the receipt of proof of payment	None	5 minute/s	• SEC Administrative Assistant I; Butuan Extension Office

Location: iMessage: imessage.sec.gov.ph				• SEC Administrative Assistant II; Butuan Extension Office
	3.2. Prints the Certificate of No Derogatory Information through the Certificate Issuance System-Unified Reference (CIS-URDB) then forwards to the Office of the Director for signature of the Director		5 minute/s	• SEC Administrative Assistant II; Butuan Extension Office • SEC Administrative Officer III; Butuan Extension Office
	3.3. Review and Signs the Certificate of No Derogatory Information		10 minute/s	• SEC Director; Butuan Extension Office
	3.4. Schedules and sends reply to the applicant via imessage on the date of submission of the complete application requirement and release of the certificate.		10 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
4. Submit complete application requirements together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip) upon receipt of the reply from the iMessage and receive the duly signed Certificate of No Derogatory	4.1. Receives complete application requirement and proof of payment.	None	5 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan

Information signed Certificate of **Location:** SEC Butuan Extension Office - 2nd Floor, Gov. Jose C. Aquino Sr. Building, Libertad, Butuan City, Agusan Del Norte, Region XIII (Caraga), 8600				Extension Office
	4.2. Calls the name of the corporation, assists the client in filling out the logbook, and releases the Certificate of No Derogatory Information		10 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
Total Processing Time:		Working Days: 1 hour/s, 30 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 530		

43. Request for Name Verification for Amendment

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

Office or Division:	Butuan Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All SEC Registered Entities
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Accomplished Request for Name Verification Form (1) Electronic Copy	Applicant / Client

Remarks:

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

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the accomplished Name Verification Form through iMessage or secbutuan@sec.gov.ph: - proposed name/s - name to be amended - SEC Number - meaning of acronym (if applicable) - name reservation term (number of days) - name of requesting party **Location:** iMessage - imessage.sec.gov.ph	1.1. Acknowledge receipt of request from iMessage or Email	None	10 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office • SEC Administrative Officer III; Butuan

or secbutuan@sec.gov.ph				Extension Office
	1.2. Approves or denies proposed name/s or trade name/s through iMessage or email		6 working day/s, 7 hour/s, 30 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office • SEC Administrative Officer III; Butuan Extension Office
2. If name is rejected, registrant may appeal for the proposed corporate name **Location:** iMessage: imessage.sec.gov.ph or Email: secbutuan@sec.gov.ph	2. Approves or denies appeal for the proposed name/s or trade name/s	None	20 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office • SEC Administrative Officer III; Butuan Extension Office
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		

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

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

Office or Division:	Butuan Extension Office
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	Other government agencies - all non profit-making agencies
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Signed letter request (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Sends letter request through iMessage **Location:** iMessage: imessage.sec.gov.ph	1.1. Acknowledge receipt of request from iMessage	None	5 minute/s	• SEC Administrative Assistant I; Butuan Extension Office
	1.2. Validates the inquiry, the availability of information in online facilities and other records		15 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office

	1.3. Prepares the requested documents		5 hour/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
	1.4. Prints the requested documents		1 hour/s	• SEC Administrative Assistant I; Butuan Extension Office
	1.5. If Authenticated Copy/ies, authenticates the printed documents through stamping		1 hour/s	• SEC Securities Specialist I; Butuan Extension Office
	1.6. Prepares the transmittal / reply letter		20 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
	1.7. Signs the printed documents and transmittal / reply letter		1 working day/s	• SEC Securities Counsel I; Butuan Extension Office • SEC Securities Counsel II;

				Butuan Extension Office • SEC Director; Butuan Extension Office
	1.8. Sends email for the releasing schedule (for pick up) / notice (for transmittal)		10 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
2. (if for pick-up) Goes to the SEC Butuan Extension Office and presents the original signed letter request and printed releasing appointment for the release of the requested Certification (if mailed/hand-carried) Receives the transmittal letter with attached requested document/s **Location:** SEC Butuan Extension Office - 2nd Floor, Gov. Jose C Aquino Sr. Building, Libertad, Butuan City, Agusan Del Norte, Region XIII (Caraga), 8600	2.1. Receives the original signed letter request and appointment letter	None	5 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
	2.2. (if for pick-up) Releases the requested document/s		5 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office

	2.3. (if mailed/hand-carried) Transmits the signed letter reply with attached requested document/s		1 working day/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office

General Remarks

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

Total Processing Time:	Working Days: 3 working day/s
Total Processing Fee:	Total Standard Fee: None

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

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

Office or Division:	Butuan Extension Office
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	Other government agencies - Pag-IBIG, PhilHealth, Social Security System (SSS), Bureau of Internal Revenue (BIR), Government Service Insurance System (GSIS) and other profit-making agencies
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Signed letter request (1 electronic copy) (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Sends letter request through iMessage **Location:** iMessage: imessage.sec.gov.ph	1.1. Acknowledge receipt of request from iMessage	None	5 minute/s	• SEC Administrative Assistant I; Butuan Extension Office
	1.2. Validates the inquiry, the availability of information in online facilities and other records		30 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office

	1.3. Issues a Payment Assessment Form (PAF) through email		5 minute/s	• SEC Securities Specialist I; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office
2. Pays through the eSPAYSEC **Location:** espaysec.sec.gov.ph/payment-portal/home or SEC accredited Land Bank branches	2. Issues payment confirmation containing the electronic Official Receipt via email	**Formula Fees** Breakdown: PHP10.00 per page	1 minute/s	• System Generated (eSPAYSEC); Butuan Extension Office
3. Submits proof of payment through iMessage **Location:** iMessage: imessage.sec.gov.ph	3.1. Acknowledge receipt of proof of payment with instruction to wait for the releasing schedule / notice that will be issued through iMessage	None	5 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
	3.2. Prepares the requested documents		5 hour/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office

	3.3. Prints the requested documents		50 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
	3.4. If Authenticated Copy/ies, authenticates the printed documents through stamping		50 minute/s	• SEC Securities Specialist I; Butuan Extension Office
	3.5. Prepares the transmittal / reply letter		20 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
	3.6. Signs the printed documents and transmittal / reply letter		1 working day/s	• SEC Securities Counsel I; Butuan Extension Office • SEC Securities Counsel II; Butuan Extension Office • SEC Director; Butuan Extension Office

	3.7. Sends reply through iMessage for the releasing schedule (for pick up) / notice (for transmittal)		5 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
4.Releasing of Documents				
***For On-site Release of Requested Documents** 4.A.(if for pick-up) Goes to the SEC Butuan Extension Office and presents the original signed letter request and printed releasing appointment for the release of the requested Certification **Location:** SEC Butuan Extension Office - 2nd Floor, Gov. Jose C Aquino Sr. Building, Libertad, Butuan City, Agusan Del Norte, Region XIII (Caraga), 8600 **Notes/Instruction:** for personal pick-up	4.A.1. Receives the original signed letter request and appointment letter	None	4 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II;
	4.A.2. Releases the requested document/s		5 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
***For Delivery of Requested Documents** 4.B.Receives the transmittal letter with attached requested document/s	4.B. Transmits the signed letter reply with attached requested document/s	None	1 hour/s	• SEC Administrative Assistant I; Butuan Extension Office

Location: Address of requesting government office				• SEC Administrative Assistant II; Butuan Extension Office

General Remarks

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

Total Processing Time:	
***For On-site Release of Requested Documents**	Working Days: 2 working day/s
***For Delivery of Requested Documents**	Working Days: 2 working day/s, 51 minute/s
Total Processing Fee:	
***For On-site Release of Requested Documents**	Total Standard Fee: None See other fees below
***For Delivery of Requested Documents**	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

- **PHP10.00 per page**

  CTC/ Plain Copy of Documents

46. Request for Reduction of Fines

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

Office or Division:	Butuan Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	For request for reduction of fines, general transacting public and business entities for: 1.) Non-stock corporations pursuing noble purposes, such as: I. Religious Corporations; II. Those engaged in educational, charitable, religious, literary, scientific, cultural and cicic services, and; III. Those engaged in assisting, uplifting or promoting the welfare and interest of the physically handicapped, orphans, farmers and underprivileged.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Letter request for the reduction of fines (1) Electronic Copy	Applicant / Client
2. Copy of Monitoring Sheet with final assessment (1) Electronic Copy	Securities and Exchange Commission - Butuan Extension Office (BUTEO)
Remarks: *The client may be asked to produce the electronic copy of the Monitoring Sheet with final assessment if the said document is not encoded in the online database.*	
3. Latest due Annual Financial Statements (1) Electronic Copy	Securities and Exchange Commission - Butuan Extension Office (BUTEO)
Remarks: *The copy of latest due Annual Financial Statement may be downloaded through http://odrs.sec.local:8080/DocumentRetriever/ and/or https://efast.sec.gov.ph/*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Send a letter requesting for reduction of fines together with attachments to secbutuan@sec.gov.ph or buteomonitoring_records@sec.gov.ph **Location:** Email: secbutuan@sec.gov.ph Email: buteomonitoring_records@sec.gov.ph	1.1. Assign the letter request.	None	10 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
	1.2. Review the request if it will qualify for reduction of fines.		1 hour/s	• SEC Administrative Assistant II; Butuan Extension Office • SEC Administrative Officer III; Butuan Extension Office
	1.3. Prepare Memorandum to the Commission En Banc. Note: For corporations with Petition to Lift Order of Revocation/ Suspension and requesting for payment in installment, the Memorandum shall be through the Supervising Commissioner of the Department.		20 minute/s	• SEC Administrative Assistant II; Butuan Extension Office • SEC Administrative Officer III; Butuan Extension Office
	1.4. Inform the client that the request has		10 minute/s	• SEC Administrat

	been endorsed to Commission En Banc. Note: If there are corrections, return the Memorandum to the Monitoring Specialist for revision; if no corrections, forward the Memorandum to the Director, for review.		ive Assistant II; Butuan Extension Office • SEC Administrative Officer III; Butuan Extension Office
	1.5. Review the Memorandum. Note: If there are corrections, return the Memorandum to the Monitoring Specialist for revision; if no corrections, forward the Memorandum to the Director, for review.	30 minute/s	• SEC Director or Officer-in-Charge; Butuan Extension Office
	1.6. Present the request to the Commission En Banc through the Supervising Commissioner as the case may be, for approval. Note: The processing time varies on the schedule of the presentation to Commission En Banc.	10 working day/s	• Supervising Commissioner; Office of the Commissioner
	1.7. Approves the request for reduction of fines.	20 minute/s	• Commission En Banc; Office of the Commissioner • Supervising Commissioner; Office of the Commissioner

	1.8. Secure a copy of the En Banc Resolution from the Commission Secretary.		1 working day/s	• SEC Administrative Assistant II; Butuan Extension Office • SEC Administrative Officer III; Butuan Extension Office
	1.9. Prepare the draft letter informing the applicant about the decision of the Commission En Banc and/or Supervising Commissioner. Note: The Confirmation of Payment (COP) shall be issued upon full payment of the total reduced amount.		30 minute/s	• SEC Administrative Assistant II; Butuan Extension Office • SEC Administrative Officer III; Butuan Extension Office
	1.10. Review and forward the draft letter to the Director.		20 minute/s	• SEC Administrative Assistant II; Butuan Extension Office • SEC Administrative Officer III; Butuan Extension Office
	1.11. Approve and sign the Draft Letter.		10 minute/s	• SEC Director; Butuan Extension Office
	1.12. Send the letter directly to the sender's email address.		10 minute/s	• SEC Administrative Assistant II; Butuan

				Extension Office • SEC Administrative Officer III; Butuan Extension Office
2. 2. Request for the Payment Assessment Form (PAF). 2.1. Pay the first and/or subsequent installments. Note: Assigned monitor will check monthly compliance of the particular corporation on their staggered payments. **Location:** SEC Butuan Extension Office	2.1. Receive the Official Receipt from the applicant.	**Formula Fees** Breakdown: Penalties/Fines	10 minute/s	• SEC Administrative Assistant II; Butuan Extension Office • SEC Administrative Officer III; Butuan Extension Office
	2.2. Forward the PAF and/or Monitoring Sheet to the SEC Extension Office Director, for review and for signature.		10 minute/s	• SEC Administrative Assistant II; Butuan Extension Office
	2.3. Review and sign the COP/MS upon full payment of the total amount reduced. Note: For corporations with Petition to Lift the Order of Revocation/Suspension, the COP and the Order granting the Petition shall be withheld until full payment of the total reduced fines.		20 minute/s	• SEC Director; Butuan Extension Office
3. Receives the Confirmation of Payment of Fines. **Location:** SEC Butuan Extension Office - 2nd	3. Release the Confirmation of Payment to the sender's email address.	None	10 minute/s	• SEC Administrative Assistant II; Butuan Extension Office

Floor Gov. Jose C. Aquino Sr. Building, Libertad, Butuan City, Agusan Del Norte, 8600				• SEC Administrative Officer III; Butuan Extension Office
Total Processing Time:		Working Days: 11 working day/s, 4 hour/s, 30 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Penalties/Fines**

  Guidelines on the Imposition of fines or penalties for non-compliance with reportorial requirements; Memorandum Circular No. 06, series of 2024

  SEC Resolution No. 756, s. 2013 and

  SEC Resolution No. 757, s. 2013

47. Request for Resource Speaker

This service refers to request for Resource Speaker to conduct orientation on Financial Literacy, Online Registration/Process of Corporation, and Online Submission of Reportorial Requirements

Office or Division:	Butuan Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	This service is exclusively for All.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Letter request for resource person (1) Original Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Request Letter must be addressed to the SEC Butuan Extension Office Director, Atty. Jason C. Tan, CPA.

You may send the request letter through secbutuan@sec.gov.ph

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit Request Letter **Location:** Electronic mail: secbutuan@sec.gov.ph	1.1. Receives letter request and forwards to the BUTEO Director	None	5 minute/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office

	1.2. BUTEO Director assigns the letter to the Information Officer III		1 working day/s	• SEC Director; Butuan Extension Office
	1.3. BUTEO Information Officer II prepares a response letter addressed to the requestor		20 minute/s	• SEC Information Officer II; Butuan Extension Office
	1.4. Communicates with client the name and designation of resource person and other material details		20 minute/s	• SEC Information Officer II; Butuan Extension Office
Total Processing Time:		Working Days: 1 working day/s, 45 minute/s		
Total Processing Fee:		Total Standard Fee: None		

48. Request for Voluntary Dissolution Where No Creditors are Affected under Section 134 of the Revised Corporation Code

This service details the procedure on the application for voluntary dissolution of a domestic corporation under Section 134 of the Revised Corporation Code where no creditors are affected taking into consideration the guidelines set forth in SEC Memorandum Circular No. 5, Series of 2022. This is available for domestic corporations, whether stock or non-stock.

For pre-processing of new applications, scanned copies of the required documents shall be submitted through either of the following:

Electronic mail: secbutuan@sec.gov.ph
iMessage: imessage.sec.gov.ph

Office or Division:	Butuan Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All Registered Domestic Corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 134 of the Revised Corporation Code

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Verified Request for Voluntary Dissolution (2) Original Copy And (1) Electronic Copy	Applicant / Client

Remarks:

a. A Verified Request for Voluntary Dissolution must pertain to a single corporation only. The consolidation in one (1) petition involving two (2) or more corporations is not allowed;

b. The Verified Petition must be signed and verified by the corporation's duly authorized representative designated in the Secretary's Certificate;

c. The Verified Petition must state:

i. The corporate name, SEC registration number, principal office of the corporation and email address of the corporation as required pursuant to SEC Memorandum Circular No. 28, Series of 2020;

ii. The complete name, position in the corporate structure of the corporation, and mailing address of the authorized representative of the corporation;

iii. The reason for dissolution;

iv. Form, Manner, and Time the notice was given:

1. At least twenty (20) days prior to meeting;
2. To each shareholder or member of record by any means authorized under its by-laws, regardless of whether they are entitled to vote at the meeting, pursuant to Section 50 of the Revised Corporation Code;

3. Stating the time, place, and object of the meeting;

4. Published once prior to date of meeting in a newspaper where the principal office is located, or if no newspaper is published in such place, in a newspaper of general circulation in the Philippines; and

5. Purpose is to vote on the dissolution, accompanied by the following:
a. Agenda of the meeting;
b. Proxy form; and
c. Requirements and procedures to be followed for attendance, participation, and voting by remote communication or in absentia, if applicable;

v. Names of the stockholders and directors, or members and trustees, who approved the dissolution, provided:
1. That majority of the directors or trustees, and the stockholders owning or controlling at least a majority of the outstanding capital stock including the holders of non-voting shares or majority of the members voted for the dissolution;

vi. The above-mentioned stockholders and directors, or members and trustees are the duly elected directors or trustees, and the stockholders or members of record as of the date of the meeting;

vii. No pending intra-corporate dispute;

viii. The date, place, and time of the meeting in which the vote was made; and

ix. Details of publication, such as:
1. Name of the newspaper;
2. Complete name of the publisher;
3. Principal office of the publisher;
4. Area of circulation of the newspaper;
5. Date when the notice was published;

Note: The two (2) original copy will be submitted upon payment of the corresponding fees.

2. Verification and Certification Against Forum Shopping (2) Original Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The verified request must be signed by the corporation's duly authorized representative

Note: The two (2) original copy will be submitted upon payment of the corresponding fees.

3. Board resolution or directors'/trustees' certificate authorizing the dissolution and designating an authorized representative (2) Original Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: This document must be signed by a majority of the board and countersigned by secretary of the corporation

Note: For a One person Corporation (OPC), in lieu of the submission of the notarized copy of the Board Resolution or Directors'/Trustees Certificate, a Sole Director Certificate shall be required to be published and submitted.

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

4. Audited Financial Statements (AFS) of the last fiscal year, except: (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

i. Where the applicant has ceased operations of at least one (1) year, submit:
1. AFS as of the last year of operation; and
2. Affidavit of Non-Operation certified under oath by the President and treasurer;

ii. Where the applicant has no operation since incorporation, submit:
1. Balance Sheet certified under oath by the Treasurer and President;
2. Affidavit of Non-Operation certified under oath by the President and treasurer;
3. Certificate of Non-Registration issued by the BIR;

iii. Where the applicant corporation is (stock/nonstock) is with total assets or liabilities of less than Six Hundred Thousand Pesos (Php600,000.00), it shall submit its Balance Sheet as of the last preceding fiscal year certified under oath by the President and Treasurer;

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

5. Affidavit executed under oath by President and Treasurer that: (2) Original Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The document shall certify that:

i. the dissolution is not prejudicial to the interest of the creditors; and

ii. there is no opposition from any creditors from the time of the publication of the notice of dissolution up to the filing of the application for dissolution with the Commission *Note: The two (2) original copy will be submitted upon payment of the corresponding fees.*	
6. Bureau of Internal Revenue Tax Clearance Certificate (1) Original Copy And (1) Photo Copy And (1) Photo Copy	Bureau of Internal Revenue - (BIR)
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
7. Publisher's Affidavit of publication of notice of meeting (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Publisher of a newspaper of general circulation - (publisher)
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
8. Notarized Secretary's Certificate on non-existence of intra-corporate dispute dated within (six) 6 months from submission (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Butuan Extension Office (BUTEO)
Remarks: ***Download Secretary's Certificate on non-existence of intra-corporate dispute through this link:*** *https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf* *Note: The two (2) original copy will be submitted upon payment of the corresponding fees.*	
9. Endorsement/Clearance from other departments or other government agencies, if applicable (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
10. Latest due General Information Sheet (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copy will be submitted upon payment of the corresponding fees.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of complete requirements for new application. **Location:** Electronic mail: secbutuan@sec.gov.ph or iMessage: imessage.sec.gov.ph **Notes/Instruction:** If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the BUTEO Securities Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via email or imessage. For submission of compliance documents, the client will directly send it to the assigned BUTEO Securities Specialist's e-mail or imessage. The assigned BUTEO Securities Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.2.	1.1. Receives the required documents, checks if everything is complete, and records the application if it is. Then, sends an email or reply via imessage to confirm receipt. Then, assigns the application to the BUTEO Securities Specialist.	None	1 working day/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
	1.2. Examines online whether the documents submitted are complete in form and in substance, then prepares Final Report and forwards it to the BUTEO Securities Counsel for review if compliant.		5 working day/s	• SEC Securities Specialist I; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office
	1.3. Reviews the final report, then orders the BUTEO Securities Specialist to issue Payment Assessment Form (PAF) if compliant.		7 working day/s	• SEC Securities Counsel I; Butuan Extension Office • SEC Securities Counsel II; Butuan Extension Office
	1.4. Sends the Payment Assessment Form (PAF) to the applicant.		1 working day/s	• SEC Securities Specialist I; Butuan Extension Office

				• SEC Securities Specialist II; Butuan Extension Office
2. Pay the corresponding filing fees **Location:** eSPAYSEC (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide	2. Issues payment confirmation containing the electronic Official Receipt via e-mail	**Formula Fees** Breakdown: Standard fees:	1 working day/s	• Securities and Exchange Commission (SEC); Butuan Extension Office
3. Submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip) **Location:** SEC Butuan Extension Office - 2nd Floor, Gov. Jose C. Aquino Sr. Building, Libertad, Butuan City, Agusan Del Norte, 8600 **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies*	3.1. Calls the name of the corporation, accepts the complete application requirements together with the proof of payment, and transmits these to the processing officer.	None	2 hour/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
	3.2. Compares the hard copies received with the scanned copies of the application documents and, upon verification that these are complete and in order, forwards the same to the officer responsible for the preparation of the Certificate. The Receiving Officer shall inform the		4 hour/s	• SEC Securities Specialist I; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office

of the documents pre-processed online, except for audited financial statements and General Information Sheet).	applicant to await the scheduled appointment date for the release of the Certificate of Approval.			
	3.3. Prepares Certificate of Dissolution		1 working day/s	• SEC Securities Specialist I; Butuan Extension Office • SEC Securities Specialist II; Butuan Extension Office
	3.4. Signs and approves the application.		1 working day/s	• SEC Director or Officer-in-Charge; Butuan Extension Office
	3.5. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.		6 hour/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office
	3.6. Schedules and sends email notification or notify via imessage to the applicant on date of release of the certificate.		1 working day/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan

				Extension Office
4. Present the Official Receipt. Then, fill out the logbook for released applications and claim the Certificates of Approval. **Location:** SEC Butuan Extension Office - 2nd Floor, Gov. Jose C. Aquino Sr., Building, Libertad, Butuan City, Agusan Del Norte, 8600	4. Calls the name of the corporation, assists the client in filling out the logbook, and releases the Certificates of Approval.	None	4 hour/s	• SEC Administrative Assistant I; Butuan Extension Office • SEC Administrative Assistant II; Butuan Extension Office

General Remarks

*Pertinent provisions for the Voluntary Dissolution, where no creditors are affected are provided under SEC Memorandum Circular No. 5, series of 2022

Total Processing Time:	Working Days: 20 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

- **Standard fees:**

  Petition Fee - P3,000.00

  Documentary Stamp Taxes - P30.00

  Legal Research Fee - 1% of the Filing Fee (P30.00)

  Miscellaneous Handling Fee- P20.00

Koronadal Extension Office

External Services

1. Request for Affirmative Certification

This service details the procedure for the processing of requests as to the status of an incorporated entity or recorded partnership before the Securities and Exchange Commission – Koronadal Extension Office. The corporation's status may be identified as Registered, Revoked, Suspended, Delinquent, Dissolved or Expired.

Office or Division:	Koronadal Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Any individual or entity with the desire to know the official status of a recorded partnership or registered corporation.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Electronic SEC Universal Registration Environment (eSECURE) account (Sample: N/A N/A)	Securities and Exchange Commission - www.sec.gov.ph
Remarks: *Note: In the website, click Online Services, then click eSECURE (https://esecure.sec.gov.ph/)*	
2. Electronic Official Receipt as proof of payment (1) Electronic Copy	Securities and Exchange Commission - Information and Communications Technology Department
Remarks: *Note: The eOR will be sent through email or may be downloaded from https://espaysec.sec.gov.ph*	
For Situational Requirement	
A. Situational Requirement: If requesting party is the corporation itself or its representative	
A.1. Current/Latest Monitoring Clearance (1) Electronic Copy	Securities and Exchange Commission (SEC) -

	Koronadal Extension Office (KOREO)

Remarks:

Note: Copy may be requested from the Koronadal Extension Office through the iMessage online ticketing portal

Note: Submit proof of payment if penalty was assessed

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Requesting party creates a ticket in the iMessage online ticketing portal, providing the necessary details pertaining to the request (imessage@sec.gov.ph). **Location:** imessage@sec.gov.ph **Notes/Instruction:** *The requesting party should choose Koronadal Extension Office as the processing office and the help topic, Request for Affirmative Certification.* *If requesting party is the corporation itself or its representative and Monitoring Clearance presented is not current, requesting party will be advised to submit latest reportorial requirements and to request for monitoring*	1.1. Assigns the request to the proper personnel.	None	4 hour/s	• SEC Adminstrative Assistant II; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office
	1.2. 1.2 Evaluates request by checking corporate records in the SEC online system and if compliant, manually issues and uploads Payment Assessment Form (PAF) in the same iMessage thread with the instruction to upload proof of payment for the processing of the request. Otherwise, the party will be informed of deficiencies through		6 hour/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office

for the issuance of the latest monitoring clearance. The ticket will be closed.	the same iMessage thread.			
2. Pays the assessed fee at any of the payment gateways (LandBank or SEC payment portal through https://espaysec.sec.gov.ph/ and uploads proof of payment in the same iMessage thread. **Location:** LandBank or SEC payment portal through https://espaysec.sec.gov.ph/ **Notes/Instruction:** The fees are assessed at a per copy basis.	2.1. Prepares the Certificate.	**Standard Fees** Breakdown: Certification Fee: PHP 500 Documentary Stamp Tax: PHP 30 Total: PHP 530	6 hour/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office
	2.2. Reviews the records and signs the Certificate.		6 hour/s	• SEC Director I or Officer-in-Charge; Koronadal Extension Office
	2.3. Informs party in the iMessage ticket thread of the availability of Certificate for pick-up and/or uploads the signed Certificate.		2 hour/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 530		

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

The Annex G Form with Sworn Certificate of No Intra Corporate Dispute can be downloaded in Amendment Requirement.

FORMS MUST BE NOTARIZED UPON SUBMISSION

Office or Division:	Koronadal Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	General transacting public and business entities for: a.) Registered corporations; b.) Suspended and Revoked Corporation for purposes of filing a Petition to Set Aside Order of Suspension or Revocation; and c.) Corporations with Notice of Deficiencies and Hearing or Orders.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. NOTARIZED Annex G (1) Electronic Copy	Applicant / Client
Remarks: *Annex G may be found in the MC 28 series of 2020 uploaded in https://mc28.sec.gov.ph/*	
2. NOTARIZED SECRETARY CERTIFICATE OF NO INTRA-CORPORATE DISPUTE (1) Electronic Copy	Applicant / Client
Remarks: *Template available in MC 28 Portal : https://mc28.sec.gov.ph/*	

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Use and submit notice to change email address and/or mobile number (ANNEX G)	1.1. Receive the amendment application through MC28 Portal including its attachments.	None	3 hour/s	• Securities Specialist I; Koronadal

application in Memorandum Circular No. 28, Series of 2020 through https://mc28.sec.gov.ph/ . Annex G form should be notarized. Use and submit notice to change email address and/or mobile number (ANNEX G) application in Memorandum Circular No. 28, Series of 2020 through https://mc28.sec.gov.ph/ **Location:** https://mc28.sec.gov.ph/ **Notes/Instruction:** 1.1. Go to **AMENDMENT** in MC28 Portal, the SEC registration number will appear and be available for amendment if the application of ANNEX D for corporations or Annex E for partnerships was approved. 1.2. A one-time password/OTP will be sent to the contact details previously submitted by the client. The user must validate the OTP to proceed with the amendment process. 1.3. Encode the new				Extension Office • SEC Administrative Officer III; Koronadal Extension Office
	1.2. Browse over the SEC systems online, review and compare the information in the uploaded ANNEX G and encoded data in the portal.		5 hour/s	• Securities Specialist I; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office
	1.3. Check the signatories of the required attachments i.e. ANNEX G and Sworn Certificate of		3 hour/s	• Securities Specialist I; Koronadal Extension Office

company details reflected in ANNEX G. Then click the continue and verified contact details. After confirming the details, One-time password/OTP will be sent to the contact details provided in the form. 1.4. Upload ANNEX G with Sworn Certificate of No Intra Corporate Dispute, then submit the application.	No Intra Corporate Dispute.			• SEC Administrative Officer II; Koronadal Extension Office
2. Receive a display confirmation indicating that the submission was successful along with reference Number assigned to the transaction at the same time a confirmation email notifying them that the submission has been successfully received and is now under reviewed by the SEC. Receive an email notification in their official email address encoded in MC28 Portal, regarding status and remarks. **Location:** 2nd Floor, South Cotabato Gymnasium and Cultural Center (SCGCC) Compound, Alunan Ave., Brgy. Zone IV, City of Koronadal, South Cotabato 9506	2.1. If the old information from Annex D/E is consistent with the information in Annex G, consistently encoded in the portal, and with complete documents, it will be tagged as approved.	None	1 working day/s	• Securities Specialist I; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office
	2.2. If the application is for compliance, it will be tagged as rejected (the findings are stated as well as the possible		1 working day/s	• Securities Specialist I; Koronadal Extension Office

Notes/Instruction: 2.1. If the application is for compliance/rejected, client must re-apply their application in MC28 Portal Amendment with the compliance from the said remarks. 2.2 If the party no longer has access to the old information, they may select the " I don't have any access" option. This will prompt them to submit a Notarized Explanation Letter in the form of a Director's Certificate (Must be signed by the majority of the board/trustees). After seven (7) working days, if no comment has been received and the explanation is clearly stated, the request will be tagged as approved. The system will then send a link to proceed with the submission of Annex G.	solutions/remedies for compliance).			• SEC Administrative Officer III; Koronadal Extension Office
	2.3. After seven (7) working days, if no comment has been received and the explanation is clearly stated, the request will be tagged as approved. The system will then send a link to proceed with the submission of Annex G.		8 working day/s	• Securities Specialist I; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office
Total Processing Time:		Working Days: 11 working day/s, 3 hour/s		
Total Processing Fee:		Total Standard Fee: None		

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

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

1. *Articles of Incorporation*

- *Prefatory Clause;*
- *Corporate Name/Business Name;*
- *Primary Purpose;*
- *Secondary Purpose;*
- *Change in the Principal Office Address;*
- *Terms of Existence;*
- *Increase or Decrease in the Number of the Board of Directors/Trustees;*
- *Features of Shares, except if simultaneously filed with an application for increase of capital stock, or reclassification/declassification of shares;*
- *Provision for the Undertaking to Change Name;*
- *Fiscal Year for One Person Corporations (OPCs);*

1. *By-Laws*

- *Adoption of Corporate Name in the By-Laws;*
- *Provision for Transfer of Stock and Rights of Stockholders or Interest (e.g. Right of First Refusal, Pre-Emptive Rights);*
- *Amendment of a Corporation Sole (change of corporate name, change of address, change of primary purpose)*
- *Provision for Tax Exemption for Non-Stock;*
- *Date of Annual Meeting of the stockholders/members;*
- *Fiscal Year;*
- *Audit of Books and Dividends;*
- *Seal;*
- *Subscription, Issuance and Transfer of Shares;*
- *Suspension, Expulsion and Termination of Membership;*
- *The Form for Proxies of Stockholders/Members and the Manner of Voting Them;*
- *The Manner of Election or Appointment, Qualification, Functions, and the Term of Office of All Officers other than Directors/Trustees;*
- *The Place and Manner of Calling and Conducting Regular Meetings of the Stockholders/Members;*
- *The Powers, Qualifications, Duties, Term, and Compensation of Directors/Trustees;*
- *The Required Quorum in Meetings of Stockholders/Members;*
- *The Time, Place, and Manner of Calling and Conducting Regular or Special Meetings of the Directors/Trustees;*
- *The Time, Place, and Manner of Calling and Conducting Special Meetings of the Stockholders/Members; and*
- *Amendments of Amended By-Laws concerning two (2) to four (4) provisions thereof.*

Office or Division:	Koronadal Extension Office

Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All registered stock domestic corporations with foreign equity participation of not more than forty percent (40%) and non-stock corporations, except lending corporations and financing companies, through their Authorized Representatives.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Koronadal Extension Office (KOREO)
Remarks: ***With downloadable system-generated forms in the eAmend Portal.***	
2. Amendment Form (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *With downloadable system-generated forms in the eAmend Portal* • *notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed names* • ***For corporation sole**: Original copies should be signed (wet signature) and notarized*	
3. Amended Articles of Incorporation/By-Laws (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • ***two (2) copies shall be submitted together with all the documentary requirements uploaded in the eAMEND portal** (Please submit the Amended Articles of Incorporation/By-laws incorporating the proposed provisions. The amendments must be clearly underlined and annotated with the phrase "(As amended on [date of meeting])" immediately following the amended provision. Kindly ensure that no established facts are removed or modified in the process.)*	

4. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Please send your request through eWATCH: ewatch.sec.gov.ph* • *If there is no valid and available Monitoring Clearance, submit an Affidavit of Undertaking for Monitoring from the eAMEND System.*	
5. Affidavit of Undertaking for Post-Evaluation (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *With downloadable system-generated forms in the eAmend Portal*	
For Situational Requirement	
A. For Clearance from other SEC departments	
Sub Situational Requirement/s	
A.a. For Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies	
A.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)
A.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
A.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Markets and Securities Regulation Department (MSRD)
A.c. For Financial Technology (FinTech) related business activities	
A.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - PhiliFintech Innovation Office (PIO)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;*	

- *InsurTech Companies (InsurTech Service Providers);*
- *KYC/Security Companies (KYC Service Providers);*
- *Digital Banks;*
- *Digital Asset Exchanges;*
- *Virtual Asset Service Providers;*
- *Play-to-Earn Platforms;*
- *E-Commerce Companies;*
- *Crowdfunding Platforms;*
- *RegTech Companies (RegTech Service Providers);*
- *SupTech Companies (SupTech Service Providers); and*
- *Digital Advisers/Robo-Advisers.*

A.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Enforcement and Investor Protection Department (EIPD)

Remarks:

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

B. Endorsement from other government agencies	
Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.a.2. Insurance/Mutual Benefit Association/ Health Maintenance Organization (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission

C. For applications with Amendment of By-laws	
Sub Situational Requirement/s	
C.a. Air Transport	
C.a.1. Civil Aeronautics Board Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.b. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions	
C.b.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.c. Educational Institution: (stock & non-stock)	
C.c.1. Department of Education Endorsement for Elementary (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.c.2. Commission on Higher Education Endorsement for College, Tertiary Course (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.c.3. Technical Education Skills and Development Authority Endorsement for Technical Vocational Course (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.d. Electric Power Plant/Trading of Petroleum Products	
C.d.1. Department of Education Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.e. Hospital, Dental, Medical Clinics	
C.e.1. Department of Health Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.f. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.f.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.g. Money Changer and Remittance Services	
C.g.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.h. Non-Chartered Government Owned and Controlled Corporation	
C.h.1. Government Commission for Government-owned and Controlled Corporation Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.i. Professional Association	
C.i.1. Professional Regulation Commission Endorsement	Applicant / Client

(2) Original Copy And (1) Electronic Copy	
C.j. Radio, TV, Telephone, Internet Service Providers, Value-Added Service Provider	
C.j.1. National Telecommunications Commission Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.k. Recruitment for Overseas Employment	
C.k.1. Philippine Overseas Employment Administration Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.l. Security Agency/ Anti-Crime Task Force	
C.l.1. Philippine National Police Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.m. Tobacco Related Business	
C.m.1. National Tobacco Administration Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.n. Volunteer Fire Brigade	
C.n.1. Bureau of Fire Protection (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.o. Vessel/Ship Operation, Ship Management. Shipbuilding, Ship Repair, Shipping Agency, Ship Husbanding, Ship Chandling and other Maritime related activities	
C.o.1. Maritime Industry Authority (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.p. Water Service Providers and Waterworks	
C.p.1. Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
D. For Amendment of Corporate Name	
Sub Situational Requirement/s	
D.a. For Amendment of Corporate Name	
D.a.1. Name Verification Slip for Amendment of Corporate Name with Proof of Payment of Reservation Fee (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Koronadal Extension Office (KOREO)
Remarks: *Please send your request through iMessage: imessage.sec.gov.ph*	
D.a.2. Affidavit of a director, trustees or officer undertaking to change corporate name, if not stated in the Articles of	Applicant / Client

Incorporation (2) Original Copy And (1) Electronic Copy	

Remarks:

https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, pays the filing fee through through eSPAYSEC and submit the application in the eAMEND portal (Simple Processing) **Location:** **(https://eamend.sec.gov.ph/login)**	1.1. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: Amended Articles of Incorporation: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax:: PHP 30 Miscellaneous Handling Fee: PHP 20 Total: PHP 1060 **Possible Fees** Breakdown: Amendment of By-Laws: PHP 1000 **Formula Fees** Breakdown: Name Reservation SlipAdditional trade name	5 minute/s	• eAMEND System; Koronadal Extension Office
	1.2. Verifies completeness and correctness of the submitted amendment requirements and assigns the application to the KOREO Processors if the documents are complete.		1 hour/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office
	1.3. Processes and evaluates application for amendment.		6 working day/s, 6 hour/s, 45 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Information Officer II; Koronadal Extension Office • SEC Director I; Koronadal

				Extension Office
	1.4. Tags the application Complete and issue the Digital Certificate of Amendment of Articles of Incorporation and/or By-Laws		5 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Information Officer II; Koronadal Extension Office • SEC Director I;
2. Generates the Digital Certificate **Location:** https://eamend.sec.gov.ph/login **Notes/Instruction:** To *secure the original copy of the Certificate, the applicant has to submit two (2) sets of originally signed documentary requirements with original proof of payment within a period fifteen (15) days from the date of issuance of the Digital Certificate.*	2. None	None	5 minute/s	• System Generated (eAMEND); Any of requesting office / division
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1060 See other fees below		

Possible Fees

- **Amendment of By-Laws** : 1000

Formula / Schedule of Fees

- **Name Reservation Slip**

  Min. 100

- **Additional trade name**

  Php 100 per trade name

4. Application for Amendment of Business Plan

This service details the procedure on amendment of Business Plan for the Financing and Lending Companies.

Office or Division:	Koronadal Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Financing Companies, Lending Companies
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Amended Business Plan (SEC Form BP-FCLC) (Multi-Page Portable Document Format (PDF) with Text Layer of the accomplished but unsigned form) (1) Electronic Copy	Applicant / Client
Remarks: *https://www.sec.gov.ph/notices/submission-of-business-plan-sec-form-bp-fclc/#gsc.tab=0*	
2. Amended Business Plan (SEC Form BP-FCLC) (Multi-Page PDF High Resolution Scan (at least 100 x 100 dpi) of the document with the Signatories Page and Notarization Page) (1) Electronic Copy	Applicant / Client
Remarks: *https://www.sec.gov.ph/notices/submission-of-business-plan-sec-form-bp-fclc/#gsc.tab=0*	
3. Comparative matrix of all sections of the existing Business Plan and the new Business Plan highlighting all the changes proposed in the application (1) Electronic Copy	Applicant / Client
4. Certification under oath that the comparative matrix of the existing Business Plan on file with the Commission and the proposed changes are true and correct copies. (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

				(Designation; Office)
1. Submits the complete documentary requirements through imessage.sec.gov.ph **Location:** imessage.sec.gov.ph	1.1. Evaluates the proposed amendments to the Business Plan and prepares the Memorandum.	**Standard Fees** Breakdown: Legal Research Fee: PHP 2020 Total: PHP 2020	3 working day/s	• Securities Specialist II; Koronadal Extension Office
	1.2. Review of the Memorandum and provide comments, if any.		3 working day/s	• SEC Director I; Koronadal Extension Office
	1.3. If further clarifications are required, the Memorandum will be subject for additional evaluation.		7 working day/s	• Securities Specialist II; Koronadal Extension Office
	1.4. If the application is deemed sufficient, issue the Payment Assessment Form (PAF) for the filing fee. Directs the client to pay at the Landbank or eSPAYSEC.		1 working day/s	• Securities Specialist II; Koronadal Extension Office
2. Pays filing fee through eSPAYSEC (espaysec.sec.gov.ph) or any LandBank Branch nearby. **Location:** espaysec.sec.gov.ph **Notes/Instruction:** For Landbank payment, processing time will be 1-3 working days.	2.1. Issue payment confirmation containing the electronic Official Receipt (eOR) via email	**Standard Fees** Breakdown: Filing Fee: PHP 2000 Legal Research Fee: PHP 20 Total: PHP 2020	5 minute/s	• Financial Management Department; Any of requesting office / division
	2.2. Review and approval of the Memorandum and Executive Summary, with attached receipt of the Filing Fee.		2 working day/s	• SEC Director I; Koronadal Extension Office
	2.3. Final review and approval of the Memorandum, with attached receipt of the Filing Fee.		2 working day/s	• Supervising Commissioner; Any of requesting

				office / division
	2.4. Prepare the Advisement Letter for the Director's approval.		1 working day/s	• Securities Specialist II; Koronadal Extension Office
	2.5. Issues Advisement Letter		7 hour/s, 45 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office
3. Receive and acknowledge Advisement Letter. **Location:** imessage.sec.gov.ph	3. Log and update records of company	None	10 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 4040		

5. Application for Amendment of By-Laws concerning five or more provisions and filing of New By-Laws of Domestic Corporations (eAMEND Regular Processing)

This service details the procedure in applying for amendments of the By-laws concerning five or more provisions and filing of New By-Laws through the eAMEND portal under Regular Processing.

1. *New By-Laws*
2. *Amendment of By-Laws concerning five or more provisions*

Office or Division:	Koronadal Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered stock domestic corporations with foreign equity participation of not more than forty percent (40%) and non-stock corporations, except lending corporations and financing companies, through their Authorized Representatives.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Amended By-Laws/ New By-Laws (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *Please use the most recent By-Laws, which have been duly approved by the Commission. Simply modify the sections that are being amended. Underline the amended provision and add "(as amended on [date of meeting])" after it.*	
3. Notarized Secretary's Certificate of no pending case of intra-corporate dispute (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

- *Original copy should be signed (wet signature) and notarized*
- *Download Secretary's Certificate sample form through this link: https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx*

4. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Koronadal Extension Office

Remarks:

Request Monitoring Clearance through eWATCH.sec.gov.ph for those who have not yet acquired a Monitoring Clearance.

5. Directors` or Trustees` Certificate (2) Original Copy And (1) Electronic Copy	Applicant / Client

Remarks:

- *Original copy should be signed (wet signature) and notarized*
- *Notarized with Documentary Stamp and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the By-Laws and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed names*

Download Director's Certificate and/or Trustees' Certificate sample form through this link:

For Stock Corporation

Director's Certificate:- https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf

For Non-stock Corporation

Trustees' Certificate- https://www.sec.gov.ph/wp-content/uploads/2019/11/Trustees_Certificate.pdf

6. Clearance/Favorable recommendation from other Departments of the Commission or from the appropriate Government Agency if applicable (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Other Departments

For Situational Requirement

A. For Clearance from other SEC departments

Sub Situational Requirement/s	
A.a. For Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies.	
A.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
A.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
A.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
A.c. For Financial Technology (FinTech) related business activities	
A.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
A.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);*	

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

B. Endorsement from other government agencies	
Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For applications with Amendment of By-laws	
Sub Situational Requirement/s	
C.a. Air Transport	
C.a.1. Civil Aeronautics Board Endorsement (2) Original Copy And (1) Electronic Copy	Civil Aeronautics Board - Civil Aeronautics Board
C.b. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions	
C.b.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.c. Educational Institution: (stock & non-stock)	
C.c.1. Department of Education Endorsement for Elementary (2) Original Copy And (1) Electronic Copy	Department of Education - Department of Education
C.c.2. Commission on Higher Education Endorsement for College, Tertiary Course (2) Original Copy And (1) Electronic Copy	Commission on Higher Education - Commission on Higher Education

C.c.3. Technical Education Skills and Development Authority Endorsement for Technical Vocational Course (2) Original Copy And (1) Electronic Copy	Technical Education Skills and Development Authority - Technical Education Skills and Development Authority
C.d. Electric Power Plant/Trading of Petroleum Products	
C.d.1. Department of Energy Endorsement (2) Original Copy And (1) Electronic Copy	Department of Energy - Department of Energy
C.e. Hospital, Dental, Medical Clinics	
C.e.1. Department of Health Endorsement (2) Original Copy And (1) Electronic Copy	Department of Health - Department of Health
C.f. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.f.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C.g. Money Changer and Remittance Services	
C.g.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.h. Non-Chartered Government Owned and Controlled Corporation	
C.h.1. Government Commission for Government-owned and Controlled Corporation Endorsement (2) Original Copy And (1) Electronic Copy	Government Commission for Government-owned and Controlled Corporation - Government Commission for Government-owned and Controlled Corporation
C.i. Professional Association	
C.i.1. Professional Regulation Commission Endorsement (2) Original Copy And (1) Electronic Copy	Professional Regulation Commission - Professional Regulation Commission
C.j. Radio, TV, Telephone, Internet Service Providers, Value-Added Service Provider	
C.j.1. National Telecommunications Commission Endorsement (2) Original Copy And (1) Electronic Copy	National Telecommunications Commission - National Telecommunications Commission
C.k. Recruitment for Overseas Employment	
C.k.1. Philippine Overseas Employment Administration (2) Original Copy And (1) Electronic Copy	Philippine Overseas Employment Administration - Philippine Overseas Employment Administration
C.l. Security Agency/ Anti-Crime Task Force	
C.l.1. Philippine National Police Endorsement (2) Original Copy And (1) Electronic Copy	Philippine National Police - Philippine National Police

C.m. Tobacco Related Business	
C.m.1. National Tobacco Administration Endorsement (2) Original Copy And (1) Electronic Copy	National Tobacco Administration - National Tobacco Administration
C.n. Volunteer Fire Brigade	
C.n.1. Bureau of Fire Protection Endorsement (2) Original Copy And (1) Electronic Copy	Bureau of Fire Protection - Bureau of Fire Protection
C.o. Vessel/Ship Operation, Ship Management. Shipbuilding, Ship Repair, Shipping Agency, Ship Husbanding, Ship Chandling and other Maritime related activities	
C.o.1. Maritime Industry Authority Endorsement (2) Original Copy And (1) Electronic Copy	Maritime Industry Authority - Maritime Industry Authority
C.p. Water Service Providers and Waterworks	
C.p.1. Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems Endorsement (2) Original Copy And (1) Electronic Copy	Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems - Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, and submit the application in the eAMEND portal (Regular Processing) **Location:** (https://eamend.sec.gov.ph/login) **Notes/Instruction:** SEC Koronadal Extension Office (SEC KorEO)	1.1. Verifies completeness of the submitted amendment requirements and assigns the application to SEC KorEO Processors.	None	1 hour/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office
	1.2. Processes and evaluates application for amendment		9 working day/s, 6 hour/s, 50 minute/s	• SEC Administrative Assistant II; Koronadal

				Extension Office
	1.3. Issues Payment Assessment Form (PAF) to the applicant.		5 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** https://espaysec.sec.gov.ph/	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Possible Fees** Breakdown: Amended By-Laws: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 **Formula Fees** Breakdown: Name Reservation Slip	5 minute/s	• Accounting Division; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the SEC Koronadal Extension Unit Public Assistance and Complaint Desk (PACD), through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** **SEC Koronadal Extension Office** 2/F South Cotabato Gymnasium and Cultural Center	3.1. Receives and verifies documentary requirements and proof of payment	None	5 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office
	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office
	3.3. Prepares and generates the Certificate of		10 minute/s	• SEC Administrative Assistant

(SCGCC) Compound, Alunan Ave., Brgy. Zone IV, City of Koronadal, South Cotabato	Amendment of By-Laws/New By-Laws			II; Koronadal Extension Office
	3.4. Reviews the application and signs the Certificate of Amendment of By-Laws/New By-Laws		9 working day/s, 7 hour/s	• SEC Director I; Koronadal Extension Office
	3.5. Forwards the signed Certificate of Amendment of By-Laws/New By-Laws to the Releasing Unit.		10 minute/s	• SEC Administrative Assistant II;
	3.6. Tags the application through the eAmend Portal to issue the Notice for Schedule of Appointment on the release of the Certificate of Amendment of By-Laws/New By-Laws		5 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office
4. Proceeds to KOREO Releasing Section at The SEC Koronadal Extension Office, B9-11, 2nd Floor, South Cotabato Gymnasium and Cultural Center for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Amended By-laws/New By-Laws **Location:** **B9-11, 2nd Floor, South Cotabato Gymnasium and Cultural Center, City of Koronadal, South Cotabato**	4. Releases signed Certificate of Amended By-laws/New By-Laws	None	15 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office

Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Possible Fees

- **Amended By-Laws** : 1000
- **Legal Research Fee** : 10
- **Documentary Stamp Tax** : 30

Formula / Schedule of Fees

- **Name Reservation Slip**

  Php 100 per corporate name

  *additional Php 100 per trade name

6. Application for amendment of corporate term where the proposed expiration is one (1) year or more than one (1) year under Section 136 of the RCC (under eAMEND Regular Processing)

This service details the procedure in applying for amendment of corporate term where the proposed expiration is one (1) year or more than one (1) year under Section 136 of the RCC.

Office or Division:	Koronadal Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered stock domestic corporations with foreign equity participation of not more than forty percent (40%) and non-stock corporations, except lending corporations and financing companies, through their Authorized Representatives.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Koronadal Extension Office (KOREO)
Remarks: • *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Amended Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client
3. Directors` or Trustees` Certificate (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download Director's Certificate and/or Trustees' Certificate sample form through this link:* • *Director's Certificate:- https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf* • *Trustees' Certificate- https://www.sec.gov.ph/wp-content/uploads/2019/11/Trustees_Certificate.pdf* *Original copy should be signed (wet signature) and notarized*	

notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed names	
4. Notarized Secretary's Certificate of no intra-corporate dispute (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download Secretary's Certificate sample form through this link: https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx*	
5. Monitoring Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Koronadal Extension Office (KOREO)
Remarks: *Application for Monitoring Clearance through: ewatch.sec.gov.ph*	
For Situational Requirement	
A. For Clearance from other SEC departments	
Sub Situational Requirement/s	
A.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
A.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
A.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
A.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
A.c. For Financial Technology (FinTech) related business activities	
A.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Operators of payment systems;*	

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

A.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)

Remarks:

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

B. Endorsement from other government agencies

Sub Situational Requirement/s

B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services

B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For applications with Amendment of By-laws	
Sub Situational Requirement/s	
C.a. Air Transport	
C.a.1. Civil Aeronautics Board Endorsement (2) Original Copy And (1) Electronic Copy	Civil Aeronautics Board - Civil Aeronautics Board
C.b. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions	
C.b.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.c. Educational Institution: (stock & non-stock)	
C.c.1. Department of Education Endorsement for Elementary (2) Original Copy And (1) Electronic Copy	Department of Education - Department of Education
C.c.2. Commission on Higher Education Endorsement for College, Tertiary Course (2) Original Copy And (1) Electronic Copy	Commission on Higher Education - Commission on Higher Education
C.c.3. Technical Education Skills and Development Authority Endorsement for Technical Vocational Course (2) Original Copy And (1) Electronic Copy	Technical Education Skills and Development Authority - Technical Education Skills and Development Authority
C.d. Electric Power Plant/Trading of Petroleum Products	
C.d.1. Department of Energy Endorsement (2) Original Copy And (1) Electronic Copy	Department of Energy - Department of Energy
C.e. Hospital, Dental, Medical Clinics	
C.e.1. Department of Health Endorsement (2) Original Copy And (1) Electronic Copy	Department of Health - Department of Health
C.f. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.f.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C.g. Money Changer and Remittance Services	
C.g.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas

C.h. Non-Chartered Government Owned and Controlled Corporation	
C.h.1. Government Commission for Government-owned and Controlled Corporation Endorsement (2) Original Copy And (1) Electronic Copy	Government Commission for Government-owned and Controlled Corporation - Government Commission for Government-owned and Controlled Corporation
C.i. Professional Association	
C.i.1. Professional Regulation Commission Endorsement (2) Original Copy And (1) Electronic Copy	Professional Regulation Commission - Professional Regulation Commission
C.j. Radio, TV, Telephone, Internet Service Providers, Value-Added Service Provider	
C.j.1. National Telecommunications Commission Endorsement (2) Original Copy And (1) Electronic Copy	National Telecommunications Commission - National Telecommunications Commission
C.k. Recruitment for Overseas Employment	
C.k.1. Philippine Overseas Employment Administration Endorsement (2) Original Copy And (1) Electronic Copy	Philippine Overseas Employment Administration - Philippine Overseas Employment Administration
C.l. Security Agency/ Anti-Crime Task Force	
C.l.1. Philippine National Police Endorsement (2) Original Copy And (1) Electronic Copy	Philippine National Police - Philippine National Police
C.m. Tobacco Related Business	
C.m.1. National Tobacco Administration Endorsement (2) Original Copy And (1) Electronic Copy	National Tobacco Administration - National Tobacco Administration
C.n. Volunteer Fire Brigade	
C.n.1. Bureau of Fire Protection Endorsement (2) Original Copy And (1) Electronic Copy	Bureau of Fire Protection - Bureau of Fire Protection
C.o. Vessel/Ship Operation, Ship Management. Shipbuilding, Ship Repair, Shipping Agency, Ship Husbanding, Ship Chandling and other Maritime related activities	
C.o.1. Maritime Industry Authority Endorsement (2) Original Copy And (1) Electronic Copy	Maritime Industry Authority - Maritime Industry Authority
C.p. Water Service Providers and Waterworks	
C.p.1. Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems Endorsement (2) Original Copy And (1) Electronic Copy	Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems - Local Waterworks Utilities Administration /Manila

			Waterworks and Sewerage Systems	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, and submit the application in the eAMEND portal (Regular Processing) **Location:** (https://eamend.sec.gov.ph/login)	1.1. Verifies completeness and correctness of the submitted amendment requirements and assigns the application to the KOREO Processors if the documents are complete.	None	1 hour/s	• SEC Administrative Assistant II; Koronadal Extension Office
	1.2. Processes and evaluates application for amendment.		2 working day/s, 7 hour/s, 50 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office
	1.3. Issues Payment Assessment Form (PAF) to the applicant through the eAmend Portal.		5 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office
2. Pays the filing fee through SEC-	2. Issues payment confirmation	**Standard Fees**	5 minute/s	• Accounting Division;

accredited landbank branches or through eSPAYSEC **Location:** https://espaysec.sec.gov.ph/	containing the Electronic Official Receipt via email	Breakdown: Amended Articles of Incorporation: PHP 1000 Documentary Stamp Tax: PHP 30 Legal Research Fee: PHP 10 Total: PHP 1040 **Possible Fees** Breakdown: Amended By-Laws: PHP 1000 **Formula Fees** Breakdown: Name Reservation Slip		Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the KOREO Receiving Counter, B9-11, 2nd Floor, South Cotabato Gymnasium and Cultural Center, City of Koronadal, SEC Koronadal Extension Office, through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** B9-11, 2nd Floor, South Cotabato Gymnasium and	3.1. Receives and verifies documentary requirements and proof of payment	None	5 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office
	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office
	3.3. Prepares and generates the Certificate of Amended Articles of		5 minute/s	• SEC Administrative Assistant II;

Cultural Center, City of Koronadal, South Cotabato	Incorporation and/or By-Laws			Koronadal Extension Office
	3.4. Reviews the application and signs the Certificate of Amended Articles of Incorporation and/or By-Laws		3 working day/s, 6 hour/s, 10 minute/s	• SEC Director I; Koronadal Extension Office
	3.5. Forwards the signed Certificate of Amended Articles of Incorporation and/or By-Laws to the Releasing Unit		15 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office
	3.6. Tags the application through the eAmend Portal to issue the Notice for Schedule of Appointment on the release of the Certificate of Amendment of Articles of Incorporation and/or By-Laws		5 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office
4. Proceeds to KOREO Receiving Counter, B9-11, 2nd Floor, South Cotabato Gymnasium and Cultural Center, City of Koronadal, SEC Koronadal Extension Office for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Amended Articles of Incorporation and/or By-laws **Location:**	4. Releases signed Certificate of Amended Articles of Incorporation and/or By-laws	None	5 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office

B9-11, 2nd Floor, South Cotabato Gymnasium and Cultural Center, City of Koronadal, South Cotabato				

Total Processing Time:	Working Days: 7 working day/s
Total Processing Fee:	Total Standard Fee: PHP 1040 See other fees below

Possible Fees

- **Amended By-Laws** : 1000

Formula / Schedule of Fees

- **Name Reservation Slip**

  Php 100 per Corporate Name

  *Additional Php100 per trade name

7. Application for Amendment of Lending/Financing Branch Offices

This service outlines the online procedure adopted for amending branch offices of Lending and Financing Companies. Preprocessing is conducted by submitting scanned copies of the required documents for branch office amendments through imessage.sec.gov.ph.

Office or Division:	Koronadal Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Coversheet (1) Original Copy And (3) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *May secure a Checklist of requirements and sample formats from the Licensing Unit or through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf.*	
2. Letter request signed by any authorized representative stating the amended provision in the Certificate of Authority. (1) Original Copy And (3) Photo Copy And (1) Electronic Copy	Applicant / Client
3. Original Certificate of Authority (1) Original Copy And (3) Photo Copy And (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. For pre-processing, send a scanned copy of documentary requirements to imessage.sec.gov.ph and wait for the result on the requested service. **Location:**	1.1. Receive, assign and forward to the SEC KOREO processor the scanned copy of documentary requirements.	None	15 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Administrat

imessage.sec.gov.ph **Notes/Instruction:** Remarks: *If documents are incomplete and non-compliant, return to clients for compliance by issuing a checklist of deficiencies.				ive Officer III; Koronadal Extension Office
	1.2. SEC KOREO processor reviews and evaluates the submitted documentary requirements.		1 working day/s	• Securities Specialist II; Koronadal Extension Office
2. Receives update on the requested service through imessage.sec.gov.ph **Location:** imessage.sec.gov.ph **Notes/Instruction:** Remarks: If an applicant receives a checklist of deficiencies, immediately comply and send back to the assigned SEC KOREO processor.	2.1. Checks the Compliances on the deficiencies or lacking documentary requirements, if there's any	None	1 working day/s	• Securities Specialist II; Koronadal Extension Office
	2.2. If compliant, generate Payment Assessment Form (PAF) for the payment of filing fees		15 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office
3. Pay the filing fee at selected Landbank branches (over the counter), or SEC Online Payment Portal (eSPAYSEC). **Location:** espaysec.sec.gov.ph **Notes/Instruction:** SEC Online Payment Portal through this link https://espaysec.sec.gov.ph/	3. Receive and acknowledge payment	None	10 minute/s	• Securities Specialist II; Koronadal Extension Office

For over the counter payment at Landbank: **FUND ACCOUNT**: SEC RCC Current Account **ACCOUNT NO.:** 3752-2220-44				
4. Submits the hard copies at the SEC Koronadal Extension Office **Location:** SEC Koronadal Extension Office - B9-11, 2nd Floor, South Cotabato Gymnasium and Cultural Center (SCGCC) Compound, Alunan Ave., Brgy. Zone IV, City of Koronadal, South Cotabato 9506	4.1. Receive and verify documentary requirements and proof of payment.	None	10 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office
	4.2. Review the completeness and correctness submitted documents for the preparation of certificate		2 hour/s	• Securities Specialist II; Koronadal Extension Office
	4.3. Prepare the certificate for Branch Office of Lending/Financing Companies		30 minute/s	• Securities Specialist II; Koronadal Extension Office
	4.4. Review and sign the certificate.		30 minute/s	• SEC Director I; Koronadal Extension Office
	4.5. Forward the Certificate to Releasing Unit.		10 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office
	4.6. Notify client that the documents is ready for releasing		15 minute/s	• Securities Specialist II;

	through the client's imessage ticket			Koronadal Extension Office
5. Proceed to SEC Koronadal Extension Office Releasing Unit for presentment of the original proof of payment and receive the signed Certificate of Lending/Financing Company **Location:** SEC Koronadal Extension Office - B9-11, 2nd Floor, South Cotabato Gymnasium and Cultural Center (SCGCC) Compound, Alunan Ave., Brgy. Zone IV, City of Koronadal, South Cotabato 9506	5. Release signed Certificate of Branch Office of Lending/Financing Company	None	15 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office
Total Processing Time:		Working Days: 2 working day/s, 4 hour/s, 30 minute/s		
Total Processing Fee:		Total Standard Fee: None		

8. Application for Amendment of Partnerships under eAMEND Regular Processing

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

a. Amendments of the Articles of Partnership
b. Dissolution of Partnership
c. Technical Dissolution
d. Change in Capital Contribution
e. Deed of Assignment
f. Withdrawal of Partners
g. Admission of Partners in the Partnership

Office or Division:	Koronadal Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered Partnerships through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Koronadal Extension Office (KOREO)
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Amended Articles of Partnership (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Please use the most recent Articles of Partnership, which have been duly approved by the Commission. Simply modify the sections that are being amended duly signed and notarized.*	
For Situational Requirement	
A. For Withdrawal of Partner	
A.1. Affidavit of Withdrawal (2) Original Copy And (1) Electronic Copy	Applicant / Client

A.2. Deed of Assignment of partnership interest and/or documents showing withdrawal, resignation, retirement and death of a partner, if the provision to be Amended is the change of partners (2) Original Copy And (1) Electronic Copy	Applicant / Client
B. For Dissolution of Partnership	
B.1. Affidavit of Dissolution or Articles of Dissolution (2) Original Copy And (1) Electronic Copy	Applicant / Client
B.2. BIR Tax Clearance (2) Original Copy And (1) Electronic Copy	Bureau of Internal Revenue - Bureau of Internal Revenue
C. For Clearance from other SEC departments	
Sub Situational Requirement/s	
C.a. For Financial Technology (FinTech) related business activities	
C.a.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
C.a.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;*	

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

D. Endorsement from other government agencies	
Sub Situational Requirement/s	
D.a. Money Changer and Remittance Services	
D.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - BSP
D.b. Insurance	
D.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - IC
E. For Amendment of Partnership Name	
E.1. Name Verification Slip for Amendment of Partnership Name with Proof of Payment of Reservation Fee (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Koronadal Extension Office
E.2. Undertaking of the Partner to change partnership name, if not stated in the Articles of Partnership (2) Original Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Download Undertaking to Change Name through https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Encodes data required by the	1.1. Verifies completeness of the	None	1 hour/s	• SEC Administrat

eAmend system, uploads and submits the complete and correct duly signed and notarized electronic copy of the requirements to eAmend Portal **Location:** (https://eamend.sec.gov.ph/login)	submitted amendment requirements and assigns the application to the KOREO Processors.			ive Assistant II; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office
	1.2. Processes and evaluates application for amendment.		2 working day/s, 6 hour/s, 50 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office
	1.3. Issues Payment Assessment Form (PAF) to the applicant if compliant		5 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:**	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: Amended Articles of Partnership: PHP 2000 Legal	5 minute/s	• Accounting Division; Financial Management Department (FMD); Koronadal

espaysec.sec.gov.ph/ payment-portal/home		Research Fee: PHP 20 Documentary Stamp Tax: PHP 30 --- Total: PHP 2050 **Possible Fees** Breakdown: Withdrawal of Partner Fee: PHP 1000 Deed of Assignment Fee: PHP 2000 **Formula Fees** Breakdown: Increase of Capital Contribution Name Verification		Extension Office
3. Submits the documentary requirements with proof of payment to the SEC Koronadal Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Koronadal Extension Office B9-11, 2nd Floor, South Cotabato Gymnasium and Cultural Center, City	3.1. Receives and verifies documentary requirements and proof of payment	None	5 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office
	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minute/s	• SEC Administrative Assistant II; Koronadal

of Koronadal, South Cotabato				Extension Office • SEC Administrative Officer III; Koronadal Extension Office
	3.3. Prepares and generates the Certificate of Amended Articles of Partnership		5 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office
	3.4. Reviews the application and signs the Certificate of Amended Articles of Partnership		3 working day/s, 7 hour/s, 10 minute/s	• SEC Director I or Officer-in-Charge; Koronadal Extension Office
	3.5. Encodes signed Certificate of Amended Articles of Partnership		15 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Administrative Officer III;
	3.6. Tags the application for appointment through the eAmend Portal indicating the date of release of the Certificate		5 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office

				• SEC Administrative Officer III;
4. Proceeds to SEC Koronadal Extension Office for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Amended Articles of Partnership **Location:** SEC Koronadal Extension Office B9-11, 2nd Floor, South Cotabato Gymnasium and Cultural Center, South Cotabato	4. Releases signed Certificate of Amended Articles of Partnership	None	5 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 2050 See other fees below		

Possible Fees

- **Withdrawal of Partner Fee** : 1000
- **Deed of Assignment Fee** : 2000

Formula / Schedule of Fees

- **Increase of Capital Contribution**

  ⅕ of 1% of the increase in capital but not less than P2,000.00

- **Name Verification**

  Php100 per Corporate Name

  *additional Php 100 per trade name

9. Application for Branch Offices of Lending/Financing Companies

This service outlines the online procedure for establishing branch offices of Lending and Financing Companies. Preprocessing is conducted by submitting scanned copies of the required branch office documents via email at seckoreo@sec.gov.ph or through imessage.sec.gov.ph.

Office or Division:	Koronadal Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Coversheet (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: *May secure a Checklist of requirements and sample formats from the Licensing Unit or through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf.*	
2. Personal Information Sheet of Officers of the Branch Office (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: • *Using the prescribed format & notarized* *May secure a Checklist of requirements and sample formats from the Licensing Unit or through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf.*	
3. Information Sheet (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: *May secure Checklist of requirements and sample formats from the Licensing Unit or through the Commission's website at https://www.sec.gov.ph/forms-and-fees/second-license/.*	

4. Valid NBI Clearance of ALL Officers of the Branch (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: • *With right thumbprint and signature* • *Reflecting the residential address as stated in the Information Sheet* *National Bureau of Investigation (NBI)*	
5. Monitoring Clearance (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: *Through Financing and Lending Companies Department (FinLend)* *https://docs.google.com/forms/d/e/1FAIpQLSeYaCEh_PQ2uq3gq0sS4ppKsbuolUzyTBCQfboQAsHZty-WYA/viewform*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. For pre-processing, send a scanned copy of documentary requirements to imessage.sec.gov.ph and wait for the result on the requested service. **Location:** imessage.sec.gov.ph **Notes/Instruction:** Remarks: *If documents are incomplete and non-compliant, return to clients for compliance by issuing a checklist of deficiencies.	1.1. Receive, assign and forward to the KOREO processor the scanned copy of documentary requirements.	None	15 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office
	1.2. KOREO Processor reviews and evaluates the submitted documentary requirements.		30 minute/s	• Securities Specialist I; Koronadal Extension Office • Securities Specialist II; Koronadal Extension Office

2. Receives update on the requested service through email. **Location:** imessage.sec.gov.ph **Notes/Instruction:** **Remarks:** If an applicant receives a checklist of deficiencies, immediately comply and send back to the assigned KOREO processor.	2. Checks the Compliances on the deficiencies or lacking documentary requirements	None	30 minute/s	• Securities Specialist I; Koronadal Extension Office • Securities Specialist II; Koronadal Extension Office
3. Pay the filing fee at selected Landbank branches (over the counter), or SEC Online Payment Portal. **Location:** espaysec.sec.gov.ph **Notes/Instruction:** SEC Online Payment Portal through this link https://espaysec.sec.gov.ph/ For over the counter payment at Landbank: **FUND ACCOUNT:** SEC RCC Current Account **ACCOUNT NO.:** 3752-2220-44	3. Receive and acknowledge payment	**Possible Fees** Breakdown: Documentary Stamp Tax: PHP 30 **Formula Fees** Breakdown: License fees for Lending and Financing CosLegal Research Fee	10 minute/s	• Securities Specialist I; Koronadal Extension Office • Securities Specialist II; Koronadal Extension Office

4. Submits the hard copies at the SEC Koronadal Extension Office **Location:** B9-11, 2nd Floor, South Cotabato Gymnasium and Cultural Center, Alunan Avenue, City of Koronadal, South Cotabato	4.1. Receive and verify documentary requirements and proof of payment.	None	10 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office
	4.2. Forward the documents to KOREO processor for the preparation of certificate		10 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office
	4.3. Prepare the certificate for Branch Office of Lending/Financing Companies		15 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office
	4.4. Review the certificate		15 minute/s	• SEC Director I; Koronadal Extension Office
	4.5. Sign the certificate.		15 minute/s	• SEC Director I; Koronadal Extension Office
	4.6. Forward the Certificate to Licensing Unit for releasing		5 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office
5. Receive Notice thru email that the Certificate is already signed. **Location:**	5. Notify the Applicant thru email that the certificate is already signed.	None	5 minute/s	• SEC Administrative Assistant II; Koronadal

B9-11, 2nd Floor, South Cotabato Gymnasium and Cultural Center, Alunan Avenue, City of Koronadal, South Cotabato				Extension Office
6. Proceed to KOREO Licensing Unit for presentment of the original proof of payment and receive the signed Certificate of Lending/Financing Companies **Location:** B9-11, 2nd Floor, South Cotabato Gymnasium and Cultural Center, Alunan Avenue, City of Koronadal, South Cotabato	6. Release signed Certificate of Branch Office of Lending/Financing Companies	None	15 minute/s	• Securities Specialist I; Koronadal Extension Office
Total Processing Time:		Working Days: 2 hour/s, 55 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Possible Fees

- **Documentary Stamp Tax** : 30

Formula / Schedule of Fees

- **License fees for Lending and Financing Cos**

  1/10 of 1% of the assigned capital of the Branch

- **Legal Research Fee**

  1% of the Filing Fee but not less than P 10.00

10. Application for Change of Head or Appointment of the Head of the Corporation Sole (eAMEND Regular Processing)

This service details the procedure for the Change of Head or Appointment of the Head of the Corporation Sole through the eAMEND portal under Regular Processing.

Office or Division:	Koronadal Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered corporation sole, through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Koronadal Extension Office (KOREO)
Remarks: • *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Amended Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client
3. Resolution (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Original copies should be signed (wet signature) and notarized*	
For Situational Requirement	
A. If applicable	
Sub Situational Requirement/s	
A.a. For Change of Corporate Name	
A.a.1. Name Verification Slip for Amendment of Corporate Name with Proof of Payment of Reservation Fee	Securities and Exchange Commission - Koronadal

(2) Original Copy And (1) Electronic Copy			Extension Office (KOREO)	
A.b. Affidavit of a trustee or officer undertaking to change corporate name, if not stated in the Articles of Incorporation				
A.b.1. Affidavit of a trustee or officer undertaking to change corporate name, if not stated in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, and submit the application in the eAMEND portal (Regular Processing) **Location:** **(https://eamend.sec.gov.ph/login)** **Notes/Instruction:** *If the application is found to be for compliance in the evaluation stage, the applicant will have to go back to Step 1- Submission of complete requirements.*	1.1. Verifies completeness and correctness of the submitted amendment requirements and assigns the application to the KOREO Processors if the documents are complete	None	1 hour/s	• SEC Administrative Administrative II; Koronadal Extension Office
	1.2. Processes and evaluates application for amendment.		2 working day/s, 6 hour/s, 50 minute/s	• SEC Director I; Koronadal Extension Office • SEC Adminsitrative Assistant II; Koronadal Extension Office
	1.3. Issues Payment Assessment Form (PAF) to the applicant.		5 minute/s	• SEC Director I; Koronadal Extension Office • SEC Aministrative Assistant II; Koronadal Extension Office

2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** https://espaysec.sec.gov.ph/	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: Amendment of Articles of Incorporation: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 Total: PHP 1040 **Possible Fees** Breakdown: Amendment of By-Laws: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 **Formula Fees** Breakdown: Name Reservation Slip	5 minute/s	• Accounting Division; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the KOREO Receiving Counter, The SEC Koronadal Extension Office, B9-11, 2nd Floor, South Cotabato Gymnasium and Cultural Center, through the company's representatives or	3.1. Receives and verifies documentary requirements and proof of payment	None	5 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office

through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** B9-11, 2nd Floor, South Cotabato Gymnasium and Cultural Center, Alunan Avenue, City of Koronadal	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office
	3.3. Prepares and generates the Certificate of Amended Articles of Incorporation and/or By-Laws		5 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office
	3.4. Reviews the application and signs the Certificate of Amended Articles of Incorporation and/or By-Laws		3 working day/s, 7 hour/s, 10 minute/s	• SEC Director I; Koronadal Extension Office
	3.5. Forwards the signed Certificate of Amended Articles of Incorporation and/or By-Laws to the Releasing Unit.		15 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office
	3.6. Tags the application through the eAmend Portal to issue the Notice for Schedule of Appointment on the release of the Certificate of Amendment of Articles of Incorporation and/or By-Laws		5 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office
4. Proceeds to KOREO Releasing Section at The SEC Koronadal Extension Office, B9-11, 2nd Floor, South Cotabato Gymnasium and	4. Releases signed Certificate of Amended Articles of Incorporation and/or By-laws	None	5 minute/s	• SEC Administrative Assistant II; Koronadal

Cultural Center, City of Koronadal for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Amended Articles of Incorporation and/or By-laws **Location:** B9-11, 2nd Floor, South Cotabato Gymnasium and Cultural Center, Alunan Avenue, City of Koronadal, South Cotabato				Extension Office

Total Processing Time:	Working Days: 7 working day/s
Total Processing Fee:	Total Standard Fee: PHP 1040 See other fees below

Possible Fees

- **Amendment of By-Laws** : 1000
- **Legal Research Fee** : 10
- **Documentary Stamp Tax** : 30

Formula / Schedule of Fees

- **Name Reservation Slip**

  Php100 per Corporate Name

  *Additional Php100 per trade name

11. Application for Conversion from Stock Corporation to Non-stock Corporation through eAMEND portal

This service details the procedure in applying for conversion from stock corporation to non-stock corporation through eAMEND portal using the Regular Processing;

1. *Conversion from Stock Corporation to Non-Stock Corporation (Regular Processing)*

Office or Division:	Koronadal Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered stock domestic corporations with foreign equity participation of not more than forty percent (40%), except lending corporations and financing companies, through their Authorized Representatives.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Amended Articles of Incorporation and/or By-Laws (2) Photo Copy And (1) Electronic Copy	Applicant / Client
3. Directors' Certificate (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *Original copy should be signed (wet signature) and notarized* • *notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors and stockholders, (iii) the date and place of the stockholders' meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed names* • *Download Director's Certificate sample form through this link: Director's Certificate:- https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf*	

4. Secretary's Certificate of no intra-corporate dispute (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *Original copy should be signed (wet signature) and notarized* • *Download Secretary's Certificate sample form through this link: https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx*	
5. Monitoring Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Koronadal Extension Office
Remarks: • *If there is no valid and available Monitoring Clearance, submit an Affidavit of Undertaking for Monitoring from the eAMEND System.* • *If you have previously used an Affidavit of Undertaking for your amendment application, kindly submit a valid Monitoring Clearance issued by the SEC Koronadal Extension Office for your current application.* • *For those coporations that does not have a Monitoring Clearance yet, please submit your request at ewatch.sec.gov.ph* • *For Corporations with Secondary License: Market and Securities Regulation Department (MSRD)*	
6. Name Verification Slip for Amendment of Corporate Name with Proof of Payment of Reservation Fee (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Koronadal Extension Office
Remarks: *Request through imessage.sec.gov.ph*	
7. Clearance/Favorable recommendation from other Departments of the Commission or from the appropriate Government Agency if applicable. (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Other Departments
For Situational Requirement	
A. For Clearance from other SEC Departments	
Sub Situational Requirement/s	
A.a. For Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies	
A.a.1. Corporate Governance and Finance Department (CGFD) Clearance	Securities and Exchange Commission - Corporate

(2) Original Copy And (1) Electronic Copy	Governance and Finance Department (CGFD)
A.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
A.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
A.c. For Financial Technology (FinTech) related business activities	
A.c.1. PhiliFintech Innovation Office (PIO) and Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO) and Enforcement and Investor Protection Department (EIPD)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
B. Endorsement from other government agencies	
Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission

C. For applications with Amendment of By-laws	
Sub Situational Requirement/s	
C.a. Air Transport	
C.a.1. Civil Aeronautics Board Endorsement (2) Original Copy And (1) Electronic Copy	Civil Aeronautics Board - Civil Aeronautics Board
C.b. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions	
C.b.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.c. Educational Institution: (stock & non-stock)	
C.c.1. Department of Education Endorsement for Elementary (2) Original Copy And (1) Electronic Copy	Department of Education - Department of Education
C.c.2. Commission on Higher Education Endorsement for College, Tertiary Course (2) Original Copy And (1) Electronic Copy	Commission on Higher Education - Commission on Higher Education
C.c.3. Technical Education Skills and Development Authority Endorsement for Technical Vocational Course (2) Original Copy And (1) Electronic Copy	Technical Education Skills and Development Authority - Technical Education Skills and Development Authority
C.d. Electric Power Plant/Trading of Petroleum Products	
C.d.1. Department of Energy Endorsement (2) Original Copy And (1) Electronic Copy	Department of Energy - Department of Energy
C.e. Hospital, Dental, Medical Clinics	
C.e.1. Department of Health Endorsement (2) Original Copy And (1) Electronic Copy	Department of Health - Department of Health
C.f. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.f.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C.g. Money Changer and Remittance Services	
C.g.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.h. Non-Chartered Government Owned and Controlled Corporation	
C.h.1. Government Commission for Government-owned and Controlled Corporation Endorsement (2) Original Copy And (1) Electronic Copy	Government Commission for Government-owned and Controlled Corporation - Government Commission for Government-owned and Controlled Corporation

C.i. Professional Association	
C.i.1. Professional Regulation Commission Endorsement (2) Original Copy And (1) Electronic Copy	Professional Regulation Commission - Professional Regulation Commission
C.j. Radio, TV, Telephone, Internet Service Providers, Value-Added Service Provider	
C.j.1. National Telecommunications Commission Endorsement (2) Original Copy And (1) Electronic Copy	National Telecommunications Commission - National Telecommunications Commission
C.k. Recruitment for Overseas Employment	
C.k.1. Philippine Overseas Employment Administration Endorsement (2) Original Copy And (1) Electronic Copy	Philippine Overseas Employment Administration - Philippine Overseas Employment Administration
C.l. Security Agency/ Anti-Crime Task Force	
C.l.1. Philippine National Police Endorsement (2) Original Copy And (1) Electronic Copy	Philippine National Police - Philippine National Police
C.m. Tobacco Related Business	
C.m.1. National Tobacco Administration Endorsement (2) Original Copy And (1) Electronic Copy	National Tobacco Administration - National Tobacco Administration
C.n. Volunteer Fire Brigade	
C.n.1. Bureau of Fire Protection Endorsement (2) Original Copy And (1) Electronic Copy	Bureau of Fire Protection - Bureau of Fire Protection
C.o. Vessel/Ship Operation, Ship Management. Shipbuilding, Ship Repair, Shipping Agency, Ship Husbanding, Ship Chandling and other Maritime related activities	
C.o.1. Maritime Industry Authority Endorsement (2) Original Copy And (1) Electronic Copy	Maritime Industry Authority - Maritime Industry Authority
C.p. Water Service Providers and Waterworks	
C.p.1. Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems Endorsement (2) Original Copy And (1) Electronic Copy	Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems - Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, and submit the application in the eAMEND portal (Regular Processing) **Location:** (https://eamend.sec.gov.ph/login)	1.1. Verifies completeness of the submitted amendment requirements and assigns the application to KOREO Processors.	None	1 hour/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office
	1.2. Processes and evaluates application for amendment.		2 working day/s, 6 hour/s, 50 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office
	1.3. Issues Payment Assessment Form (PAF) to the applicant.		5 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office
2. Pays the filing fee **Location:** Through SEC-accredited landbank branches or through	2. Issues payment confirmation containing the Electronic Official Receipt via email.	**Standard Fees** Breakdown: Amendment of Articles of Incorporation	5 minute/s	• Accounting Division; Financial Management

eSPAYSEC (https://espaysec.sec.gov.ph/)		: PHP 1000 Legal Research Fee: PHP 20 Documentary Stamp Tax: PHP 60 Amendment By-Laws: PHP 1000 Total: PHP 2080 **Formula Fees** Breakdown: Name Verification Fee		Department (FMD)
3. Submits the hard copies of the documentary requirements with proof of payment to the SEC Koronadal Extension Office, through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** **SEC Koronadal Extension Office** 2/F South Cotabato Gymnasium and Cultural Center (SCGCC) Compound, Alunan Ave., Brgy. Zone IV, City of Koronadal, South Cotabato	3.1. Receives and verifies documentary requirements and proof of payment	None	5 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office
	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office

	3.3. Prepares and generates the Certificate of Amended Articles of Incorporation and/or By-Laws		5 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office
	3.4. Reviews the application and signs the Certificate of Amended Articles of Incorporation and/or By-Laws		3 working day/s, 7 hour/s, 10 minute/s	• SEC Director I; Koronadal Extension Office
	3.5. Forwards the signed Certificate of Amended Articles of Incorporation and/or By-Laws to the Releasing Unit.		15 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office
	3.6. Tags the application through the eAmend Portal to issue the Notice for Schedule of Appointment on the release of the Certificate of Amendment of Articles of Incorporation and/or By-Laws		5 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office

4. Proceeds to Public Assistance and Complaints Desk (PACD) at 2/F South Cotabato Gymnasium and Cultural Center (SCGCC) Compound, Alunan Ave., Brgy. Zone IV, City of Koronadal, South Cotabato for presentment of the proof of payment and receives the signed Certificate of Amended Articles of Incorporation and/or By-Laws **Location:** **SEC Koronadal Extension Office** 2/F South Cotabato Gymnasium and Cultural Center (SCGCC) Compound, Alunan Ave., Brgy. Zone IV, City of Koronadal, South Cotabato	4. Releases the signed Certificate of Amended Articles of Incorporation and/or By-Laws	None	5 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office
Total Processing Time:	Working Days: 7 working day/s			
Total Processing Fee:	Total Standard Fee: PHP 2080 See other fees below			
Formula / Schedule of Fees • **Name Verification Fee** PHP 100 per corporate name ***plus Php100 per trade name/s***				

12. Application for Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC) under eAMEND Regular Processing

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

Office or Division:	Koronadal Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Koronadal Extension Office (KOREO)
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Notice of Conversion of a One Person Corporation to Ordinary Stock Corporation in the form prescribed by the Commission (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Koronadal Extension Office (KOREO)
Remarks: • *Sample form downloadable through this link: https://www.sec.gov.ph/mc-2020/mc-no-27-s-2020/* • *Original copy should be signed (wet signature) and notarized* • *Signed by the holder of shares of the outstanding shares of the capital stock;* • *Signed by the Corporation's Corporate Secretary* • *Filed with the Commission within sixty (60) days from such transfer of shares in accordance to Sections 8 to 10 of SEC MC No. 27, series of 2020*	
3. Original or Certified True Copy of the documents effecting the transfer/s of full title/ownership of shares (1) Original Copy Or (1) Photo Copy And (1) Electronic Copy	Applicant / Client
4. Certificate Authorizing Registration/Tax Clearance	Bureau of Internal Revenue -

(2) Original Copy And (1) Electronic Copy	BIR
5. Articles of Incorporation and By-laws of an OSC filed in accordance with the requirements provided under Section 14 of the RCC, which shall comply with and/or contain the following details; (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Koronadal Extension Office (KOREO)

Remarks:

- *Section 14 of the Revised Corporation Code of the Philippines (RCC)*
- *Duly prepared, signed and acknowledged or authenticated by the stockholders who voted for their adoption, and by the corporation's treasurer;*
- *Must clearly state that signatories voluntarily agreed to convert OPC to OSC in the following manner:*

  "KNOW ALL MEN BY THESE PRESENTS:

  - *The undersigned stockholder/s, of legal age, voluntarily agreed to convert a one person corporation (OPC) to Ordinary Stock Corporation (OSC) under the laws of the Republic of the Philippines and certify the following.*
  - *Provision/article indicating the name/s and address of the original incorporator of the OPC*
  - *Provisions/articles reflecting the number of directors, their names and addresses, as well as their subscription and payment details, and;*
  - *Other details particular to an OSC shall likewise be indicated in accordance with the provisions of the RCC and guidelines that the Commission has issued and/or may hereafter issue*
  - *The following shall likewise be added as a new Article in the Articles of Incorporation of the Ordinary Stock Corporation (OSC)*

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

6. Copy of the latest Articles of Incorporation of the OPC shall be attached to the Articles of Incorporation of the Ordinary Stock Corporation (OSC) (2) Original Copy And (1) Electronic Copy	Applicant / Client
7. Monitoring Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Koronadal Extension Office (KOREO)

Remarks:

Application for Monitoring Clearance through: ewatch.sec.gov.ph

- *If there is no valid and available Monitoring Clearance, submit an Affidavit of Undertaking for Monitoring from the eAMEND System.*
- *If you have previously used an Affidavit of Undertaking for your amendment application, kindly submit a valid Monitoring Clearance issued by any SEC Office with jurisdiction*

based on its principal office address for your current application.

For Situational Requirement	
A. For amendment of the Corporate name	
A.1. Name Verification Slip (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Koronadal Extension Office (KOREO)
A.2. Undertaking to Change Corporate Name duly executed under oath by the director of the OSC, if not yet included in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Koronadal Extension Office (KOREO)
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)*	
B. For Clearance from other SEC departments	
Sub Situational Requirement/s	
B.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
B.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
B.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
B.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
B.c. For Financial Technology (FinTech) related business activities	
B.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI)* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;*	

- *AI/Big Data Companies;*
- *InsurTech Companies (InsurTech Service Providers);*
- *KYC/Security Companies (KYC Service Providers);*
- *Digital Banks;*
- *Digital Asset Exchanges;*
- *Virtual Asset Service Providers;*
- *Play-to-Earn Platforms;*
- *E-Commerce Companies;*
- *Crowdfunding Platforms;*
- *RegTech Companies (RegTech Service Providers);*
- *SupTech Companies (SupTech Service Providers); and*
- *Digital Advisers/Robo-Advisers.*

B.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)

Remarks:

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

C. Endorsement clearance from appropriate Government agencies	
Sub Situational Requirement/s	
C.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
C.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.b.1. Insurance Commission Endorsement	Insurance Commission -

(2) Original Copy And (1) Electronic Copy	Insurance Commission
D. Undertaking to Assume All Liabilities of the OPC, duly executed under oath by all stockholders of the OSC, if not yet included in the Articles of Incorporation	
D.1. Undertaking to Assume All Liabilities of the OPC, duly executed under oath by all stockholders of the OSC (2) Original Copy And (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, pays the filing fee through through eSPAYSEC and submit the application in the eAMEND portal (Regular Processing) **Location:** (https://eamend.sec.gov.ph/login)	1.1. Verifies completeness of the submitted amendment requirements and assigns the application to the KOREO Processors.	None	1 hour/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office
	1.2. Processes and evaluates application for amendment.		12 working day/s, 6 hour/s, 50 minute/s	• SEC Director I; Koronadal Extension Office • SEC Administrative Assistant II; Koronadal Extension Office
	1.3. Issues Payment Assessment Form (PAF) to the applicant if compliant.		5 minute/s	• SEC Director I; Koronadal Extension Office • SEC Administrative Assistant II;

				Koronadal Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: Amendment of Articles of Incorporation: PHP 1000 Amendment of By-laws: PHP 1000 Legal Research Fee: PHP 20 Documentary Stamp Tax: PHP 60 Total: PHP 2080 **Formula Fees** Breakdown: Name Verification Fee	5 minute/s	• Accounting Officer; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the KOREO Receiving Counter, B9-11, 2nd Floor, South Cotabato Gymnasium and Cultural Center, SEC Koronadal Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** B9-11, 2nd Floor, South Cotabato Gymnasium and	3.1. Receives and verifies documentary requirements and proof of payment	None	5 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office
	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office
	3.3. Prepares and generates the Certificate of Conversion of One Person Corporation		10 minute/s	• SEC Administrative Assistant II;

Cultural Center, City of Koronadal, South Cotabato	(OPC) to Ordinary Stock Corporation (OSC)			Koronadal Extension Office
	3.4. Reviews the application and signs the Certificate of Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC)		6 working day/s, 7 hour/s	• SEC Director I; Koronadal Extension Office
	3.5. Encodes signed Certificate of Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC)		10 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office
	3.6. 3.6 Tags the application for appointment through the eAmend Portal indicating the date of release of the Certificate		5 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office
4. Proceeds to KOREO Releasing Section at the KOREO Receiving Counter, B9-11, 2nd Floor, South Cotabato Gymnasium and Cultural Center, SEC Koronadal Extension Office for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC)	4. Releases signed Certificate of Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC)	None	15 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office

Location: B9-11, 2nd Floor, South Cotabato Gymnasium and Cultural Center, Alunan Avenue, City of Koronadal, South Cotabato				
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 2080 See other fees below		

Formula / Schedule of Fees

- **Name Verification Fee**

  PHP 100 per proposed company name

  *additional Php100 per trade name/s

13. Application for Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC) under eAMEND Regular Processing

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

Office or Division:	Koronadal Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Koronadal Extension Office (KOREO)
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Notice of Conversion of an Ordinary Stock Corporation to a One Person Corporation in the form prescribed by the Commission (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Koronadal Extension Office (KOREO)
Remarks: • *Sample form downloadable through this link: https://www.sec.gov.ph/mc-2020/mc-no-27-s-2020/* • *Original copy should be signed (wet signature) and notarized* • *Signed by the single stockholder who has acquired all the outstanding shares of the capital stock of an ordinary corporation* • *Signed by the Corporation's Corporate Secretary*	
3. Original or Certified True Copy of the documents effecting the transfer/s of full title/ownership of shares (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

- *Deeds of Assignment or any legal document transferring the shares to the single stockholder and if applicable;*
- *Certified True Copy of Proof of Authority to act on behalf of the Board*

4. Certificate Authorizing Registration/Tax Clearance (2) Original Copy And (1) Electronic Copy	Bureau of Internal Revenue - BIR
5. Articles of Incorporation of an OPC (with sample form at the SEC Website) (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Koronadal Extension Office (KOREO)

Remarks:

- *Request sample form through this link:*

  MC No. 07 s.2019 - Guidelines on the Establishment of a One Person Corporation (OPC) - Securities and Exchange Commission

- *Must be duly prepared, signed and acknowledged or authenticated by the single stockholder and by the corporation's Treasurer;*
- *Provision/article indicating the name/s and address/es of the original incorporator/s of the OSC*
- *Provision/articles on the number of directors, their payment details were modified to reflect the name, address, subscription and payment details of the single stockholder in the form prescribed by the Commission*
- *Other details particular to an OPC indicated in MC No. 07, Series of 2019.*
- *Must contain the following as a new Article in the Articles of Incorporation of the One Person Corporation:*

  "Upon issuance by the Securities and Exchange Commission of the Certificate of Filing of Amended Articles of Incorporation, reflecting its conversion into a One Person Corporation, the attached Articles of Incorporation of the Ordinary Stock Corporation shall be deemed superseded"

6. Copy of the latest Articles of Incorporation of the Ordinary Stock Corporation (OSC) (2) Original Copy And (1) Electronic Copy	Applicant / Client
7. Notarized Secretary's Certificate of No Intra corporate Dispute (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Koronadal Extension Office (KOREO)

Remarks:

Download Secretary's Certificate sample form through this link: https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx

8. Monitoring Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Koronadal Extension Office (KOREO)

Remarks:

Application for Monitoring Clearance through: ewatch.sec.gov.ph *If there is no valid and available Monitoring Clearance, submit an Affidavit of Undertaking for Monitoring from the eAMEND System.* *If you have previously used an Affidavit of Undertaking for your amendment application, kindly submit a valid Monitoring Clearance issued by the Compliance Monitoring Division (CMD) for your current application.*	
9. Letter of acceptance of appointment by Nominee and Alternate Nominee (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Koronadal Extension Office (KOREO)
Remarks: *Nominee and/or Alternate Nominee or through https://www.sec.gov.ph/wp-content/uploads/2019/10/2019_Sample-Acceptance-Letter-of-Nomi nees.docx*	
10. Self-appointed Treasurer's Bond, if applicable (2) Original Copy And (1) Electronic Copy	Applicant / Client
11. Undertaking to Assume All Liabilities of the OPC, duly executed under oath by all stockholders of the OSC, if not yet included in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client
For Situational Requirement	
A. For amendment of the Corporate name	
A.1. Name Verification Slip (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Koronadal Extension Office (KOREO)
A.2. Undertaking to Change Corporate Name duly executed under oath by the director of the OSC, if not yet included in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client
B. For Clearance from other SEC departments	
Sub Situational Requirement/s	
B.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
B.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
B.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	

B.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
B.c. For Financial Technology (FinTech) related business activities	
B.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers*	
B.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)
C. Endorsement clearance from appropriate Government agencies	
Sub Situational Requirement/s	
C.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
C.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIB

				LE (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, pays the filing fee through through eSPAYSEC and submit the application in the eAMEND portal (Regular Processing) **Location:** **(https://eamend.sec.gov.ph/login)**	1.1. Verifies completeness of the submitted amendment requirements and assigns the application to the KOREO Processors.	None	1 hour/s	• SEC Administrative Assistant II; Koronadal Extension Office
	1.2. Processes and evaluates application for amendment.		9 working day/s, 6 hour/s, 50 minute/s	• SEC Director I; Koronadal Extension Office
	1.3. Issues Payment Assessment Form (PAF) to the applicant if compliant		5 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office • SEC Director I; Koronadal Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** https://espaysec.sec.gov.ph/	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: Amendment of Articles of Incorporation: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30	5 minute/s	• Accounting Officer; Financial Management Department (FMD)

		Total: PHP 1040 **Formula Fees** Breakdown: Name Verification Fee		
3. Submits the documentary requirements with proof of payment to the KOREO Receiving Counter, B9-11, 2nd Floor, South Cotabato Gymnasium and Cultural Center, SEC Koronadal Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** B9-11, 2nd Floor, South Cotabato Gymnasium and Cultural Center, City of Koronadal, South Cotabato	3.1. Receives and verifies documentary requirements and proof of payment	None	5 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office
	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office
	3.3. Prepares and generates the Certificate of Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC)		10 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office
	3.4. Reviews the application and signs the Certificate of Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC)		9 working day/s, 7 hour/s	• SEC Director I; Koronadal Extension Office
	3.5. Encodes signed Certificate of Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC)		10 minute/s	• SEC Administrative Assistant II; Koronadal

				Extension Office
	3.6. Tags the application for appointment through the eAmend Portal indicating the date of release of the Certificate		5 minute/s	• Administrative Assistant II; Koronadal Extension Office
4. Proceeds to KOREO Releasing Section at the KOREO Receiving Counter, B9-11, 2nd Floor, South Cotabato Gymnasium and Cultural Center, SEC Koronadal Extension Office for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC) **Location:** B9-11, 2nd Floor, South Cotabato Gymnasium and Cultural Center, City of Koronadal, South Cotabato	4. Releases signed Certificate of Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC)	None	15 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1040 See other fees below		

Formula / Schedule of Fees

- **Name Verification Fee**

  Php 100 per Corporate Name

*Additional Php 100 per trade name/s

14. Application for Monitoring Clearance for All Types of Corporations

An online platform for submitting company monitoring requests. It automatically tracks compliance with the submission of reportorial requirements of Domestic Corporations, ordinary stock and non-stock, except: publicly-listed corporations and corporations with secondary license; regular monitoring of Foreign Corporations (Branch Offices, Representative Offices, Regional Area Headquarters and Regional Operating Headquarters).

Office or Division:	Koronadal Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	1. General transacting public and business entities for: a.) Registered and Delinquent corporations; b.) Corporations with Notice of Deficiencies and Hearing or Orders; and c.) Corporations with applications to be filed with the Corporate and Partnership Registration Division, Foreign Investment Registration Station Division, and Corporate Filing and Records Division. 2. Government agencies and instrumentalities like Ombudsman, NBI, AMLC, DTI, DSWD, PDIC, etc. 3. Courts like MTC, MeTC, RTC and Sandiganbayan. NOTE: Branch Offices that are required to post a Securities Deposit shall file the same through imessage@sec.gov.ph
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Accomplished monitoring clearance request through eWATCH (1) Electronic Copy	Securities and Exchange Commission (SEC) - Koronadal Extension Office (KOREO)
Remarks: *Application for Monitoring Clearance* https://ewatch.sec.gov.ph/login	
For Situational Requirement	

A. Additional requirements upon evaluation, if needed	
A.1. Secretary's Certificate (No-Intra Corporate Dispute/Clarification/explaining the double filing of General Information Sheet) (1) Original Copy And (1) Electronic Copy	Applicant / Client
A.2. Affidavit (Anti-Dummy Law/one and the same/auditor) (1) Original Copy And (1) Electronic Copy	Applicant / Client
A.3. OGA Acknowledgment (functional currency) (1) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Office of the General Accountant (OGA)
A.4. Form for Appointment of Officers for One Person Corporation (1) Electronic Copy	Applicant / Client
A.5. Surety Bond (1) Original Copy And (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Application for Monitoring Clearance eWatch link: https://ewatch.sec.gov.ph/login Ensure that the corporation has an eSecure account and has complied with the following: • MC 28 submission • Latest due reports (AFS/GIS) • Complete company profile **Location:** https://ewatch.sec.gov.ph/login	1. The system processes the application if the corporation meets the required criteria.	None	20 minute/s	• NONE; Any of requesting office / division
2. System automatically updates the status of the corporation to "For Assign" **Location:** SEC Koronadal Extension Office	2.1. Determines compliance with the latest due reports and their corresponding jurisdiction	None	10 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office

(KOREO) **Notes/Instruction:** *If not compliant, the applicant shall comply with the submission of the latest due reportorial requirements and send* ***a new request through the eWatch system.***				• SEC Information Officer II; Koronadal Extension Office
	2.2. If compliant and within the jurisdiction of SEC Koronadal Extension Office, the request is assigned to a Monitoring Specialist.		20 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Information Officer II; Koronadal Extension Office
	2.3. If not compliant with the latest due reports, the request is reverted to the applicant		30 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Information Officer II; Koronadal Extension Office
	2.4. If outside the jurisdiction of the SEC Koronadal Extension Office, the request is endorsed to the appropriate Extension Office (EO)/CMD (HQ).		20 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Information Officer II; Koronadal Extension Office

3. Receives an update on the requested service. **Location:** SEC Koronadal Extension Office (KOREO) **Notes/Instruction:** The corporation shall comply with the findings within **seven (7)** calendar days. Failure to comply shall result in the request being automatically purged by the system and a new request must be filed.	3.1. Process application for monitoring clearance	**Formula Fees** Breakdown: Penalties/Fines	11 working day/s	• Securities Specialist I; Koronadal Extension Office • Securities Specialist II; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office
	3.2. If WITHOUT PENALTY, issues a Monitoring Sheet - No Penalty - END OF TRANSACTION.		1 working day/s	• Securities Specialist I; Koronadal Extension Office • Securities Specialist II; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office
	3.3. If WITH PENALTY, issue the Monitoring Sheet and Payment Assessment Form (PAF)		1 working day/s	• Securities Specialist I; Koronadal Extension Office • Securities Specialist II; Koronadal Extension Office • SEC Administrat

				ive Officer III; Koronadal Extension Office
	3.4. If for compliance, issues a TENTATIVE Monitoring Sheet with remarks		1 working day/s	• Securities Specialist I; Koronadal Extension Office • Securities Specialist II; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office
4. Present PAF and pay the penalties to the nearest Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home **Location:** Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home **Notes/Instruction:** Send the copy of validated deposit slip/Electronic Official Receipt to the email	4.1. The system will automatically validate the payment from the applicant. If Landbank Payment, posting is within 1-2 working days If ESPAYSEC, the posting of payment is real-time	**Formula Fees** Breakdown: Penalties/FinesCustodian Fee	2 working day/s	• Securities Specialist I; Koronadal Extension Office • Securities Specialist II; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office
	4.2. Once the system tags the request as Paid, the monitoring specialist will forward the proof of payment and the monitoring sheet for review and signature.		1 working day/s	• Securities Specialist I; Koronadal Extension Office • Securities Specialist

address of the Monitoring Specialist. Application shall be automatically cancelled by the system upon non-payment of Payment Assessment Form (PAF) within prescribed deadline.				II; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office
	4.3. Review and sign the Monitoring Sheet.		1 working day/s	• SEC Director I or Officer-in-Charge; Koronadal Extension Office
	4.4. The signed Monitoring Sheet is uploaded in the Document Verification System to generate QR code.		1 working day/s, 6 hour/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office
5. Receive the Confirmation of Payment (COP)/Monitoring Sheet (MS) in PDF Format. - END OF TRANSACTION **Location:** SEC Koronadal Extension Office (KOREO)	5. Release the Confirmation of Payment/Monitoring Sheet.	None	20 minute/s	• Securities Specialist I; Koronadal Extension Office • Securities Specialist II; Koronadal Extension Office • SEC Administrative Officer III; Koronadal

				Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Penalties/Fines**

  Guidelines on the Imposition of fines or penalties for non-compliance with reportorial requirements; Securities Regulation Code (SRC); Revised Corporation Code (RCC); Memorandum Circular No. 06, series of 2024; Memorandum Circular No. 8, series of 2009 (MC8-2009); Memorandum Circular No. 15, series of 2006; Memorandum Circular No. 17, series of 2019; Amended rules governing the distribution of excess profits of corporation; Memorandum Circular No. 8, Series of 1998 (MC8-1998); and Office Order No. 298, Series of 2010; Memorandum Circular No. 10 Series of 2026; Memorandum Circular No. 28, Series of 2020.

- **Custodian Fee**

  Memorandum Circular No. 17, series of 2019

15. Certification of Paid-up Capital / Capital Structure / Percentage of Ownership for Domestic Stock Corporations Classified as Philippine National, and Certification of Capital / Contribution of Domestic Partnerships Classified as Philippine National

This service details the adopted online procedure and documentary requirements for issuance of the following Certifications:

a. *Certification of Paid-up Capital Capital Structure,Percentage of Ownership of Philippine National Domestic Corporation, based on any of the following:*

i. *Articles of Incorporation, for newly registered corporations;*
ii. *Audited Financial Statements (AFS) as of the latest fiscal year, duly received by the BIR and SEC;*
iii. *Interim Audited Financial Statements, if there is/are payment/s on unpaid subscription/s or additional issuance/s of shares through cash infusion/s made subsequent to item a(ii);*
iv. *Latest approved Increase in Authorized Capital Stock, if approval is subsequent to item a(ii); or*
v. *Latest approved Confirmation of Valuation, if approval is subsequent to item a(ii)*

b. *Certification of Capital Contribution of Philippine National Domestic Partnerships, based on either:*

i. *Articles of Partnership, for newly recorded partnerships; or*
ii. *Latest approved Amended Articles of Partnership.*

Note that this service is exclusively for Domestic Stock Corporations or Partnerships classified as Philippine National. For corporations/partnerships classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department (CRMD).

For pre-processing of new applications, scanned copies of the required documents shall be submitted through the following:

- ***Electronic mail:*** *faad_application@sec.gov.ph*
- ***iMessage:*** *imessage.sec.gov.ph*

Office or Division:	Koronadal Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations or Partnerships classified as Philippine National. For corporations/partnerships classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station

	(FIRST) Division of the Company Registration and Monitoring Department (CRMD).
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Combined Notarized Secretary's Certificate on: a. Request for Certification; b. List of stockholders showing the present capital structure of the Company (Names of stockholders, nationality, no. of shares and amount subscribed, amount of paid-up capital) ; and c. non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Koronadal Extension Office (KOREO)
Remarks: *Download the Combined Secretary's Certificate for* ***Certification of Paid-up Capital / Capital Structure / Percentage of Ownership for Domestic Stock Corporations Classified as Philippine National*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Certification-of-Paid-up-Capital_Corporation.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
2. Audited Financial Statements as of the last fiscal year, stamped received by SEC and BIR (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Information and Communications Technology Department (ICTD)
Remarks: *To be provided by the Company, in case the Company did not file* *Note: The one (1) photo copy will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Financing and Lending Companies	
A.1. Monitoring Clearance from SEC Koronadal Extension Office (SEC KOREO) Monitoring Unit (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Koronadal Extension Office (KOREO)
Remarks: *Monitoring Requrest for SEC Koronadal Extension Office (SEC KOREO) Monitoring Unit through the link:*	

eWATCH: *https://ewatch.sec.gov.ph/login*

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

B. Additional Requirement if in case there is/are payment/s to unpaid subscription/s or additional issuance of shares out of the unissued authorized capital stock thru cash infusion made after the fiscal year or after the approval of the increase in capital stock and/or confirmation of valuation:	
B.1. Audited Interim Financial Statements (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

External Auditor to be engaged by the Company

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

C. Additional Requirement if the request is Certification of Percentage of Ownership:	
C.1. Stock and transfer book of the corporation (to be presented for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Notes:

- *The original copy will be presented for verification during the processing stage.*
- *The two (2) photo copies will be submitted upon payment of the corresponding fees.*

D. If the request is Certification of Partners' Contribution for Partnership:	
D.1. Letter request signed by corporate officer / duly authorized representative (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Koronadal Extension Office (KOREO)

Remarks:

Download below:

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Certification-of-Paid-up-Capital_Partnership.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Upload the electronic copy of complete requirements for new application by creating a ticket through the iMessage at imessage.sec.gov.ph **Location:** **iMessage:** imessage.sec.gov.ph **Notes/Instruction:** • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the SEC KOREO processor will prepare a checklist of deficiencies and inform and return it to the applicant through the iMessage. For submission of compliance documents, the client will directly send it to the assigned SEC KOREO processor through the iMessage. The assigned SEC KOREO processor will	1.1. Verifies completeness of the uploaded documents. If complete, acknowledges, records and assigns the ticket to a SEC KOREO processor.	None	1 working day/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office
	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		6 working day/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Administrat

acknowledge the receipt of compliance documents then proceed to Agency Step 1.2. • If upon evaluation, the application does not meet the requirements of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous				ive Officer III; Koronadal Extension Office
	1.3. Reviews the submitted documents along with the final report and, if compliant, orders the SEC KOREO processor to issue the Payment Assessment Form (PAF)		7 working day/s	• SEC Administrative Officer III; Koronadal Extension Office • Securities Specialist II; Koronadal Extension Office

records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)				
	1.4. Prepares and Sends the Payment Assessment Form (PAF) to the applicant through iMessage		1 working day/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office
2. Upload the scanned copy of the proof of payment of filing fees by replying to the ticket thread in the iMessage portal, and await the release of the electronic copy of the duly signed certificate. **Location:**	2.1. Receives and acknowledges the receipt of proof of payment	None	4 hour/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Administrative Officer

iMessage: imessage.sec.gov.ph				III; Koronadal Extension Office
	2.2. Prepares the Certificate and forwards it to the Reviewing Specialist for review.		1 working day/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office
	2.3. Reviews and initials the certificate, then forwards to Support Staff for signature of the Director.		1 working day/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office
	2.4. Signs the Certificate of Paid-up Capital/Capital Structure/Percentage of Ownership		1 working day/s	• SEC Director I or Officer-in-Charge; Koronadal Extension Office
	2.5. Scans and uploads the signed Certificate to the Document Verification System to generate a QR Code, forwards the electronic copy of the duly signed certificate to the		6 hour/s	• SEC Administrative Assistant II; Koronadal Extension Office

	assigned SEC KOREO processor			
	2.6. Sends and releases the electronic copy of the signed certificate through the iMessage portal and tags the ticket as closed.		6 hour/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		

16. Compliance with SEC Memorandum Circular No. 28 series of 2020

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

Office or Division:	Koronadal Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	General transacting public and business entities for: a.) Registered corporations; b.) Suspended and Revoked Corporation for purposes of filing a Petition to Set Aside Order of Suspension or Revocation; and c.) Corporations with Notice of Deficiencies and Hearing or Orders.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. All Annexes (Annex D or Annex E) may be found in the MC 28 series of 2020 uploaded in the SEC website (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit Email account address and cellular phone number for the compliance in Memorandum Circular No. 28 Series of 2020 through https://mc28.sec.gov.ph/ The Annex D Form can be downloaded in NEW SUBMISSION Requirement. **Location:** https://mc28.sec.gov.ph/	1.1. Receive the application through MC28 Portal including its attachments.	None	2 hour/s	• Securities Specialist I; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office

Notes/Instruction: 1.1. Click NEW SUBMISSION in MC28 Portal, enter the Correct SEC registration, and fill out the information in the prescribed format provided in MC28, S2020 (ANNEX D for corporations, or Annex E for partnerships) 1.2. Encode the company details reflected in ANNEX D for corporations, or Annex E for partnerships. Then click the continue and verified contact details. After confirming the details, One-time password/OTP will be sent to the contact details provided in the form. A system will again display a verification page prompting the user to enter the received OTP to proceed. 1.3. Upload ANNEX D for corporations; or Annex E for partnerships and other attachments if any, then submit the application.				
	1.2. Browse over the SEC systems online, review and compare the information in the uploaded ANNEX D/E and encoded data in the portal.		3 hour/s	• Securities Specialist I; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office
	1.3. Check the authorized Person in Control and the signatories of its attachments.		3 hour/s	• Securities Specialist I; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office
2. Receive a display confirmation indicating that the submission was successful along with reference Number assigned to the transaction at the same time a	2.1. If the information in ANNEX D/E is valid, consistently encoded in the portal, and with complete documents, it will be tagged as approved.	None	2 working day/s	• Securities Specialist I; Koronadal Extension Office • SEC Administrative Officer

confirmation email notifying them that the submission has been successfully received and is now under reviewed by the SEC. **Location:** SEC Koronadal Extension Office, B9-11, 2nd Floor, South Cotabato Gymnasium and Cultural Center, City of Koronadal, South Cotabato **Notes/Instruction:** If the application is for compliance/rejected, the client must re-apply their application in MC28 Portal New Submission with the compliance from the said remarks.				III; Koronadal Extension Office
	2.2. If the application is for compliance, it will be tagged as rejected (the findings are stated as well as the possible solutions/remedies for compliance).		3 working day/s	• Securities Specialist I; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office
Total Processing Time:		Working Days: 6 working day/s		
Total Processing Fee:		Total Standard Fee: None		

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

This service details the procedure on application for dissolution of domestic corporations, whether stock or non-stock.

Office or Division:	Koronadal Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Corporations duly registered at Securities and Exchange Commission
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Revised Corporation Code

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Verified Request for Dissolution (2) Original Copy	Applicant / Client
2. Verification and Certification against Forum Shopping (2) Original Copy	Applicant / Client
3. Notarized Directors' or Trustees' Certificate (2) Original Copy	Applicant / Client
Remarks: *The notarized Directors' or Trustees' Certificate must authorize the dissolution and designate an authorized representative to file the verified request for dissolution, signed by a majority of the board of directors or trustees and countersigned by the secretary of the corporation.*	
4. Affidavit executed under oath by the President and Treasurer (2) Original Copy	Applicant / Client
Remarks: *The Affidavit executed under oath by the President and Treasurer must certify that the dissolution is not prejudicial to the interest of the creditors; and there is no opposition from any creditors from the time of the last publication of the notice of dissolution up to the filing of the application for dissolution with the Commission.*	
5. Latest Due General Information Sheet (2) Photo Copy	Applicant / Client
6. Notarized Secretary's Certificate on no pending case of intra-corporate dispute	Applicant / Client

(2) Original Copy	
7. Bureau of Internal Revenue Tax Clearance Certificate (1) Original Copy And (1) Photo Copy	Applicant / Client
8. Publisher's Affidavit of Publication of the notice of meeting (1) Original Copy And (1) Photo Copy	Applicant / Client
For Situational Requirement	
A. If the Corporation is regulated by a regulatory agency	
A.1. Clearance/Favorable recommendation from other Departments of the Commission or from the appropriate regulatory agency (1) Original Copy And (1) Photo Copy	Applicant / Client
B. If the Applicant-Corporation is still in operation	
B.1. Audited Financial Statements (AFS) as of the last fiscal year (2) Photo Copy	Applicant / Client
Sub Requirement	
B.1.A. If the Applicant-Corporation is still in operation but with total assets or liabilities of less than PHP 3,000,000.00	
B.1.A.1. Balance Sheet as of last preceding fiscal year certified under oath by the President and Treasurer (2) Original Copy	Applicant / Client
C. If the Applicant-Corporation has ceased operations for at least one (1) year	
C.1. Audited Financial Statements (AFS) as of the last year of operations (2) Photo Copy	Applicant / Client
C.2. Affidavit of Non-Operation certified under oath by the President and Treasurer (2) Original Copy	Applicant / Client
D. If the Applicant-Corporation has not commenced operations since incorporation	
D.1. Balance Sheet certified under oath by the Treasurer and President (2) Original Copy	Applicant / Client
D.2. Affidavit of Non-Operation certified under oath by the President and Treasurer (2) Original Copy	Applicant / Client
D.3. Certificate of Non-Registration issued by the Bureau of Internal Revenue (1) Original Copy And (1) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIB

				LE (Designation; Office)
1. Submit requirements to SEC - Koronadal Extension Office **Location:** **SEC Koronadal Extension Office** - B9-11, 2nd Floor, South Cotabato Gymnasium and Cultural Center (SCGCC) Compound, Alunan Ave., Brgy. Zone IV, City of Koronadal, South Cotabato 9506	1.1. Receive the documents and check for completeness in form and substance.	None	3 working day/s, 6 hour/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office
	1.2. Issue Payment Assessment Form		1 hour/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office
2. Pay the filing fee through the Electronic System for Payment to SECURITIES AND EXCHANGE COMMISSION (eSPAYSEC) **Location:** https://espaysec.sec.gov.ph/payment-portal/home	2.1. Verify payment	**Standard Fees** Breakdown: Petition Fee: PHP 3000 Documentary Stamp Tax: PHP 30 Legal Research Fee: PHP 30 Total: PHP 3060	1 hour/s	• SEC Administrative Assistant II; Koronadal Extension Office
	2.2. Process Application		12 working day/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Administrat

				ive Officer III; Koronadal Extension Office
	2.3. Prepare Certificate of Dissolution		1 working day/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office
	2.4. Review and approve application		2 working day/s	• SEC Director I; Koronadal Extension Office
3. Claim Certificate of Dissolution **Location:** **SEC Koronadal Extension Office** - B9-11, 2nd Floor, South Cotabato Gymnasium and Cultural Center (SCGCC) Compound, Alunan Ave., Brgy. Zone IV, City of Koronadal, South Cotabato 9506	3. Release Certificate of Dissolution	None	1 working day/s	• SEC Administrative Assistant II; Koronadal Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 3060		

18. Dissolution of Corporations under Section 136 of the Revised Corporation Code

This service details the procedure and the documentary requirements for amendment of Stock and Non-Stock Corporations to shorten the corporate term where the proposed expiration is less than one year, from the approval of the application under Regular Processing.

Office or Division:	Koronadal Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered stock domestic corporations with foreign equity participation of not more than forty percent (40%) and non-stock corporations, except lending corporations and financing companies, through their Authorized Representatives.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Amended Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client
3. Directors` or Trustees` Certificate (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *Original copy should be signed (wet signature) and notarized* • *notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors and stockholders, (iii) the date and place of the stockholders' meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed name.* *Secure sample format through the SEC Website:* • *Director's Certificate:- https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf*	

- *Trustees' Certificate- https://www.sec.gov.ph/wp-content/uploads/2019/11/Trustees_Certificate.pdf*

Sub Requirement	
3.A. For One Person Corporation	
3.A.1. Notarized Resolution of the Single Stockholder (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *signed by the single stockholder and Corporate Secretary* • *https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm_RESOLUTION-opc.docx*	
4. Audited Financial Statements as of the last fiscal year stamped received by SEC and BIR (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *EXCEPT:* 1. *Where the applicant has ceased operations for at least one (1) year, it shall submit: a) Audited Financial Statements as of the last fiscal year of operation; and b) Affidavit of non-operation certified under oath by the President and Treasurer* 2. *Where the applicant has no operation since incorporation, it shall submit: a) Balance Sheet certified under oath by the Treasurer and President; b) Affidavit of non-operation certified under oath by the President and Treasurer; To be provided by the Company 67 c) Certificate of non-registration issued by the BIR* 3. *Where the applicant corporation (stock or nonstock) is with total assets or liabilities of less than Six Hundred Thousand Pesos (Php600,000.00), it shall submit its Balance Sheet as of last preceding fiscal year certified under oath by the President and Treasurer*	
5. Certification under oath by the President and Treasurer (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *certifying that:* 1. *the dissolution is not prejudicial to the interest of the creditors; and* 2. *there is no opposition from any creditor from the time of publication of the notice of dissolution up to the filing of the dissolution with the Commission*	
6. Bureau of Internal Revenue (BIR) Tax Clearance Certificate (2) Original Copy And (1) Electronic Copy	Bureau of Internal Revenue - BIR
7. Publisher's Affidavit of Publication of the notice of meeting (once)	Applicant / Client

(2) Original Copy And (1) Electronic Copy	
Remarks: *Publisher of a newspaper of general circulation*	
8. Notarized Secretary's Certificate of no pending case of intra-corporate dispute (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Koronadal Extension Office
Remarks: *Download Secretary's Certificate sample form through this link: https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx*	
9. Clearance/Favorable recommendation from other Departments of the Commission or from the appropriate (2) Original Copy And (1) Electronic Copy	Applicant / Client
For Situational Requirement	
A. For Clearance from other SEC departments	
Sub Situational Requirement/s	
A.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
A.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
A.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
A.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
A.c. For Financial Technology (FinTech) related business activities	
A.c.1. PhiliFintech Innovation Office (PIO) and Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO) and Enforcement and Investor Protection Department (EIPD)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);*	

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

B. Endorsement from other government agencies

Sub Situational Requirement/s

B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services

B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas

B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization

B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, and submit the application in the eAMEND portal (Regular Processing) **Location:** (https://eamend.sec.gov.ph/login)	1.1. Verifies completeness of the submitted amendment requirements and assigns the application to KOREO Processors	None	1 hour/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office

	1.2. Processes and evaluates the legal aspects of the dissolution application.		4 working day/s, 6 hour/s, 50 minute/s	• SEC Director I; Koronadal Extension Office
	1.3. Processes and evaluates the financial aspects of the dissolution application.		5 working day/s	• Securities Specialist II; Koronadal Extension Office
	1.4. Issues Payment Assessment Form (PAF) to the applicant.		5 minute/s	• SEC AdministrativeAssistant II; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office
2. Pays the filing fee through SEC-accredited Landbank branches or through eSPAYSEC **Location:** https://espaysec.sec.gov.ph/	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: AMENDED ARTICLES OF INCORPORATION: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 Total: PHP 1040	5 minute/s	• Financial Management Department; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the KOREO Receiving Counter at The SEC Koronadal	3.1. Receives and verifies documentary requirements and proof of payment	None	5 minute/s	• SEC Administrative Assistant II; Koronadal

Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** B9-11, 2nd Floor, South Cotabato Gymnasium and Cultural Center, City of Koronadal.				Extension Office
	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office
	3.3. Prepares and generates the Certificate of Amended Articles of Incorporation		10 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office
	3.4. Reviews the application and signs the Certificate of Amended Articles of Incorporation		9 working day/s, 7 hour/s	• SEC Director I; Koronadal Extension Office
	3.5. Forwards the signed Certificate of Amended Articles of Incorporation to the Releasing Unit.		10 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office
	3.6. Tags the application through the eAmend Portal to issue the Notice for Schedule of Appointment on the release of the Certificate of Amendment of Articles of Incorporation and/or By-Laws		5 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office
4. Proceeds to KOREO Releasing Section at The SEC Koronadal Extension Office for presentment of the	4. Releases signed Certificate of Amended Articles of Incorporation	None	15 minute/s	• SEC Administrative Assistant II; Koronadal

original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Amended Articles of Incorporation **Location:** B9-11, 2nd Floor, South Cotabato Gymnasium and Cultural Center, City of Koronadal, South Cotabato				Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1040		

19. Increase of Capital Stock by way of Cash through the eAMEND Portal - Simple Processing for One Person Corporations (OPC) Classified as Philippine National

This service details the adopted online procedure and documentary requirements for application for Increase of Capital Stock by way of Cash of OPCs pursuant to Section 37 of the Revised Corporation Code of the Philippines.

***Upon approval, a Digital Certificate shall be issued electronically,** subject to the later submission of originally signed documents.*

This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.

For the pre-processing of new applications, applicants who choose to file through the eAmend Portal must submit scanned copies of the notarized documents via the eAmend Portal. Applicants are advised to adhere to the prescribed steps outlined in the eAmend Portal for the proper uploading and submission of the required documents.

*Alternatively, corporations that choose to submit their application via email may do so by sending all required documents directly to seckoreo@sec.gov.ph. For detailed guidelines, please refer to the Citizen's Charter for **Increase of Capital Stock by way of Cash through electronic mail submission.***

Office or Division:	Koronadal Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**

For Standard Requirement	
1. Cover Sheet (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Koronadal Extension Office (KOREO)
Remarks: *Note:* • *This is a system-generated requirement.* • *The photo copies will be submitted upon payment of the corresponding fees.*	
2. Unified Certification and Subscription Contract for Increase In Authorized Capital Stock containing: Certificate of Increase of Capital Stock; OPC Resolution; Schedule of Capital Structure as of date of OPC Resolution, indicating the nationality, no of shares and amount subscribed, and paid-up capital on the present authorized capital stock; and Treasurer's Affidavit Subscription Contract Non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Koronadal Extension Office (KOREO)
Remarks: *Note:* • *This is a system-generated requirement.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
3. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance from Monitoring Unit of SEC Koronadal Extension Office (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Koronadal Extension Office (KOREO)
Remarks: *Monitoring Unit of SEC Koronadal Extension Office through the link:* • ***eWATCH:*** *https://ewatch.sec.gov.ph/login*	

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.
B. Clearance / Endorsement from other departments or other government agencies, if applicable.

B.1. Clearance / Endorsement from other departments or other government agencies. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*
C. Additional requirement if cash payment for subscription is already reflected in the Audited Financial Statements:

C.1. Audited Financial Statements as of the last fiscal year stamped received by BIR and SEC. (1) Electronic Copy	Securities and Exchange Commission - Koronadal Extension Office (KOREO)

Remarks: *Note: To be submitted by the Company if not available in the SEC's system.*
D. Additional requirement if cash payment for subscription is not yet reflected in the Audited Financial Statements:
Sub Situational Requirement/s
D.a. If applicant corporation is/are: a) Listed companies; b) Public companies defined in the Securities Regulation Code; c) Companies that offer or sell securities to the public; d) Companies with secondary license; e) Others, pursuant to item no. 2 of SEC MC No. 6 of 2026

D.a.1. Special Audit Report (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

				(Designation; Office)
1. Submit the electronic copy of notarized requirements for new application to eAmend Portal. **Location:** **https://eamend.sec.gov.ph/** **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the KOREO Specialist shall revert the application	1.1. Verifies completeness of the required documents. Assigns the application to the KOREO specialist, if complete, then records the application.	None	1 working day/s	• Securities Specialist I; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office

informing the client of the deficiencies. For submission of compliance documents, the client must upload the documents through the eAmend Portal. The assigned KOREO Specialist will proceed to Agency Step 1.2. • The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations. • If upon evaluation, the application does not meet the requirements of Revised Corporation				
	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		5 working day/s	• Securities Specialist II; Koronadal Extension Office

Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of				
	1.3. Reviews the Final Report and, if found in order, directs the KOREO Specialist to issue the Payment Assessment Form (PAF).		7 working day/s	• SEC Director I; Koronadal Extension Office
	1.4. Issues the Payment Assessment Form (PAF) to the applicant. Then, informs the applicant to submit the original/hard copy upon payment.		1 working day/s	• Securities Specialist II; Koronadal Extension Office

the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)				
2. Pay the corresponding filing fees through Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide. **Location:** 1. Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or 2. any Land Bank of the Philippines branch nationwide.	2. Issues payment confirmation containing the electronic Official Receipt via e-mail.	None	1 working day/s	• Financial Management Department; Koronadal Extension Office

3. Downloads the Digital Certificate of approval via eAmend and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip) **Location:** B9-11, 2nd Floor, South Cotabato Gymnasium and Cultural Center, City of Koronadal, South Cotabato **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements and amended articles of incorporation).*	3.1. Calls the name of the corporation, accepts the complete application requirements together with the proof of payment, and transmits these to the Receiving officer.	None	2 hour/s	• SEC Administrative Assistant II; Koronadal Extension Office
	3.2. Verifies hard copies against the documents reviewed by the KOREO Specialist and attaches the source documents; if found complete and in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.		4 hour/s	• SEC Administrative Assistant II; Koronadal Extension Office
	3.3. Prepares and generates the Certificate.		1 working day/s	• SEC Administrative Assistant II; Koronadal Extension Office
	3.4. Reviews the documents, signs, and approves the Certificate.		1 working day/s	• SEC Director I or Officer-in-Charge; Koronadal Extension Office
	3.5. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.		6 hour/s	• SEC Administrative Assistant II; Koronadal Extension Office

	3.6. Tags the application for appointment through eAmend Portal indicating the date of release of the certificate.		1 working day/s	• SEC Administrative Assistant II; Koronadal Extension Office
4. Present the Official Receipt and Appointment Letter. Then, fill out the logbook for released applications and claim the Certificates of Approval. **Location:** B9-11, 2nd Floor, South Cotabato Gymnasium and Cultural Center, City of Koronadal, South Cotabato	4. Calls the name of the corporation, assists the client in filling out the logbook, and releases the Certificates of Approval.	None	4 hour/s	• SEC Administrative Assistant II; Koronadal Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		

20. Increase of Capital Stock by way of Cash through the eAMEND Portal for Domestic Stock Corporations Classified as Philippine National (Other than OPC)

This service details the adopted online procedure and documentary requirements for application for Increase of Capital Stock by way of Cash pursuant to Section 37 of the Revised Corporation Code of the Philippines.

This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations registered under Foreign Investment Act of 1991 and those located in economic zones whose foreign equity exceeded the 40% threshold, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.

For the pre-processing of new applications, applicants are advised to adhere to the prescribed steps outlined in the eAmend Portal for the proper uploading and submission of the required documents.

Office or Division:	Koronadal Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations registered under Foreign Investment Act of 1991 and those located in economic zones whose foreign equity exceeded the 40% threshold, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Cover sheet (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Koronadal Extension Office
Remarks:	

Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf

Note: The two (2) original copies will be submitted upon payment of the corresponding fees.

2. Certificate of Increase of Capital Stock (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Download Certificate of Increase of Capital Stock through this link:

https://www.sec.gov.ph/wp-content/uploads/2025/09/2025Forms_Certificate-of-Increase-of-Authorized-Capital-Stock.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

3. Treasurer's Affidavit (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Download Treasurer's Affidavit through this link:

https://www.sec.gov.ph/wp-content/uploads/2025/06/2025Forms_Treasurers-Affidavit.doc

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

4. Directors' certificate (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Koronadal Extension Office

Remarks:

Download Director's Certificate through this link:

https://www.sec.gov.ph/wp-content/uploads/2025/06/2025Forms_Directors-Certificate.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

5. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

6. Combined Secretary Certificates with List of stockholders of record as of date of meeting approving the increase, indicating their nationalities and their respective subscribed and paid-up capital on the present authorized capital stock certified under oath by the corporate secretary. (1) Original Copy Or (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Download Combined Secretary's Certificate for Increase of Capital Stock through this link:

- *List of stockholders of record as of date of meeting approving the increase, indicating their nationalities and their respective subscribed and paid-up capital on the present authorized capital stock certified under oath by the corporate secretary.*
- *Certificate of non-existence of intra-corporate dispute*
- *Certificate on waiver of pre-emptive rights of non-subscribing shareholders*

https://www.sec.gov.ph/wp-content/uploads/2025/03/2025Forms_Combined-Secretarys-Certificate-for-Increase-of-Capital-Stock-Lists-of-Stockholders-Waiver-of-Pre-Emptive-Rights-Non-Existence-of-Intra-Corporate-Dispute.docx

Note: The original copy (Notarized with Documentary Stamp) and photo copy will be submitted upon payment of the corresponding fees.

7. Notarized Secretary's Certificate on non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Koronadal Extension Office

Remarks:

Download Secretary's Certificate on non-existence of intra-corporate dispute through this link:

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

Or Download Combined Secretary's Certificate for Increase of Capital Stock through this link:

https://www.sec.gov.ph/wp-content/uploads/2025/03/2025Forms_Combined-Secretarys-Certificate-for-Increase-of-Capital-Stock-Lists-of-Stockholders-Waiver-of-Pre-Emptive-Rights-Non-Existence-of-Intra-Corporate-Dispute.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

8. Secretary's Certificate on waiver of pre-emptive rights of non-subscribing shareholders (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Koronadal Extension Office

Remarks:

Download Secretary's Certificate certifying that all non-subscribing stockholders waived their respective pre-emptive rights through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_Waiver_Pre_emptive_Rights.pdf

Or Download Combined Secretary's Certificate for Increase of Capital Stock through this link:

https://www.sec.gov.ph/wp-content/uploads/2025/03/2025Forms_Combined-Secretarys-Certificate-for-Increase-of-Capital-Stock-Lists-of-Stockholders-Waiver-of-Pre-Emptive-Rights-Non-Existence-of-Intra-Corporate-Dispute.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Koronadal Extension Office (KOREO)

Remarks:

*Please send your request through **eWATCH:** https://ewatch.sec.gov.ph/login*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

B. For Financing and Lending Companies:	
B.1. Financing and Lending Monitoring Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Koronadal Extension Office (KOREO)

Remarks:

Please submit your request thourgh https://ewatch.sec.gov.ph/login

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

C. For Listed and Public Companies:	
C.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)

Remarks:

Please email your request at cgfd_fdn@sec.gov.ph

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

C.2. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Markets and Securities Regulation Department (MSRD)

Remarks:

Please email your request at msrdsubmission@sec.gov.ph

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

D. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:

D.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector

Remarks:

To request, please refer to BSP Citizen's Charter through this link: https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

E. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:

E.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group

Remarks:

To request, please refer to IC Citizen's Charter through this link:

https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

F. Additional requirement if cash payment for subscription is already reflected in the Audited Financial Statements:	
F.1. Audited Financial Statements as of the last fiscal year stamped received by BIR and SEC (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Information and Communications Technology Department (ICTD)
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
G. Additional requirement if cash payment for subscription is not yet reflected in the Audited Financial Statements:	
Sub Situational Requirement/s	
G.a. If applicant corporation is/are Listed companies; Public companies defined in the Securities Regulation Code; companies that offer or sell securities to the public; companies with secondary license as regulated by the Commission	
G.a.1. Special Audit Report (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.b. Notarized Subscription Contract	
G.b.1. Subscription Contract executed under oath among stockholder/s, treasurer and president for the corporation (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2026 – Subscription Contracts through this link: https://www.sec.gov.ph/mc-2026/sec-mc-no-06-series-of-2026/#gsc.tab=0* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

H. Additional requirement for Rural Banks:	
H.1. Notarized Certification on payment for subscriptions to be signed by majority of the rural bank's Board of Directors in accordance with the form required by BSP (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.2. List of stockholders of record showing their respective subscribed and paid-up amount before and after the increase and the list of subscribers to the increase with their respective subscription and payment as presented and approved by BSP annexed to the notarized certification (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of notarized requirements for new application. **Location:** eAmend Portal: https://eamend.sec.gov.ph/ **Notes/Instruction:** • The applicant may, if the application consists of voluminous documents, be advised to	1.1. Assigns the application to the SEC Koronadal Extension Office (SEC KorEO) Monitoring Unit, then records the application.	None	1 working day/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office • Securities Specialist II; Koronadal Extension Office

present the hard copies thereof. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the SEC Koronadal Extension Office (SEC KOREO) assigned personnel shall revert the application informing the client of the deficiencies. For submission of compliance documents, the client must upload the documents through the eAmend Portal. The assigned SEC KorEO personnel will proceed to Agency Step 1.2. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange	1.2. Examines online whether the documents submitted are complete in form		7 working day/s	• Securities Specialist I; Koronadal

Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations. • The period to act upon the agency actions mentioned above may be extended	and in substance, then prepares Final Report and forwards it to the Partner Specialist for review if compliant.			Extension Office • Securities Specialist II; Koronadal Extension Office
	1.3. Reviews the final report, then orders the assigned SEC KorEO Personnel to issue Payment Assessment Form (PAF) if compliant.		5 working day/s	• SEC Director I; Koronadal Extension Office

whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant				
	1.4. Issues the Payment Assessment Form (PAF) to the applicant		1 working day/s	• Securities Specialist I; Koronadal Extension Office • Securities Specialist II; Koronadal Extension Office
2. Pays the corresponding filing fees	2. Issues payment confirmation containing the	**Formula Fees** Breakdown:	1 working day/s	• Accounting Division; Financial

Location: Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide.	electronic Official Receipt via e-mail	Increase of Capital Stock (For corporation with par value)Increase of Capital Stock (For corporation without par value)		Management Department (FMD)
3. Submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip). **Location:** SEC Koronadal Extension Office - B9-11, 2nd Floor, South Cotabato Gymnasium and Cultural Center (SCGCC) Compound, Alunan Ave., Brgy. Zone IV, City of Koronadal, South Cotabato **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements).*	3.1. Calls the name of the corporation, accepts the complete application requirements together with the proof of payment, and transmits these to the assigned SEC KOREO personnel.	None	2 hour/s	• SEC Administrative Assistant II; Koronadal Extension Office
	3.2. Compares the hard copies received with the scanned copies of the application documents and, upon verification that these are complete and in order, forwards the same to the officer responsible for the preparation of the Certificate. The Receiving Officer shall inform the applicant to await the scheduled appointment date for the release of the Certificate of Approval.		1 working day/s	• SEC Administrative Assistant II; Koronadal Extension Office
	3.3. Prepares and generates the Certificate		4 hour/s	• SEC Administrative Assistant II; Koronadal Extension Office

				• SEC Administrative Officer III; Koronadal Extension Office
	3.4. Signs and approves the application		1 working day/s	• SEC Director I or Officer-in-Charge; Koronadal Extension Office
	3.5. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.		6 hour/s	• SEC Administrative Assistant II; Koronadal Extension Office
	3.6. Tags the application for appointment through eAmend Portal indicating the date of release of the certificate.		1 working day/s	• SEC Administrative Assistant II; Koronadal Extension Office
4. Present the Official Receipt and Appointment Letter. Then, fill out the logbook for released applications and claim the Certificates of Approval. **Location:** SEC Koronadal Extension Office - B9-11, 2nd Floor, South Cotabato Gymnasium and Cultural Center (SCGCC) Compound, Alunan Ave., Brgy. Zone IV, City of	4. Calls the name of the corporation, assists the client in filling out the logbook, and releases the Certificates of Approval.	None	4 hour/s	• SEC Administrative Assistant II; Koronadal Extension Office

Koronadal, South Cotabato				
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Increase of Capital Stock (For corporation with par value)**

  1/5 of 1% of the increase in capital stock but not less than P3,000.00 or the subscription price of the subscribed capital stock, whichever is higher

  plus

  Legal Research Fee (LRF) -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00

  plus

  Amended Articles of Incorporation – P1,010.00 (Inclusive of LRF of P10.00)

  plus

  Documentary Stamp tax of P60.00

- **Increase of Capital Stock (For corporation without par value)**

  1/5 of 1% of the increase in capital stock computed at P100.00 per share but not less than P3,000.00 or the issue value of the subscribed capital stock, whichever is higher

  plus

  Legal Research Fee (LRF) -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00

  plus

  Amended Articles of Incorporation – P1,010.00 (Inclusive of LRF of P10.00)

  plus

  Documentary Stamp tax of P60.00

21. Increase of Capital Stock through payment other than cash of One Person Corporation (OPC through the eAMEND Portal (Regular Amendment) for Domestic Stock Corporations Classified as Philippine National

This service details the adopted online procedure and documentary requirements for application for Increase of Capital Stock by and Non Cash pursuant to Section 37 of the Revised Corporation Code of the Philippines through eAmend Portal.

This service is exclusively for One Person Corporations classified as Philippine National. For corporations classified as Non-Philippine National , please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.

For the pre-processing of new applications, applicants who choose to file through the eAmend Portal must submit scanned copies of the notarized documents via the eAmend Portal. Applicants are advised to adhere to the prescribed steps outlined in the eAmend Portal for the proper uploading and submission of the required documents.

Alternatively, corporations that choose to submit their application via email may do so by sending all required documents directly to seckoreo@sec.gov.ph. For detailed guidelines, please refer to the Citizen's Charter for Increase of Capital Stock by way of Cash through electronic mail submission.

Office or Division:	Koronadal Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Unified Certification for Certificate of Increase of Capital Stock a. Certificate of Increase of Capital Stock; b. OPC	Securities and Exchange Commission (SEC) -

Resolution; c. Schedule of Capital Structure as of date of OPC Resolution, indicating the nationality, no of shares and amount subscribed, and paid-up capital on the present authorized capital stock; and d. Non-existence of intra-corporate dispute. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Koronadal Extension Office (KOREO)
Remarks: *Download the Unified Certification for **Increase of Capital Stock_OPC** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Unified-Certification-for-Increase-in-AC-OPC.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
2. Treasurer's Affidavit (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Koronadal Extension Office (KOREO)
Remarks: *Download Treasurer's Affidavit for OPC through this link:* *https://www.sec.gov.ph/wp-content/uploads/2022/03/2022SECForm_TREASURERS-AFFIDAVIT.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
3. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance from Monitoring Unit of SEC Koronadal Extension Office (KOREO) (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Koronadal Extension Office (KOREO)
Remarks: *Monitoring Unit of SEC Koronadal Extension Office (KOREO) through the link:*	

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

B. For Financing and Lending Companies:	
B.1. Monitoring Clearance from Monitoring Unit of SEC Koronadal Extension Office (KOREO) (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Koronadal Extension Office (KOREO)

Remarks:

Monitoring Unit of SEC Koronadal Extension Office (KOREO) through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

C. For Listed and Public Companies:	
C.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)

Remarks:

Corporate Governance and Finance Department (CGFD) through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

D. Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
D.1. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Market and Securities Regulation Department (MSRD)

Remarks:

Market and Securities Regulation Department (MSRD) through the link:

eWATCH: *https://ewatch.sec.gov.ph/login*

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

E. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:

E.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector

Remarks:

To request, please refer to BSP Citizen's Charter through this link:
https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

F. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:

F.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group

Remarks:

To request, please refer to IC Citizen's Charter through this link:

https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

G. Additional Requirement if the consideration for issuance of shares is in the form of Previously incurred indebtedness (e.g., conversion of advances into equity / conversion of deposit for future subscription)

G.1. Deed of Assignment of advances / liabilities (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Koronadal Extension Office (KOREO)

Remarks:

*Download the Deed of Assignment for **Advances** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Single-Assignor.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s	
G.a. If the advances/liabilities is not yet reflected in the Audited Financial Statements (AFS):	
G.a.1. A report to be rendered by an Independent CPA on the verification of the advances to be converted to equity (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

H. Additional Requirements if the payment for issuance of shares is by way of Stock Dividend:	
H.1. Reconciliation of Retained Earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

For guidance, please refer to SEC Memorandum Circular No. 16 Series of 2023- Revised Guidelines on the Determination of Retained Earnings Available for Dividend Declaration through this link: https://www.sec.gov.ph/wp-content/uploads/2023/10/2023SEC-MC-No.-16,-s.-of-2023-Revised-Guidelines-on-the-Determination-of-Retained-Earnings%20-Available-for-Dividend-Declaration.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s	
H.a. In case the unappropriated retained earnings is not sufficient to warrant the dividend declaration:	
H.a.1. Secretary's Certificate on the Board's resolution to reverse the appropriated retained earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

I. Additional Requirement if the consideration for issuance of shares is in the form of Land, buildings / condominium units:

I.1. Detailed schedule of property showing the registered owner, location, area, TCT/CCT no., tax declaration number and the basis of transfer value (market value, assessed value or zonal value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Koronadal Extension Office (KOREO)

Remarks:

*Download the sample **Detailed Schedule for Land, Buldings/Condominium Units** below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=405110855#gid=405110855

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

I.2. Copy of TCT/CCT electronically certified and issued by Register of Deeds and tax declaration sheet certified Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

I.3. Deed of Assignment (a. Deed of Assignment; b. Certifying that the improvements are existing and in good condition ; c. Undertaking that the corporation will submit the required proof of transfer within the prescribed period) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Koronadal Extension Office (KOREO)

Remarks:

*Download the Deed of Assignment for **Increase of Capital Stock_Land, Buildings / Condominium Units** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Land-Buildings-Condo.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.	
Sub Situational Requirement/s	
I.a. If transfer value is based on appraised value:	
I.a.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.a.2. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Electronic Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Koronadal Extension Office (KOREO)
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.b. If property is mortgaged:	
I.b.1. Mortgagee/creditor's certification on the outstanding loan balance and his/her written consent to the transfer of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.c. For assignment of buildings where assignor is not the owner of the land:	
I.c.1. Lease contract on the land and consent of the land owner to the transfer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J. Additional Requirement if the consideration for issuance of shares is in the form of Untitled Lands:	
J.1. Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least twenty (20) years and the possessor had introduced improvements thereon, if any (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.2. Duplicate original or certified true copies of the tax declaration sheets (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.3. Latest realty tax receipts (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.4. Affidavit by the transferor attesting the following: 1. Continuous and open possession of the property is located; 2.a. Existence (or non-existence) of easements over the untitled property; b. Kind/description of the easement and its location; and c. Whether the transferor is the dominant estate or the servient estate, by virtue of such easements 3. That the transferor/subscriber to answer for any liability that the corporation might incur by virtue of the acceptance of said property as paid-up capital)	Securities and Exchange Commission (SEC) - Koronadal Extension Office (KOREO)

(1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Download **Transferor Affidavit for Untitled Land** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-the-Transferor_Untitled-Lands.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.5. Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.6. Duplicate original or certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument affecting the property recorded in the Register of Deeds for the province of city where the land is situated (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.7. Clearance or certification from the Department of Agrarian Reform (DAR) attesting to the following: (a) There is no other claimant to the untitled land; (b) it has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party; or (c) The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Department of Agrarian Reform (DAR) - Department of Agrarian Reform (DAR)
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.8. Blue Print Survey of the Plan as approved by the Bureau of Lands	Applicant / Client

(1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.9. Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/ assessed value / zonal value or appraised value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Koronadal Extension Office (KOREO)
Remarks: *Download the sample* ***Detailed Schedule of Untitled Lands*** *below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=508694029#gid=508694029* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.10. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.11. Affidavit of undertaking to submit certified true copy of the original certificate of title in the name of the transferee-corporation within one (1) year from the date of receipt of the approval of the application (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

Sub Situational Requirement/s	
J.a. If transfer value is based on zonal value	
J.a.1. Latest zonal valuation certified by BIR (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.b. If transfer value is based on appraised value	
J.b.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.b.2. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Koronadal Extension Office (KOREO)
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K. Additional Requirement if the consideration for issuance of shares is in the form of Inventories / Furniture / Personal Properties:	
K.1. Detailed schedule of property showing the description and the basis of transfer value (market value or book value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Koronadal Extension Office (KOREO)
Remarks:	

*Download the sample **Detailed Schedule of Inventories / Furniture / Personal Properties** below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1666788899#gid=1666788899

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

K.2. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Koronadal Extension Office (KOREO)

Remarks:

*Download the Deed of Assignment for **Increase of Capital Stock_Inventories / Furniture / Personal Properties** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Inventories-Furniture-Personal-Properties.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

K.a. If transfer value is based on book value:

K.a.1. Special Audit Report by an Independent CPA on the verification and valuation of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

L. Additional Requirement if the consideration for issuance of shares is in the form of Heavy equipment and machinery:

L.1. Detailed schedule of the property showing the description and the transfer value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Koronadal Extension Office (KOREO)

Remarks: *Download the sample **Detailed Schedule of Heavy Equipment and Machinery** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1745725976#gid=1745725976* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.2. Appraisal report by a licensed appraiser (not more than 6-month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.3. Deed of Assignment reflecting: a. Assignment of Heavy Equipment and Machineries; b. Certification from the transferor stating that the properties are existing and in good condition) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Koronadal Extension Office (KOREO)
Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Heavy Equipment and Machinery** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Heavy-Equipment-and-Machinery.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
L.a. In case the heavy equipment and machinery qualify as real property as defined under the New Civil Code.	
L.a.1. Copy of the latest required Tax Declaration Sheet certified by the Assessor's Office. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.a.2. Copy of the TCT / CCT of the land on which the heavy equipment and machinery are located certified by the Register of Deeds. (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.b. If the assignor is not the owner of the land on which the heavy equipment and machinery are located as defined under the New Civil Code.	
L.b.1. Lease contract on the land and consent of the land owner to the transfer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.c. If the transfer value is based on appraised value:	
L.c.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Koronadal Extension Office (KOREO)
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M. Additional Requirement if the consideration for issuance of shares is in the form of Shares of Stock:	
M.1. Detailed schedule of the shares of stock showing the stockholder, stock certificate number, no. of shares and the basis of transfer value (market or book value) certified under	Securities and Exchange Commission (SEC) -

oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Koronadal Extension Office (KOREO)
Remarks: *Download the sample **Detailed Schedule of Shares of Stock** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1402851319#gid=1402851319* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.2. Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Information and Communications Technology Department (ICTD)
Remarks: *To be provided by the Company, in case the Company did not file* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.3. Deed of Assignment (a. Deed of Assignment ; b. Undertaking that the corporation will submit the required proof of transfer within the prescribed period). (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Koronadal Extension Office (KOREO)
Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Shares of Stock** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Shares-of-Stocks.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.4. Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the assignor (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

M.5. Photocopy of the stock certificate (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Notes:

- *The original copy will be presented for verification during the processing stage.*
- *The two (2) photo copies will be submitted upon payment of the corresponding fees.*

Sub Situational Requirement/s

M.a. If listed in the Stock Exchange:

M.a.1. Latest market price quotation in the newspaper or certification from the stock exchange/broker as to latest market price of the shares of stock (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

N. Additional Requirement if by way of Motor Vehicles

N.1. Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Koronadal Extension Office (KOREO)

Remarks:

*Download the sample **Detailed Schedule of Motor Vehicle** below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=318133614#gid=318133614

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

N.2. Photocopy of certificate of registration and official receipt of annual registration fee (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
N.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.4. Deed of Assignment reflecting: a. Assignment of Motor Vehicles; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period; c. Certification from the transferor stating that the motor vehicles are existing and in good running condition (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Koronadal Extension Office (KOREO)
Remarks: *Download the Deed of Assignment for* ***Increase of Capital Stock_Motor Vehicle*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Motor-Vehicles.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
N.a. If the transfer value is based on appraised value:	
N.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Koronadal Extension Office (KOREO)

Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O. Additional Requirement if by way of Sea Vessel / Aircraft:	
O.1. Detailed schedule of vessel/aircraft showing registered Owner, registry number, technical description and appraised value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Koronadal Extension Office (KOREO)
Remarks: *Download the sample **Detailed Schedule of Sea Vessel / Aircraft** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1212106110#gid=1212106110* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.2. Certified true copy of the certificate of ownership (1) Certified True Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The certified true copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.4. Certificate of seaworthiness/airworthiness issued by appropriate government agency	Applicant / Client

(1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.5. Deed of Assignment reflecting: a. Assignment of Sea Vessel/Aircraft; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Koronadal Extension Office (KOREO)
Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Sea Vessel / Aircraft** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Sea-Vessels-aircrafts.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
O.a. If the transfer value is based on appraised value:	
O.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Koronadal Extension Office (KOREO)
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P. Additional Requirement if the consideration for issuance of shares is in the form of Intangibles:	
P.1. Photocopy of System Purchase Agreement or any proof of ownership (for software) (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
P.2. Copy of Certificate of Registration of Intellectual Property Rights and mining permit for mining claims/rights (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
P.3. Appraisal report by an accredited appraisal company or by a licensed Filipino mining engineer for mining claims/rights (not more than 6 months old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P.4. Deed of Assignment reflecting: a. Assignment of Intangibles; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Koronadal Extension Office (KOREO)
Remarks: *Download the Deed of Assignment for* ***Increase of Capital Stock_Intangibles*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Intangibles.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q. Additional Requirement if the consideration for issuance of shares is in the form of Net Assets:	
Q.1. Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	

Q.2. Deed of Assignment of the assets and liabilities (a. Deed of Assignment; b. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period). (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Koronadal Extension Office (KOREO)
Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Net Assets** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Net-Assets.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q.3. List of creditors with the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q.4. Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Koronadal Extension Office (KOREO)
Remarks: *Download the sample **Detailed Schedule of Net Asset** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1662940848#gid=1662940848* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q.5. Photocopy of the certificate of registration of the motor vehicles (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *Note:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
Q.6. Copy of TCT/CCT electronically certified and issued by the Register of Deeds and tax declaration sheets certified by the Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q.7. Photocopy of stock certificates (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
Q.8. DTI Certificate of Registration (for single proprietorship) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
Q.a. If the transfer value is based on appraised value:	
Q.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Koronadal Extension Office (KOREO)
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:*	

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

R. Additional requirement if cash payment for subscription is not yet reflected in the Audited Financial Statements:

Sub Situational Requirement/s

R.a. Notarized Subscription Contract

R.a.1. A subscription contract, executed under oath among subscriber/s, treasurer and president for the corporation, stating the number of additional shares subscribed to and paid for (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Koronadal Extension Office (KOREO)

Remarks:

For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2026 – Subscription Contracts through this link: https://www.sec.gov.ph/mc-2026/sec-mc-no-06-series-of-2026/#gsc.tab=0

Or May download to the sample below:

https://www.sec.gov.ph/wp-content/uploads/2025/08/2025Forms_Subscription-Contract-for-Cash-Payment.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

R.b. If applicant corporation is/are: a) Listed companies; b) Public companies defined in the Securities Regulation Code; c) Companies that offer or sell securities to the public; d) Companies with secondary license; e) Others, pursuant to item no. 2 of SEC MC No. 6 of 2026

R.b.1. Special Audit Report (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed

with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of complete requirements for new application. **Location:** **https://eamend.sec.gov.ph/** **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies. • If the application is found to be for	1.1. Verifies completeness of the required documents. Assigns the application to the KOREO Securities Specialist, if complete, then records the application.	None	4 hour/s	• SEC Administrative Assistant II; Koronadal Extension Office

compliance or with minor correction during the pre-processing stage or review stage, the KOREO Securities Specialist shall revert the application informing the client of the deficiencies. For submission of compliance documents, the client must upload the documents through the eAmend Portal. The assigned KOREO Securities Specialist will proceed to Agency Step 1.2. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		8 working day/s	• Securities Specialist I; Koronadal Extension Office • Securities Specialist II; Koronadal Extension Office

the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities,				
	1.3. Reviews the Final Report and, if found in order, directs the FAAD Specialist to issue the Payment Assessment Form (PAF).		9 working day/s	• SEC Director I; Koronadal Extension Office
	1.4. Issues the Payment Assessment Form (PAF) to the applicant.		1 hour/s	• Securities Specialist I; Koronadal Extension Office • Securities Specialist II; Koronadal

examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given.				Extension Office
2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or	2.1. Receives complete application requirements with proof of payment; verifies hard copies against online-submitted documents and, if found in order, forwards the application for	None	2 hour/s	• SEC Administrative Assistant II; Koronadal Extension Office

LBP Oncoll Payment Slip). **Location:** SEC Koronadal Extension Office - B9-11, 2nd Floor, South Cotabato Gymnasium and Cultural Center (SCGCC) Compound, Alunan Ave., Brgy. Zone IV, City of Koronadal, South Cotabato 9506 **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)*	Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.			
	2.2. Prepares and generates the Certificate.		4 hour/s	• SEC Administrative Assistant II; Koronadal Extension Office
	2.3. Reviews the documents, signs, and approves the Certificate.		1 working day/s	• SEC Director I or Officer-in-Charge; Koronadal Extension Office
	2.4. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.		1 hour/s	• SEC Administrative Assistant II; Koronadal Extension Office
	2.5. Tags the application for appointment through eAmend Portal indicating the date of release of the certificate.		2 hour/s	• SEC Administrative Assistant II; Koronadal Extension Office
3. Present the Official Receipt and Appointment Letter. Then, fill out the logbook for released applications and claim the Certificates of Approval. **Location:** SEC Koronadal Extension Office - B9-	3. Calls the name of the corporation, assists the client in filling out the logbook, and releases the Certificates of Approval.	None	2 hour/s	• SEC Administrative Assistant II; Koronadal Extension Office

11, 2nd Floor, South Cotabato Gymnasium and Cultural Center (SCGCC) Compound, Alunan Ave., Brgy. Zone IV, City of Koronadal, South Cotabato 9506				
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		

22. Increase of Capital Stock through payment other than cash through the eAMEND Portal for Domestic Stock Corporations Classified as Philippine National (Other than OPC)

This service details the adopted online procedure and documentary requirements on application for increase of capital stock by way of Non Cash, but not limited to the following:

1. *Previously incurred indebtedness (e.g. conversion of advances into equity / conversion of deposit for future subscriptions)*
2. *Stock Dividend*
3. *Land, building / condominium units*
4. *Untitled Lands*
5. *Inventories / Furniture / Personal Properties*
6. *Heavy equipments and machineries*
7. *Shares of stock in another corporation*
8. *Motor Vehicles*
9. *Sea vessels / aircrafts*
10. *Intangibles*
11. *Net assets*
12. *Other assets or generally accepted forms of consideration necessary or convenient for its use and lawful purposes*

This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.

For the pre-processing of new applications, applicants who choose to file through the eAmend Portal must submit scanned copies of the notarized documents via the eAmend Portal. Applicants are advised to adhere to the prescribed steps outlined in the eAmend Portal for the proper uploading and submission of the required documents.

Alternatively, corporations that choose to submit their application via email may do so by sending all required documents directly to seckoreo@sec.gov.ph. For detailed guidelines, please refer to the Citizen's Charter for Increase of Capital Stock through payment other than cash through electronic mail submission.

Office or Division:	Koronadal Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)

Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Unified Certification for Certificate of Increase of Capital Stock on: a. Certificate of Increase of Capital Stock; b. Director's Certificate; c. List of stockholders of record as of date of meeting approving the increase, indicating their nationalities and their respective subscribed and paid-up capital on the present authorized capital stock; d. Non-existence of intra-corporate dispute; e. Waiver of pre-emptive rights of non-subscribing shareholders (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Koronadal Extension Office (KOREO)
Remarks: *Download the Unified Certification for* ***Increase of Capital Stock*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Unified-Certification-for-Increase-in-Authorized.docx* *Note: The original copy (Notarized with Documentary Stamp) and photo copy will be submitted upon payment of the corresponding fees.*	
2. Treasurer's Affidavit (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Koronadal Extension Office (KOREO)
Remarks: *Download Treasurer's Affidavit through this link:* *https://www.sec.gov.ph/wp-content/uploads/2025/06/2025Forms_Treasurers-Affidavit.doc* *Note: The original copy (Notarized with Documentary Stamp) and photo copy will be submitted upon payment of the corresponding fees.*	
3. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

Instruction: Underline amended provision and include "As amended on (date of meeting)" on the latter part.

For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance from SEC Koronadal Extension Office (KOREO) Monitoring Unit (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Koronadal Extension Office (KOREO)

Remarks:

Monitoring Unit of SEC Koronadal Extension Office through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

B. For Financing and Lending Companies:	
B.1. SEC Koronadal Extension Office (KOREO) Monitoring Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - SEC Koronadal Extension Office (KOREO)

Remarks:

Monitoring Unit of SEC Koronadal Extension Office through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

C. For Listed and Public Companies:	
C.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)

Remarks:

Corporate Governance and Finance Department (CGFD) through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

D. Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
D.1. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Market and Securities Regulation Department (MSRD)

Remarks:

Market and Securities Regulation Department (MSRD) through the link:

eWATCH: *https://ewatch.sec.gov.ph/login*

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

E. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
E.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector

Remarks:

To request, please refer to BSP Citizen's Charter through this link:
https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

F. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
F.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group

Remarks:

To request, please refer to IC Citizen's Charter through this link:

https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G. Additional Requirement if the consideration for issuance of shares is in the form of Previously incurred indebtedness (e.g., conversion of advances into equity / conversion of deposit for future subscription)	
G.1. Deed of Assignment of advances / liabilities (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Koronadal Extension Office (KOREO)
Remarks: *Download the Deed of Assignment for **Advances** below:* *a. Sigle Assignor: https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Single-Assignor.docx* *b. Multiple Assignor: https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Multiple-Assignor.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
G.a. If the advances/liabilities is not yet reflected in the Audited Financial Statements (AFS):	
G.a.1. A report to be rendered by an Independent CPA on the verification of the advances to be converted to equity (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H. Additional Requirements if the payment for issuance of shares is by way of Stock Dividend:	
H.1. List of stockholders entitled to stock dividend with their respective outstanding shares and the allocation of stock	Applicant / Client

dividend certified by the corporate secretary (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.2. Secretary's Certificate that on the basis of the computation of the Finance Officer, the allocation of stock dividends as indicated in the Certificate of Increase is in proportion to the shareholdings of stockholders as of date of meeting approving the dividend declaration or as of record date and the treatment of resulting fractional shares, if any, are true and correct. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.3. Reconciliation of Retained Earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 16 Series of 2023- Revised Guidelines on the Determination of Retained Earnings Available for Dividend Declaration through this link: https://www.sec.gov.ph/wp-content/uploads/2023/10/2023SEC-MC-No.-16,-s.-of-2023-Revised-Guidelines-on-the-Determination-of-Retained-Earnings%20-Available-for-Dividend-Declaration.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
H.a. In case the unappropriated retained earnings is not sufficient to warrant the dividend declaration:	
H.a.1. Secretary's Certificate on the Board's resolution to reverse the appropriated retained earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

I. Additional Requirement if the consideration for issuance of shares is in the form of Land, buildings / condominium units:

I.1. Detailed schedule of property showing the registered owner, location, area, TCT/CCT no., tax declaration number and the basis of transfer value (market value, assessed value or zonal value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Koronadal Extension Office (KOREO)

Remarks:

*Download the sample **Detailed Schedule for Land, Buldings/Condominium Units** below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=405110855#gid=405110855

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

I.2. Copy of TCT/CCT electronically certified and issued by Register of Deeds and tax declaration sheet certified Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

I.3. Deed of Assignment: a. Deed of Assignment; b. Certifying that the improvements are existing and in good condition ; c. Undertaking that the corporation will submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Koronadal Extension Office (KOREO)

Remarks:

*Download the Deed of Assignment for **Increase of Capital Stock_Land, Buildings / Condominium Units** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Land-Buildings-Condo.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.	
Sub Situational Requirement/s	
I.a. If transfer value is based on appraised value:	
I.a.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.a.2. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Koronadal Extension Office (KOREO)
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.b. If property is mortgaged:	
I.b.1. Mortgagee/creditor's certification on the outstanding loan balance and his/her written consent to the transfer of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.c. For assignment of buildings where assignor is not the owner of the land:	

I.c.1. Lease contract on the land and consent of the land owner to the transfer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J. Additional Requirement if the consideration for issuance of shares is in the form of Untitled Lands:	
J.1. Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least twenty (20) years and the possessor had introduced improvements thereon, if any (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.2. Duplicate original or certified true copies of the tax declaration sheets (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.3. Latest realty tax receipts (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.4. Affidavit by the transferor attesting the following: 1. Continuous and open possession of the property is located; 2.a. Existence (or non-existence) of easements over the untitled property; b. Kind/description of the easement and its location; and c. Whether the transferor is the dominant	Securities and Exchange Commission - Koronadal Extension Office (KOREO)

estate or the servient estate, by virtue of such easements 3. That the transferor/subscriber to answer for any liability that the corporation might incur by virtue of the acceptance of said property as paid-up capital) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Download the **Transferor Affidavit for Untitled Land** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-the-Transferor_Untitled-Lands.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.5. Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.6. Duplicate original or certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument affecting the property recorded in the Register of Deeds for the province of city where the land is situated (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.7. Clearance or certification from the Department of Agrarian Reform (DAR) attesting to the following: (a) There is no other claimant to the untitled land; (b) it has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party; or (c) The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Department of Agrarian Reform (DAR) - Department of Agrarian Reform (DAR)

Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.8. Blue Print Survey of the Plan as approved by the Bureau of Lands (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.9. Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/ assessed value / zonal value or appraised value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Koronadal Extension Office (KOREO)
Remarks: *Download the sample* ***Detailed Schedule of Untitled Lands*** *below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=508694029#gid=508694029* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.10. Deed of Assignment reflecting: a. Assignment of Untitled Lands; b. Undertaking to submit certified true copy of the original certificate of title in the name of the transferee-corporation within one (1) year from the date of receipt of the approval of the application) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Koronadal Extension Office (KOREO)
Remarks: *Download the Deed of Assignment for* ***Increase of Capital Stock_Untitled Lands*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Untitled-Lands.docx*	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.	
Sub Situational Requirement/s	
J.a. If transfer value is based on zonal value	
J.a.1. Latest zonal valuation certified by BIR (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.b. If transfer value is based on appraised value	
J.b.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.b.2. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Koronadal Extension Office (KOREO)
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K. Additional Requirement if the consideration for issuance of shares is in the form of Inventories / Furniture / Personal Properties:	
K.1. Detailed schedule of property showing the description and the basis of transfer value (market value or book value) certified under oath by the company accountant/ treasurer,	Securities and Exchange Commission - Koronadal Extension Office (KOREO)

or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	

Remarks:

*Download the sample **Detailed Schedule of Inventories / Furniture / Personal Properties** below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1666788899#gid=1666788899

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

K.2. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Koronadal Extension Office (KOREO)

Remarks:

*Download the Deed of Assignment for **Increase of Capital Stock_Inventories / Furniture / Personal Properties** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Inventories-Furniture-Personal-Properties.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

K.a. If transfer value is based on book value:

K.a.1. Special Audit Report by an Independent CPA on the verification and valuation of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

L. Additional Requirement if the consideration for issuance of shares is in the form of Heavy equipment and machinery:

L.1. Detailed schedule of the property showing the description and the transfer value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation.	Securities and Exchange Commission - Koronadal Extension Office (KOREO)

(1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Download the sample **Detailed Schedule of Heavy Equipment and Machinery** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1745725976#gid=1745725976* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.2. Appraisal report by a licensed appraiser (not more than 6-month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.3. Deed of Assignment reflecting: a. Assignment of Heavy Equipment and Machineries; b. Certification from the transferor stating that the properties are existing and in good condition) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Koronadal Extension Office (KOREO)
Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Heavy Equipment and Machinery** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Heavy-Equipment-and-Machinery.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
L.a. In case the heavy equipment and machinery qualify as real property as defined under the New Civil Code.	
L.a.1. Copy of the latest required Tax Declaration Sheet certified by the Assessor's Office. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.a.2. Copy of the TCT / CCT of the land on which the heavy equipment and machinery are located certified by the Register of Deeds. (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.b. If the assignor is not the owner of the land on which the heavy equipment and machinery are located as defined under the New Civil Code.	
L.b.1. Lease contract on the land and consent of the land owner to the transfer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.c. If the transfer value is based on appraised value:	
L.c.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Koronadal Extension Office (KOREO)
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M. Additional Requirement if the consideration for issuance of shares is in the form of Shares of Stock:	

M.1. Detailed schedule of the shares of stock showing the stockholder, stock certificate number, no. of shares and the basis of transfer value (market or book value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Koronadal Extension Office (KOREO)
Remarks: *Download the sample **Detailed Schedule of Shares of Stock** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1402851319#gid=1402851319* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.2. Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Information and Communications Technology Department (ICTD)
Remarks: *To be provided by the Company, in case the Company did not file* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.3. Deed of Assignment (a. Deed of Assignment ; b. Undertaking that the corporation will submit the required proof of transfer within the prescribed period). (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Koronadal Extension Office (KOREO)
Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Shares of Stock** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Shares-of-Stocks.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.4. Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the	Applicant / Client

assignor (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.5. Photocopy of the stock certificate (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
M.a. If listed in the Stock Exchange:	
M.a.1. Latest market price quotation in the newspaper or certification from the stock exchange/broker as to latest market price of the shares of stock (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N. Additional Requirement if by way of Motor Vehicles	
N.1. Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Koronadal Extension Office (KOREO)
Remarks: *Download the sample **Detailed Schedule of Motor Vehicle** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=318133614#gid=318133614*	

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

N.2. Photocopy of certificate of registration and official receipt of annual registration fee (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Notes:

- *The original copy will be presented for verification during the processing stage.*
- *The two (2) photo copies will be submitted upon payment of the corresponding fees.*

N.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

N.4. Deed of Assignment reflecting: a. Assignment of Motor Vehicles; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period; c. Certification from the transferor stating that the motor vehicles are existing and in good running condition (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Koronadal Extension Office (KOREO)

Remarks:

*Download the Deed of Assignment for **Increase of Capital Stock_Motor Vehicle** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Motor-Vehicles.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

N.a. If the transfer value is based on appraised value:

N.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Koronadal Extension Office (KOREO)
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O. Additional Requirement if by way of Sea Vessel / Aircraft:	
O.1. Detailed schedule of vessel/aircraft showing registered Owner, registry number, technical description and appraised value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Koronadal Extension Office (KOREO)
Remarks: *Download the sample **Detailed Schedule of Sea Vessel / Aircraft** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1212106110#gid=1212106110* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.2. Certified true copy of the certificate of ownership (1) Certified True Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The certified true copy and photo copy will be submitted upon payment of the corresponding fees.*	

O.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.4. Certificate of seaworthiness/airworthiness issued by appropriate government agency (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.5. Deed of Assignment reflecting: a. Assignment of Sea Vessel/Aircraft; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Koronadal Extension Office (KOREO)
Remarks: *Download the Deed of Assignment for* ***Increase of Capital Stock_Sea Vessel / Aircraft*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Sea-Vessels-aircrafts.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
O.a. If the transfer value is based on appraised value:	
O.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Koronadal Extension Office (KOREO)
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:*	

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P. Additional Requirement if the consideration for issuance of shares is in the form of Intangibles:	
P.1. Photocopy of System Purchase Agreement or any proof of ownership (for software) (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
P.2. Copy of Certificate of Registration of Intellectual Property Rights and mining permit for mining claims/rights (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
P.3. Appraisal report by an accredited appraisal company or by a licensed Filipino mining engineer for mining claims/rights (not more than 6 months old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P.4. Deed of Assignment reflecting: a. Assignment of Intangibles; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Koronadal Extension Office (KOREO)

Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Intangibles** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Intangibles.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
P.a. If the transfer value is based on appraised value:	
P.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Koronadal Extension Office (KOREO)
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q. Additional Requirement if the consideration for issuance of shares is in the form of Net Assets:	
Q.1. Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
Q.2. Deed of Assignment of the assets and liabilities (a. Deed of Assignment; b. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period). (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Koronadal Extension Office (KOREO)
Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Net Assets** below:*	

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Net-Assets.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Q.3. List of creditors with the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Q.4. Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Koronadal Extension Office (KOREO)

Remarks:

*Download the sample **Detailed Schedule of Net Asset** below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1662940848#gid=1662940848

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

Q.5. Photocopy of the certificate of registration of the motor vehicles (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note:

- *The original copy will be presented for verification during the processing stage.*
- *The two (2) photo copies will be submitted upon payment of the corresponding fees.*

Q.6. Copy of TCT/CCT electronically certified and issued by the Register of Deeds and tax declaration sheets certified by the Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q.7. Photocopy of stock certificates (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
Q.8. DTI Certificate of Registration (for single proprietorship) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of notarized requirements for new application to eAmend Portal. **Location:** **https://eamend.sec.gov.ph/** **Notes/Instruction:** • Electronic copies shall be	1.1. Verifies completeness of the required documents. Assigns the application to the KOREO Securities Specialist, if complete, then records the application.	None	4 hour/s	• SEC Administrative Assistant II; Koronadal Extension Office • Securities Specialist II; Koronadal Extension Office

initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the KOREO Securities Specialist shall revert the application informing the client of the deficiencies. For submission of compliance documents, the client must upload the documents through the eAmend Portal. The assigned KOREO Securities Specialist will proceed to					

Agency Step 1.2 • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		8 working day/s	• Securities Specialist II; Koronadal Extension Office
	1.3. Reviews the Final Report and, if found in order, directs the KOREO Securities Specialist		9 working day/s	• SEC Director I; Koronadal Extension Office

within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to	to issue the Payment Assessment Form (PAF).			
	1.4. Issues the Payment Assessment Form (PAF) to the applicant.		1 hour/s	• Securities Specialist II; Koronadal Extension Office

Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given.				
2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip). **Location:** B9-11, 2nd Floor, South Cotabato Gymnasium and Cultural Center, City of Koronadal, South Cotabato **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)*	2.1. Receives complete application requirements with proof of payment; verifies hard copies against online-submitted documents and, if found in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.	None	2 hour/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office
	2.2. Prepares and generates the Certificate		4 hour/s	• SEC Administrative Administrative II; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office
	2.3. Reviews the documents, signs, and approves the Certificate.		1 working day/s	• SEC Director I or Officer-in-Charge; Koronadal

				Extension Office
	2.4. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.		1 hour/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office
	2.5. Tags the application for appointment through eAmend Portal indicating the date of release of the certificate.		2 hour/s	• SEC Administrative Assistant II; Koronadal Extension Office
3. Present the Official Receipt and Appointment Letter. Then, fill out the logbook for released applications and claim the Certificates of Approval. **Location:** B9-11, 2nd Floor, South Cotabato Gymnasium and Cultural Center, City of Koronadal, South Cotabato	3. Calls the name of the corporation, assists the client in filling out the logbook, and releases the Certificates of Approval.	None	2 hour/s	• SEC Administrative Assistant II; Koronadal Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		

23. Issuance of Plain/ Authenticated Copies of Documents

This service details the procedure on request for plain and/or authenticated copies of documents on file with the commission. The purpose of this is to obtain plain and or/ authenticated documents to have readily available records for various reasons.

For pre-processing of new applications, scanned copies of the required documents shall be submitted through:

iMessage: ***imessage.sec.gov.ph***

Office or Division:	Koronadal Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	All Government Agencies
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Filled up Freedom of Information (FOI) Request Form (1) Electronic Copy	Securities and Exchange Commission - Koronadal Extension Office
Remarks: *Can be requested via imessage.sec.gov.ph*	
2. Request Letter (1) Electronic Copy	Applicant / Client
Remarks: *Request Letter must be addressed to SEC Koronadal Extension Office Director - Atty. Nechelle J. Gedorio-Mesias*	
3. Government Issued Identification Card 1. Philippines Identification (PhilSys,National ID/ePhilID) - Philippine Statistics Authority (PSA) 2. Philippine Passport - Department of Foreign Affairs (DFA) 3. Driver's License - Land Transportation Office (LTO) 4. Professional Regulation Commission (PRC)ID - Professional Regulation Commission 5. GSIS ID - Government Service Insurance System (GSIS) 6. SSS ID - Social Security System (SSS) 7. PhilHealth ID - Philippine Health Insurance Corporation (PhilHealth) 8. Postal ID - Philippine Postal Corporation (PHLPost)	

9. TIN ID (Tax Identification Number) - Bureau of Internal Revenue (BIR)
10. Seaferer's Identification and Record Book (Seaman'n Book/SIRB) - Maritime Industry Authority (MARINA)
11. OWWA ID/ OFW E-Card - Overseas Workers Welfare Administration (OWWA)
12. Alien Certificate of Registration (ACR I-Card) - Bureau of Immigration
13. NBI Clearance - National Bureau of Investigation (NBI)
14. Police Clearance - Philippine National Police (PNP)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the Letter Request with attached Freedom of Information (FOI) request form and signed photocopy of Government Issued ID to the Office of the Director through the office counter/official email (seckoreo@sec.gov.p) **Location:** **Email**: seckoreo@sec.gov.ph **SEC Koronadal Extension Office** - B9-11, 2nd Floor, South Cotabato Gymnasium and Cultural Center (SCGCC) Compound, Alunan Ave., Brgy. Zone IV, City of Koronadal, South Cotabato 9506	1.1. Receives the Letter of Request, Freedom of Information Request Form, and the signed photocopy of Government-issued ID and assigns and forwards request to the Processing Officer	None	5 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office
	1.2. Checks availability of requested documents in database and corporate records available		30 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office
	1.3. Issues the Payment Assessment Form (PAF) and send to the client via iMessage/email		30 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office

				• SEC Administrative Officer III; Koronadal Extension Office
2. Pay the corresponding filing fees **Location:** eSPAYSEC (https://espaysec.sec.gov.ph/paymentportal/home) or at any Land Bank of the Philippines branch nationwide	2. Issues payment confirmation containing the electronic Official Receipt via e-mail	**Formula Fees** Breakdown: Plain CopyCertified True Copy/Authenticated Copy	1 working day/s	• Financial Management Department (FMD); Any of requesting office / division
3. Send the scanned copy of the proof of payment of the filing fees through email and await for the reply for the release of request. **Location:** seckoreo@sec.gov.ph	3.1. Receives and acknowledges the receipt of proof of payment via iMessage	None	10 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office
	3.2. Prepares the requested documents - Plain Copy (proceed to step 3.5 after this) or Prepares the requested documents - Authenticated Copy/Certified True Copy		4 hour/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office
	3.3. For Authenticated Copies/Certified True Copies, the SEC KOREO personnel will now stamp and sign each pages of the requested		2 hour/s	• SEC Administrative Assistant II; Koronadal

	documents as verification.			Extension Office • SEC Administrative Officer III; Koronadal Extension Office
	3.4. For Authenticated Copies/Certified True Copies, Certify the verified documents by signing the back of the verified documents last page.		2 hour/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office • SEC Director I; Koronadal Extension Office
	3.5. Schedule and sends reply to the for the releasing of request plain/authenticated documents		10 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office
4. Submit proof of payment (e-Official Receipt or LBP Oncoll Payment Slip) to claim the requested documents upon receipt of reply from the email/phone call confirming the availability of the requested documents with the releasing section. **Location:**	4.1. Receives proof of payment	None	10 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office

SEC Koronadal Extension Office - B9-11, 2nd Floor, South Cotabato Gymnasium and Cultural Center (SCGCC) Compound, Alunan Ave., Brgy. Zone IV, City of Koronadal, South Cotabato 9506	4.2. Calls the name of the corporation, assists the client in filling out the logbook, and releases the request plain/authenticated documents.		10 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office
Total Processing Time:	Working Days: 2 working day/s, 1 hour/s, 45 minute/s			
Total Processing Fee:	Total Standard Fee: None See other fees below			

Formula / Schedule of Fees

- **Plain CopyCertified True Copy/Authenticated Copy**

  Plain Copy

  Articles of Incorporation/Amended Articles of Incorporation -

  PHP 750.00

  By-Laws/Amended By-Laws-

  PHP 750.00

  General Information Sheet -PHP 750.00

  Certificate of Increase in Capital Stock -

  PHP 750.00

  Secretary's Certificate -

  PHP 750.00

  Financial Statements – PHP 25.00 per page

  Certified True Copy/Authenticated Copy

  Articles of Incorporation PHP 1,000.00+ PHP 30.00 Documentary Stamp Tax

  Amended Articles of Incorporation

  PHP 1,000.00+30.00 Documentary Stamp Tax

By-Laws/Amended By-Laws
PHP 1,000.00+ PHP 30.00 Documentary Stamp Tax

General Information Sheet PHP 1,000.00+
PHP 30.00 Documentary Stamp Tax

Authentication of document not mentioned above: refer to SEC Memorandum No. 06 series of 2025 + Documentary Stamp Tax

PHP 30.00

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

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

Office or Division:	Koronadal Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Domestic Corporations: General transacting public and business entities for: a.) Registered corporations; b.) Suspended and Revoked Corporation for purposes of filing a Petition to Set Aside Order of Suspension or Revocation; c.) Corporations with Notice of Deficiencies and Hearing or Orders; and d.) Corporations with applications to be filed with the Corporate and Partnership Registration Division, Financial Audit and Analysis Division and Corporate Filing and Records Division.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Application for Monitoring Clearance through: ewatch.sec.gov.ph (1) Electronic Copy	Securities and Exchange Commission (SEC) - Koronadal Extension Office (KOREO)
Remarks: *ewatch.sec.gov.ph*	
2. Latest due General Information Sheet (GIS) (1) Electronic Copy	Securities and Exchange Commission - Information and Communications Technology Department
Remarks: *Download through* https://efast.sec.gov.ph/	

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)

1. Sends the request through https://ewatch.sec.gov.ph/login **Location:** https://ewatch.sec.gov.ph/login	1.1. Assign the request for monitoring.	None	10 minute/s	• SEC Administrative Officer III; Koronadal Extension Office • SEC Information Officer II; Koronadal Extension Office
	1.2. Determine or verify that there is more than one set of GIS filed with the Commission by two or more different groups. Note: Monitoring will be deferred.		30 minute/s	• SEC Administrative Officer III; Koronadal Extension Office • Securities Specialist I; Koronadal Extension Office • Securities Specialist II; Koronadal Extension Office
	1.3. Forward the case to the designated SEC KOREO personnel to review the filings and prepare Notice for a Clarificatory Conference addressed to the different groups, indicating the schedule of the conference.		2 working day/s, 1 hour/s	• SEC Director I; Koronadal Extension Office
	1.4. Sign Notice for a Clarificatory Conference.		30 minute/s	• SEC Director I; Koronadal Extension Office

	1.5. Send the Notice for Clarificatory Conference through email.		10 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office
2. Representatives from the different groups appear at the scheduled conference. **Location:** SEC Koronadal Extension Office	2.1. Conduct the Clarificatory Conference and determine that there is a possible existence of an intra-corporate issue.	None	2 hour/s	• SEC Director I; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office • Securities Specialist I; Koronadal Extension Office • Securities Specialist II; Koronadal Extension Office
	2.2. Prepare the draft Order recommending that the GIS in question be marked as DISPUTED. Note: Monitoring application shall be considered as closed until the dispute is resolved by appropriate courts.		2 hour/s	• SEC Director I; Koronadal Extension Office
	2.3. Review and Signs the Order.		1 hour/s, 10 minute/s	• SEC Director I; Koronadal Extension Office
	2.4. Scan and upload the signed Order in the Document		10 minute/s	• SEC Administrative

	Verification System to generate QR code.			Assistant II; Koronadal Extension Office
	2.5. Prints the transmittal letter, Order, and Confirmation of Payment of Fines with QR code.		10 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office
	2.6. Mail and transmits the Order to the parties, Corporate Filing and Records Division and Electronic Records Management Division. The same shall also be entered in the Certification Issuance System-Unified Reference Database.		10 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: None		

25. Petition to Set Aside Orders of Revocation or Suspension

This process details the procedure for petitions to set aside orders of revocation or suspension of stock and nonstock corporations and licensed foreign corporations. Note that this remedy is applicable only to companies revoked or suspended due to noncompliance with reportorial requirements.

Office or Division:	Koronadal Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Corporations duly registered at the Securities and Exchange Commission whose status is either revoked or suspended.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Verified Petition for Correction of Entries (2) Original Copy	Applicant / Client
2. Directors'/Trustees' Certificate (2) Original Copy	Applicant / Client
3. Latest Due Audited Financial Statements (1) Photo Copy	SEC - EFAST
4. Latest Due General Information Sheet (1) Photo Copy	SEC - EFAST
5. Proof of registration of the stock and transfer book or membership book (2) Photo Copy	Applicant / Client
6. Secretary's Certificate of No Intra-Corporate Controversy (2) Original Copy	Applicant / Client
Remarks: *Please see sample format at:* *https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf*	
7. Sworn Certification by External Auditor (2) Original Copy	Applicant / Client
8. Proof of operation for each year, starting from the date of revocation or date of incorporation (for a suspension order) up to the time of the filing of the petition, any of the following	Applicant / Client

but not limited to: Audited Financial Statements; Income Tax Returns; Mayor's or Business Permits; Contracts; Receipts showing payment of Real Estate Tax; Certifications/Recognitions/Annual Conventions; or Any similar/related documents (2) Photo Copy	
9. Latest Mayor's/Business Permit (2) Photo Copy	Applicant / Client
Remarks: *Client can get a copy from the LGU - Business Permit and Licensing Office where the principal office address of the client is located*	
10. Certification Issued by the Corporate Secretary that the latest due Financial Statement and Income Tax Return was received by the SEC and BIR respectively (2) Original Copy	Applicant / Client
11. Certificate of Incorporation, latest Certificate of Filing of Amended Articles or By-Laws (if any) together with the latest Articles of Incorporation and By-Laws (2) Photo Copy	Applicant / Client
Remarks: *Client can get a copy on secexpress.ph*	
12. BIR Certificate of Registration (2) Photo Copy	Applicant / Client
Remarks: *Client can get a copy at BIR - RDO where the principal office address of the client is located*	
13. Monitoring Clearance (2) Photo Copy	SEC - Extension Office that has jurisdiction over the principal office address of the company

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

1. Submits requirements in imessage **Location:** https://imessage.sec.gov.ph/	1.1. Assigns the application to a processor	None	30 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office
	1.2. Records the application for pre-processing, examines if documents are complete in form.		30 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Administrative Officer III;
	1.3. Examines whether the documents submitted are complete in form and in substance, prepares a draft Order and Notice and submits to the EO Director/OIC for review		11 working day/s	• SEC Director I; Koronadal Extension Office
	1.4. Reviews the draft Order and Notice and the documents submitted		4 working day/s	• SEC Director I; Koronadal Extension Office
	1.5. Approves draft Order and Notice		1 working day/s	• SEC Director I; Koronadal Extension Office
	1.6. Prepares and submit the Payment		1 hour/s	• SEC Administrat

	Assessment Form to client thru his/her imessage ticket			ive Assistant II; Koronadal Extension Office
2. Pays the filing fees through ESPAYSEC/Landbank and submit proof of payment thru his/her imessage ticket **Location:** imessage.sec.gov.ph	2.1. Receives and acknowledges payment, and prepares Memo to be sent to Head Office	**Standard Fees** Breakdown: Filing Fee: PHP 3000 Legal Search Fee: PHP 30 Documentary Stamp Tax per notarized document: PHP 30 Total: PHP 3060	1 hour/s, 30 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office
	2.2. Reviews and signs the Memo		1 hour/s, 30 minute/s	• SEC Director I; Koronadal Extension Office
	2.3. Emails the Memo and the documents for the Petition to Lift Order of Suspension or Revocation to Office of the Commissioner, including the draft Order		2 hour/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office
	2.4. Signs draft Order and emails signed Order to Koronadal Extension Office		3 working day/s	• Office of the Commissioner - Supervising Commissioner of Extension Offices;

				Any of requesting office / division
	2.5. Upload and submt the signed Order to client thru his/her imessage ticket		1 hour/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 3060		

26. Post-Audit of eAMEND Applications approved under Simple Processing

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

Office or Division:	Koronadal Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All applications submitted and approved under Simple Processing in the eAMEND Portal
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy	Securities and Exchange Commission - Koronadal Extension Office
Remarks: *With downloadable system-generated forms in the eAmend Portal*	
2. Amendment Form (2) Original Copy	Securities and Exchange Commission - Koronadal Extension Office
Remarks: • *With downloadable system-generated forms in the eAmend Portal.* • *Original copies should be signed (wet signature) and notarized* • *notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed names*	
3. Monitoring Clearance (2) Original Copy	Securities and Exchange Commission - Koronadal Extension Office
Remarks: • ***(not applicable for corporation sole)***	

- *If there is no valid and available Monitoring Clearance, submit an Affidavit of Undertaking for Monitoring from the eAMEND System.*
- *Affidavit of Undertaking - Original copies should be signed (wet signature) and notarized*

4. And other additional documentary requirements uploaded in the eAmend portal (2) Original Copy	Applicant / Client
5. Amended Articles of Incorporation/By-Laws (2) Original Copy	Applicant / Client

Remarks:

- ***two (2) copies shall be submitted together with all the documentary requirements uploaded in the eAMEND portal***

(Please submit the Amended Articles of Incorporation/By-laws incorporating the proposed provisions. The amendments must be clearly underlined and annotated with the phrase "(As amended on [date of meeting])" immediately following the amended provision. Kindly ensure that no established facts are removed or modified in the process.)

For Situational Requirement

A. For Clearance from other SEC departments

Sub Situational Requirement/s

A.a. For Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies	
A.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
A.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
A.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
A.c. For Financial Technology (FinTech) related business activities	
A.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)

Remarks:

- *Operators of payment systems;*

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

A.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)

Remarks:

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

B. Endorsement from other government agencies

Sub Situational Requirement/s

B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services

B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For applications with Amendment of By-laws	
Sub Situational Requirement/s	
C.a. Air Transport	
C.a.1. Civil Aeronautics Board Endorsement (2) Original Copy And (1) Electronic Copy	Civil Aeronautics Board - Civil Aeronautics Board
C.b. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions	
C.b.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.c. Educational Institution: (stock & non-stock)	
C.c.1. Department of Education Endorsement for Elementary (2) Original Copy And (1) Electronic Copy	Department of Education - Department of Education
C.c.2. Commission on Higher Education Endorsement for College, Tertiary Course (2) Original Copy And (1) Electronic Copy	College, Tertiary Course - College, Tertiary Course
C.c.3. Technical Education Skills and Development Authority Endorsement for Technical Vocational Course (2) Original Copy And (1) Electronic Copy	Technical Education Skills and Development Authority - Technical Education Skills and Development Authority
C.d. Electric Power Plant/Trading of Petroleum Products	
C.d.1. Department of Energy Endorsement (2) Original Copy And (1) Electronic Copy	Department of Energy - Department of Energy
C.e. Hospital, Dental, Medical Clinics	
C.e.1. Department of Health Endorsement (2) Original Copy And (1) Electronic Copy	Department of Health - Department of Health
C.f. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.f.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C.g. Money Changer and Remittance Services	
C.g.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas

C.h. Non-Chartered Government Owned and Controlled Corporation	
C.h.1. Government Commission for Government-owned and Controlled Corporation Endorsement (2) Original Copy And (1) Electronic Copy	Government Commission for Government-owned and Controlled Corporation - Government Commission for Government-owned and Controlled Corporation
C.i. Professional Association	
C.i.1. Professional Regulation Commission Endorsement (2) Original Copy And (1) Electronic Copy	Professional Regulation Commission - Professional Regulation Commission
C.j. Radio, TV, Telephone, Internet Service Providers, Value-Added Service Provider	
C.j.1. National Telecommunications Commission Endorsement (2) Original Copy And (1) Electronic Copy	National Telecommunications Commission - National Telecommunications Commission
C.k. Recruitment for Overseas Employment	
C.k.1. Philippine Overseas Employment Administration Endorsement (2) Original Copy And (1) Electronic Copy	Philippine Overseas Employment Administration - Philippine Overseas Employment Administration
C.l. Security Agency/ Anti-Crime Task Force	
C.l.1. Philippine National Police Endorsement (2) Original Copy And (1) Electronic Copy	Philippine National Police - Philippine National Police
C.m. Tobacco Related Business	
C.m.1. National Tobacco Administration Endorsement (2) Original Copy And (1) Electronic Copy	National Tobacco Administration - National Tobacco Administration
C.n. Volunteer Fire Brigade	
C.n.1. Bureau of Fire Protection Endorsement (2) Original Copy And (1) Electronic Copy	Bureau of Fire Protection - Bureau of Fire Protection
C.o. Vessel/Ship Operation, Ship Management. Shipbuilding, Ship Repair, Shipping Agency, Ship Husbanding, Ship Chandling and other Maritime related activities	
C.o.1. Maritime Industry Authority Endorsement (2) Original Copy And (1) Electronic Copy	Maritime Industry Authority - Maritime Industry Authority
C.p. Water Service Providers and Waterworks	
C.p.1. Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems Endorsement (2) Original Copy And (1) Electronic Copy	Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems - Local Waterworks Utilities Administration /Manila

	Waterworks and Sewerage Systems
D. For Amendment of Corporate Name	
D.1. Name Verification Slip for Amendment of Corporate Name with Proof of Payment of Reservation Fee (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Koronadal Extension Office
Remarks: *Please request through iMessage:* ***imessage.sec.gov.ph*** *or through* ***seckoreo@sec.gov.ph***	
E. Affidavit of a director, trustees or officer undertaking to change corporate name, if not stated in the Articles of Incorporation	
E.1. Affidavit of a director, trustees or officer undertaking to change corporate name, if not stated in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the documentary requirements with proof of payment to the SEC Koronadal Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC - Koronadal Extension Office - B9-11, 2nd Floor, South Cotabato Gymnasium and Cultural Center, City of Koronadal	1.1. Stamp receives the submitted documentary requirements	None	5 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office
	1.2. Assigns to post-audit processor		10 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Administrative Officer

				III; Koronadal Extension Office
	1.3. Post-evaluates the assigned application		6 working day/s, 7 hour/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office
	1.4. Prints Certificate of Amendment (Certificate)		10 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Administrative Officer III;
	1.5. Tags the application as complete in the eAmend portal		15 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office

2. Proceeds to SEC Koronadal Extension Office for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Amended Articles of Incorporation and/or By-laws **Location:** SEC Koronadal Extension Office - B9-11, 2nd Floor, South Cotabato Gymnasium and Cultural Center, City of Koronadal, South Cotabato	2. Releases signed Certificate of Amended Articles of Incorporation and/or By-laws	None	15 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Administrative Officer III;
Total Processing Time:		Working Days: 6 working day/s, 7 hour/s, 55 minute/s		
Total Processing Fee:		Total Standard Fee: None		

27. Post-Evaluation of Regular eSPARC Applications

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

Office or Division:	Koronadal Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All Natural and Juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (2) Original Copy	Securities and Exchange Commission - Koronadal Extension Office (KOREO)
Remarks: *System-generated*	
2. Articles of Incorporation (2) Original Copy	Securities and Exchange Commission - Koronadal Extension Office (KOREO)
Remarks: *System-generated* *Original copy should be signed (wet signature) and notarized/authenticated*	
3. By-Laws (2) Original Copy	Securities and Exchange Commission - Koronadal Extension Office (KOREO)
Remarks: • *Original copy should be signed (wet signature)* • *For One Person Corporations, no by-laws required.*	
4. And other additional documentary requirements based on the mode of payment of the subscription of shares. (2) Original Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the documentary requirements with proof of payment to the KOREO Receiving Counter at SEC Koronadal Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Koronadal Extension Office, B9-11, 2nd Floor, South Cotabato Gymnasium and Cultural Center, Alunan Avenue, City of Koronadal	1.1. Stamp receives the submitted documentary requirements.	None	5 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office
	1.2. Prints Certificate of Incorporation (Certificate)		15 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office
	1.3. Assigns to post-audit processor		5 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office
	1.4. Post-evaluates the assigned application		6 working day/s, 7 hour/s	• SEC Administrative Assistant II; Koronadal Extension Office
	1.5. Tags the application as complete in the Company Registration Encoding System		10 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office
	1.6. Emails the applicant a Notice of Schedule of Appointment on the		15 minute/s	• SEC Administrative Assistant

	release of the Original Certificate.			II; Koronadal Extension Office
2. Proceeds to KOREO Releasing Section at SEC Koronadal Extension Office for presentment of the proof of payment issued by the eSPAYSEC or arranges the delivery of the Certificate through preferred courier **Location:** B9-11, 2nd Floor, South Cotabato Gymnasium and Cultural Center, City of Koronadal, South Cotabato	2. Releases original copy of the Certificate	None	10 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		

28. Post-Evaluation OneSEC eSPARC applications

This detail ensures compliance of the contents of the submitted hard copies of approved registration applications under eSPARC OneSEC in accordance with existing laws, rules, and regulations

Office or Division:	Koronadal Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (2) Original Copy	Securities and Exchange Commission - Koronadal Extension Office (KOREO)
Remarks: *System-generated*	
2. Articles of Incorporation (2) Original Copy	Securities and Exchange Commission - Koronadal Extension Office (KOREO)
Remarks: *System-generated* *Original copy should be signed (wet signature) and notarized/authenticated*	
3. By-Laws (2) Original Copy	Securities and Exchange Commission - Koronadal Extension Office (KOREO)
Remarks: • *Original copy should be signed (wet signature)* • *For One Person Corporations, no by-laws required.*	
4. And other additional documentary requirements based on the mode of payment of the subscription of shares. (2) Original Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the documentary requirements with proof of payment to the KOREO Receiving Counter at SEC Koronadal Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** B9-11, 2nd Floor, South Cotabato Gymnasium and Cultural Center, City of Koronadal, South Cotabato	1.1. Stamp receives the submitted documentary requirements.	None	5 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office
	1.2. Prints Certificate of Incorporation (Certificate)		15 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office
	1.3. Assigns to post-audit processor		10 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office

	1.4. Post-evaluates the assigned application		6 working day/s, 7 hour/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office
	1.5. Tags the application as complete in the Company Registration Encoding System		10 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office
	1.6. Emails the applicant a Notice of Schedule of Appointment on the release of the Original Certificate.		5 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office
2. Proceeds to KOREO Releasing Section at SEC Koronadal Extension Office for presentment of the	2. Releases original copy of the Certificate	None	15 minute/s	• SEC Administrative Assistant II; Koronadal

proof of payment issued by the eSPAYSEC or arranges the delivery of the Certificate through preferred courier **Location:** B9-11, 2nd Floor, South Cotabato Gymnasium and Cultural Center, City of Koronadal, South Cotabato				Extension Office
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		

29. Posting of Bond for One Person Corporation (OPC)

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

Office or Division:	Koronadal Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Target SEC Clients/Stakeholders/Customers
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet (2) Original Copy And (1) Electronic Copy	Applicant / Client
2. Notarized covering letter requesting for posting of Bond (signed by the President of OPC) (1) Original Copy And (1) Electronic Copy And (1) Photo Copy	Applicant / Client
3. Bond issued by a company duly licensed and authorized by the Insurance Commission (1) Original Copy And (1) Electronic Copy And (1) Photo Copy	Applicant / Client
4. Undertaking to faithfully administer the funds of the One Person Corporation to be received as Treasurer, and to disburse and invest the same in accordance with the Articles of Incorporation as approved by the Commission, pursuant to Section 122 of the RCC (1) Original Copy And (1) Electronic Copy And (1) Photo Copy	Applicant / Client
Remarks: *Note: This is not required if upon incorporation, the single stockholder is designated as Treasurer in the Articles of Incorporation.*	
5. Certified copy of the title with annotation (applicable for Property Bond only) (1) Original Copy And (1) Electronic Copy And (1) Photo Copy	Applicant / Client
6. Certificate of Approval of Increase of Capital Stock (if applicable) (3) Photo Copy	Applicant / Client
7. Monitoring Sheet and Proof of payment (Electronic Official Receipt) (3) Photo Copy	Securities and Exchange Commission (SEC) -

	Koronadal Extension Office (KOREO)

Remarks:

Application for Monitoring Clearance through ***https://ewatch.sec.gov.ph/login***

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit a scanned copy of the Bond via imessage.sec.gov.ph **Location:** **imessage.sec.gov.ph**	1. Assign the ticket to a Monitoring Specialist	None	20 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office
2. If applicant receives a tentative assessment, applicant shall comply with the findings indicated in the Monitoring Sheet **Location:** SEC Koronadal Extension Office **Notes/Instruction:** 2.1. Applicant submits the required documents as advised in the Monitoring Sheet 2.2. Upon receipt of the final assessment, the applicant shall proceed with the payment of the Custodian Fee and any applicable penalties	2.1. Evaluate if the amount of the Bond is compliant.	**Formula Fees** Breakdown: Custodian FeePenalties /Fines	20 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office • SEC Securities Specialist I; Koronadal Extension Office
	2.2. If the amount is sufficient, proceed to Step 2.4.		20 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office

				• SEC Administrative Officer III; Koronadal Extension Office • SEC Securities Specialist II; Koronadal Extension Office
		2.3. If the amount is insufficient, prepare and issue a tentative Monitoring Sheet.	1 hour/s	• SEC Administrative Officer III; Koronadal Extension Office • Securities Specialist I; Koronadal Extension Office • Securities Specialist II; Koronadal Extension Office
		2.4. Determines compliance, deficiencies and violations and prepares Monitoring Sheet (MS) and Checklist of Requirements.	20 minute/s	• SEC Administrative Officer III; Koronadal Extension Office • Securities Specialist I; Koronadal Extension Office • Securities Specialist II; Koronadal Extension Office

	2.5. Forward the Monitoring Sheet with attached documents to the Reviewer.		20 minute/s	• SEC Administrative Officer III; Koronadal Extension Office • Securities Specialist I; Koronadal Extension Office • Securities Specialist II; Koronadal Extension Office
	2.6. Check and consolidate the findings of the Monitor/Analyst.		20 minute/s	• SEC Administrative Officer III; Koronadal Extension Office • Securities Specialist I; Koronadal Extension Office • Securities Specialist II; Koronadal Extension Office
	2.7. Send the Monitoring Sheet and Payment Assessment Form (PAF) within 10 working days		10 working day/s	• SEC Administrative Officer III; Koronadal Extension Office • Securities Specialist I; Koronadal Extension Office

				• Securities Specialist II; Koronadal Extension Office
3. Present PAF to the nearest LBP Branch or pay through the SEC Online Payment Portal www.espaysec.sec.gov.ph **Location:** www.espaysec.sec.gov.ph	3. Receive the proof of payment from the applicant via imessage.sec.gov.ph	**Formula Fees** Breakdown: Custodian FeePenalties /Fines	30 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office
4. Submit the Monitoring Sheet, PAF and proof of payment and attach the original copy of the Bond together with the required document to SEC Koronadal Extension Office **Location:** SEC Koronadal Extension Office - B9-11, 2nd Floor, South Cotabato Gymnasium and Cultural Center, City of Koronadal, South Cotabato	4.1. Receive the documents, verify that the attached Bond is original, and forward to Monitoring Specialist	None	20 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office
	4.2. Receive the proof of payment together with the required documents.		3 working day/s	• SEC Administrative Assistant II; Koronadal Extension Office
	4.3. Draft the Report of the Bond and Certificate of Posting of Bond.		30 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office

	4.4. Forward the Report of the Bond and Certificate of Posting of Bond to the Director, for review.		10 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office
	4.5. Reviews the Report of the Bond and Certificate of Posting of Bond and other required documents and affixes initials on the other original duplicate copies.		30 minute/s	• SEC Administrative Officer III; Koronadal Extension Office • SEC Securities Specialist I; Koronadal Extension Office • SEC Securities Specialist II; Koronadal Extension Office
	4.6. Transmit the Certificate of Posting of Bond with attached Report to the KOREO Director, for signature.		5 minute/s	• SEC Administrative Assistant II ; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office

				• SEC Securities Specialist II; Koronadal Extension Office • SEC Securities Specialist II; Koronadal Extension Office
		4.7. Transmit the Original copy of the Bond to the Monitoring Specialist for safekeeping.	5 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office
		4.8. Reviews and signs the Certificate of Posting of Bond and its original duplicate copies.	1 working day/s	• SEC Director I; Koronadal Extension Office
		4.9. Scan andupload the signed Certificate in the Document Verification System to generate QR code.	5 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office
		4.10. Prints the Certificate with QR code.	5 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office
		4.11. Forward the signed Certificate of Posting of Bond and other original duplicate copies to the KOREO Releasing Officer and	5 minute/s	• SEC Administrative Assistant II; Koronadal

	other for further encoding and other appropriate action.			Extension Office
	4.12. Send appointment letter through email.		5 minute/s	• SEC Administrative Assistant II; Butuan Extension Office
5. Receives appointment letter and proceeds to SEC - Koronadal Extension Office for presentation of original proof of payment and receives the Certificate of Posting of Bond. **Location:** SEC Koronadal Extension Office - B9-11, 2nd Floor, South Cotabato Gymnasium and Cultural Center, City of Koronadal, South Cotabato	5. Release the Certificate of Posting of Bond to the client.	None	10 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office
Total Processing Time:		Working Days: 14 working day/s, 5 hour/s, 40 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Custodian Fee**

  Pursuant to SEC Memorandum Circular No. 10, series of 2026

  https://www.sec.gov.ph/mc-2026/sec-mc-no-10-series-of-2026

- **Penalties/Fines**

  Pursuant to SEC Memorandum Circular No. 10, series of 2026

  https://www.sec.gov.ph/mc-2026/sec-mc-no-10-series-of-2026

30. Primary Registration and Secondary Licenses for Lending and Financing Company through the ESPARC (Electronic Simplified Processing of Application for Registration of Company)

This service details the procedure in submitting and processing applications for licensing of lending and financing companies through an online portal that facilitates the acceptance, processing, approval of payment and issuance of original Certificate of Registration through the corporation's authorized representative.

Office or Division:	Koronadal Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Natural persons and Juridical entities and/or their representatives who wish to register a corporation
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for New Registration (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *System-generated downloadable from the client's ESPARC's account.*	
2. Articles of Incorporation (non-stock corporations) (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *System-generated downloadable from the client's ESPARC's account.*	
3. By-Laws (non-stock corporations) (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *System-generated downloadable from the client's ESPARC's account.*	
4. Certificate of Authentication (May be submitted in lieu of Notarization [SEC MC. No. 16, series of 2020]) (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

System-generated downloadable from the client's ESPARC's account.	
5. Application Summary Form (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *System-generated downloadable from the client's ESPARC's account.*	
6. Electronic Official Receipt as Proof of Payment (2) Electronic Copy	Applicant / Client
Remarks: *Sent through their e-mail or may be downloaded from this link: https://espaysec.sec.gov.ph/*	
7. Valid NBI Clearance of all incorporators and stockholders (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	National Bureau of Investigation - NBI
8. Notarized Bank Certificate of Deposit (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
9. Sworn Certification required under Securities and Exchange Commission Memorandum Circular No. 29, series of 2020 (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *System-generated downloadable from the client's ESPARC's account.*	
10. Email confirmation from Anti-Money Laundering Division of the Enforcement and Investor Protection Department of the Securities and Exchange Commission as to the receipt of the Sworn Certification required under Memorandum Circular No. 29, series of 2020 (2) Photo Copy And (1) Electronic Copy	Applicant / Client
11. Application Form (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *System-generated downloadable from the client's ESPARC's account.*	
12. Information Sheet (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *System-generated downloadable from the client's ESPARC's account.*	

13. Signed and notarized Treasurer's Affidavit (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *System-generated downloadable from the client's ESPARC's account.*	
For Situational Requirement	
A. If with foreign directors and/or officers	
A.1. Alien Certificate of Registration or Immigrant Certificate of Residence Card (2) Photo Copy And (1) Electronic Copy	Applicant / Client
A.2. Clearance from Bureau of Immigration (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bureau of Immigration - Bureau of Immigration
A.3. Passport with proof of valid visa or stay in the Philippines (2) Photo Copy And (1) Electronic Copy	Applicant / Client
B. For applications with more than 40% foreign equity:	
B.1. Signed and Notarized Foreign Investment Act Form 100 (FIA Form F-100) (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *System-generated downloadable from the client's ESPARC's account.*	
C. For applications with secondary purposes for pawnshops, and other financial intermediaries with quasi-banking functions	
C.1. Favorable endorsement from regulating agency (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Department
D. For application with secondary purposes for preneed, insurance and trust companies and other financial intermediaries	
D.1. Favorable endorsement from regulating agency (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Licensing Division

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. The applicant accesses the eSPARC system	1.1. Reviews and Evaluates the	None	1 working day/s	• SEC Securities Specialist

through the Securities and Exchange Commission (SEC) website and submits the proposed company name and fills out the required details in the Articles of Incorporation and/or By-Laws. The applicant reviews and submits the application through the system for evaluation by the Commission. **Location:** SEC - Electronic Simplified Processing of Application for Registration of Company (SEC eSPARC) - https://esparc.sec.gov.ph/application **Notes/Instruction:** *If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the SEC Koronadal Extension Office* ***(SEC KorEO)*** *Processor shall revert the application informing the client of the deficiencies. For submission of compliance documents, the client must resubmit the application through the eSPARC Portal. The assigned SEC KorEO Processor will*	proposed company name			I; Koronadal Extension Office • SEC Director I; Koronadal Extension Office
	1.2. Reviews the submitted application and, upon finding it compliant, pre approves the application. The system-generated email is sent to the applicant with instructions to download the system-generated documents and the applicant is instructed to upload the the duly signed and authenticated/notarized registration documents through the system for further processing.		4 working day/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Information Officer II; Koronadal Extension Office

proceed to Agency Step 1.2.				
2. The applicant downloads the Articles of Incorporation and/or By-Laws and Certificate of Authentication from the system, secures the required signatures of the incorporators, and has the documents duly notarized/authenticated. The applicant then uploads the signed and notarized/authenticated registration documents through the system. **Location:** SEC - Electronic Simplified Processing of Application for Registration of Company (SEC eSPARC) - https://esparc.sec.gov.ph/application	2.1. Compares the details in the uploaded documents with the information encoded by the applicant and, upon verification of completeness and accuracy, approves the application for payment.	None	1 working day/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Information Officer II; Koronadal Extension Office
	2.2. Generate Payment Assessment Form and send it to the applicant		5 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Information Officer II; Koronadal Extension Office
3. Pay the corresponding registration fees **Location:** Espaysec (https://espaysec.sec.gov.ph/paymentportal/home) or at any Land Bank of the Philippines branch nationwide. **Notes/Instruction:**	3. Issues payment confirmation containing the electronic Official Receipt via e-mail	**Formula** **Fees** Breakdown: For corporations with par valueFor corporations without par valueFIA Registration FeeName Reservation Each trade nameStock and Transfer Book RegistrationL	5 minute/s	• Electronic System for Payment to SEC (eSPAYSEC); Koronadal Extension Office

SEC Koronadal Extension Office **(SEC KorEO)**		icensing Fee for Lending (Head Office)Licensing Fee for Lending (Branch Office)Licensing Fee for Financing (Head Office)Licensing Fee for Financing (Branch Office)Legal Research Fee for each Licensing FeeDocumentary Stamp Tax		
4. Submit the original hard copies, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip). **Location:** **SEC Koronadal Extension Office (SEC KorEO)** - 2/F South Cotabato Gymnasium and Cultural Center (SCGCC) Compound, Alunan Ave., Brgy. Zone IV, City of Koronadal, South Cotabato **Notes/Instruction:** *Submitted original hard copies must be the same as the documents pre-processed online.*	4.1. Calls the name of the company, accepts the complete application requirements together with the proof of payment, and transmits these to the assigned SEC KorEO Processor.	None	1 hour/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office
	4.2. Compares the hard copies received with the scanned copies of the application documents and, upon verification that these are complete and in order, print the Certificate of Incorporation. The Receiving Officer shall inform the applicant to await the scheduled		1 hour/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office

	appointment date for the release of the Certificate of Approval.			
	4.3. Review and signs the Certificate of Registration		10 minute/s	• SEC Director I or Officer-in-Charge; Koronadal Extension Office
5. Present the Official Receipt and Appointment Letter. Then, fill out the logbook for released applications and claim the Original Certificate of Incorporation. **Location:** SEC Koronadal Extension Office - 2/F South Cotabato Gymnasium and Cultural Center (SCGCC) Compound, Alunan Ave., Brgy. Zone IV, City of Koronadal, South Cotabato	5. Calls the name of the company, assists the client in filling out the logbook, and releases the Original Certificate of Incorporation.	None	1 hour/s	• SEC Administrative Assistant II; Koronadal Extension Office
Total Processing Time:		Working Days: 6 working day/s, 3 hour/s, 20 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **For corporations with par value**

  Registration Fee - 1/5 of 1% of the authorized capital stock but not less than ₱2,000.00 or the
  subscription price of the subscribed capital
  stock, whichever is higher

  By-Laws (non-stock corporation) - ₱1,000.00

  Documentary Stamp Tax - ₱ 30.00

Miscellaneous Handling Fee - ₱ 20.00

Legal Research Fee - 1% of the computed filing fee for registration and by laws but not less than ₱ 10.00

- **For corporations without par value**

  Registration Fee - 1/5 of 1% of the authorized capital stock computed at ₱100.00 per share but not less than ₱2,000.00 or the issue value of the subscribed capital stock, whichever is higher

  By-Laws (non-stock corporation) - ₱1,000.00

  Documentary Stamp Tax - ₱ 30.00

  Miscellaneous Handling Fee - ₱ 20.00

  Legal Research Fee - 1% of the computed filing fee for registration and by laws but not less than ₱ 10.00

- **FIA Registration Fee**

  FIA Form - ₱ 3,000.00

  Documentary Stamp Tax - ₱ 30.00

  Legal Research Fee - ₱ 30.00

  Miscellaneous Handling Fee - ₱ 20.00

- **Name Reservation**

  ₱ 100.00

- **Each trade name**

  ₱ 100.00

- **Stock and Transfer Book Registration**

  ₱ 100.00

- **Licensing Fee for Lending (Head Office)**

  1/10 of 1% of the paid up capital

- **Licensing Fee for Lending (Branch Office)**

  1/10 of 1% of the assigned capital of the branch

- **Licensing Fee for Financing (Head Office)**

  1/10 of 1% of the paid up capital

- **Licensing Fee for Financing (Branch Office)**

  1/10 of 1% of the capital of the branch

- **Legal Research Fee for each Licensing Fee**

  1% of each licensing fee but not less than ₱10.00

- **Documentary Stamp Tax**

  ₱30.00

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

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

The following are the various company type to choose form:

- *General Partnership*
- *Professional Partnership*
- *Limited Partnership*

Type of partnership based on foreign equity participation:

- *Alll Filipinos*
- *.01% to 100% foreign equity participation*

Office or Division:	Koronadal Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Koronadal Extension Office
Remarks: *System-generated*	
2. Articles of Partnership (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Koronadal Extension Office

Remarks:

System-generated

Original copy should be signed (wet signature) and notarized

For Situational Requirement	
A. Endorsement/Clearance from other government agencies	
Sub Situational Requirement/s	
A.a. Money Changer and Remittance Services	
A.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
A.a.2. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
B. For Clearance from other SEC departments	
Sub Situational Requirement/s	
B.a. For Financial Technology (FinTech) related business activities	
B.a.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)

Remarks:

- *Alternative Credit Scoring Companies;*
- *AI/Big Data Companies;*
- *InsurTech Companies (InsurTech Service Providers);*
- *KYC/Security Companies (KYC Service Providers);*
- *Digital Asset Exchanges;*
- *Virtual Asset Service Providers;*
- *Play-to-Earn Platforms;*
- *E-Commerce Companies;*
- *RegTech Companies (RegTech Service Providers);*
- *SupTech Companies (SupTech Service Providers); and*
- *Digital Advisers/Robo-Advisers.*

B.a.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)

Remarks:

- *Alternative Credit Scoring Companies;*
- *AI/Big Data Companies;*
- *InsurTech Companies (InsurTech Service Providers);*
- *KYC/Security Companies (KYC Service Providers);*

- *Digital Asset Exchanges;*
- *Virtual Asset Service Providers;*
- *Play-to-Earn Platforms;*
- *E-Commerce Companies;*
- *RegTech Companies (RegTech Service Providers);*
- *SupTech Companies (SupTech Service Providers); and*
- *Digital Advisers/Robo-Advisers.*

C. Additional requirement, if applicable;

Sub Situational Requirement/s

C.a. If the Partner is a Juridical Entity

C.a.1. Authenticated/Apostilled Board Resolution approving the Corporation to be a partner and appointing their authorized representative (2) Original Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Board Resolution of the Juridical Entity allowing it to invest in the said Corporation

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ **Location:** https://esparc.sec.gov.ph/ **Notes/Instruction:** SEC Koronadal Extension Office (SEC KorEO)	1.1. Approves proposed company name and/or trade name/s in accordance with SEC Memorandum Circular No. 13, Series of 2019	None	2 hour/s	• Securities Specialist I; Koronadal Extension Office
	1.2. Pre-processes all corporate information submitted		2 working day/s, 7 hour/s, 45 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Information Officer II; Koronadal Extension Office

	1.3. SEC KorEO Processor prepares and issues the Payment Assessment Form (PAF)		5 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Information Officer II; Koronadal Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Formula Fees** Breakdown: Articles of PartnershipName ReservationLegal Research FeeDocumentary Stamp Tax	5 minute/s	• Accounting Division; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the SEC Koronadal Extension Office - 2/F South Cotabato Gymnasium and Cultural Center (SCGCC) Compound, Alunan Ave., Brgy. Zone IV, City of Koronadal, South Cotabato through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc. **Location:** SEC Koronadal Extension Office - 2/F South Cotabato Gymnasium and	3.1. Review the submitted documents. if complete, receives hard copies of the registration application for Post-audit Review.	None	5 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office
	3.2. SEC KorEO Personnel will Post-Audit Review the received documents. If all correct, documents will be officially stamped		5 hour/s, 30 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Administrat

Cultural Center (SCGCC) Compound, Alunan Ave., Brgy. Zone IV, City of Koronadal, South Cotabato **Notes/Instruction:** - SEC Koronadal Extension Office (**SEC KorEO**) - **Post-Audit Review:** Checking of Completeness and Correctness of submitted documents.				ive Officer III; Koronadal Extension Office
	3.3. Generates the Certificate and forwards the same with the submitted proof of payment and documentary requirements to the authorized signatory		10 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office
	3.4. Reviews the application and signs the Certificate;		3 working day/s	• SEC Director I or Officer-in-Charge; Koronadal Extension Office
	3.5. Sends appointment through email indicating the date of release of the Certificate		10 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office
4. Proceeds to SEC Koronadal Extension Office - 2/F South Cotabato Gymnasium and Cultural Center (SCGCC) Compound, Alunan Ave., Brgy. Zone IV, City of Koronadal, South	4. Enters company name in the Masterlist/Logbook and get client signature upon releasing the Certificate together with registration application then	None	10 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office

Cotabato for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate **Location:** SEC Koronadal Extension Office - 2/F South Cotabato Gymnasium and Cultural Center (SCGCC) Compound, Alunan Ave., Brgy. Zone IV, City of Koronadal, South Cotabato	stamps release the official receipt			

Total Processing Time:	Working Days: 7 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

- **Articles of Partnership**

  ⅕ of 1% of the Partnership's Capital but not less than PHP 2,000

- **Name Reservation**

  PHP 100 per Corporate Name

  *Additional Php 100 per trade name/s

- **Legal Research Fee**

  1% of the computed Filing Fees

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

32. Registration of Corporations through the Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular with ZERO Processing

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

The following are the various company type to choose form:

1. *Stock Corporation*

As to composition:

1. *One Person Corporation*
2. *Corporation with 2 to 15 incorporators*

As to ownership:

1. *All Filipino*
2. *With Foreign equity participation*

As to Company type:

1. *Domestic Corporations*

1. *Non-stock Corporation*

As to Company sub-types:

1. *Corporation Sole*
2. *Non-stock/Non-profit*
3. *Foundation*
4. *Federation*
5. *Microfinance*
6. *Religious Aggregate*
7. *Condominium Corporation*

As to ownership:

1. *All Filipino*
2. *With foreign equity participation*

Office or Division:	Koronadal Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (1) Electronic Copy	Securities and Exchange Commission - Koronadal Extension Office (KOREO)
Remarks: *System-generated*	
2. Articles of Incorporation (1) Electronic Copy	Securities and Exchange Commission - Koronadal Extension Office (KOREO)
Remarks: *System-generated* • *corporate name;* • *business activity;* • *principal office address;* • *names, nationality, residences and Tax Identification Numbers (TIN) of natural Filipino incorporators/officer (for corporations composed of 2-15 incorporators) or single incorporator, nominee and alternate nominee (for One Person Corporation).* • *capital structure;* • *name of treasurer and TIN;* • *Undertaking to change company name;* • *Printed names and with original signatures of the single stockholder, nominee and alternate nominee of all incorporators for corporations with 2-15 incorporators or single stockholder, nominee and alternate nominee for One Person Corporation;* • *Authentication*	
3. By-Laws (1) Electronic Copy	Securities and Exchange Commission - Koronadal Extension Office (KOREO)
Remarks: • *System-generated* • *For One Person Corporations and Corporation Sole, no by-laws required.*	

For Situational Requirement	
A. For Initial Processing of Ordinary Corporations	
A.1. Joint Affidavit of Undertaking to Change Name, in case not incorporated in the Articles of Incorporation (1) Electronic Copy	Securities and Exchange Commission - Koronadal Extension Office (KOREO)
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)* • *Original copy should be signed (wet signature) and notarized*	
Sub Situational Requirement/s	
A.a. If Articles of Incorporation and By-Laws are executed in a foreign jurisdiction	
A.a.1. Authenticated/Apostilled Articles of Incorporation and By-Laws and supporting documents (1) Electronic Copy	Applicant / Client
A.b. If Incorporator/s is/are a Juridical Entity	
A.b.1. Board Resolution/Directors'/Trustees' Certificate or Secretary's Certificate (1) Electronic Copy	Applicant / Client
Remarks: *Authenticated/Apostilled (if executed in a foreign jurisdiction)*	
B. Endorsement/Clearance from other government agencies	
Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For Clearance from other SEC departments	
Sub Situational Requirement/s	
C.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	

C.a.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
C.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
C.b.1. Markets and Securities Regulation Department (MSRD) Clearance (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD
C.c. For Financial Technology (FinTech) related business activities	
C.c.1. PhiliFintech Innovation Office (PIO) Clearance (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
C.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;*	

- *AI/Big Data Companies;*
- *InsurTech Companies (InsurTech Service Providers);*
- *KYC/Security Companies (KYC Service Providers);*
- *Digital Banks;*
- *Digital Asset Exchanges;*
- *Virtual Asset Service Providers;*
- *Play-to-Earn Platforms;*
- *E-Commerce Companies;*
- *Crowdfunding Platforms;*
- *RegTech Companies (RegTech Service Providers);*
- *SupTech Companies (SupTech Service Providers); and*
- *Digital Advisers/Robo-Advisers.*

D. For Foundation	
D.1. Notarized certificate of bank deposit of the contribution (1) Electronic Copy	Applicant / Client
Remarks: *which shall not be less than P1,000,000.00*	
D.2. Statement of Willingness to allow the Commission to conduct an audit (1) Electronic Copy	Securities and Exchange Commission - Corporate and Partnership Registration Division
Remarks: *System-generated*	
E. For Federation	
E.1. of Member-Associations certified by the Corporate Secretary and attested by the President (1) Electronic Copy	Applicant / Client
F. For Confederation	
F.1. List of Member-Federations certified by the Corporate Secretary and attested by the President (1) Electronic Copy	Applicant / Client
G. For Condominium Corporation/Association	
G.1. Notarized Copy of the Master Deed with primary entry of the Register of Deeds (1) Electronic Copy	Applicant / Client
G.2. Certification that there is no existing similar condominium association within the condominium project (1) Electronic Copy	Securities and Exchange Commission - Koronadal Extension Office (KOREO)
Remarks:	

System-generated

Applicant Condominium Corporation/Association to be executed by the Corporate Secretary

H. For Non-Stock Religious Aggregate

H.1. Affidavit of Affirmation/Verification by the chief priest, rabbi, minister, or presiding elder, (not required if already part of the Articles of Incorporation) (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ **Location:** https://esparc.sec.gov.ph/	1.1. Approves proposed company name and/or trade name/s in accordance with SEC Memorandum Circular No. 13, Series of 2019	None	2 working day/s	• Securities Specialist I; Koronadal Extension Office • SEC Director I; Koronadal Extension Office
	1.2. Pre-processes all corporate information submitted		4 working day/s, 7 hour/s, 45 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Information Officer II; Koronadal Extension Office
	1.3. KOREO Processor prepares and issues the Payment Assessment Form (PAF)		5 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Information Officer II;

				Koronadal Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: By-Laws: PHP 1000 Total: PHP 1000 **Formula Fees** Breakdown: Filing FeeRegistration of Stock and Transfer Book/Membership BookName ReservationLegal Research FeeDocumentary Stamp Tax	5 minute/s	• Accounting Division; Financial Management Department (FMD)
3. Generates and prints the Digital Certificate **Location:** eSPARC	3. The eSPARC system issues the Digital Certificate	None	5 minute/s	• eSPARC System; Corporate Filing and Records Division (CFRD)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1000 See other fees below		

Formula / Schedule of Fees

- **Filing Fee**

  Stock corporation with par value - ⅕ of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher

  Stock corporation without par value - ⅕ of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital

stock whichever is higher

Non- Stock corporation – PHP 1,000

- **Registration of Stock and Transfer Book/Membership Book**

  Stock and Transfer Book – PHP 150

  Membership Book – PHP 75

- **Name Reservation**

  PHP 100 per Corporate Name

  *Additional Php100 per trade name/s

- **Legal Research Fee**

  1% of the computed Filing Fees for Amended Articles of Incorporation and/or By-Laws

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

33. Registration of Non-Stock Corporations through the Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular Only (with Digital Certificate)

This service details the procedure for registration of the following non-stock corporation through Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular Only;

As to Company sub-types:

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

As to ownership:

a. *All Filipino*
b. *With foreign equity participation*

Office or Division:	Koronadal Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Koronadal Extension Officer (KOREO)
Remarks: *System-generated*	
2. Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Koronadal Extension Officer (KOREO)

Remarks: *System-generated* • *Original copy should be signed (wet signature) and notarized* • *corporate name;* • *business activity;* • *principal office address;* • *names, nationality, residences and Tax Identification Numbers (TIN) of natural Filipino incorporators/officer (for corporations composed of 2-15 incorporators) or single incorporator, nominee and alternate nominee (for One Person Corporation).* • *capital structure;* • *name of treasurer and TIN;* • *Undertaking to change company name;* • *Printed names and with original signatures of the single stockholder, nominee and alternate nominee of all incorporators for corporations with 2-15 incorporators or single stockholder, nominee and alternate nominee for One Person Corporation;* • *Notarization or Authentication*	
3. By-Laws (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Koronadal Extension Officer (KOREO)
Remarks: • *System-generated* • *Original copy should be signed (wet signature)* • *Needs to be submitted for corporations with 2 -15 incorporators only. For One Person Corporations, no by-laws required.*	
For Situational Requirement	
A. Additional Requirement, if applicable;	
A.1. Joint Affidavit of Undertaking to Change Name, in case not incorporated in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Koronadal Extension Office (KOREO)
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)* • *Original copy should be signed (wet signature) and notarized*	
Sub Situational Requirement/s	
A.a. If Articles of Incorporation and By-Laws are executed in a foreign jurisdiction	
A.a.1. Authenticated/Apostilled Articles of Incorporation and By-Laws and supporting documents (1) Original Copy And (1) Electronic Copy	Applicant / Client

A.b. If Incorporator/s is/are a Juridical Entity	
A.b.1. Board Resolution/Directors'/Trustees' Certificate or Secretary's Certificate (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Authenticated/Apostilled (if executed in a foreign jurisdiction)*	
A.c. For non-stock religious aggregate	
A.c.1. Affidavit of Affirmation/Verification by the chief priest, rabbi, minister, or presiding elder, (not required if already part of the Articles of Incorporation) (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.d. For foundation	
A.d.1. Notarized certificate of bank deposit of the contribution, which shall not be less than P1,000,000.00 Statement of Willingness to allow the Commission to conduct an audit (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.e. For federation	
A.e.1. List of Member-Associations certified by the Corporate Secretary and attested by the President (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.f. For confederation	
A.f.1. List of Member-Federations certified by the Corporate Secretary and attested by the President (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.g. For condominium corporation/association	
A.g.1. Notarized Copy of the Master Deed with primary entry of the Register of Deeds (2) Original Copy And (1) Electronic Copy	Condominium Developer and Register of Deeds - Condominium Developer and Register of Deeds
A.g.2. Certification that there is no existing similar condominium association within the condominium project (2) Original Copy And (1) Electronic Copy	Applicant Condominium Corporation/Association to be executed by the Corporate Secretary - Applicant Condominium Corporation/Association to be executed by the Corporate Secretary
B. Endorsement/Clearance from other government agencies	
Sub Situational Requirement/s	

B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For Clearance from other SEC departments	
Sub Situational Requirement/s	
C.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
C.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
C.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
C.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
C.c. For Financial Technology (FinTech) related business activities	
C.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)

Remarks:

- *Operators of payment systems;*
- *Payment Service Providers;*
- *Electronic Money Issuers (EMI);*
- *Non-bank EMIs;*
- *Alternative Credit Scoring Companies;*
- *Online Lending Companies;*
- *Peer-to-peer Lending Companies;*
- *AI/Big Data Companies;*
- *InsurTech Companies (InsurTech Service Providers);*
- *KYC/Security Companies (KYC Service Providers);*
- *Digital Banks;*
- *Digital Asset Exchanges;*
- *Virtual Asset Service Providers;*
- *Play-to-Earn Platforms;*
- *E-Commerce Companies;*
- *Crowdfunding Platforms;*
- *RegTech Companies (RegTech Service Providers);*

- *SupTech Companies (SupTech Service Providers); and*
- *Digital Advisers/Robo-Advisers.*

C.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)

Remarks:

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

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ **Location:** https://esparc.sec.gov.ph/	1.1. Approves proposed company name and/or trade name/s in accordance with SEC Memorandum Circular No. 13, Series of 2019	None	2 working day/s	• SEC Director I; Koronadal Extension Office • Securities Specialist I; Koronadal Extension Office
	1.2. Evaluate all corporate information submitted for pre-approval		3 working day/s	• SEC Administrative Assistant II;

				Koronadal Extension Office • SEC Information Officer II; Koronadal Extension Office
2. Upload and submit the duly signed and Notarized Articles of Incorporation, Certificate of Authentication, and By-laws on current eSPARC (esparc.sec.gov.ph) application **Location:** esparc.sec.gov.ph	2.1. Review the submitted documents and approve application for payment of Registration Fees	None	1 working day/s, 7 hour/s, 40 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Information Officer II; Koronadal Extension Office
	2.2. KOREO Processor prepares and issues the Payment Assessment Form (PAF)		5 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Information Officer II; Koronadal Extension Office
3. Pays the Registration fees through any Landbank branches or through eSPAYSEC. For Landbank payment: Upload and submit Oncoll Payment Slips through eSPARC application. **Location:**	3. Issues payment confirmation containing the Electronic Official Receipt via email. Note: For payments through Landbank: assigned SEC KOREO personnel will Confirm uploaded Oncoll Payment Slips.	**Standard Fees** Breakdown: By-Laws: PHP 1000 --- Total: PHP 1000 **Formula Fees** Breakdown: Registration	5 minute/s	• Accounting Division; Financial Management Department (FMD)

espaysec.sec.gov.ph/payment-portal/home esparc.sec.gov.ph		of Corporation Registration of Stock and Transfer Book/Membership BookName ReservationLegal Research FeeDocumentary Stamp Tax		
4. Generates and prints the Digital Certificate **Location:** eSPARC **Notes/Instruction:** To secure the original copy of the Certificate, clients shall submit four (4) sets of originally signed documentary requirements with original proof of payment within sixty (60) calendar days from the date of issuance of the Digital Certificate	4. The eSPARC system issues the Digital Certificate	None	5 minute/s	• eSPARC System; Koronadal Extension Office
Total Processing Time:		Working Days: 6 working day/s, 7 hour/s, 55 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 1000 See other fees below		

Formula / Schedule of Fees

- **Registration of Corporation**

  Stock corporation with par value - ⅕ of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher

Stock corporation without par value - ⅕ of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher

Non- Stock corporation – PHP 1,000

- **Registration of Stock and Transfer Book/Membership Book**

  Membership Book – PHP 75

- **Name Reservation**

  PHP 100 per Corporate Name

  *Additional Php100 per trade name

- **Legal Research Fee**

  1% of the computed Filing Fees for Amended Articles of Incorporation and/or By-Laws

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

34. Request for Certificate of No Derogatory Information

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

Office or Division:	Koronadal Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business)
Who may avail:	All SEC Registered Entities
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Duly accomplished SEC Form 2015-001 (1) Electronic Copy	Securities and Exchange Commission (SEC) - Koronadal Extension Office (KOREO)
Remarks: *https://www.sec.gov.ph/wp-content/uploads/2024/03/2024Forms_Revised-Certificate-of-No-Derogatory-Information.pdf*	
For Situational Requirement	
A. For Corporations with Primary Licenses	
A.1. Monitoring Clearance (1) Electronic Copy	Securities and Exchange Commission (SEC) - Koronadal Extension Office (KOREO)
Remarks: *https://ewatch.sec.gov.ph/login*	
B. For Corporations with Secondary Licenses	
B.1. Monitoring Clearance (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department

Remarks: *msrdsubmission@sec.gov.ph*	
C. For Foundation	
C.1. Monitoring Clearance (1) Electronic Copy	Securities and Exchange Commission (SEC) - Koronadal Extension Office (KOREO)
Remarks: *https://ewatch.sec.gov.ph/login*	
D. For Financing/Lending	
D.1. Monitoring Clearance (1) Electronic Copy	Securities and Exchange Commission (SEC) - Koronadal Extension Office (KOREO)
Remarks: *https://ewatch.sec.gov.ph/login*	
E. For Partnership	
E.1. Articles of Incorporation or latest Amended Articles of Partnership, if any (1) Electronic Copy	Securities and Exchange Commission (SEC) - Koronadal Extension Office (KOREO)
Remarks: *https://secexpress.ph*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Sends request with attached requirements **Location:** https://imessage.sec.gov.ph	1.1. Checks completeness of the requirements and verifies status of corporation through the Certification Issuance System-Unified Reference Database (CIS-URDB)	None	6 hour/s, 20 minute/s	• SEC Administrative Officer III; Koronadal Extension Office • Securities Specialist I;

				Koronadal Extension Office
	1.2. Issues a Payment Assessment Form (PAF) through email, if with complete requirements and status in CIS-URDB is cleared		15 minute/s	• SEC Administrative Officer III; Koronadal Extension Office • Securities Specialist I; Koronadal Extension Office
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the electronic Official Receipt via email	**Standard Fees** Breakdown: Certification Fee: PHP 500 Documentary Stamp Tax: PHP 30 Total: PHP 530	5 minute/s	• Accounting Division; Financial Management Department (FMD)
3. Submits proof of payment through iMessage. **Location:** https://imessage.sec.gov.ph	3.1. Acknowledge receipt of proof of payment with instruction to wait for the releasing appointment that will be issued through imessage.sec.gov.ph	None	10 minute/s	• SEC Administrative Officer III; Koronadal Extension Office • Securities Specialist I; Koronadal Extension Office
	3.2. Download the submitted SEC Form 2015-001, monitoring clearance and proof of payment		25 minute/s	• SEC Administrative Officer III; Koronadal Extension Office • Securities Specialist I;

				Koronadal Extension Office
	3.3. Download the Certificate of No Derogatory Information through the CIS-URDB		25 minute/s	• SEC Administrative Officer III; Koronadal Extension Office • Securities Specialist I; Koronadal Extension Office
	3.4. Reviews application and signs the Certificate of No Derogatory Information with PNPKI		2 working day/s	• SEC Director I or Officer-in-Charge; Koronadal Extension Office
	3.5. Upload signed Certificate to the Document Verification and Tracking System (DVTS) for the generation of QR code		10 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office
4. Release of the requested Certificate **Location:** https://imessage.sec.gov.ph	4.1. Download the Digital Certificate of No Derogatory Information with QR Code from the Document Verification and Tracking System (DVTS) for release	None	5 minute/s	• SEC Administrative Officer III; Koronadal Extension Office • Securities Specialist I; Koronadal Extension Office

	4.2. Releases the Certificate of No Derogatory Information (CNDI) to the applicant through imessage.sec.gov.ph		5 minute/s	• SEC Administrative Officer III; Koronadal Extension Office • Securities Specialist I; Koronadal Extension Office
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 530		

35. Request for Certification with or without Secondary License

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

Office or Division:	Koronadal Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	General Public
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Signed letter request (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Sends letter request through imessage.sec.gov.ph **Location:** imessage.sec.gov.ph	1.1. Acknowledges the imessage ticket request	None	5 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office
	1.2. Checks completeness of the information needed and determines request feasibility		5 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office

	1.3. Issues a Payment Assessment Form (PAF) through client's imessage ticket, if with complete information and if the request is feasible		5 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home or SEC accredited Land Bank branches	2. Issues payment confirmation containing the electronic Official Receipt via email	**Standard Fees** Breakdown: Certification Fee: PHP 500 Documentary Stamp Tax: PHP 30 Total: PHP 530	1 minute/s	• Financial Management Department; Financial Management Department (FMD)
3. Submits proof of payment at the same imessage ticket **Location:** imessage.sec.gov.ph	3.1. Checks the completeness and legitimacy of payment details	None	5 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office
	3.2. Validates the inquiry, the availability of information in online facilities and other records		30 minute/s	• SEC Administrative Assistant II; Koronadal

				Extension Office • SEC Administrative Officer III; Koronadal Extension Office
	3.3. Check the monitoring of the corporate status and verification of Secondary License, respectively		1 working day/s, 5 hour/s	• SEC Administrative Officer III; Koronadal Extension Office • Securities Specialist I; Koronadal Extension Office • Securities Specialist II; Koronadal Extension Office
	3.4. Drafts the Certification		1 hour/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office
	3.5. Reviews and signs the Certification through PNPKI system		1 working day/s, 30 minute/s	• SEC Director I; Koronadal Extension Office
	3.6. Uploads the digitally signed Certification to the		5 minute/s	• SEC Administrative

	Document Verification System to generate QR Code			Assistant II; Koronadal Extension Office
	3.7. Download the Certification with generated QR Code		5 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office
	3.8. Prints the Certification with generated QR Code		5 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office
	3.9. Sends imessage ticket reply for the releasing of certification		10 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office
4. Releases the Certification **Location:** imessage.sec.gov.ph	4.1. Attached the downloaded digitally signed Certification with QR code to the prepared email	None	3 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office
	4.2. Releases the Certification through seclaoag@sec.gov.ph		5 minute/s	• SEC Administrative Assistant II; Koronadal

				Extension Office • SEC Administrative Officer III; Koronadal Extension Office

General Remarks

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

Total Processing Time:	Working Days: 2 working day/s, 7 hour/s, 54 minute/s
Total Processing Fee:	Total Standard Fee: PHP 530

36. Request for Name Verification for Amendment

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

Office or Division:	Koronadal Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All SEC Registered Entities
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Accomplished Request for Name Verification Form (1) Electronic Copy	Applicant / Client

Remarks:

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

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Request through iMessage.sec.gov.ph **Location:** imessage.sec.gov.ph	1.1. Acknowledge receipt of iMessage request with the list of requirements	None	10 minute/s	• Securities Specialist I; Koronadal Extension Office • SEC Administrative Assistant II; Koronadal Extension Office
	1.2. Approves or denies proposed corporate name or trade name/s		6 working day/s, 7 hour/s, 30 minute/s	• Securities Specialist I; Koronadal

				Extension Office • SEC Administrative Assistant II; Koronadal Extension Office
2. If name is rejected, registrant may appeal for the proposed corporate name **Location:** imessage.sec.gov.ph	2. Approves or denies appeal for the proposed corporate name or trade name/s	None	20 minute/s	• Securities Specialist I; Koronadal Extension Office • SEC Administrative Assistant II; Koronadal Extension Office
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		

37. Request for Negative Certification

This service details the procedure for processing requests for Negative Certification. The certificate to be issued declares the absence of any record of an entity with the Securities and Exchange Commission.

Office or Division:	Koronadal Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Any individual or entity with the desire to have an official document declaring the non-existence of an entity in the records of the Commission.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Electronic SEC Universal Registration Environment (eSECURE) account (Sample: N/A N/A)	Securities and Exchange Commission - www.sec.gov.ph
Remarks: *Note: In the website, click Online Services, then click eSECURE (https://esecure.sec.gov.ph/)*	
For Situational Requirement	
A. Situational Requirement	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Requesting party creates a ticket in the iMessage ticketing portal, providing the necessary details pertaining to the request (imessage@sec.gov.ph) **Location:** imessage@sec.gov.ph	1.1. Assigns the request to the proper personnel.	None	4 hour/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Administrative Officer III; Koronadal

Notes/Instruction: *The requesting party should choose Koronadal Extension Office as the processing office and the service, Negative Certification.*				Extension Office
	1.2. Evaluates request and if compliant, manually issues and uploads Payment Assessment Form (PAF) in the same iMessage thread with the instruction to upload proof of payment for the processing of the request. Otherwise, the party will be informed of any deficiency in the same iMessage thread.		6 hour/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office
2. Pays the at any of the payment gateways (LandBank or SEC payment portal through https://espaysec.sec.gov.ph/ and uploads proof of payment in the same iMessage thread **Location:** LandBank or SEC payment portal through https://espaysec.sec.gov.ph **Notes/Instruction:** Note: The fees are assessed at a per copy basis.	2.1. Prepares Certificate.	**Standard Fees** Breakdown: Certification Fee: PHP 500 Documentary Stamp Tax : PHP 30 Total: PHP 530	6 hour/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office
	2.2. Reviews the records and signs the Certificate.		6 hour/s	• SEC Director I or Officer-in-Charge; Koronadal Extension Office
	2.3. Informs party in the iMessage ticket thread of the availability of Certificate for pick-up and/or uploads the signed Certificate		2 hour/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Administrat

				ive Officer III; Koronadal Extension Office
Total Processing Time:	Working Days: 3 working day/s			
Total Processing Fee:	Total Standard Fee: PHP 530			

38. Request for Payment Assessment Form for Payment of Annual Fees

This service details the procedure on how a citizen can request a Payment Assessment Form for payment of Annual Fees

Office or Division:	Koronadal Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business)
Who may avail:	Financing Companies and Lending Companies
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Registration with SEC-eSECURE (1) Electronic Copy	Applicant / Client
Remarks: *https://esecure.sec.gov.ph*	
2. Any one (1) of the valid Government-Issued Identification Card. • PhilSys ID (National ID): Philippine Statistics Authority (PSA) • Passport: Department of Foreign Affairs (DFA) • Driver's License: Land Transportation Office (LTO) • SSS Card: Social Security System (SSS) • UMID Card: Social Security System (SSS) • PRC ID: Professional Regulation Commission (PRC) • Postal ID: Philippine Postal Corporation (PhilPost) • Voter's ID: Commission on Elections (COMELEC) Other Government IDs • Senior Citizen ID: Local Government Unit (LGU) where the senior citizen resides • PWD ID: National Council on Disability Affairs (NCDA) • OWWA E-Card: Overseas Workers Welfare Administration (OWWA) • PhilHealth ID: Philippine Health Insurance Corporation (PhilHealth)	
3. Electronic Copy of the following Documentary Requirements: (1) Electronic Copy	Applicant / Client

Remarks:

1. Certificate of Authority (Main and Branches)
2. List of Branches with Addresses (if applicable)
3. Proof of payment latest annual fees paid (if applicable)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. The client must create an account by registering on the SEC eSECURE website (https://esecure.sec.gov.ph/) and then file the Request for Payment of Annual Fees through the SEC iMessage portal (https://imessage.sec.gov.ph/). A ticket number will be issued, which will serve as a reference for follow-ups and status updates. **Location:** SEC eSECURE website: https://esecure.sec.gov.ph/ SEC iMessage portal: https://imessage.sec.gov.ph/	1.1. The SEC officer will assign request to the concerned personnel	None	30 minute/s	• SEC Administrative Assistant II; Koronadal Extension Office • SEC Administrative Officer III; Koronadal Extension Office
	1.2. The Assigned SEC KOREO Officer will now assess/evaluate the total Annual Fees to be paid by the requesting Financing/Lending Corporation		1 working day/s, 10 minute/s	• Securities Specialist I; Koronadal Extension Office • Securities Specialist II; Koronadal Extension Office
	1.3. Review and approve assessed/evaluated total computed Annual Fees		4 hour/s, 10 minute/s	• SEC Director I; Koronadal Extension Office
	1.4. Generate and issue Payment Assessment Form (PAF).		1 hour/s	• SEC Administrative Assistant II; Koronadal

				Extension Office • SEC Administrative Officer III; Koronadal Extension Office
	1.5. Directs Client to pay at any Landbank branches or Online thru eSPAYSEC.sec.gov.ph and advise the client to submit the Payment Assessment Form (PAF) with machine validation, along with a copy of the electronic Official Receipt (eOR), via the SEC iMessage portal under the original ticket created.		2 hour/s	• Securities Specialist I; Koronadal Extension Office • Securities Specialist II; Koronadal Extension Office
2. Received the Payment Assessment Form (PAF) and pays the filing fees to Landbank or via eSPAYSEC. **Location:** SEC website > Online Services > eSPAYSEC. *https://espaysec.sec.gov.ph/* **Notes/Instruction:** *Subject to the prescribed processing of Landbank and eSPAYSEC If paid via SEC Payment Portal, an (eOR is generated which will serve as	2. Receives payment and issues Electronic Official Receipt (eOR).	None	1 working day/s	• Landbank or eSPAYSEC through the SEC Financial Management Department (FMD); Any of requesting office / division

the official copy of the Client).				
3. Submits the Electronic Official Receipt (eOR) to https://imessage.sec.gov.ph.If payment is made through Landbank. **Location:** https://imessage.sec.gov.ph	3. Received proof payment	None	10 minute/s	• Securities Specialist I; Koronadal Extension Office • Securities Specialist II; Koronadal Extension Office
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: None		

39. Request for Resource Speaker

This service refers to requests for Resource Speaker in seminars, trainings, forums, interviews, and related activities, ensuring accuracy of information, proper authorization, and effective representation of the Commission.

Office or Division:	Koronadal Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	This service is exclusively for All.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Letter request for resource person (1) Original Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Requesting party is advised to send a letter request indicating the activity details, including the topic, date, venue, and organizer to seckoreo@sec.gov.ph or personally send to SEC KOREO office at B9-11, 2nd Floor, South Cotabato Gymnasium and Cultural Center, City of Koronadal.

Address to:

ATTY. NECHELLE J. GEDORIO-MESIAS

SEC Director I

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit Request Letter **Location:** Electronic mail: seckoreo@sec.gov.p	1.1. Receive request for resource person, acknowledge request and forwards to the KOREO Director	None	30 minute/s	• SEC Administrative Assistant II; Koronadal

h or personally send to SEC KOREO Office, at B9-11, 2nd Floor, South Cotabato Gymnasium and Cultural Center, City of Koronadal.				Extension Office
	1.2. KOREO Director assigns the letter to the Information Officer II		1 hour/s	• SEC Director I; Koronadal Extension Office
	1.3. SEC Information Officer II coordinates with the requesting party, clarify certain information provided in the request letter, and/or ask more information relevant to the request.		1 working day/s, 30 minute/s	• SEC Information Officer II; Koronadal Extension Office
	1.4. KOREO Director will assign Subject-Matter-Expert (subject to the availability and expertise).		1 working day/s	• SEC Director I; Koronadal Extension Office
	1.5. Communicate to the requesting party with the name and designation of resource person/s and other details		6 hour/s	• SEC Information Officer II; Koronadal Extension Office
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: None		

Ilagan Extension Office

External Services

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

The Annex G Form with Sworn Certificate of No Intra Corporate Dispute can be downloaded in Amendment Requirement.

FORMS MUST BE NOTARIZED UPON SUBMISSION

Office or Division:	Ilagan Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	General transacting public and business entities for: a.) Registered corporations; b.) Suspended and Revoked Corporation for purposes of filing a Petition to Set Aside Order of Suspension or Revocation; and c.) Corporations with Notice of Deficiencies and Hearing or Orders.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. NOTARIZED Annex G (1) Electronic Copy	Applicant / Client
Remarks: *Annex G may be found in the MC 28 series of 2020 uploaded in https://mc28.sec.gov.ph/*	
2. NOTARIZED SECRETARY CERTIFICATE OF NO INTRA-CORPORATE DISPUTE (1) Electronic Copy	Applicant / Client
Remarks: *Template available in MC 28 Portal : https://mc28.sec.gov.ph/*	

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Use and submit notice to change email address and/or mobile number (ANNEX G)	1.1. Receive the amendment application through MC28 Portal including its attachments.	None	3 hour/s	• Securities Specialist II; Ilagan Extension Office

application in Memorandum Circular No. 28, Series of 2020 through https://mc28.sec.gov.ph/ . Annex G form should be notarized. Use and submit notice to change email address and/or mobile number (ANNEX G) application in Memorandum Circular No. 28, Series of 2020 through https://mc28.sec.gov.ph/ **Location:** https://mc28.sec.gov.ph/ **Notes/Instruction:** 1.1. Go to **AMENDMENT** in MC28 Portal, the SEC registration number will appear and be available for amendment if the application of ANNEX D for corporations or Annex E for partnerships was approved. 1.2. A one-time password/OTP will be sent to the contact details previously submitted by the client. The user must validate the OTP to proceed with the amendment process. 1.3. Encode the new				
	1.2. Browse over the SEC systems online, review and compare the information in the uploaded ANNEX G and encoded data in the portal.		5 hour/s	• Securities Specialist II; Ilagan Extension Office
	1.3. Check the signatories of the required attachments i.e. ANNEX G and Sworn Certificate of No Intra Corporate Dispute.		3 hour/s	• Securities Specialist II; Compliance Monitoring Division (CMD)

company details reflected in ANNEX G. Then click the continue and verified contact details. After confirming the details, One-time password/OTP will be sent to the contact details provided in the form. 1.4. Upload ANNEX G with Sworn Certificate of No Intra Corporate Dispute, then submit the application.				
2. Receive a display confirmation indicating that the submission was successful along with reference Number assigned to the transaction at the same time a confirmation email notifying them that the submission has been successfully received and is now under reviewed by the SEC. Receive an email notification in their official email address encoded in MC28 Portal, regarding status and remarks. **Location:** SEC - Ilagan Extension Office **Notes/Instruction:** 2.1. If the application is for compliance/rejected, client	2.1. If the old information from Annex D/E is consistent with the information in Annex G, consistently encoded in the portal, and with complete documents, it will be tagged as approved.	None	1 working day/s	• Securities Specialist II; Ilagan Extension Office

must re-apply their application in MC28 Portal Amendment with the compliance from the said remarks. 2.2 If the party no longer has access to the old information, they may select the " I don't have any access" option. This will prompt them to submit a Notarized Explanation Letter in the form of a Notarized Director's/Trustee's Certificate (Must be signed by the majority of the board/trustees). After seven (7) working days, if no comment has been received and the explanation is clearly stated, the request will be tagged as approved. The system will then send a link to proceed with the submission of Annex G.	2.2. If the application is for compliance, it will be tagged as rejected (the findings are stated as well as the possible solutions/remedies for compliance).		1 working day/s	• Securities Specialist II; Ilagan Extension Office
	2.3. After seven (7) working days, if no comment has been received and the explanation is clearly stated, the request will be tagged as approved. The system will then send a link to proceed with the submission of Annex G.		8 working day/s	• Securities Specialist II; Ilagan Extension Office
Total Processing Time:		Working Days: 11 working day/s, 3 hour/s		
Total Processing Fee:		Total Standard Fee: None		

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

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

1. *Articles of Incorporation*

- *Prefatory Clause;*
- *Corporate Name/Business Name;*
- *Primary Purpose;*
- *Secondary Purpose;*
- *Change in the Principal Office Address;*
- *Terms of Existence;*
- *Increase or Decrease in the Number of the Board of Directors/Trustees;*
- *Features of Shares, except if simultaneously filed with an application for increase of capital stock, or reclassification/declassification of shares;*
- *Provision for the Undertaking to Change Name;*
- *Fiscal Year for One Person Corporations (OPCs);*

1. *By-Laws*

- *Adoption of Corporate Name in the By-Laws;*
- *Provision for Transfer of Stock and Rights of Stockholders or Interest (e.g. Right of First Refusal, Pre-Emptive Rights);*
- *Amendment of a Corporation Sole (change of corporate name, change of address, change of primary purpose)*
- *Provision for Tax Exemption for Non-Stock;*
- *Date of Annual Meeting of the stockholders/members;*
- *Fiscal Year;*
- *Audit of Books and Dividends;*
- *Seal;*
- *Subscription, Issuance and Transfer of Shares;*
- *Suspension, Expulsion and Termination of Membership;*
- *The Form for Proxies of Stockholders/Members and the Manner of Voting Them;*
- *The Manner of Election or Appointment, Qualification, Functions, and the Term of Office of All Officers other than Directors/Trustees;*
- *The Place and Manner of Calling and Conducting Regular Meetings of the Stockholders/Members;*
- *The Powers, Qualifications, Duties, Term, and Compensation of Directors/Trustees;*
- *The Required Quorum in Meetings of Stockholders/Members;*
- *The Time, Place, and Manner of Calling and Conducting Regular or Special Meetings of the Directors/Trustees;*
- *The Time, Place, and Manner of Calling and Conducting Special Meetings of the Stockholders/Members; and*
- *Amendments of Amended By-Laws concerning two (2) to four (4) provisions thereof.*

Office or Division:	Ilagan Extension Office

Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All registered stock domestic corporations with foreign equity participation of not more than forty percent (40%) and non-stock corporations, except lending corporations and financing companies, through their Authorized Representatives.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *With downloadable system-generated forms in the eAmend Portal*	
2. Amendment Form (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *With downloadable system-generated forms in the eAmend Portal* • *notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed names* • ***For corporation sole**: Original copies should be signed (wet signature) and notarized*	
3. Amended Articles of Incorporation/By-Laws (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • ***two (2) copies shall be submitted together with all the documentary requirements uploaded in the eAMEND portal** (Please submit the Amended Articles of Incorporation/By-laws incorporating the proposed provisions. The amendments must be clearly underlined and annotated with the phrase "(As amended on [date of meeting])" immediately following the amended provision. Kindly ensure that no established facts are removed or modified in the process.)*	

4. Monitoring Clearance (1) Original Copy	Securities and Exchange Commission - Ilagan Extension Office
Remarks: *Application for Monitoring Clearance through: ewatch.sec.gov.ph*	
5. Affidavit of Undertaking for Post-Evaluation (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *With downloadable system-generated forms in the eAmend Portal*	
For Situational Requirement	
A. For Clearance from other SEC departments	
Sub Situational Requirement/s	
A.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
A.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
A.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
A.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
A.c. For Financial Technology (FinTech) related business activities	
A.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;*	

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

A.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)

Remarks:

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

B. Endorsement from other government agencies	
Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	

B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For applications with Amendment of By-laws	
Sub Situational Requirement/s	
C.a. Air Transport	
C.a.1. Civil Aeronautics Board Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.b. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions	
C.b.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.c. Educational Institution: (stock & non-stock)	
C.c.1. Department of Education Endorsement for Elementary (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.c.2. Commission on Higher Education Endorsement for College, Tertiary Course (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.c.3. Technical Education Skills and Development Authority Endorsement for Technical Vocational Course (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.d. Electric Power Plant/Trading of Petroleum Products	
C.d.1. Department of Education Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.e. Hospital, Dental, Medical Clinics	
C.e.1. Department of Health Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.f. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.f.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.g. Money Changer and Remittance Services	
C.g.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.h. Non-Chartered Government Owned and Controlled Corporation	
C.h.1. Government Commission for Government-owned and Controlled Corporation Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client

C.i. Professional Association	
C.i.1. Professional Regulation Commission Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.j. Radio, TV, Telephone, Internet Service Providers, Value-Added Service Provider	
C.j.1. National Telecommunications Commission Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.k. Recruitment for Overseas Employment	
C.k.1. Philippine Overseas Employment Administration Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.l. Security Agency/ Anti-Crime Task Force	
C.l.1. Philippine National Police Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.m. Tobacco Related Business	
C.m.1. National Tobacco Administration Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.n. Volunteer Fire Brigade	
C.n.1. Bureau of Fire Protection (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.o. Vessel/Ship Operation, Ship Management. Shipbuilding, Ship Repair, Shipping Agency, Ship Husbanding, Ship Chandling and other Maritime related activities	
C.o.1. Maritime Industry Authority (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.p. Water Service Providers and Waterworks	
C.p.1. Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
D. For Amendment of Corporate Name	
Sub Situational Requirement/s	
D.a. For Amendment of Corporate Name	
D.a.1. Name Verification Slip for Amendment of Corporate Name with Proof of Payment of Reservation Fee (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Corporate Filing and Records Division or request from crmd_amend_name@sec.gov.ph*	

D.a.2. Affidavit of a director, trustees or officer undertaking to change corporate name, if not stated in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, pays the filing fee through through eSPAYSEC and submit the application in the eAMEND portal (Regular Processing) **Location:** **(https://eamend.sec.gov.ph/login)**	1.1. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: Amended Articles of Incorporation : PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 Miscellaneous Income - Handling Fee: PHP 20 Total: PHP 1060 **Possible Fees** Breakdown: Amendment of By-Laws: PHP 1000 **Formula Fees** Breakdown: Name Reservation Slip	5 minute/s	• eAMEND System; Ilagan Extension Office
	1.2. Processors verifies completeness and correctness of the submitted amendment requirements.		1 hour/s	• Administrative Assistant I; Ilagan Extension Office • Administrative Assistant II; Ilagan Extension Office • Information Officer II; Ilagan Extension Office
	1.3. Processes and evaluates application for amendment.		6 working day/s, 6 hour/s, 45 minute/s	• Administrative Assistant I; Ilagan Extension Office • Administrative Assistant II; Ilagan Extension Office • Information Officer II;

				Ilagan Extension Office
	1.4. Tags the application Complete and issue the Digital Certificate of Amendment of Articles of Incorporation and/or By-Laws		5 minute/s	• Administrative Assistant I; Ilagan Extension Office • Administrative Assistant II; Ilagan Extension Office • Information Officer II; Ilagan Extension Office
2. Generates the Digital Certificate **Location:** https://eamend.sec.gov.ph/login **Notes/Instruction:** To secure the original copy of the Certificate, the applicant has to submit two (2) sets of originally signed documentary requirements with original proof of payment within a period fifteen (15) days from the date of issuance of the Digital Certificate	2. Generates the Digital Certificate	None	5 minute/s	• Administrative Assistant I; Ilagan Extension Office • Administrative Assistant II; Ilagan Extension Office • Information Officer II; Ilagan Extension Office
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1060 See other fees below		
Possible Fees				

- **Amendment of By-Laws** : 1000

Formula / Schedule of Fees

- **Name Reservation Slip**

  Php 100 per Corporate Name

  *Additional Php 100 per trade name

3. Application for Amendment of Articles of Incorporation and/or By-laws of Lending/Financing Companies

This service outlines the online procedure adopted for the amendment of the Articles of Incorporation and/or By-laws of Lending and Financing Companies. Preprocessing is conducted by submitting scanned copies of the required documents for amendment through email at eAmend.sec.gov.ph or imessage.sec.gov.ph

Office or Division:	Ilagan Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Coversheet (3) Original Copy	Applicant / Client
Remarks: *May secure a Checklist of requirements and sample formats from the SEC - Ilagan Extension Office or through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf.*	
2. Amended Articles of Incorporation/By-laws (1) Original Copy And (2) Photo Copy	Applicant / Client
3. Directors` Certificate - notarized and signed by majority of the directors and the corporate secretary, certifying (i) the amendment of the Articles of Incorporation and indicating the amended provisions, (ii) the vote of the directors and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their names (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *May secure a copy through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf*	
4. Notarized Secretary's Certificate on no pending case of intra-corporate dispute	Applicant / Client

(1) Original Copy And (2) Photo Copy	
Remarks: *May secure a copy through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf*	
5. Monitoring Clearance (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *Through Financing and Lending Companies Department (FinLend) or SEC - Ilagan Extension Office* *https://docs.google.com/forms/d/e/1FAIpQLSeYaCEh_PQ2uq3gq0sS4ppKsbuolUzyTBCQfboQAsHZty-WYA/viewform*	
For Situational Requirement	
A. If the provision to be amended is the corporate name	
A.1. Name Verification Slip (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *Corporate Filing and Records Division or through crmd_amend_name@sec.gov.ph*	
A.2. Affidavit of a director or officer undertaking to change corporate name, if not stated in the AI (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *May secure a copy through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/2019_FormsUndertakingtoChangeName.pdf*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. For pre-processing, send a scanned copy of documentary requirements to eAmend.sec.gov.ph or imessage.sec.gov.ph and wait for the result	1.1. Receive, assign and forward to the processor the scanned copy of documentary requirements.	None	15 minute/s	• Administrative Officer III; Ilagan Extension Office

on the requested service. **Location:** eAmend.sec.gov.ph or imessage.sec.gov.ph **Notes/Instruction:** **Remarks:** If documents are incomplete and non-compliant, return to clients for compliance by issuing a checklist of deficiencies.	1.2. Processor reviews and evaluates the submitted documentary requirements.		1 working day/s	• Securities Specialist I; Ilagan Extension Office • Securities Specialist II; Ilagan Extension Office
2. Receives update on the requested service through eAmend.sec.gov.ph or imessage.sec.gov.ph. **Location:** eAmend.sec.gov.ph or imessage.sec.gov.ph **Notes/Instruction:** **Remarks:** If an applicant receives a checklist of deficiencies, immediately comply and send back to the assigned processor.	2. Checks the Compliances on the deficiencies or lacking documentary requirements	None	1 working day/s	• Securities Specialist I; Ilagan Extension Office • Securities Specialist II; Ilagan Extension Office
3. Pay the filing fee at selected Landbank branches (over the counter), or SEC Online Payment Portal. **Location:** espaysec.sec.gov.ph **Notes/Instruction:** **Remarks:** https://www.sec.gov.p	3. Receive and acknowledge payment	**Possible Fees** Breakdown: Amended Articles of Incorporation : PHP 1000 Amended By-Laws: PHP 1000 Documentary Stamp Tax: PHP 30 Name	15 minute/s	• Securities Specialist I; Ilagan Extension Office • Securities Specialist II; Ilagan Extension Office

h/mc-2017/mc-no-03-s-2017-consolidated-schedule-of-fees-and-charges/ SEC Online Payment Portal through this link https://espaysec.sec.gov.ph/ For over the counter payment at Landbank: **FUND ACCOUNT:** SEC RCC Current Account **ACCOUNT NO.:** 3752-2220-44		Verification: PHP 100 **Formula Fees** Breakdown: Legal Research Fee		
4. Submits the hard copies at SEC - Ilagan Extension Office **Location:** G/F Capital Arena, Alibagu, City of Ilagan, Isabela	4.1. Receive and verify documentary requirements and proof of payment.	None	10 minute/s	• Securities Specialist I; Ilagan Extension Office • Securities Specialist II;
	4.2. Forward the documents to the processor for the preparation of certificate		10 minute/s	• Securities Specialist I; Ilagan Extension Office • Securities Specialist II; Ilagan Extension Office
	4.3. Prepare the Certificate for Lending/Financing Companies		15 minute/s	• Securities Specialist I; Ilagan Extension Office • Securities Specialist II; Ilagan Extension Office

	4.4. Review the certificate		15 minute/s	• Director; Ilagan Extension Office
	4.5. Sign the certificate.		15 minute/s	• Director; Ilagan Extension Office
	4.6. Forward the Certificate to the processor for releasing		5 minute/s	• Securities Specialist I; Ilagan Extension Office • Securities Specialist II; Ilagan Extension Office
5. Receive Notice thru eAmend/imessage that the Certificate is already signed. **Location:** eAmend.sec.gov.ph or imessage.sec.gov.ph	5. Notify the Applicant thru email that the certificate is already signed.	None	5 minute/s	• Securities Specialist I; Ilagan Extension Office • Securities Specialist II; Ilagan Extension Office
6. Proceed to SEC - Ilagan Extension Office for presentment of the original proof of payment and receive the signed Certificate of Lending/Financing Companies **Location:** G/F Capital Arena, Alibagu, City of Ilagan, Isabela	6. Release signed Certificate of Branch Office of Lending/Financing Companies	None	15 minute/s	• Securities Specialist I; Ilagan Extension Office • Securities Specialist II; Ilagan Extension Office
Total Processing Time:		Working Days: 2 working day/s, 2 hour/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Possible Fees

- **Amended Articles of Incorporation** : 1000
- **Amended By-Laws** : 1000
- **Documentary Stamp Tax** : 30
- **Name Verification** : 100

Formula / Schedule of Fees

- **Legal Research Fee**

  1/10 of 1% of Amendment Fee

4. Application for Amendment of Business Plan

This service details the procedure on amendment of Business Plan for the Financing and Lending Companies.

Office or Division:	Ilagan Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Financing Companies, Lending Companies
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Amended Business Plan (SEC Form BP-FCLC) (Multi-Page Portable Document Format (PDF) with Text Layer of the accomplished but unsigned form) (1) Electronic Copy	Applicant / Client
Remarks: *https://www.sec.gov.ph/notices/submission-of-business-plan-sec-form-bp-fclc/#gsc.tab=0*	
2. Amended Business Plan (SEC Form BP-FCLC) (Multi-Page PDF High Resolution Scan (at least 100 x 100 dpi) of the document with the Signatories Page and Notarization Page) (1) Electronic Copy	Applicant / Client
Remarks: *https://www.sec.gov.ph/notices/submission-of-business-plan-sec-form-bp-fclc/#gsc.tab=0*	
3. Comparative matrix of all sections of the existing Business Plan and the new Business Plan highlighting all the changes proposed in the application (1) Electronic Copy	Applicant / Client
4. Certification under oath that the comparative matrix of the existing Business Plan on file with the Commission and the proposed changes are true and correct copies. (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

				(Designation; Office)
1. Submits the complete documentary requirements to secilagan@sec.gov.ph **Location:** secilagan@sec.gov.ph	1.1. Evaluates the proposed amendments to the Business Plan and prepares the Memorandum.	**Standard Fees** Breakdown: Legal Research Fee: PHP 2020 Total: PHP 2020	3 working day/s	• Administrative Assistant II; Ilagan Extension Office • SEC Counsel I; Ilagan Extension Office
	1.2. Review of the Memorandum and provide comments, if any.		3 working day/s	• Director; Ilagan Extension Office
	1.3. If further clarifications are required, the Memorandum will be subject for additional evaluation.		7 working day/s	• Administrative Assistant II; Ilagan Extension Office • SEC Counsel I; Ilagan Extension Office
	1.4. If the application is deemed sufficient, issue the Payment Assessment Form (PAF) for the filing fee. Directs the client to pay at the Landbank or eSPAYSEC. If complete, process the request.		1 working day/s	• Administrative Assistant II; Ilagan Extension Office
	1.5. Review and approval of the Memorandum and Executive Summary, with attached receipt of the Filing Fee.		2 working day/s	• Director; Ilagan Extension Office
	1.6. Final review and approval of the Memorandum, with		2 working day/s	• Supervising Commissioner; Any of

	attached receipt of the Filing Fee.			requesting office / division
	1.7. After the Memorandum is approved, prepare the Advisement Letter for the Director's approval.		1 working day/s, 7 hour/s, 30 minute/s	• Administrative Assistant II; Ilagan Extension Office • SEC Counsel I; Ilagan Extension Office
2. 2. Receive Advisement Letter. **Location:** electronic email	2. Issues Advisement Letter	None	30 minute/s	• Administrative Assistant II; Ilagan Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 2020		

5. Application for Amendment of Lending/Financing Branch Offices

This service outlines the online procedure adopted for amending branch offices of Lending and Financing Companies. Preprocessing is conducted by submitting scanned copies of the required documents for branch office amendments via email at secilagan@sec.gov.ph or through imessage.sec.gov.ph

Office or Division:	Ilagan Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Coversheet (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: *May secure a Checklist of requirements and sample formats from the SEC - Ilagan Extension Office or through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf.*	
2. Letter request signed by any authorized representative stating the amended provision in the Certificate of Authority. (1) Original Copy And (3) Photo Copy	Applicant / Client
3. Original Certificate of Authority (1) Original Copy And (3) Photo Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. For pre-processing, send a scanned copy of documentary requirements to eAmend.sec.gov.ph or imessage.sec.gov.ph and wait for the result	1.1. Receive, assign and forward to the processor the scanned copy of documentary requirements.	None	15 minute/s	• Administrative Officer III; Ilagan Extension Office

on the requested service. **Location:** eAmend.sec.gov.ph or imessage.sec.gov.ph **Notes/Instruction:** Remarks: *If documents are incomplete and non-compliant, return to clients for compliance by issuing a checklist of deficiencies.	1.2. Processor reviews and evaluates the submitted documentary requirements.		15 minute/s	• Securities Specialist I; Ilagan Extension Office • Securities Specialist II; Ilagan Extension Office
2. Receives update on the requested service through eAmend or imessage. **Location:** eAmend.sec.gov.ph or imessage.sec.gov.ph **Notes/Instruction:** Remarks: If an applicant receives a checklist of deficiencies, immediately comply and send back to the assigned processor.	2. Checks the Compliances on the deficiencies or lacking documentary requirements	None	30 minute/s	• Securities Specialist I; Ilagan Extension Office • Securities Specialist II; Ilagan Extension Office
3. Pay the filing fee at selected Landbank branches (over the counter), or SEC Online Payment Portal. **Location:** espaysec.sec.gov.ph **Notes/Instruction:** SEC Online Payment Portal through this link	3. Receive and acknowledge payment	None	10 minute/s	• Securities Specialist I; Ilagan Extension Office • Securities Specialist II; Ilagan Extension Office

https://espaysec.sec.gov.ph/ For over the counter payment at Landbank: **FUND ACCOUNT**: SEC RCC Current Account **ACCOUNT NO.:** 3752-2220-44				
4. Submits the hard copies at SEC - Ilagan Extension Office **Location:** G/F Capital Arena, Alibagu, City of Ilagan, Isabela	4.1. Receive and verify documentary requirements and proof of payment.	None	10 minute/s	• Securities Specialist I; Ilagan Extension Office • Securities Specialist II; Ilagan Extension Office
	4.2. Forward the documents to processor for the preparation of certificate		10 minute/s	• Securities Specialist I; Ilagan Extension Office • Securities Specialist II; Ilagan Extension Office
	4.3. Prepare the certificate for Branch Office of Lending/Financing Companies		15 minute/s	• Securities Specialist I; Ilagan Extension Office • Securities Specialist II; Ilagan Extension Office
	4.4. Review the certificate.		15 minute/s	• Director; Ilagan Extension Office

	4.5. Sign the certificate.		15 minute/s	• Director; Ilagan Extension Office
	4.6. Forward the Certificate to processor for releasing		5 minute/s	• Securities Specialist I; Ilagan Extension Office • Securities Specialist II; Ilagan Extension Office
5. Receive Notice thru eAmend or imessage that the Certificate is already signed. **Location:** eAmend.sec.gov.ph or imessage.sec.gov.ph	5. Notify the Applicant thru eAmend or imessage that the certificate is already signed.	None	5 minute/s	• Securities Specialist I; Ilagan Extension Office • Securities Specialist II; Ilagan Extension Office
6. Proceed to SEC - Ilagan Extension Office for presentment of the original proof of payment and receive the signed Certificate of Lending/Financing Companies **Location:** G/F Capital Arena, Alibagu, City of Ilagan, Isabela	6. Release signed Certificate of Branch Office of Lending/Financing Companies	None	15 minute/s	• Securities Specialist I; Ilagan Extension Office • Securities Specialist II; Ilagan Extension Office
Total Processing Time:		Working Days: 2 hour/s, 40 minute/s		
Total Processing Fee:		Total Standard Fee: None		

6. Application for Amendment of Partnerships under eAMEND Regular Processing

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

a. Amendments of the Articles of Partnership
b. Dissolution of Partnership
c. Technical Dissolution
d. Change in Capital Contribution
e. Deed of Assignment
f. Withdrawal of Partners
g. Admission of Partners in the Partnership

Office or Division:	Ilagan Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered Partnerships through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Amended Articles of Partnership (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Please use the most recent Articles of Partnership, which have been duly approved by the Commission. Simply modify the sections that are being amended duly signed and notarized.*	
For Situational Requirement	
A. For Withdrawal of Partner	
A.1. Affidavit of Withdrawal (2) Original Copy And (1) Electronic Copy	Applicant / Client

A.2. Deed of Assignment of partnership interest and/or documents showing withdrawal, resignation, retirement and death of a partner, if the provision to be Amended is the change of partners (2) Original Copy And (1) Electronic Copy	Applicant / Client
B. For Dissolution of Partnership	
B.1. Affidavit of Dissolution or Articles of Dissolution (2) Original Copy And (1) Electronic Copy	Applicant / Client
B.2. BIR Tax Clearance (2) Original Copy And (1) Electronic Copy	Bureau of Internal Revenue - Bureau of Internal Revenue
C. For Clearance from other SEC departments	
Sub Situational Requirement/s	
C.a. For Financial Technology (FinTech) related business activities	
C.a.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
C.a.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;*	

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

D. Endorsement from other government agencies	
Sub Situational Requirement/s	
D.a. Money Changer and Remittance Services	
D.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - BSP
D.b. Insurance	
D.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - IC
E. For Amendment of Partnership Name	
E.1. Name Verification Slip for Amendment of Partnership Name with Proof of Payment of Reservation Fee (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Filing and Records Division
Remarks: *Corporate Filing and Records Division or request from crmd_amend_name@sec.gov.ph*	
E.2. Undertaking of the Partner to change partnership name, if not stated in the Articles of Partnership (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download Undertaking to Change Name through https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

				(Designation; Office)
1. Encodes data required by the eAmend system, uploads and submits the complete and correct duly signed and notarized electronic copy of the requirements to eAmend Portal **Location:** (https://eamend.sec.gov.ph/login)	1.1. Assigns the application to the processor.	None	1 hour/s	• Administrative Officer III; Ilagan Extension Office
	1.2. Processes and evaluates application for amendment.		2 working day/s, 6 hour/s, 50 minute/s	• Administrative Assistant I; Ilagan Extension Office • Administrative Assistant II; Ilagan Extension Office • Information Officer II; Corporate and Partnership Registration Division (CPRD)
	1.3. Issues Payment Assessment Form (PAF) to the applicant if compliant		5 minute/s	• Administrative Assistant I; Ilagan Extension Office • Administrative Assistant II; Ilagan Extension Office • Information Officer II; Ilagan Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:**	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: Amended Articles of Partnership:	5 minute/s	• Accounting Division; Financial Management

espaysec.sec.gov.ph/ payment-portal/home		PHP 2000 Legal Research Fee: PHP 20 Documentary Stamp Tax: PHP 30 Total: PHP 2050 **Possible Fees** Breakdown: Withdrawal of Partner Fee: PHP 1000 Deed of Assignment Fee: PHP 2000 **Formula Fees** Breakdown: Increase of Capital Contribution Name Verification		Department (FMD)
3. Submits the documentary requirements with proof of payment to the SEC - Ilagan Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** G/F Capital Arena, Alibagu, City of Ilagan, Isabela	3.1. Receives and verifies documentary requirements and proof of payment	None	5 minute/s	• Administrative Assistant I; Ilagan Extension Office • Administrative Assistant II; Ilagan Extension Office • Information Officer II; Ilagan Extension Office
	3.2. Retrieves and prints the source		15 minute/s	• Administrative

	documents in the system.			Assistant I; Ilagan Extension Office • Administrative Assistant II; Ilagan Extension Office
	3.3. Prepares and generates the Certificate of Amended Articles of Partnership		5 minute/s	• Administrative Assistant I; Ilagan Extension Office • Administrative Assistant II; Ilagan Extension Office
	3.4. Reviews the application and signs the Certificate of Amended Articles of Partnership		3 working day/s, 7 hour/s, 10 minute/s	• Director; Ilagan Extension Office
	3.5. Encodes signed Certificate of Amended Articles of Partnership		15 minute/s	• Administrative Assistant I; Ilagan Extension Office • Administrative Assistant II; Ilagan Extension Office
	3.6. Tags the application for appointment through the eAmend Portal indicating the date of release of the Certificate		5 minute/s	• Administrative Assistant I; Ilagan Extension Office • Administrative Assistant II; Ilagan

				Extension Office
4. Proceeds to SEC - Ilagan Extension Office for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Amended Articles of Partnership **Location:** G/F Capital Arena, Alibagu, City of Ilagan, Isabela	4. Releases signed Certificate of Amended Articles of Partnership	None	5 minute/s	• Administrative Assistant I; Ilagan Extension Office • Administrative Assistant II; Ilagan Extension Office
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 2050 See other fees below		

Possible Fees

- **Withdrawal of Partner Fee** : 1000
- **Deed of Assignment Fee** : 2000

Formula / Schedule of Fees

- **Increase of Capital Contribution**

  ⅕ of 1% of the increase in capital but not less than P2,000.00

- **Name Verification**

  Php100 per Corporate Name

  *additional Php 100 per trade name

7. Application for Branch Offices of Lending/Financing Companies

This service outlines the online procedure for establishing branch offices of Lending and Financing Companies. Preprocessing is conducted by submitting scanned copies of the required branch office documents via email at secilagan@sec.gov.ph or through imessage.sec.gov.ph.

Office or Division:	Ilagan Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Coversheet (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: *May secure a Checklist of requirements and sample formats from the SEC - Ilagan Extension Office or through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf.*	
2. Personal Information Sheet of Officers of the Branch Office (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: • *Using the prescribed format & notarized* *May secure a Checklist of requirements and sample formats from the SEC - Ilagan Extension Office or through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf.*	
3. Information Sheet (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: *May secure Checklist of requirements and sample formats from the SEC - Ilagan Extension Office or through the Commission's website at https://www.sec.gov.ph/forms-and-fees/second-license/.*	

4. Valid NBI Clearance of ALL Officers of the Branch (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: • *With right thumbprint and signature* • *Reflecting the residential address as stated in the Information Sheet* *National Bureau of Investigation (NBI)*	
5. Monitoring Clearance (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: *Through Financing and Lending Companies Department (FinLend)* *or* *SEC - Ilagan Extension Office* *https://docs.google.com/forms/d/e/1FAIpQLSeYaCEh_PQ2uq3gq0sS4ppKsbuolUzyTBCQfboQAsHZty-WYA/viewform*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. For pre-processing, send a scanned copy of documentary requirements to secilagan@sec.gov.ph or create a ticket using esecure account on imessage.sec.gov.ph and wait for the result on the requested service. **Location:** secilagan@sec.gov.ph or imessage.sec.gov.ph **Notes/Instruction:** Remarks: *If documents are incomplete and non-compliant, return to	1.1. Receive, assign and forward to the processor the scanned copy of documentary requirements.	None	15 minute/s	• Administrative Officer III; Ilagan Extension Office
	1.2. Assigned Processor reviews and evaluates the submitted documentary requirements.		30 minute/s	• Securities Specialist I; Ilagan Extension Office • Securities Specialist II; Ilagan Extension Office

clients for compliance by issuing a checklist of deficiencies.				
2. Receives update on the requested service through email/imessage. **Location:** secilagan@sec.gov.ph or imessage.sec.gov.ph **Notes/Instruction:** **Remarks:** If an applicant receives a checklist of deficiencies, immediately comply and send back to the assigned LU processor.	2. Checks the Compliances on the deficiencies or lacking documentary requirements	None	30 minute/s	• Securities Specialist I; Ilagan Extension Office • Securities Specialist II; Ilagan Extension Office
3. Pay the filing fee at selected Landbank branches (over the counter), or SEC Online Payment Portal. **Location:** espaysec.sec.gov.ph **Notes/Instruction:** SEC Online Payment Portal through this link https://espaysec.sec.gov.ph/ For over the counter payment at Landbank: **FUND ACCOUNT:**	3. Receive and acknowledge payment	**Possible Fees** Breakdown: Documentary Stamp Tax: PHP 30 **Formula Fees** Breakdown: License fees for Lending and Financing CosLegal Research Fee	10 minute/s	• Securities Specialist I; Ilagan Extension Office • Securities Specialist II; Ilagan Extension Office

SEC RCC Current Account **ACCOUNT NO.:** 3752-2220-44				
4. Submits the hard copies at SEC - Ilagan Extension Office **Location:** G/F Capital Arena, Alibagu, City of Ilagan, Isabela	4.1. Receive and verify documentary requirements and proof of payment.	None	10 minute/s	• Securities Specialist I; Ilagan Extension Office • Securities Specialist II; Ilagan Extension Office
	4.2. Forward the documents to the processor for the preparation of certificate		10 minute/s	• Securities Specialist I; Ilagan Extension Office • Securities Specialist II; Ilagan Extension Office
	4.3. Prepare the certificate for Branch Office of Lending/Financing Companies		15 minute/s	• Securities Specialist I; Ilagan Extension Office • Securities Specialist II; Ilagan Extension Office
	4.4. Review the certificate		15 minute/s	• Director; Ilagan Extension Office
	4.5. Sign the certificate.		15 minute/s	• Director; Ilagan Extension Office
	4.6. Forward the Certificate to Processor for releasing		5 minute/s	• Securities Specialist I; Ilagan Extension Office

				• Securities Specialist II; Ilagan Extension Office
5. Receive Notice thru email that the Certificate is already signed. **Location:** secilagan@sec.gov.ph or imessage.sec.gov.ph	5. Notify the Applicant thru email/imessage that the certificate is already signed.	None	5 minute/s	• Securities Specialist I; Ilagan Extension Office • Securities Specialist II; Ilagan Extension Office
6. Proceed to SEC - Ilagan Extension Office for presentment of the original proof of payment and receive the signed Certificate of Lending/Financing Companies **Location:** G/F Capital Arena, Alibagu, City of Ilagan, Isabela	6. Release signed Certificate of Branch Office of Lending/Financing Companies	None	15 minute/s	• Securities Specialist I; Ilagan Extension Office • Securities Specialist II; Ilagan Extension Office
Total Processing Time:		Working Days: 2 hour/s, 55 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Possible Fees

- **Documentary Stamp Tax** : 30

Formula / Schedule of Fees

- **License fees for Lending and Financing Cos**

  1/10 of 1% of the assigned capital of the Branch

- **Legal Research Fee**

  1% of the Filing Fee but not less than P 10.00

8. Application for Monitoring Clearance for All Types of Corporations

An online platform for submitting company monitoring requests. It automatically tracks compliance with the submission of reportorial requirements of Domestic Corporations, ordinary stock and non-stock, except: foundations, publicly-listed corporations and corporations with secondary license; regular monitoring of Foreign Corporations (Branch Offices, Representative Offices, Regional Area Headquarters and Regional Operating Headquarters) except foundations.

Office or Division:	Ilagan Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	1. General transacting public and business entities for: a.) Registered and Delinquent corporations; b.) Corporations with Notice of Deficiencies and Hearing or Orders; and c.) Corporations with applications to be filed with the Corporate and Partnership Registration Division, Foreign Investment Registration Station Division, and Corporate Filing and Records Division. 2. Government agencies and instrumentalities like Ombudsman, NBI, AMLC, DTI, DSWD, PDIC, etc. 3. Courts like MTC, MeTC, RTC and Sandiganbayan. NOTE: Branch Offices that are required to post a Securities Deposit shall file the same through imessage@sec.gov.ph
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Accomplished application at eWatch.sec.gov.ph (1) Electronic Copy	Securities and Exchange Commission - Ilagan Extension Office
Remarks: *Application for Monitoring Clearance through: ewatch.sec.gov.ph*	
For Situational Requirement	
A. For Regional Operating Headquarters (ROHQ) and Regional Area Headquarters (RHQ)	
A.1. Proof of Inward Remittance (1) Original Copy And (1) Electronic Copy	Applicant / Client

B. Additional requirements upon evaluation, if needed	
B.1. Secretary's Certificate (No-Intra Corporate Dispute/Clarification/explaining the double filing of General Information Sheet) (1) Original Copy And (1) Electronic Copy	Applicant / Client
B.2. Affidavit (Anti-Dummy Law/one and the same/auditor) (1) Original Copy And (1) Electronic Copy	Applicant / Client
B.3. OGA Acknowledgment (functional currency) (1) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Office of the General Accountant (OGA)
B.4. Form for Appointment of Officers for One Person Corporation (1) Electronic Copy	Applicant / Client
B.5. Surety Bond (1) Original Copy And (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Application for Monitoring Clearance eWatch link: https://ewatch.sec.gov.ph/login Ensure that the corporation has an eSecure account and has complied with the following: • MC 28 submission • Latest due reports (AFS/GIS) • Complete company profile **Location:** https://ewatch.sec.gov.ph/login	1. The system processes the application if the corporation meets the required criteria.	None	30 minute/s	• SEC; Ilagan Extension Office
2. System automatically updates the status of the corporation to "For Assign" **Location:** Compliance Monitoring Division	2.1. Determines compliance with the latest due reports and their corresponding jurisdiction	None	30 minute/s	• Administrative Assistant II; Ilagan Extension Office • Administrative Officer III; Ilagan

Notes/Instruction: *If not compliant, the applicant shall comply with the submission of the latest due reportorial requirements and send **a new request through the eWatch system.***				Extension Office
	2.2. If compliant and within the jurisdiction of SEC Ilagan Extension Office, the request is assigned to a Monitoring Specialist.		30 minute/s	• Administrative Assistant II; Ilagan Extension Office • Administrative Officer III; Ilagan Extension Office
	2.3. If not compliant with the latest due reports, the request is reverted to the applicant		30 minute/s	• Administrative Assistant I; Ilagan Extension Office • Administrative Assistant II; Ilagan Extension Office • Confidential Assistant III; Ilagan Extension Office • Administrative Officer III; Ilagan Extension Office • Securities Specialist I; Ilagan Extension Office • Securities Specialist II; Ilagan Extension Office • Securities Investigator; Ilagan Extension Office • Securities Counsel I;

	2.4. If outside the jurisdiction of the SEC Ilagan Extension Office, the request is endorsed to the appropriate Extension Office (EO).		20 minute/s	• Administrative Assistant II; Ilagan Extension Office • Administrative Officer III; Ilagan Extension Office
3. Receives an update on the requested service. **Location:** SEC - Ilagan Extension Office **Notes/Instruction:** The corporation shall comply with the findings within **seven (7)** calendar days. Failure to comply shall result in the request being automatically purged by the system and a new request must be filed.	3.1. Send the Monitoring Sheet within 10 working days.	**Formula Fees** Breakdown: Penalties/Fines	10 working day/s	• Administrative Assistant I, Administrative Assistant II, Confidential Assistant III, Administrative Officer III, Securities Specialist I, Securities Specialist II, Securities Investigator, Securities Counsel I; Ilagan Extension Office
	3.2. If WITHOUT PENALTY, issues a Monitoring Sheet - No Penalty - END OF TRANSACTION.		1 working day/s	• Administrative Assistant I, Administrative Assistant II, Confidential Assistant III, Administrative Officer III, Securities

					Specialist I, Securities Specialist II, Securities Investigator, Securities Counsel I; Ilagan Extension Office
		3.3. If WITH PENALTY, issue the Monitoring Sheet and Payment Assessment Form (PAF)		1 working day/s	• Administrative Assistant I, Administrative Assistant II, Confidential Assistant III, Administrative Officer III, Securities Specialist I, Securities Specialist II, Securities Investigator, Securities Counsel I; Ilagan Extension Office
		3.4. If for compliance, issues a TENTATIVE Monitoring Sheet with remarks		1 working day/s	• Administrative Assistant I, Administrative Assistant II, Confidential Assistant III, Administrative Officer

				III, Securities Specialist I, Securities Specialist II, Securities Investigator, Securities Counsel I; Ilagan Extension Office
4. Present PAF and pay the penalties to the nearest Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home **Location:** Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home **Notes/Instruction:** Send the copy of validated deposit slip/Electronic Official Receipt to secilagan@sec.gov.ph	4.1. The system will automatically validate the payment from the applicant. If Landbank Payment, posting is within 1-2 working days If ESPAYSEC, the posting of payment is real-time	**Formula Fees** Breakdown: Penalties/FinesCustodian Fee	2 working day/s	• Administrative Assistant I, Administrative Assistant II, Confidential Assistant III, Administrative Officer III, Securities Specialist I, Securities Specialist II, Securities Investigator, Securities Counsel I; Ilagan Extension Office
	4.2. Once the system tags the request as Paid, the monitoring specialist will forward the proof of payment and the monitoring sheet for review and signature.		1 working day/s	• Administrative Assistant I, Administrative Assistant II, Confidential Assistant III,

				Administrative Officer III, Securities Specialist I, Securities Specialist II, Securities Investigator, Securities Counsel I; Ilagan Extension Office
	4.3. Review and sign the Monitoring Sheet.		1 working day/s	• Director; Ilagan Extension Office
	4.4. The signed Monitoring Sheet is uploaded in the Document Verification System to generate QR code.		2 working day/s	• Administrative Assistant I, Administrative Assistant II, Confidential Assistant III, Administrative Officer III, Securities Specialist I, Securities Specialist II, Securities Investigator, Securities Counsel I; Ilagan Extension Office
5. Receive the Confirmation of Payment	5. Release the Confirmation of	None	20 minute/s	• Administrative Assistant I,

(COP)/Monitoring Sheet (MS) in PDF Format. - END OF TRANSACTION **Location:** eWatch.sec.gov.ph	Payment/Monitoring Sheet.			Administrative Assistant II, Confidential Assistant III, Administrative Officer III, Securities Specialist I, Securities Specialist II, Securities Investigator, Securities Counsel I; Ilagan Extension Office
Total Processing Time:		Working Days: 19 working day/s, 2 hour/s, 40 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Penalties/Fines**

  Guidelines on the Imposition of fines or penalties for non-compliance with reportorial requirements; Securities Regulation Code (SRC); Revised Corporation Code (RCC); Memorandum Circular No. 06, series of 2024; Memorandum Circular No. 8, series of 2009 (MC8-2009); Memorandum Circular No. 15, series of 2006; Memorandum Circular No. 17, series of 2019; Amended rules governing the distribution of excess profits of corporation; Memorandum Circular No. 8, Series of 1998 (MC8-1998); and Office Order No. 298, Series of 2010; Memorandum Circular No. 10 Series of 2026; Memorandum Circular No. 28, Series of 2020.

- **Custodian Fee**

  Memorandum Circular No. 17, series of 2019

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

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

Office or Division:	Ilagan Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	General transacting public and business entities for: a.) Registered corporations; b.) Suspended and Revoked Corporation for purposes of filing a Petition to Set Aside Order of Suspension or Revocation; and c.) Corporations with Notice of Deficiencies and Hearing or Orders.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. All Annexes (Annex D or Annex E) may be found in the MC 28 series of 2020 uploaded in the SEC website (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit Email account address and cellular phone number for the compliance in Memorandum Circular No. 28 Series of 2020 through https://mc28.sec.gov.ph/ The Annex D Form can be downloaded in NEW SUBMISSION Requirement. **Location:**	1.1. Receive the application through MC28 Portal including its attachments.	None	2 hour/s	• Confidential Assistant III; Ilagan Extension Office

https://mc28.sec.gov.ph/ **Notes/Instruction:** 1.1. Click NEW SUBMISSION in MC28 Portal, enter the Correct SEC registration, and fill out the information in the prescribed format provided in MC28, S2020 (ANNEX D for corporations, or Annex E for partnerships) 1.2. Encode the company details reflected in ANNEX D for corporations, or Annex E for partnerships. Then click the continue and verified contact details. After confirming the details, One-time password/OTP will be sent to the contact details provided in the form. A system will again display a verification page prompting the user to enter the received OTP to proceed. 1.3. Upload ANNEX D for corporations; or Annex E for partnerships and other attachments if any, then submit the application.				
	1.2. Browse over the SEC systems online, review and compare the information in the uploaded ANNEX D/E and encoded data in the portal.		3 hour/s	• Confidential Assistant III; Ilagan Extension Office
	1.3. Check the authorized Person in Control and the signatories of its attachments.		3 hour/s	• Confidential Assistant III; Ilagan Extension Office
2. Receive a display confirmation indicating that the submission was successful along with reference Number	2.1. If the information in ANNEX D/E is valid, consistently encoded in the portal, and with complete	None	2 working day/s	• Confidential Assistant III; Ilagan Extension Office

assigned to the transaction at the same time a confirmation email notifying them that the submission has been successfully received and is now under reviewed by the SEC. **Location:** Compliance Monitoring Division **Notes/Instruction:** If the application is for compliance/rejected, the client must re-apply their application in MC28 Portal New Submission with the compliance from the said remarks.	documents, it will be tagged as approved.			
	2.2. If the application is for compliance, it will be tagged as rejected (the findings are stated as well as the possible solutions/remedies for compliance).		3 working day/s	• Confidential Assistant III; Ilagan Extension Office
Total Processing Time:		Working Days: 6 working day/s		
Total Processing Fee:		Total Standard Fee: None		

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

This service details the procedure on application for dissolution of domestic corporations, whether stock or non-stock.

Office or Division:	Ilagan Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Corporations duly registered at Securities and Exchange Commission
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Revised Corporation Code

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Verified Request for Dissolution (2) Original Copy	Applicant / Client
2. Verification and Certification against Forum Shopping (2) Original Copy	Applicant / Client
3. Notarized Directors' or Trustees' Certificate (2) Original Copy	Applicant / Client
Remarks: *The notarized Directors' or Trustees' Certificate must authorize the dissolution and designate an authorized representative to file the verified request for dissolution, signed by a majority of the board of directors or trustees and countersigned by the secretary of the corporation.*	
4. Affidavit executed under oath by the President and Treasurer (2) Original Copy	Applicant / Client
Remarks: *The Affidavit executed under oath by the President and Treasurer must certify that the dissolution is not prejudicial to the interest of the creditors; and there is no opposition from any creditors from the time of the last publication of the notice of dissolution up to the filing of the application for dissolution with the Commission.*	
5. Latest Due General Information Sheet (2) Photo Copy	Applicant / Client
6. Notarized Secretary's Certificate on no pending case of intra-corporate dispute	Applicant / Client

(2) Original Copy	
7. Bureau of Internal Revenue Tax Clearance Certificate (1) Original Copy And (1) Photo Copy	Applicant / Client
8. Publisher's Affidavit of Publication of the notice of meeting (1) Original Copy And (1) Photo Copy	Applicant / Client
For Situational Requirement	
A. If the Corporation is regulated by a regulatory agency	
A.1. Clearance/Favorable recommendation from other Departments of the Commission or from the appropriate regulatory agency (1) Original Copy And (1) Photo Copy	Applicant / Client
B. If the Applicant-Corporation is still in operation	
B.1. Audited Financial Statements (AFS) as of the last fiscal year (2) Photo Copy	Applicant / Client
Sub Requirement	
B.1.A. If the Applicant-Corporation is still in operation but with total assets or liabilities of less than PHP 600,000.00	
B.1.A.1. Balance Sheet as of last preceding fiscal year certified under oath by the President and Treasurer (2) Original Copy	Applicant / Client
C. If the Applicant-Corporation has ceased operations for at least one (1) year	
C.1. Audited Financial Statements (AFS) as of the last year of operations (2) Photo Copy	Applicant / Client
C.2. Affidavit of Non-Operation certified under oath by the President and Treasurer (2) Original Copy	Applicant / Client
D. If the Applicant-Corporation has not commenced operations since incorporation	
D.1. Balance Sheet certified under oath by the Treasurer and President (2) Original Copy	Applicant / Client
D.2. Affidavit of Non-Operation certified under oath by the President and Treasurer (2) Original Copy	Applicant / Client
D.3. Certificate of Non-Registration issued by the Bureau of Internal Revenue (1) Original Copy And (1) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIB

				LE (Designation; Office)
1. Submit requirements to SEC - Ilagan Extension Office **Location:** G/F Capital Arena, Alibagu, City of Ilagan, Isabela	1.1. Receive the documents and check for completeness in form and substance.	None	3 working day/s	• Securities Counsel I; Ilagan Extension Office
	1.2. Issue Payment Assessment Form		1 hour/s	• Administrative Assistant II; Ilagan Extension Office
2. Pay the filing fee through the Electronic System for Payment to SECURITIES AND EXCHANGE COMMISSION (eSPAYSEC) **Location:** https://espaysec.sec.gov.ph/payment-portal/home	2.1. Verify payment	**Standard Fees** Breakdown: Legal Research Fee: PHP 10 Miscellaneous Fee: PHP 20 Documentary Stamp Tax: PHP 30 Total: PHP 60 **Possible Fees** Breakdown: For Stock Corporation: PHP 1000 For Non Stock Corporation: PHP 750	1 hour/s	• Administrative Assistant II; Ilagan Extension Office
	2.2. Process Application		12 working day/s	• Securities Counsel I; Ilagan Extension Office
	2.3. Prepare Certificate of Dissolution		1 working day/s	• Administrative Assistant II; Ilagan Extension Office
	2.4. Review and approve application		2 working day/s	• Director; Ilagan Extension Office
3. Claim Certificate of Dissolution **Location:** G/F Capital Arena, Alibagu, City of Ilagan, Isabela	3. Release Certificate of Dissolution	None	1 working day/s	• Administrative Assistant II; Ilagan Extension Office
Total Processing Time:		Working Days: 19 working day/s, 2 hour/s		

Total Processing Fee:	Total Standard Fee: PHP 60 See other fees below
Possible Fees • **For Stock Corporation** : 1000 • **For Non Stock Corporation** : 750	

11. Dissolution of Corporations under Section 136 of the Revised Corporation Code

This service details the procedure on the application for dissolution by shortening the corporate term where the proposed expiration of the term is less than one year from the date of filing for domestic stock and non-stock corporations.

Office or Division:	Ilagan Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Corporations duly registered at Securities and Exchange Commission
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Revised Corporation Code

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet (2) Original Copy	Applicant / Client
2. Notarized Directors' or Trustees' Certificate signed by majority of the directors or trustees and the corporate secretary (2) Original Copy	Applicant / Client
Remarks: *The notarized Directors' or Trustees' certificate must be signed by majority of the directors or trustees and the corporate secretary, attesting that: the dissolution by shortening of corporate term was approved by majority of the board of directors/trustees and ratified by at least two-thirds (2/3) vote of the stockholders representing the outstanding capital stock including the holders of non-voting shares/members of the corporation; the date and place of stockholders' or members' meeting; and the tax identification number of the signatories which shall be placed below their names.*	
3. Amended Articles of Incorporation reflecting the proposed date of Dissolution (1) Original Copy And (1) Photo Copy	Applicant / Client
4. Notarized Secretary's Certificate on no pending case of intra-corporate dispute (2) Original Copy	Applicant / Client
5. Affidavit executed under oath by the President and Treasurer (2) Original Copy	Applicant / Client

Remarks: *The Affidavit executed under oath by the President and Treasurer must certify that the dissolution is not prejudicial to the interest of the creditors; and there is no opposition from any creditors from the time of the last publication of the notice of dissolution up to the filing of the application for dissolution with the Commission. A sample format of this document may be requested from the SEC - Ilagan Extension Office.*	
6. Bureau of Internal Revenue Tax Clearance Certificate (1) Original Copy And (1) Photo Copy	Applicant / Client
7. Publisher's Affidavit of Publication of the notice of meeting (1) Original Copy And (1) Photo Copy	Applicant / Client
For Situational Requirement	
A. If the Corporation is regulated by a regulatory agency	
A.1. Clearance/Favorable recommendation from other Departments of the Commission or from the appropriate regulatory agency (1) Original Copy And (1) Photo Copy	Applicant / Client
B. If the Applicant-Corporation is still in operation	
B.1. Audited Financial Statements (AFS) as of the last fiscal year (2) Photo Copy	Applicant / Client
Sub Requirement	
B.1.A. If the Applicant-Corporation is still in operation but with total assets or liabilities of less than PHP 600,000.00	
B.1.A.1. Balance Sheet as of last preceding fiscal year certified under oath by the President and Treasurer (2) Original Copy	Applicant / Client
C. If the Applicant-Corporation has ceased operations for at least one (1) year	
C.1. Audited Financial Statements (AFS) as of the last year of operations (2) Photo Copy	Applicant / Client
C.2. Affidavit of Non-Operation certified under oath by the President and Treasurer (2) Original Copy	Applicant / Client
D. If the Applicant-Corporation has not commenced operations since incorporation	
D.1. Balance Sheet certified under oath by the Treasurer and President (2) Original Copy	Applicant / Client
D.2. Affidavit of Non-Operation certified under oath by the President and Treasurer	Applicant / Client

(2) Original Copy				
D.3. Certificate of Non-Registration issued by the Bureau of Internal Revenue (1) Original Copy And (1) Photo Copy			Applicant / Client	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit requirements to SEC - Ilagan Extension Office **Location:** G/F Capital Arena, Alibagu, City of Ilagan, Isabela	1.1. Receive the documents and check for completeness in form and substance.	None	3 working day/s	• Securities Counsel I; Ilagan Extension Office
	1.2. Issue Payment Assessment Form		1 hour/s	• Administrative Assistant II; Ilagan Extension Office
2. Pay the filing fee through the Electronic System for Payment to SECURITIES AND EXCHANGE COMMISSION (eSPAYSEC) **Location:** https://espaysec.sec.gov.ph/payment-portal/home	2.1. Verify payment	**Standard Fees** Breakdown: Legal Research Fee: PHP 10 Miscellaneous Fee: PHP 20 Documentary Stamp Tax: PHP 30 Total: PHP 60 **Possible Fees** Breakdown: For Stock Corporation: PHP 1000 For Non-Stock Corporation: PHP 500	1 hour/s	• Administrative Assistant II; Ilagan Extension Office
	2.2. Process Application		12 working day/s	• Securities Counsel I; Ilagan Extension Office
	2.3. Prepare Certificate of Dissolution		1 working day/s	• Administrative Assistant II; Ilagan Extension Office
	2.4. Review and approve application		2 working day/s	• Director; Ilagan Extension Office
3. Claim Certificate of Dissolution	3. Release Certificate of Dissolution	None	1 working day/s	• Administrative

Location: G/F Capital Arena, Alibagu, City of Ilagan, Isabela				Assistant II; Ilagan Extension Office
Total Processing Time:	Working Days: 19 working day/s, 2 hour/s			
Total Processing Fee:	Total Standard Fee: PHP 60 See other fees below			
Possible Fees • **For Stock Corporation** : 1000 • **For Non-Stock Corporation** : 500				

12. Increase of Capital Stock by way of Cash through the eAMEND Portal for Domestic Stock Corporations Classified as Philippine National (Other than OPC)

This service details the adopted online procedure and documentary requirements for application for Increase of Capital Stock by way of Cash pursuant to Section 37 of the Revised Corporation Code of the Philippines.

This service is exclusively for Domestic Stock Corporations classified as Philippine National.

For the pre-processing of new applications, applicants who choose to file through the eAmend Portal must submit scanned copies of the notarized documents via the eAmend Portal. Applicants are advised to adhere to the prescribed steps outlined in the eAmend Portal for the proper uploading and submission of the required documents.

Alternatively, corporations that choose to submit their application via email may do so by sending all required documents directly to secilagan@sec.gov.ph. For detailed guidelines, please refer to the Citizen's Charter for ***Increase of Capital Stock by way of Cash through electronic mail submission.***

Office or Division:	Ilagan Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Unified Certification for Certificate of Increase of Capital Stock on: a. Certificate of Increase of Capital Stock; b. Director's Certificate; c. List of stockholders of record as of date of meeting approving the increase, indicating their nationalities and their respective subscribed and paid-up capital on the present authorized capital stock; d. Non-existence of intra-corporate dispute; e. Waiver of pre-emptive	Securities and Exchange Commission - Ilagan Extension Office

rights of non-subscribing shareholders (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Download the Unified Certification for* ***Increase of Capital Stock*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Unified-Certification-for-Increase-in-Authorized.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
2. Treasurer's Affidavit (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download Treasurer's Affidavit through this link:* *https://www.sec.gov.ph/wp-content/uploads/2025/06/2025Forms_Treasurers-Affidavit.doc* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
3. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Ilagan Extension Office
Remarks: *Monitoring Unit of SEC- Ilagan Extension Office through the link:* • ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
B. For Financing and Lending Companies:	

B.1. Monitoring Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Ilagan Extension Office
Remarks: *Monitoring Unit of SEC - Ilagan Extension Office through the link:* • ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
C. For Listed and Public Companies:	
C.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)
Remarks: *Corporate Governance and Finance Department (CGFD) through the link:* • ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
D. Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
D.1. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
Remarks: *Market and Securities Regulation Department (MSRD) through the link:* • ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
E. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	

E.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector
Remarks: *To request, please refer to BSP Citizen's Charter through this link: https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
F. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
F.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group
Remarks: *To request, please refer to IC Citizen's Charter through this link:* *https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G. Additional requirement if cash payment for subscription is not yet reflected in the Audited Financial Statements:	
Sub Situational Requirement/s	
G.a. Notarized Subscription Contract	
G.a.1. A subscription contract, executed under oath among subscriber/s, treasurer and president for the corporation, stating the number of additional shares subscribed to and paid for. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2026 – Subscription Contracts through this link: https://www.sec.gov.ph/mc-2026/sec-mc-no-06-series-of-2026/#gsc.tab=0* *Or May download to the sample below:*	

https://www.sec.gov.ph/wp-content/uploads/2025/08/2025Forms_Subscription-Contract-for-Cash-Payment.docx *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.b. If applicant corporation is/are: a) Listed companies; b) Public companies defined in the Securities Regulation Code; c) Companies that offer or sell securities to the public; d) Companies with secondary license; e) Others, pursuant to item no. 2 of SEC MC No. 6 of 2026	
G.b.1. Special Audit Report (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H. Additional requirement for Rural Banks:	
H.1. Notarized Certification on payment for subscriptions to be signed by majority of the rural bank's Board of Directors in accordance with the form required by BSP (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.2. List of stockholders of record showing their respective subscribed and paid-up amount before and after the increase and the list of subscribers to the increase with their respective subscription and payment as presented and approved by BSP annexed to the notarized certification (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIB

				LE (Designation; Office)
1. Submit the electronic copy of notarized requirements for new application to eAmend Portal. **Location:** **https://eamend.sec.gov.ph/** **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the FAAD Specialist shall revert the application	1.1. Assigns the application to the processor.	None	1 working day/s	• SEC Administrative Officer III; Ilagan Extension Office
	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		5 working day/s	• Securities Specialist I; Ilagan Extension Office • Securities Specialist II; Ilagan Extension Office

informing the client of the deficiencies. For submission of compliance documents, the client must upload the documents through the eAmend Portal. The assigned FAAD Specialist will proceed to Agency Step 1.2. • The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other				
	1.3. Reviews the Final Report and issue the Payment Assessment Form (PAF).		7 working day/s	• Securities Specialist I; Ilagan Extension Office • Securities Specialist II; Ilagan Extension Office

applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension,				
	1.4. Issues the Payment Assessment Form (PAF) to the applicant.		1 working day/s	• Securities Specialist I; Ilagan Extension Office • Securities Specialist II; Ilagan Extension Office

setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)				
2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip) **Location:** G/F Capital Arena, Alibagu, City of Ilagan, Isabela **Notes/Instruction:** *Hard copies of the application requirements must be the same as the*	2.1. Calls the name of the corporation, accepts the complete application requirements together with the proof of payment.	None	2 hour/s	• Securities Specialist I; Ilagan Extension Office • Securities Specialist II; Ilagan Extension Office
	2.2. Verifies hard copies against the documents reviewed and attaches the source documents; if found complete and in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the		4 hour/s	• Securities Specialist I; Ilagan Extension Office • Securities Specialist II; Ilagan Extension Office

documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements).	scheduled release appointment.			
	2.3. Prepares and generates the Certificate.		1 working day/s	• Securities Specialist I; Ilagan Extension Office • Securities Specialist II; Ilagan Extension Office
	2.4. Reviews the documents, signs, and approves the Certificate.		2 working day/s	• Director; Ilagan Extension Office
	2.5. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.		6 hour/s	• Securities Specialist I; Ilagan Extension Office • Securities Specialist II; Ilagan Extension Office
	2.6. Tags the application for appointment through eAmend Portal indicating the date of release of the certificate.		1 working day/s	• Securities Specialist I; Ilagan Extension Office • Securities Specialist II; Ilagan Extension Office
3. Present the Official Receipt and Appointment Letter. Then, fill out the logbook for released applications and claim the Certificates of Approval. **Location:**	3. Calls the name of the corporation, assists the client in filling out the logbook, and releases the Certificates of Approval.	None	4 hour/s	• Securities Specialist I; Ilagan Extension Office • Securities Specialist II; Ilagan Extension Office

G/F Capital Arena, Alibagu, City of Ilagan, Isabela				
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		

13. Increase of Capital Stock through payment other than cash through the eAMEND Portal for Domestic Stock Corporations Classified as Philippine National (other than OPC)

This service details the adopted online procedure and documentary requirements on application for increase of capital stock by way of Non Cash, but not limited to the following:

1. *Previously incurred indebtedness (e.g. conversion of advances into equity / conversion of deposit for future subscriptions)*
2. *Stock Dividend*
3. *Land, building / condominium units*
4. *Untitled Lands*
5. *Inventories / Furniture / Personal Properties*
6. *Heavy equipments and machineries*
7. *Shares of stock in another corporation*
8. *Motor Vehicles*
9. *Sea vessels / aircrafts*
10. *Intangibles*
11. *Net assets*
12. *Other assets or generally accepted forms of consideration necessary or convenient for its use and lawful purposes*

This service is exclusively for Domestic Stock Corporations classified as Philippine National.

For the pre-processing of new applications, applicants who choose to file through the eAmend Portal must submit scanned copies of the notarized documents via the eAmend Portal. Applicants are advised to adhere to the prescribed steps outlined in the eAmend Portal for the proper uploading and submission of the required documents.

Alternatively, corporations that choose to submit their application via email may do so by sending all required documents directly to secilagan@sec.gov.ph.

Office or Division:	Ilagan Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Unified Certification for Certificate of Increase of Capital Stock on: a. Certificate of Increase of Capital Stock; b. Director's Certificate; c. List of stockholders of record as of date of meeting approving the increase, indicating their nationalities and their respective subscribed and paid-up capital on the present authorized capital stock; d. Non-existence of intra-corporate dispute; e. Waiver of pre-emptive rights of non-subscribing shareholders (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Ilagan Extension Office
Remarks: *Download the Unified Certification for* ***Increase of Capital Stock*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Unified-Certification-for-Increase-in-Authorized.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
2. Treasurer's Affidavit (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Ilagan Extension Office
Remarks: *Download Treasurer's Affidavit through this link:* *https://www.sec.gov.ph/wp-content/uploads/2025/06/2025Forms_Treasurers-Affidavit.doc* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
3. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Ilagan Extension Office
Remarks:	

Monitoring Unit of SEC - Ilagan Extension Office through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

B. For Financing and Lending Companies:	
B.1. Monitoring Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Ilagan Extension Office

Remarks:

Monitoring Unit of SEC - Ilagan Extension Office through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

C. For Listed and Public Companies:	
C.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)

Remarks:

Corporate Governance and Finance Department (CGFD) through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

D. Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
D.1. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Market and Securities Regulation Department (MSRD)

Remarks:

Market and Securities Regulation Department (MSRD) through the link:

eWATCH: *https://ewatch.sec.gov.ph/login*

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

E. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:

E.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector

Remarks:

To request, please refer to BSP Citizen's Charter through this link: https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

F. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:

F.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group

Remarks:

To request, please refer to IC Citizen's Charter through this link:

https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

G. Additional Requirement if the consideration for issuance of shares is in the form of Previously incurred indebtedness (e.g., conversion of advances into equity / conversion of deposit for future subscription)

G.1. Deed of Assignment of advances / liabilities (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

*Download the Deed of Assignment for **Advances** below:*

a. Sigle Assignor: https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Single-Assignor.docx

b. Multiple Assignor: https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Multiple-Assignor.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s	
G.a. If the advances/liabilities is not yet reflected in the Audited Financial Statements (AFS):	
G.a.1. A report to be rendered by an Independent CPA on the verification of the advances to be converted to equity (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H. Additional Requirements if the payment for issuance of shares is by way of Stock Dividend:	
H.1. List of stockholders entitled to stock dividend with their respective outstanding shares and the allocation of stock dividend certified by the corporate secretary (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.2. Secretary's Certificate that on the basis of the computation of the Finance Officer, the allocation of stock dividends as indicated in the Certificate of Increase is in proportion to the shareholdings of stockholders as of date of meeting approving the dividend declaration or as of record date and the treatment of resulting fractional shares, if any, are true and correct. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

H.3. Reconciliation of Retained Earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

For guidance, please refer to SEC Memorandum Circular No. 16 Series of 2023- Revised Guidelines on the Determination of Retained Earnings Available for Dividend Declaration through this link: https://www.sec.gov.ph/wp-content/uploads/2023/10/2023SEC-MC-No.-16,-s.-of-2023-Revised-Guidelines-on-the-Determination-of-Retained-Earnings%20-Available-for-Dividend-Declaration.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

H.a. In case the unappropriated retained earnings is not sufficient to warrant the dividend declaration:

H.a.1. Secretary's Certificate on the Board's resolution to reverse the appropriated retained earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

I. Additional Requirement if the consideration for issuance of shares is in the form of Land, buildings / condominium units:

I.1. Detailed schedule of property showing the registered owner, location, area, TCT/CCT no., tax declaration number and the basis of transfer value (market value, assessed value or zonal value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Ilagan Extension Office

Remarks:

*Download the sample **Detailed Schedule for Land, Buldings/Condominium Units** below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=405110855#gid=405110855

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

I.2. Copy of TCT/CCT electronically certified and issued by Register of Deeds and tax declaration sheet certified Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

I.3. Deed of Assignment: a. Deed of Assignment; b. Certifying that the improvements are existing and in good condition ; c. Undertaking that the corporation will submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Ilagan Extension Office

Remarks:

*Download the Deed of Assignment for **Increase of Capital Stock_Land, Buildings / Condominium Units** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Land-Buildings-Condo.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

I.a. If transfer value is based on appraised value:

I.a.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

I.a.2. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted.	Securities and Exchange Commission - Ilagan Extension Office

(1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.b. If property is mortgaged:	
I.b.1. Mortgagee/creditor's certification on the outstanding loan balance and his/her written consent to the transfer of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.c. For assignment of buildings where assignor is not the owner of the land:	
I.c.1. Lease contract on the land and consent of the land owner to the transfer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J. Additional Requirement if the consideration for issuance of shares is in the form of Untitled Lands:	
J.1. Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least twenty (20) years and the possessor had introduced improvements thereon, if any (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.	
J.2. Duplicate original or certified true copies of the tax declaration sheets (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.3. Latest realty tax receipts (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.4. Affidavit by the transferor attesting the following: 1. Continuous and open possession of the property is located; 2.a. Existence (or non-existence) of easements over the untitled property; b. Kind/description of the easement and its location; and c. Whether the transferor is the dominant estate or the servient estate, by virtue of such easements 3. That the transferor/subscriber to answer for any liability that the corporation might incur by virtue of the acceptance of said property as paid-up capital) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Ilagan Extension Office
Remarks: *Download the **Transferor Affidavit for Untitled Land** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-the-Transferor_Untitled-Lands.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.5. Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.6. Duplicate original or certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument affecting the property recorded in the Register of Deeds for the province of city where the land is situated (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.7. Clearance or certification from the Department of Agrarian Reform (DAR) attesting to the following: (a) There is no other claimant to the untitled land; (b) it has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party; or (c) The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Department of Agrarian Reform (DAR) - Department of Agrarian Reform (DAR)
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.8. Blue Print Survey of the Plan as approved by the Bureau of Lands (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.9. Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/ assessed value / zonal value or appraised value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Ilagan Extension Office
Remarks:	

*Download the sample **Detailed Schedule of Untitled Lands** below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=508694029#gid=508694029

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

J.10. Deed of Assignment reflecting: a. Assignment of Untitled Lands; b. Undertaking to submit certified true copy of the original certificate of title in the name of the transferee-corporation within one (1) year from the date of receipt of the approval of the application) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Ilagan Extension Office

Remarks:

*Download the Deed of Assignment for **Increase of Capital Stock_Untitled Lands** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Untitled-Lands.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

J.a. If transfer value is based on zonal value

J.a.1. Latest zonal valuation certified by BIR (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

J.b. If transfer value is based on appraised value

J.b.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.b.2. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Ilagan Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K. Additional Requirement if the consideration for issuance of shares is in the form of Inventories / Furniture / Personal Properties:	
K.1. Detailed schedule of property showing the description and the basis of transfer value (market value or book value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Ilagan Extension Office
Remarks: *Download the sample **Detailed Schedule of Inventories / Furniture / Personal Properties** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1666788899#gid=1666788899* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
K.2. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Ilagan Extension Office
Remarks:	

*Download the Deed of Assignment for **Increase of Capital Stock_Inventories / Furniture / Personal Properties** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Inventories-Furniture-Personal-Properties.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s	
K.a. If transfer value is based on book value:	
K.a.1. Special Audit Report by an Independent CPA on the verification and valuation of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

L. Additional Requirement if the consideration for issuance of shares is in the form of Heavy equipment and machinery:	
L.1. Detailed schedule of the property showing the description and the transfer value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Ilagan Extension Office

Remarks:

*Download the sample **Detailed Schedule of Heavy Equipment and Machinery** below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1745725976#gid=1745725976

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

L.2. Appraisal report by a licensed appraiser (not more than 6-month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

L.3. Deed of Assignment reflecting: a. Assignment of Heavy Equipment and Machineries; b. Certification from the transferor stating that the properties are existing and in good condition) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Ilagan Extension Office

Remarks:

*Download the Deed of Assignment for **Increase of Capital Stock_Heavy Equipment and Machinery** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Heavy-Equipment-and-Machinery.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

L.a. In case the heavy equipment and machinery qualify as real property as defined under the New Civil Code.

L.a.1. Copy of the latest required Tax Declaration Sheet certified by the Assessor's Office. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

L.a.2. Copy of the TCT / CCT of the land on which the heavy equipment and machinery are located certified by the Register of Deeds. (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

The original copy and photo copy will be submitted upon payment of the corresponding fees.

L.b. If the assignor is not the owner of the land on which the heavy equipment and machinery are located as defined under the New Civil Code.

L.b.1. Lease contract on the land and consent of the land owner to the transfer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.c. If the transfer value is based on appraised value:	
L.c.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Ilagan Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M. Additional Requirement if the consideration for issuance of shares is in the form of Shares of Stock:	
M.1. Detailed schedule of the shares of stock showing the stockholder, stock certificate number, no. of shares and the basis of transfer value (market or book value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Ilagan Extension Office
Remarks: *Download the sample **Detailed Schedule of Shares of Stock** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1402851319#gid=1402851319* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.2. Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC	Securities and Exchange Commission - Information and

(1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Communications Technology Department (ICTD)
Remarks: *To be provided by the Company, in case the Company did not file* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.3. Deed of Assignment (a. Deed of Assignment ; b. Undertaking that the corporation will submit the required proof of transfer within the prescribed period). (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Ilagan Extension Office
Remarks: *Download the Deed of Assignment for* ***Increase of Capital Stock_Shares of Stock*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Shares-of-Stocks.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.4. Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the assignor (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M.5. Photocopy of the stock certificate (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	

M.a. If listed in the Stock Exchange:	
M.a.1. Latest market price quotation in the newspaper or certification from the stock exchange/broker as to latest market price of the shares of stock (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N. Additional Requirement if by way of Motor Vehicles	
N.1. Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Ilagan Extension Office
Remarks: *Download the sample **Detailed Schedule of Motor Vehicle** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=318133614#gid=318133614* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.2. Photocopy of certificate of registration and official receipt of annual registration fee (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	

N.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.4. Deed of Assignment reflecting: a. Assignment of Motor Vehicles; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period; c. Certification from the transferor stating that the motor vehicles are existing and in good running condition (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Ilagan Extension Office
Remarks: *Download the Deed of Assignment for* ***Increase of Capital Stock_Motor Vehicle*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Motor-Vehicles.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
N.a. If the transfer value is based on appraised value:	
N.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Ilagan Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O. Additional Requirement if by way of Sea Vessel / Aircraft:	

O.1. Detailed schedule of vessel/aircraft showing registered Owner, registry number, technical description and appraised value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Ilagan Extension Office
Remarks: *Download the sample **Detailed Schedule of Sea Vessel / Aircraft** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1212106110#gid=1212106110* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.2. Certified true copy of the certificate of ownership (1) Certified True Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The certified true copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.4. Certificate of seaworthiness/airworthiness issued by appropriate government agency (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
O.5. Deed of Assignment reflecting: a. Assignment of Sea Vessel/Aircraft; b. Undertaking by an officer of the	Securities and Exchange Commission - Ilagan

corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Extension Office
Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Sea Vessel / Aircraft** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Sea-Vessels-aircrafts.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
O.a. If the transfer value is based on appraised value:	
O.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Ilagan Extension Office
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P. Additional Requirement if the consideration for issuance of shares is in the form of Intangibles:	
P.1. Photocopy of System Purchase Agreement or any proof of ownership (for software) (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
P.2. Copy of Certificate of Registration of Intellectual Property Rights and mining permit for mining claims/rights (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

P.3. Appraisal report by an accredited appraisal company or by a licensed Filipino mining engineer for mining claims/rights (not more than 6 months old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

P.4. Deed of Assignment reflecting: a. Assignment of Intangibles; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Ilagan Extension Office

Remarks:

*Download the Deed of Assignment for **Increase of Capital Stock_Intangibles** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Intangibles.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

P.a. If the transfer value is based on appraised value:

P.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Ilagan Extension Office

Remarks:

Download the Affidavit of Undertaking re Section 64 (watered stocks) below:

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Q. Additional Requirement if the consideration for issuance of shares is in the form of

Net Assets:	
Q.1. Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
Q.2. Deed of Assignment of the assets and liabilities (a. Deed of Assignment; b. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period). (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Ilagan Extension Office
Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Net Assets** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Net-Assets.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q.3. List of creditors with the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q.4. Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Ilagan Extension Office
Remarks: *Download the sample **Detailed Schedule of Net Asset** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1662940848#gid=1662940848*	

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

Q.5. Photocopy of the certificate of registration of the motor vehicles (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note:

- *The original copy will be presented for verification during the processing stage.*
- *The two (2) photo copies will be submitted upon payment of the corresponding fees.*

Q.6. Copy of TCT/CCT electronically certified and issued by the Register of Deeds and tax declaration sheets certified by the Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Q.7. Photocopy of stock certificates (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Notes:

- *The original copy will be presented for verification during the processing stage.*
- *The two (2) photo copies will be submitted upon payment of the corresponding fees.*

Q.8. DTI Certificate of Registration (for single proprietorship) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of notarized requirements for new application to eAmend Portal. **Location:** https://eamend.sec.gov.ph/ **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the FAAD Specialist shall	1.1. Assigns the application to the SEC-ILAEO specialist, if complete, then records the application.	None	4 hour/s	• SEC Administrative Officer III; Ilagan Extension Office
	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		8 working day/s	• Securities Specialist I; Ilagan Extension Office • Securities Specialist II; Ilagan Extension Office

revert the application informing the client of the deficiencies. For submission of compliance documents, the client must upload the documents through the eAmend Portal. The assigned FAAD Specialist will proceed to Agency Step 1.2 • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling.				
	1.3. Reviews the Final Report and, if found in order, the SEC-ILAEO Specialist issue the Payment Assessment Form (PAF).		9 working day/s	• Securities Specialist I; Ilagan Extension Office • Securities Specialist II; Ilagan Extension Office

• The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of				
	1.4. Issues the Payment Assessment Form (PAF) to the applicant.		1 hour/s	• Securities Specialist I; Ilagan Extension Office • Securities Specialist II; Ilagan Extension Office

the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given.				
2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip). **Location:** G/F Capital Arena, Alibagu, City of Ilagan, Isabela **Notes/Instruction:** *Hard copies of the application*	2.1. Receives complete application requirements with proof of payment; verifies hard copies against online-submitted documents and, if found in order, prepares the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.	None	2 hour/s	• Securities Specialist I; Ilagan Extension Office • Securities Specialist II; Ilagan Extension Office
	2.2. Prepares and generates the Certificate		4 hour/s	• Securities Specialist I; Ilagan

requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)				Extension Office • Securities Specialist II; Ilagan Extension Office
	2.3. Reviews the documents, signs, and approves the Certificate.		1 working day/s	• Director; Ilagan Extension Office
	2.4. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.		1 hour/s	• Securities Specialist I; Ilagan Extension Office • Securities Specialist II; Ilagan Extension Office
	2.5. Tags the application for appointment through eAmend Portal indicating the date of release of the certificate.		2 hour/s	• Securities Specialist I; Ilagan Extension Office • Securities Specialist II; Ilagan Extension Office
3. Present the Official Receipt and Appointment Letter. Then, fill out the logbook for released applications and claim the Certificates of Approval. **Location:** G/F Capital Arena, Alibagu, City of Ilagan, Isabela	3. Calls the name of the corporation, assists the client in filling out the logbook, and releases the Certificates of Approval.	None	2 hour/s	• Securities Specialist I; Ilagan Extension Office • Securities Specialist II; Ilagan Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		

14. Issuance of Plain/ Authenticated Copies of Documents

This service details the procedure on request for plain and/or authenticated copies of documents on file with the commission. The purpose of this is to obtain plain and or/ authenticated documents to have readily available records for various reasons.

For pre-processing of new applications, scanned copies of the required documents shall be submitted through:

iMessage: ***imessage.sec.gov.ph***

Office or Division:	Ilagan Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	All Government Agencies
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Filled up Freedom of Information (FOI) Request Form (1) Electronic Copy	Securities and Exchange Commission - Ilagan Extension Office
Remarks: *Can be requested via imessage.sec.gov.ph*	
2. Request Letter (1) Electronic Copy	Applicant / Client
Remarks: *Request Letter must be addressed to SEC Ilagan Extension Office OIC - Director - Atty. Leonard P. Pua*	
3. Government Issued Identification Card 1. Philippines Identification (PhilSys,National ID/ePhilID) - Philippine Statistics Authority (PSA) 2. Philippine Passport - Department of Foreign Affairs (DFA) 3. Driver's License - Land Transportation Office (LTO) 4. Professional Regulation Commission (PRC)ID - Professional Regulation Commission 5. GSIS ID - Government Service Insurance System (GSIS) 6. SSS ID - Social Security System (SSS) 7. PhilHealth ID - Philippine Health Insurance Corporation (PhilHealth) 8. Postal ID - Philippine Postal Corporation (PHLPost)	

9. TIN ID (Tax Identification Number) - Bureau of Internal Revenue (BIR)
10. Seaferer's Identification and Record Book (Seaman'n Book/SIRB) - Maritime Industry Authority (MARINA)
11. OWWA ID/ OFW E-Card - Overseas Workers Welfare Administration (OWWA)
12. Alien Certificate of Registration (ACR I-Card) - Bureau of Immigration
13. NBI Clearance - National Bureau of Investigation (NBI)
14. Police Clearance - Philippine National Police (PNP)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the Freedom of Information (FOI) request form to the Office of the Director through the office counter **Location:** SEC Ilagan Extension Office - G/F Capital Arena, Alibagu, City of Ilagan, Isabela	1.1. Receives the Letter of Request, Freedom of Information Request Form, and the signed photocopy of Government-issued ID and assigns and forwards request to the Processing Officer	None	5 minute/s	• Administrative Officer III; Ilagan Extension Office
	1.2. Checks availability of requested documents in database and corporate records available		30 minute/s	• Administrative Assistant I; Ilagan Extension Office
	1.3. Prepares the requested documents - Plain Copy or Prepares the requested documents - Authenticated Copy		1 hour/s	• Administrative Assistant I; Ilagan Extension Office
	1.4. Issues the Payment Assessment Form (PAF) and send to the client via iMessage/email		30 minute/s	• Administrative Assistant I; Ilagan Extension Office
2. Pay the corresponding filing fees **Location:** eSPAYSEC (https://espaysec.sec.gov.ph/paymentportal/	2. Issues payment confirmation containing the electronic Official Receipt via e-mail	**Formula Fees** Breakdown: Plain CopyCertified True Copy/Authenticated Copy	10 minute/s	• Administrative Assistant I; Ilagan Extension Office

home) or at any Land Bank of the Philippines branch nationwide				
3. Send the scanned copy of the proof of payment of the filing fees through iMessage/email and await for the reply for the release of request. **Location:** iMessage: imessage.sec.gov.ph or secilagan@sec.gov.ph	3.1. Receives and acknowledges the receipt of proof of payment via iMessage	None	10 minute/s	• Administrative Assistant I; Ilagan Extension Office
	3.2. Schedule and sends reply to the client via iMessage for the releasing of request plain/authenticated documents		10 minute/s	• Administrative Assistant I; Ilagan Extension Office
4. Submit complete request requirements together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip) upon receipt of reply from the iMessage and received the request plain/authenticated documents. **Location:** G/F Capital Arena, Alibagu, City of Ilagan, Isabela	4.1. Receives the complete request requirements and proof of payment	None	10 minute/s	• Administrative Assistant I; Ilagan Extension Office
	4.2. Calls the name of the corporation, assists the client in filling out the logbook, and releases the request plain/authenticated documents.		10 minute/s	• Administrative Assistant I; Ilagan Extension Office
Total Processing Time:		Working Days: 2 hour/s, 55 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Plain CopyCertified True Copy/Authenticated Copy**

  Plain Copy

  Articles of Incorporation/Amended Articles of Incorporation -

PHP 750.00

By-Laws/Amended By-Laws-

PHP 750.00

General Information Sheet -PHP 750.00

Certificate of Increase in Capital Stock -

PHP 750.00

Secretary's Certificate -

PHP 750.00

Financial Statements – PHP 25.00 per page

Certified True Copy/Authenticated Copy

Articles of Incorporation PHP 1,000.00+ PHP 30.00 Documentary Stamp Tax

Amended Articles of Incorporation

PHP 1,000.00+30.00 Documentary Stamp Tax

By-Laws/Amended By-Laws
PHP 1,000.00+ PHP 30.00 Documentary Stamp Tax

General Information Sheet PHP 1,000.00+
PHP 30.00 Documentary Stamp Tax

Authentication of document not mentioned above: refer to SEC Memorandum No. 06 series of 2025 + Documentary Stamp Tax

PHP 30.00

15. Petition to Set Aside Orders of Revocation or Suspension

This process details the procedure for petitions to set aside orders of revocation or suspension of stock and nonstock corporations and licensed foreign corporations. Note that this remedy is applicable only to companies revoked or suspended due to noncompliance with reportorial requirements.

Office or Division:	Ilagan Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Corporations duly registered at the Securities and Exchange Commission whose status is either revoked or suspended.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Verified Petition for Correction of Entries (2) Original Copy	Applicant / Client
2. Directors'/Trustees' Certificate (2) Original Copy	Applicant / Client
3. Latest Due Audited Financial Statements (1) Photo Copy	SEC - EFAST
4. Latest Due General Information Sheet (1) Photo Copy	SEC - EFAST
5. Proof of registration of the stock and transfer book or membership book (2) Photo Copy	Applicant / Client
6. Secretary's Certificate of No Intra-Corporate Controversy (2) Original Copy	Applicant / Client
Remarks: *Please see sample format at:* *https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf*	
7. Sworn Certification by External Auditor (2) Original Copy	Applicant / Client
8. Proof of operation for each year, starting from the date of revocation or date of incorporation (for a suspension order) up to the time of the filing of the petition, any of the following	Applicant / Client

but not limited to: Audited Financial Statements; Income Tax Returns; Mayor's or Business Permits; Contracts; Receipts showing payment of Real Estate Tax; Certifications/Recognitions/Annual Conventions; or Any similar/related documents (2) Photo Copy	
9. Latest Mayor's/Business Permit (2) Photo Copy	Applicant / Client
Remarks: *Client can get a copy from the LGU - Business Permit and Licensing Office where the principal office address of the client is located*	
10. Certification Issued by the Corporate Secretary that the latest due Financial Statement and Income Tax Return was received by the SEC and BIR respectively (2) Original Copy	Applicant / Client
11. Certificate of Incorporation, latest Certificate of Filing of Amended Articles or By-Laws (if any) together with the latest Articles of Incorporation and By-Laws (2) Photo Copy	Applicant / Client
Remarks: *Client can get a copy on secexpress.ph*	
12. BIR Certificate of Registration (2) Photo Copy	Applicant / Client
Remarks: *Client can get a copy at BIR - RDO where the principal office address of the client is located*	
13. Monitoring Clearance (2) Photo Copy	SEC - Extension Office that has jurisdiction over the principal office address of the company

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

1. Submits requirements in imessage **Location:** https://imessage.sec.gov.ph/	1.1. Assigns the application to a processor	None	30 minute/s	• Administrative Officer III; Ilagan Extension Office
	1.2. Records the application for pre-processing, examines if documents are complete in form.		30 minute/s	• Securities Counsel I; Ilagan Extension Office
	1.3. Examines whether the documents submitted are complete in form and in substance, prepares a draft Order and Notice and submits to the EO Director/OIC for review		11 working day/s	• Securities Counsel I; Ilagan Extension Office
	1.4. Reviews the draft Order and Notice and the documents submitted		4 working day/s	• Securities Counsel I; Ilagan Extension Office
	1.5. Approves draft Order and Notice		1 working day/s	• Director; Ilagan Extension Office
	1.6. Prepares and emails the Payment Assessment Form to client		1 hour/s	• Administrative Assistant II; Ilagan Extension Office • Securities Counsel I; Ilagan Extension Office

2. Pays the filing fees through ESPAYSEC/Landbank and emails proof of payment **Location:** secilagan@sec.gov.ph	2.1. Receives and acknowledges payment, and prepares Memo to be sent to Head Office	**Standard Fees** Breakdown: Filing Fee: PHP 3000 Legal Search Fee: PHP 30 Documentary Stamp Tax per notarized document: PHP 30 Total: PHP 3060	1 hour/s, 30 minute/s	• Securities Counsel I; Ilagan Extension Office
	2.2. Reviews and signs the Memo		1 hour/s, 30 minute/s	• Director ; Ilagan Extension Office
	2.3. Emails the Memo and the documents for the Petition to Lift Order of Suspension or Revocation to Office of the Commissioner, including the draft Order		2 hour/s	• Administrative Assistant II; Ilagan Extension Office • Securities Counsel I; Ilagan Extension Office
	2.4. Signs draft Order and emails signed Order to Ilagan Extension Office		3 working day/s	• Office of the Commissioner - Supervising Commissioner of Extension Offices; Any of requesting office / division
	2.5. Emails the signed Order to client		1 hour/s	• Administrative Assistant II; Ilagan Extension Office • Securities Counsel I; Ilagan Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 3060		

16. Post-Audit of eAMEND Applications approved under Simple Processing

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

Office or Division:	Ilagan Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All applications submitted and approved under Simple Processing in the eAMEND Portal
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy	Securities and Exchange Commission - Ilagan Extension Office
Remarks: *With downloadable system-generated forms in the eAmend Portal*	
2. Amendment Form (2) Original Copy	Securities and Exchange Commission - Ilagan Extension Office
Remarks: • *With downloadable system-generated forms in the eAmend Portal.* • *Original copies should be signed (wet signature) and notarized* • *notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed names*	
3. Monitoring Clearance (2) Original Copy	Securities and Exchange Commission - Ilagan Extension Office
Remarks: • ***(not applicable for corporation sole)***	

- *If there is no valid and available Monitoring Clearance, submit an Affidavit of Undertaking for Monitoring from the eAMEND System.*
- *Affidavit of Undertaking - Original copies should be signed (wet signature) and notarized*

4. And other additional documentary requirements uploaded in the eAmend portal (2) Original Copy	Applicant / Client
5. Amended Articles of Incorporation/By-Laws (2) Original Copy	Applicant / Client

Remarks:

- ***two (2) copies shall be submitted together with all the documentary requirements uploaded in the eAMEND portal***

(Please submit the Amended Articles of Incorporation/By-laws incorporating the proposed provisions. The amendments must be clearly underlined and annotated with the phrase "(As amended on [date of meeting])" immediately following the amended provision. Kindly ensure that no established facts are removed or modified in the process.)

For Situational Requirement

A. For Clearance from other SEC departments

Sub Situational Requirement/s

A.a. For Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies	
A.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
A.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
A.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
A.c. For Financial Technology (FinTech) related business activities	
A.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)

Remarks:

- *Operators of payment systems;*

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

A.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)

Remarks:

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

B. Endorsement from other government agencies

Sub Situational Requirement/s

B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services

B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For applications with Amendment of By-laws	
Sub Situational Requirement/s	
C.a. Air Transport	
C.a.1. Civil Aeronautics Board Endorsement (2) Original Copy And (1) Electronic Copy	Civil Aeronautics Board - Civil Aeronautics Board
C.b. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions	
C.b.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.c. Educational Institution: (stock & non-stock)	
C.c.1. Department of Education Endorsement for Elementary (2) Original Copy And (1) Electronic Copy	Department of Education - Department of Education
C.c.2. Commission on Higher Education Endorsement for College, Tertiary Course (2) Original Copy And (1) Electronic Copy	College, Tertiary Course - College, Tertiary Course
C.c.3. Technical Education Skills and Development Authority Endorsement for Technical Vocational Course (2) Original Copy And (1) Electronic Copy	Technical Education Skills and Development Authority - Technical Education Skills and Development Authority
C.d. Electric Power Plant/Trading of Petroleum Products	
C.d.1. Department of Energy Endorsement (2) Original Copy And (1) Electronic Copy	Department of Energy - Department of Energy
C.e. Hospital, Dental, Medical Clinics	
C.e.1. Department of Health Endorsement (2) Original Copy And (1) Electronic Copy	Department of Health - Department of Health
C.f. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.f.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C.g. Money Changer and Remittance Services	
C.g.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas

C.h. Non-Chartered Government Owned and Controlled Corporation	
C.h.1. Government Commission for Government-owned and Controlled Corporation Endorsement (2) Original Copy And (1) Electronic Copy	Government Commission for Government-owned and Controlled Corporation - Government Commission for Government-owned and Controlled Corporation
C.i. Professional Association	
C.i.1. Professional Regulation Commission Endorsement (2) Original Copy And (1) Electronic Copy	Professional Regulation Commission - Professional Regulation Commission
C.j. Radio, TV, Telephone, Internet Service Providers, Value-Added Service Provider	
C.j.1. National Telecommunications Commission Endorsement (2) Original Copy And (1) Electronic Copy	National Telecommunications Commission - National Telecommunications Commission
C.k. Recruitment for Overseas Employment	
C.k.1. Philippine Overseas Employment Administration Endorsement (2) Original Copy And (1) Electronic Copy	Philippine Overseas Employment Administration - Philippine Overseas Employment Administration
C.l. Security Agency/ Anti-Crime Task Force	
C.l.1. Philippine National Police Endorsement (2) Original Copy And (1) Electronic Copy	Philippine National Police - Philippine National Police
C.m. Tobacco Related Business	
C.m.1. National Tobacco Administration Endorsement (2) Original Copy And (1) Electronic Copy	National Tobacco Administration - National Tobacco Administration
C.n. Volunteer Fire Brigade	
C.n.1. Bureau of Fire Protection Endorsement (2) Original Copy And (1) Electronic Copy	Bureau of Fire Protection - Bureau of Fire Protection
C.o. Vessel/Ship Operation, Ship Management. Shipbuilding, Ship Repair, Shipping Agency, Ship Husbanding, Ship Chandling and other Maritime related activities	
C.o.1. Maritime Industry Authority Endorsement (2) Original Copy And (1) Electronic Copy	Maritime Industry Authority - Maritime Industry Authority
C.p. Water Service Providers and Waterworks	
C.p.1. Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems Endorsement (2) Original Copy And (1) Electronic Copy	Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems - Local Waterworks Utilities Administration /Manila

	Waterworks and Sewerage Systems
D. For Amendment of Corporate Name	
D.1. Name Verification Slip for Amendment of Corporate Name with Proof of Payment of Reservation Fee (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Ilagan Extension Office
Remarks: *Please request through iMessage:* ***imessage.sec.gov.ph*** *or through* ***secilagan@sec.gov.ph***	
E. Affidavit of a director, trustees or officer undertaking to change corporate name, if not stated in the Articles of Incorporation	
E.1. Affidavit of a director, trustees or officer undertaking to change corporate name, if not stated in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the documentary requirements with proof of payment to the SEC Ilagan Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** G/F Capital Arena, Alibagu, City of Ilagan, Isabela	1.1. Stamp receives the submitted documentary requirements	None	5 minute/s	• Administrative Assistant I; Ilagan Extension Office • Administrative Assistant II; Ilagan Extension Office
	1.2. Assigns to post-audit processor		10 minute/s	• Administrative Assistant II; Ilagan Extension Office • Administrative Officer III; Ilagan Extension Office
	1.3. Post-evaluates the assigned		6 working day/s, 7	• Administrative

	application		hour/s	Assistant I; Ilagan Extension Office • Administrative Assistant II; Ilagan Extension Office • Information Officer II; Ilagan Extension Office
	1.4. Prints Certificate of Amendment (Certificate)		10 minute/s	• Administrative Assistant I; Ilagan Extension Office • Administrative Assistant II; Ilagan Extension Office • Information Officer II; Ilagan Extension Office
	1.5. Tags the application as complete in the eAmend portal		15 minute/s	• Administrative Assistant I; Ilagan Extension Office • Administrative Assistant II; Ilagan Extension Office • Information Officer II; Ilagan Extension Office
2. Proceeds to SEC Ilagan Extension	2. Releases signed Certificate of	None	15 minute/s	• Administrative

Office for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Amended Articles of Incorporation and/or By-laws **Location:** G/F Capital Arena, Alibagu, City of Ilagan, Isabela	Amended Articles of Incorporation and/or By-laws			Assistant I; Ilagan Extension Office • Administrative Assistant II; Ilagan Extension Office • Information Officer II; Ilagan Extension Office
Total Processing Time:		Working Days: 6 working day/s, 7 hour/s, 55 minute/s		
Total Processing Fee:		Total Standard Fee: None		

17. Post-Evaluation of Regular eSPARC Applications

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

Office or Division:	Ilagan Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All Natural and Juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (2) Original Copy	Securities and Exchange Commission - Ilagan Extension Office
Remarks: *System-generated*	
2. Articles of Incorporation (2) Original Copy	Securities and Exchange Commission - Ilagan Extension Office
Remarks: *System-generated* *Original copy should be signed (wet signature) and notarized/authenticated*	
3. By-Laws (2) Original Copy	Securities and Exchange Commission - Ilagan Extension Office
Remarks: • *Original copy should be signed (wet signature)* • *For One Person Corporations, no by-laws required.*	
4. And other additional documentary requirements based on the mode of payment of the subscription of shares. (2) Original Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the documentary requirements with proof of payment to the SEC - Ilagan Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** G/F Capital Arena, Alibagu, City of Ilagan, Isabela	1.1. Stamp receives the submitted documentary requirements.	None	5 minute/s	• Administrative Assistant I; Ilagan Extension Office • Administrative Assistant II; Ilagan Extension Office
	1.2. Prints Certificate of Incorporation (Certificate)		15 minute/s	• Administrative Assistant II; Ilagan Extension Office • Administrative Officer III; Ilagan Extension Office
	1.3. Assigns to post-audit processor		5 minute/s	• SEC Administrative Officer III; Ilagan Extension Office
	1.4. Post-evaluates the assigned application		6 working day/s, 7 hour/s	• Confidential Assistant III; Ilagan Extension Office • Administrative Officer III; Ilagan Extension Office • Securities Specialist I; Ilagan Extension Office

				• Securities Investigator; Ilagan Extension Office
	1.5. Tags the application as complete in the Company Registration Encoding System		10 minute/s	• Confidential Assistant III; Ilagan Extension Office • Administrative Officer III; Ilagan Extension Office • Securities Specialist I; Ilagan Extension Office • Securities Investigator; Ilagan Extension Office
	1.6. Emails the applicant a Notice of Schedule of Appointment on the release of the Original Certificate.		15 minute/s	• Administrative Assistant II; Ilagan Extension Office
2. Proceeds to SEC - Ilagan Extension Office for presentment of the proof of payment issued by the eSPAYSEC or arranges the delivery of the Certificate through preferred courier **Location:** G/F Capital Arena, Alibagu, City of Ilagan, Isabela	2. Releases original copy of the Certificate	None	10 minute/s	• Administrative Assistant II; Ilagan Extension Office
Total Processing Time:		Working Days: 7 working day/s		

Total Processing Fee:	Total Standard Fee: None

18. Post-Evaluation OneSEC eSPARC applications

This detail ensures compliance of the contents of the submitted hard copies of approved registration applications under eSPARC OneSEC in accordance with existing laws, rules, and regulations

Office or Division:	Ilagan Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (2) Original Copy	Securities and Exchange Commission - Ilagan Extension Office
Remarks: *System-generated*	
2. Articles of Incorporation (2) Original Copy	Securities and Exchange Commission - Ilagan Extension Office
Remarks: *System-generated* *Original copy should be signed (wet signature) and notarized/authenticated*	
3. By-Laws (2) Original Copy	Securities and Exchange Commission - Ilagan Extension Office
Remarks: • *Original copy should be signed (wet signature)* • *For One Person Corporations, no by-laws required.*	
4. And other additional documentary requirements based on the mode of payment of the subscription of shares. (2) Original Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the documentary requirements with proof of payment to the SEC - Ilagan Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** G/F Capital Arena, Alibagu, City of Ilagan, Isabela	1.1. Stamp receives the submitted documentary requirements.	None	5 minute/s	• Administrative Assistant I; Ilagan Extension Office • Administrative Assistant II; Ilagan Extension Office
	1.2. Prints Certificate of Incorporation (Certificate)		15 minute/s	• Administrative Assistant II; Ilagan Extension Office • Administrative Officer III; Ilagan Extension Office
	1.3. Assigns to post-audit processor		10 minute/s	• Administrative Officer III; Ilagan Extension Office
	1.4. Post-evaluates the assigned application		6 working day/s, 7 hour/s	• Confidential Assistant III; Ilagan Extension Office • Administrative Officer III; Ilagan Extension Office • Securities Specialist I; Ilagan Extension Office • Securities Investigato

				r; Ilagan Extension Office
	1.5. Tags the application as complete in the Company Registration Encoding System		10 minute/s	• Confidential Assistant III; Ilagan Extension Office • Administrative Officer III; Ilagan Extension Office • Securities Specialist I; Ilagan Extension Office • Securities Investigator; Ilagan Extension Office
	1.6. Emails the applicant a Notice of Schedule of Appointment on the release of the Original Certificate.		5 minute/s	• Administrative Assistant II; Ilagan Extension Office
2. Proceeds to SEC - Ilagan Extension Office for presentment of the proof of payment issued by the eSPAYSEC or arranges the delivery of the Certificate through preferred courier **Location:** G/F Capital Arena, Alibagu, City of Ilagan, Isabela	2. Releases original copy of the Certificate	None	15 minute/s	• Administrative Assistant II; Ilagan Extension Office
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		

19. Primary Registration and Secondary License for Lending and Financing Company through the ESPARC (Electronic Simplified Processing of Application for Registration of Company)

The Electronic Simplified Processing of Application for Registration of Company (SEC – ESPARC) is a facility to cater application for registration of Lending and Financing Corporations of Domestic corporations with 2 or more incorporators who may either be natural person, partnership, association or corporations, singly or jointly with others but not more than fifteen (15) in number. The system allows the registrant or his duly appointed representative to submit the proposed company name and input the details of the Articles of Incorporation.

The following are the various company type to choose from:

- *Lending Corporation*
- *Financing Corporation*

Office or Division:	Ilagan Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Coversheet (3) Original Copy	Securities and Exchange Commission - Ilagan Extension Office
Remarks: *System generated*	
2. Articles of Incorporation (1) Original Copy And (2) Photo Copy	Securities and Exchange Commission - Ilagan Extension Office
Remarks: *Articles of Incorporation reflecting the:* • *Corporate name;* • *Business activity;* • *Principal office address;*	

- *Name, nationality, residences and Tax Identification Number (TIN) of Filipino or foreign incorporators, directors, stockholders including corporate subscribers, the foreign incorporators, directors and stockholders may also state their passport numbers*
- *Capital structure;*
- *Name of Treasurer and TIN;*
- *Undertaking to change company name;*
- *Printed names and Signature of incorporators;*
- *Notarization/Authentication*

*** System generated*

3. By-laws (1) Original Copy And (2) Photo Copy	Securities and Exchange Commission - Ilagan Extension Office
Remarks: *System generated*	
4. Notarized Bank Certificate of Deposit (1) Original Copy And (2) Photo Copy	Applicant / Client
5. Joint Affidavit of Undertaking to Change Name, in case not incorporated in the Articles of Incorporation) (1) Original Copy And (2) Photo Copy	Applicant / Client
6. Affidavit of Relinquishment, in case the treasurer is a foreigner and the business activity of the registrant is a partly-nationalized activity (1) Original Copy And (2) Photo Copy	Applicant / Client
7. Authenticated/Apostilled Articles of Incorporation and By-Laws and supporting documents, if the same were executed in a foreign jurisdiction (1) Original Copy And (2) Photo Copy	Applicant / Client
8. For Clearance from other SEC departments, if applicable (1) Original Copy And (2) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO); Enforcement and Investor Protection Department (EIPD)
Remarks: *For Financial Technology (FinTech) related business activities* • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;*	

- *InsurTech Companies (InsurTech Service Providers);*
- *KYC/Security Companies (KYC Service Providers);*
- *Digital Banks;*
- *Digital Asset Exchanges;*
- *Virtual Asset Service Providers;*
- *Play-to-Earn Platforms;*
- *E-Commerce Companies;*
- *Crowdfunding Platforms;*
- *RegTech Companies (RegTech Service Providers);*
- *SupTech Companies (SupTech Service Providers); and*
- *Digital Advisers/Robo-Advisers.*

9. Application Form (1) Original Copy And (2) Photo Copy	Securities and Exchange Commission - Ilagan Extension Office
Remarks: *System generated*	
10. Information Sheet (1) Original Copy And (2) Photo Copy	Securities and Exchange Commission - Ilagan Extension Office
Remarks: *System generated*	
11. Valid NBI Clearance of ALL Incorporators and Stockholders (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: • *With right thumb print and signature* • *Reflecting the residential*	
12. Additional Requirements for FOREIGN Directors and Officers (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *a. Photocopy of Alien Certificate of Registration Card/Immigrant Certificate of Residence Card** *b.Photocopy of Passport Showing Valid Visa or Stay in the Philippines** *c. Clearance from the Bureau of Immigration*	
13. Sworn Certification required under SEC Memorandum Circular No. 29, Series of 2020	Applicant / Client

(1) Original Copy And (2) Photo Copy	

Remarks:

- *Shall include an undertaking that the applicant shall submit hard and soft copies of its MTPP to the AMLD-EIPD within ten (10) days from receipt of its Certificate of Registration and/or secondary license from the Commission*
- *Stamped received by the Anti-Money Laundering Division of the Enforcement and Investor Protection Department (AMLD-EIPD)*

**https://www.sec.gov.ph/mc-2020/mc-no-29-s-2020/*

For Situational Requirement

A. For Financing Corporations

A.1. Personal Information Sheet of Directors & Officers (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Ilagan Extension Office

Remarks:

System generated

A.2. Additional Requirements for FOREIGN Directors and Officers (1) Original Copy And (2) Photo Copy	Applicant / Client

Remarks:

- *Photocopy of Alien Certificate of Registration Card/Immigrant Certificate of Residence Card**
- *Photocopy of Passport Showing Valid Visa or Stay in the Philippines**
- *Clearance from the Bureau of Immigration*

A.3. Clearance from Bangko Sentral ng Pilipinas (1) Original Copy And (2) Photo Copy	Applicant / Client

Remarks:

If applicant is a subsidiary or affiliate of a bank and/or non-bank financial institution with quasi-banking license

A.4. Manual on Corporate Governance (1) Original Copy And (2) Photo Copy	Applicant / Client

Remarks:

-If foreign participation in voting stock is more than 40%; or

-If total assets is PhP50M or more; or

-If commercial paper issue, either exempt or registered

A.5. Format of Disclosure Statement on Loan/Credit Transactions (1) Original Copy And (2) Photo Copy			Applicant / Client	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph **Location:** Through https://esparc.sec.gov.ph	1.1. System receives submitted application.	None	15 minute/s	• Administrative Assistant II; Ilagan Extension Office • Administrative Officer III; Ilagan Extension Office • Securities Specialist I; Ilagan Extension Office
	1.2. Approves or disapproves proposed company name and/or trade name/s in accordance with SEC Memorandum Circular No. 13, Series of 2019 and assigns the application to the Processors.		2 working day/s	• Administrative Assistant II; Ilagan Extension Office • Administrative Officer III; Ilagan Extension Office • Securities Specialist I; Ilagan Extension Office
	1.3. Processes and evaluates application for Registration		4 working day/s	• Securities Specialist I; Ilagan Extension Office • Securities Specialist II; Ilagan

				Extension Office
	1.4. Issues Payment Assessment Form(PAF) to the applicant through eSPARC		10 minute/s	• Securities Specialist I; Ilagan Extension Office • Securities Specialist II; Ilagan Extension Office
2. Pays the assessed license fee attached in the email notification. **Location:** secilagan@sec.gov.ph	2. Issues payment confirmation containing Electronic Official Receipt via email.	**Possible Fees** Breakdown: By-Laws: PHP 1000 Documentary Stamp Tax: PHP 30 Name Verification: PHP 100 Registration of Stock and Transfer Book: PHP 150 **Formula Fees** Breakdown: Registration of CorporationLicense fees for Lending and Financing Cos	10 minute/s	• Securities Specialist I; Ilagan Extension Office • Securities Specialist II; Ilagan Extension Office
3. Submits the documentary requirements with proof of payment to SEC - Ilagan Extension Office through the company's representatives or through courier of	3. Officially receives and stamps the hard copies of the registration application and forwards to the processor for generation of the Certificate	None	15 minute/s	• Administrative Assistant I; Ilagan Extension Office • Administrative Assistant II; Ilagan

their choice (e.g. JRS, LBC, J&T etc.) **Location:** G/F Capital Arena, Alibagu, City of Ilagan, Isabela				Extension Office
4. Proceed to SEC - Ilagan Extension Office for presentment of the original proof of payment and receive the signed Certificate of Lending/Financing Companies. **Location:** G/F Capital Arena, Alibagu, City of Ilagan, Isabela	4. Release signed Certificate of Branch Office of Lending/Financing Companies.	None	15 minute/s	• Securities Specialist I; Ilagan Extension Office • Securities Specialist II; Ilagan Extension Office
Total Processing Time:		Working Days: 6 working day/s, 1 hour/s, 5 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Possible Fees

- **By-Laws** : 1000
- **Documentary Stamp Tax** : 30
- **Name Verification** : 100
- **Registration of Stock and Transfer Book** : 150

Formula / Schedule of Fees

- **Registration of Corporation**

  1/5 of 1% of the Authorized Capital Stock

- **License fees for Lending and Financing Cos**

  1/10 of1% of the Paid-Up Capital

20. Registration of Corporations through One-day Submission and E-registration of Companies (OneSEC) with ZERO Processing for DOMESTIC STOCK CORPORATIONS

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

a. *The company classification is All Filipino, .01 to 40%, and more than 40% to 100% foreign equity participation;*
b. *The proposed corporate name may comply to the following: (a) has a name descriptor according to its industry classification; (b) does not contain any Trade Name/s ; and (c) not subject to any Letter of Appeal for reconsideration; and (d) in explicit form (any set or group of letters does not contain any acronym or meaning);*
c. *The primary purpose or main activity is predetermined and is not subject to any modification/correction;*
d. *The corporate term of existence may be determined by the applicant.*
e. *The incorporator/s, members of the Board of Directors and subscribers are Natural Person/s, of legal age;*
f. *The applicant corporation is not located in any of the economic zones, if located within an economic zone, then proceed to eSPARC ZERO Regular processing;*
g. *The share type classification contains the following : (a) Common Shares; (b) with Par Value and (c) Amount of par value is not less than P1.00 and in non-decimal currency;*
h. *The Mode of Payment for the subscription of shares is CASH;*
i. *Once the application is completed, the registration fees are paid immediately through the SEC eSPAYSEC;*
j. *The applicant corporation is not required to secure clearance/endorsement from any Department of SEC and/or other government agency/ies, if clearance/endorsement is needed please proceed to eSPARC ZERO Regular processing;*
k. *None of the incorporators, stockholders/members, directors/trustees, beneficial owners, and officers of the applicant corporation have been convicted of or have pending criminal or administrative case of felony or misdemeanor involving investment or investment-related business, fraud, false statements or omissions, wrongful taking of property, bribery, forgery, counterfeiting or extortion, or other felonies;*
l. *None of the incorporators, stockholders/members, directors/trustees, beneficial owners, and officers of the applicant corporation are included in pertinent sanctions list circularized by the Bangko Sentral ng Pilipinas (BSP), the Anti-Money Laundering Council (AMLC), the Anti-Terrorism Council (ATC), and other domestic and/or international entities or organizations, such as the Office of Foreign Assets Control (OFAC) of the U.S. Department of Treasury and the United Nations Sanctions List;*

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

Activities of Employment Agency Activities

1. *Activities of Employment Agency Activities*

2. *Activities of a Holding Company*
3. *Advertising*
4. *Agriculture*
5. *Air transportation*
6. *Arrastre and Stevedoring services*
7. *Business process outsourcing*
8. *Cargo consolidator*
9. *Cargo Sales Agent or Breakbulk Sales Agent*
10. *Cockpit*
11. *Combined Facilities Support Activities (Cleaning Activities)*
12. *Computer Programming*
13. *Construction*
14. *Courier services*
15. *Creative Arts and Entertainment of Activities*
16. *Customs Brokerage*
17. *Deep Sea Commercial Fishing*
18. *Domestic Airfreight Forwarder*
19. *Domestic Agricultural Aerial Spraying Services*
20. *Domestic Agricultural Aerial Spraying Services using Remotely Piloted Aircraft (RPA)*
21. *Domestic Non-Scheduled Air Transportation Services*
22. *Domestic Scheduled Air Transportation Services*
23. *Drugstore*
24. *Electric generation*
25. *Film production*
26. *Fishery*
27. *Funeral and Related Services*
28. *Gambling and Betting Activities*
29. *Gas station*
30. *General Sales Agent for Cargo*
31. *General Sales Agent for Passenger*
32. *Hotel*
33. *Hospital*
34. *International Airfreight Forwarder*
35. *International Non-Scheduled Air Transportation Services*
36. *International Non-Scheduled All-Cargo Air Transportation Services*
37. *International Scheduled Air Transportation Services*
38. *IT – TNVs*
39. *IT/Software applications*
40. *Landscape care and maintenance service activities*
41. *Land transportation*
42. *Laundry Services*
43. *Logistic*
44. *Management Consultancy*
45. *Mining*
46. *Non-Vessel Operating Common Carrier*
47. *Organization of Convention and Trade Shows*
48. *Other Residential Care Activities*
49. *Personal Services for Wellness except Sports Activities*
50. *Photographic Activities*
51. *Printing and Publishing*
52. *Property Management*
53. *Radio Broadcasting*
54. *Real Estate*

55. *Recruitment*
56. *Renting and Leasing Machinery*
57. *Renting and Leasing Motor Vehicles*
58. *Renting and Leasing of Personal and Household Goods*
59. *Repairs of Computers and Communications Equipment*
60. *Repair of Household Appliances and Home and Garden*
61. *Residential care activities for mental retardation, mental health and substance abuse*
62. *Residential care activities for the elderly and disabled*
63. *Residential Nursing Care Facilities*
64. *Restaurant*
65. *Retail trading of goods*
66. *Retail via mail/telephone order houses via the internet*
67. *Schools*
68. *Sea transportation*
69. *Security agency*
70. *Security Facility Sales and Installation Activities*
71. *Shipping Agency*
72. *Sound Recording*
73. *Sports Activities*
74. *Technical testing/analysis*
75. *Telecommunications*
76. *Television Programming and Broadcasting Activities*
77. *Travel agency*
78. *Veterinary Activities*
79. *Waste Collection/Disposal/Management*
80. *Wholesale and retail trading of goods*
81. *Wholesale trading of goods*
82. *Parking Spaces*
83. *Materials Recycling Facility (MRF) / Junkshop*
84. *Automotive Repair*
85. *Glass, Aluminum, and Other Metal Installations*
86. *Woodworking and Carpentry Business*
87. *Tailoring and Dressmaking Business*
88. *Hauling and Trucking Business*
89. *Storage and Warehousing Facilities Rental*
90. *Motor Vehicle Rental Business*
91. *Manufacturing and Assembly of Electronics and Semiconductor Business*
92. *Manufacturing/Assembly of Automotive Parts Business*
93. *Garment and Textile Business*
94. *Manufacturing of Medical Devices and Parts*
95. *Operation of Fishpond*
96. *Memorial Parks*
97. *Games and Amusement Activities*
98. *Bakeshop*
99. *Beauty Salon*
100. *Cold Storage*

Office or Division:	Ilagan Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business)

Who may avail:	All Natural and Juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Cover Sheet for Registration (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Ilagan Extension Office
Remarks: *System-generated*	
2. Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Ilagan Extension Office
Remarks: *System-generated*	
3. By-Laws (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Ilagan Extension Office
Remarks: • *System-generated* • ***Not applicable for One Persion Corporation (OPC)***	

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)

1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ and encodes the data required. **Location:** https://esparc.sec.gov.ph/	1. ESPARC System issues the payment assessment form	None	2 working day/s, 6 hour/s	• eSPARC system; Ilagan Extension Office
2. Pays the assessed registration fee through eSPAYSEC and receives the Digital copy of the Certificate of Incorporation in the email provided in the system **Location:** https://espaysec.sec.gov.ph/	2. The system issues the electronic receipt of the payment of filing fees.	**Standard Fees** Breakdown: Articles of Incorporation : PHP 2000 By-Laws: PHP 1000 Documentary Stamp Tax: PHP 60 Legal Research Fee: PHP 20 --- Total: PHP 3080 **Possible Fees** Breakdown: Stock and Transfer Book: PHP 150 Membership Book: PHP 75 **Formula Fees** Breakdown: Filing FeeName Verification Fee	1 hour/s	• eSPARC System; Ilagan Extension Office

3. Generates the Digital Certificate **Location:** esparc	3. The system issues the Digital Certificate of Incorporation	None	1 hour/s	• eSPARC System; Ilagan Extension Office
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 3080 See other fees below		

Possible Fees

- **Stock and Transfer Book** : 150
- **Membership Book** : 75

Formula / Schedule of Fees

- **Filing Fee**

  Stock corporation with par value - ⅕ of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher

  Stock corporation without par value - ⅕ of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher

  Non- Stock corporation – PHP 1,000

- **Name Verification Fee**

  Php100.00 per Corporate Name

  *additional fee of Php100.00 for each trade name/s.

21. Registration of Corporations through the Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular with ZERO Processing

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

The following are the various company type to choose form:

1. *Stock Corporation*

As to composition:

1. *One Person Corporation*
2. *Corporation with 2 to 15 incorporators*

As to ownership:

1. *All Filipino*
2. *With Foreign equity participation*

As to Company type:

1. *Domestic Corporations*

1. *Non-stock Corporation*

As to Company sub-types:

1. *Corporation Sole*
2. *Non-stock/Non-profit*
3. *Foundation*
4. *Federation*
5. *Microfinance*
6. *Religious Aggregate*
7. *Condominium Corporation*

As to ownership:

1. *All Filipino*
2. *With foreign equity participation*

Office or Division:	Ilagan Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Ilagan Extension Office
Remarks: *System-generated*	
2. Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Ilagan Extension Office
Remarks: *System-generated* • *Original copy should be signed (wet signature) and notarized* • *corporate name;* • *business activity;* • *principal office address;* • *names, nationality, residences and Tax Identification Numbers (TIN) of natural Filipino incorporators/officer (for corporations composed of 2-15 incorporators) or single incorporator, nominee and alternate nominee (for One Person Corporation).* • *capital structure;* • *name of treasurer and TIN;* • *Undertaking to change company name;* • *Printed names and with original signatures of the single stockholder, nominee and alternate nominee of all incorporators for corporations with 2-15 incorporators or single stockholder, nominee and alternate nominee for One Person Corporation;* • *Notarization or Authentication*	
3. By-Laws (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Ilagan Extension Office
Remarks: • *System-generated*	

- *Original copy should be signed (wet signature)*
- *Needs to be submitted for corporations with 2 -15 incorporators only. For One Person Corporations, no by-laws required.*

For Situational Requirement	
A. For Initial Processing of Ordinary Corporations	
A.1. Joint Affidavit of Undertaking to Change Name, in case not incorporated in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Ilagan Extension Office
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)* • *Original copy should be signed (wet signature) and notarized*	
Sub Situational Requirement/s	
A.a. If Articles of Incorporation and By-Laws are executed in a foreign jurisdiction	
A.a.1. Authenticated/Apostilled Articles of Incorporation and By-Laws and supporting documents (1) Original Copy And (1) Electronic Copy	Applicant / Client
A.b. If Incorporator/s is/are a Juridical Entity	
A.b.1. Board Resolution/Directors'/Trustees' Certificate or Secretary's Certificate (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Authenticated/Apostilled (if executed in a foreign jurisdiction)*	
B. Endorsement/Clearance from other government agencies	
Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For Clearance from other SEC departments	
Sub Situational Requirement/s	

C.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
C.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
C.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
C.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD
C.c. For Financial Technology (FinTech) related business activities	
C.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
C.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;*	

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

D. For Foundation	
D.1. Notarized certificate of bank deposit of the contribution (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *which shall not be less than P1,000,000.00*	
D.2. Statement of Willingness to allow the Commission to conduct an audit (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate and Partnership Registration Division
Remarks: *System-generated*	
E. For Federation	
E.1. of Member-Associations certified by the Corporate Secretary and attested by the President (2) Original Copy And (1) Electronic Copy	Applicant / Client
F. For Confederation	
F.1. List of Member-Federations certified by the Corporate Secretary and attested by the President (2) Original Copy And (1) Electronic Copy	Applicant / Client
G. For Condominium Corporation/Association	
G.1. Notarized Copy of the Master Deed with primary entry of the Register of Deeds (2) Original Copy And (1) Electronic Copy	Applicant / Client
G.2. Certification that there is no existing similar condominium association within the condominium project	Securities and Exchange Commission - Corporate and

(2) Original Copy And (1) Electronic Copy	Partnership Registration Division
Remarks: *System-generated* *Applicant Condominium Corporation/Association to be executed by the Corporate Secretary*	
H. For Non-Stock Religious Aggregate	
H.1. Affidavit of Affirmation/Verification by the chief priest, rabbi, minister, or presiding elder, (not required if already part of the Articles of Incorporation) (2) Original Copy And (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ **Location:** https://esparc.sec.gov.ph/	1.1. Approves proposed company name and/or trade name/s in accordance with SEC Memorandum Circular No. 13, Series of 2019	None	2 working day/s	• Administrative Assistant II; Ilagan Extension Office • Confidential Assistant III; Ilagan Extension Office • Information Officer II; Ilagan Extension Office • Securities Specialist I; Ilagan Extension Office
	1.2. Pre-processes all corporate information submitted		4 working day/s, 7 hour/s, 45 minute/s	• Administrative Assistant II; Ilagan Extension Office • Confidential Assistant III; Ilagan Extension Office

				• Information Officer II; Ilagan Extension Office • Securities Specialist I; Ilagan Extension Office
	1.3. SEC-ILAEO Processor prepares and issues the Payment Assessment Form (PAF)		5 minute/s	• Administrative Assistant II; Ilagan Extension Office • Confidential Assistant III; Ilagan Extension Office • Information Officer II; Ilagan Extension Office • Securities Specialist I; Ilagan Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: By-Laws: PHP 2245 --- Total: PHP 2245 **Formula Fees** Breakdown: Filing FeeRegistration of Stock and Transfer Book/Membership BookName ReservationL	5 minute/s	• Accounting Division; Financial Management Department (FMD)

		egal Research FeeDocumentary Stamp Tax		
3. Generates and prints the Digital Certificate **Location:** eSPARC	3. The eSPARC system issues the Digital Certificate	None	5 minute/s	• eSPARC System; Corporate Filing and Records Division (CFRD)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 2245 See other fees below		

Formula / Schedule of Fees

- **Filing Fee**

  Stock corporation with par value - ⅕ of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher

  Stock corporation without par value - ⅕ of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher

  Non- Stock corporation – PHP 1,000

- **Registration of Stock and Transfer Book/Membership Book**

  Stock and Transfer Book – PHP 150

  Membership Book – PHP 75

- **Name Reservation**

  PHP 100 per Corporate Name

  *Additional Php100 per trade name/s

- **Legal Research Fee**

  1% of the computed Filing Fees for Amended Articles of Incorporation and/or By-Laws

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

22. Request for Affirmative Certification - For General Public

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

Office or Division:	Ilagan Extension Office
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	General Public
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Request Letter (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Send Request letter to imessage.sec.gov.ph or email at secilagan@sec.gov.ph **Location:** imessage.sec.gov.ph or email at secilagan@sec.gov.ph	1.1. Checks completeness of the information needed and determines request feasibility	None	5 minute/s	• Administrative Officer III; Ilagan Extension Office
	1.2. Issues a Payment Assessment Form (PAF) through email, if with complete information and if the request is feasible		5 minute/s	• Administrative Officer III; Ilagan Extension Office
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the electronic Official Receipt via email	**Standard Fees** Breakdown: Certification Fee: PHP 500 Documentary Stamp Tax: PHP 30	1 minute/s	• Financial Management Department; Financial Management Department (FMD)

or SEC accredited Land Bank branches		Total: PHP 530		
3. Submits proof of payment by accomplishing the Payment Information form through imessage.sec.gov.ph or through email. **Location:** imessage.sec.gov.ph or email at secilagan@sec.gov.ph	3.1. Checks the completeness and legitimacy of payment details.	None	5 minute/s	• Administrative Officer III; Ilagan Extension Office
	3.2. Validates the inquiry, the availability of information in online facilities and other records		37 minute/s	• Administrative Officer III; Ilagan Extension Office
	3.3. Routes request to the Compliance Monitoring Division (CMD) for the monitoring of the corporate status		1 working day/s, 5 hour/s	• Administrative Officer III; Ilagan Extension Office
	3.4. Drafts the Certification		1 hour/s	• Administrative Officer III; Ilagan Extension Office
	3.5. Reviews and sign the Certification		1 working day/s	• Administrative Officer III; Ilagan Extension Office • Director; Ilagan Extension Office
	3.6. Scan the signed certification		5 minute/s	• Administrative Officer III; Ilagan Extension Office
	3.7. Upload the scanned Certification in the Document Verification System to generate QR Code		5 minute/s	• Administrative Officer III; Ilagan Extension Office
	3.8. Prints the Certification with generated QR Code		5 minute/s	• Administrative Officer III; Ilagan Extension Office

	3.9. Seals the Certification		4 minute/s	• Administrative Officer III; Ilagan Extension Office
	3.10. Draft email for the transmittal of cerfication		30 minute/s	• Administrative Officer III; Ilagan Extension Office
	3.11. Sends email for the releasing schedule/notice		10 minute/s	• Administrative Officer III; Ilagan Extension Office
4. Goes to the SEC - Ilagan Extension Office and presents the proof of payment and printed releasing appointment for the release of the requested Certification **Location:** G/F Capital Arena, Alibagu, City of Ilagan, Isabela **Notes/Instruction:** Presents the proof of payment and printed releasing appointment for the release of the requested Certification	4.1. Receives the printed Confirmation of Payment and Appointment Letter	None	3 minute/s	• Administrative Officer III; Ilagan Extension Office
	4.2. Releases the Certification		5 minute/s	• Administrative Officer III; Ilagan Extension Office

General Remarks

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

Total Processing Time:	Working Days: 3 working day/s
Total Processing Fee:	Total Standard Fee: PHP 530

23. Request for Affirmative Certification - For Non-Profit Making Government Agencies

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

Office or Division:	Ilagan Extension Office
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	Other government agencies -all non profit-making agencies
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Signed letter request (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Sends letter request through imessage.sec.gov.ph or email at secilagan@sec.gov.ph **Location:** imessage.sec.gov.ph or email at secilaga@sec.gov.ph	1.1. Acknowledge receipt of request	None	5 minute/s	• Administrative Officer III; Ilagan Extension Office
	1.2. Validates the inquiry, the availability of information in online facilities and other records		20 minute/s	• Administrative Officer III; Ilagan Extension Office
	1.3. Routes request to the Compliance Monitoring Division (CMD) for the monitoring of the corporate status		1 working day/s, 6 hour/s	• Administrative Officer III; Ilagan Extension Office
	1.4. Drafts Certification		1 hour/s	• Administrative Officer III; Ilagan Extension Office

	1.5. Reviews and signs the Certification		5 minute/s	• Administrative Officer III; Ilagan Extension Office • Director; Ilagan Extension Office
	1.6. Uploads the scanned Certification to the Document Verification System to generate QR Code		5 minute/s	• Administrative Officer III; Ilagan Extension Office
	1.7. Prints the Certification with generated QR Code		5 minute/s	• SEC Administrative Officer III; Ilagan Extension Office
	1.8. Seals the certification		5 minute/s	• Administrative Officer III; Ilagan Extension Office
	1.9. Sends response to imessage.sec.gov.ph or email for the releasing schedule/notice		7 minute/s	• Administrative Officer III; Corporate Filing and Records Division (CFRD)
2. Goes to the SEC - Ilagan Extension Office counter and presents the original signed letter request and printed releasing appointment for the release of the requested Certification **Location:** G/F Capital Arena, Alibagu, City of Ilagan, Isabela	2.1. Receives the original signed letter request and appointment letter	None	3 minute/s	• Administrative Officer III; Ilagan Extension Office
	2.2. Releases the Certification		5 minute/s	• Administrative Officer III; Ilagan Extension Office

General Remarks	
The 3-days processing time is for one agency/request being served at one time. The time is extended when there are more agencies/requests.	
Total Processing Time:	Working Days: 2 working day/s
Total Processing Fee:	Total Standard Fee: None

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

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

Office or Division:	Ilagan Extension Office
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	Other government agencies - Pag-IBIG, PhilHealth, Social Security System (SSS), Bureaus of Internal Revenue (BIR), Government Service Insurance System (GSIS) and other profit-making agencies
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Signed letter request (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Sends letter request through imessage.sec.gov.ph **Location:** imessage.sec.gov.ph	1.1. Acknowledge receipt of email request	None	5 minute/s	• Administrative Officer III; Ilagan Extension Office
	1.2. Issues a Payment Assessment Form (PAF) through email		5 minute/s	• Administrative Officer III; Ilagan Extension Office
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:**	2. Issues payment confirmation containing the electronic Official Receipt via email	**Standard Fees** Breakdown: Certification Fee: PHP 500 Documentary Stamp Tax: PHP 30	1 minute/s	• Financial Management Department; Financial Management Department (FMD)

espaysec.sec.gov.ph/payment-portal/home or SEC accredited Land Bank branches		Total: PHP 530		
3. Submits proof of payment through imessage.sec.gov.ph or email at secilagan@sec.gov.ph **Location:** imessage.sec.gov.ph or email at secilagan@sec.gov.ph	3.1. Acknowledge receipt of proof of payment with instruction to wait for the releasing appointment that will be issued through imessage.sec.gov.ph or email.	None	5 minute/s	• SEC Administrative Officer IV; Corporate Filing and Records Division (CFRD)
	3.2. Validates the inquiry, the availability of information in online facilities and other records		25 minute/s	• Administrative Officer III; Ilagan Extension Office
	3.3. Routes request to the Compliance Monitoring Division (CMD) for the monitoring of the corporate status		1 working day/s, 6 hour/s	• Administrative Officer III; Ilagan Extension Office
	3.4. Drafts Certification		50 minute/s	• Administrative Officer III; Ilagan Extension Office
	3.5. Reviews and signs the Certification		1 working day/s	• Administrative Officer III; Ilagan Extension Office • Director; Ilagan Extension Office
	3.6. Uploads the scanned Certification to the Document Verification System to generate QR Code		5 minute/s	• Administrative Officer III; Ilagan Extension Office
	3.7. Prints the Certification with generated QR Code		5 minute/s	• Administrative Officer III; Ilagan

				Extension Office
	3.8. Seals the certification		2 minute/s	• Administrative Officer III; Ilagan Extension Office
	3.9. Sends email/imessage for the releasing schedule/notice		9 minute/s	• Administrative Officer III; Ilagan Extension Office
4. Goes to the SEC - Ilagan Extension Office counter and presents the original signed letter request and printed releasing appointment for the release of the requested certification **Location:** G/F Capital Arena, Alibagu, City of Ilagan, Isabela	4.1. Receives the original signed letter request and appointment letter	None	3 minute/s	• Administrative Officer III; Ilagan Extension Office
	4.2. Releases the Certification		5 minute/s	• Administrative Officer III; Ilagan Extension Office

General Remarks

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

Total Processing Time:	Working Days: 3 working day/s
Total Processing Fee:	Total Standard Fee: PHP 530

25. Request for Certificate of No Derogatory Information

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

Office or Division:	Ilagan Extension Office
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	All SEC Registered Entities
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Duly accomplished SEC Form 2015-001 (1) Electronic Copy	Securities and Exchange Commission - Ilagan Extension Office
Remarks: *https://www.sec.gov.ph/wp-content/uploads/2024/03/2024Forms_Revised-Certificate-of-No-Derogatory-Information.pdf*	
For Situational Requirement	
A. For Corporations with Primary Licenses	
A.1. Monitoring Clearance (1) Electronic Copy	Securities and Exchange Commission - Ilagan Extension Office
Remarks: *https://ewatch.sec.gov.ph/login*	
B. For Corporations with Secondary Licenses	
B.1. Monitoring Clearance (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department
Remarks: *msrdsubmission@sec.gov.ph*	

C. For Foundation	
C.1. Monitoring Clearance (1) Electronic Copy	Securities and Exchange Commission - Ilagan Extension Office
Remarks: *https://ewatch.sec.gov.ph/login*	
D. For Financing/Lending	
D.1. Monitoring Clearance (1) Electronic Copy	Securities and Exchange Commission - Ilagan Extension Office
Remarks: *https://ewatch.sec.gov.ph/login*	
E. For Partnership	
E.1. Articles of Incorporation or latest Amended Articles of Partnership, if any (1) Electronic Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *https://secexpress.ph*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Sends request with attached requirements **Location:** https://imessage.sec.gov.ph	1.1. Checks completeness of the requirements and verifies status of corporation through the Certification Issuance System-Unified Reference Database (CIS-URDB)	None	15 minute/s	• Securities Specialist I; Ilagan Extension Office • Securities Specialist II; Ilagan Extension Office
	1.2. Issues a Payment Assessment Form (PAF) through email, if with complete requirements and		15 minute/s	• Securities Specialist I; Ilagan Extension Office

	status in CIS-URDB is cleared			• Securities Specialist II; Ilagan Extension Office
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the electronic Official Receipt via email	**Standard Fees** Breakdown: Certification Fee: PHP 500 Documentary Stamp Tax: PHP 30 Total: PHP 530	6 hour/s	• Accounting Division; Financial Management Department (FMD)
3. Submits proof of payment through email. **Location:** https://imessage.sec.gov.ph	3.1. Acknowledge receipt of proof of payment with instruction to wait for the releasing appointment that will be issued through imessage.sec.gov.ph	None	10 minute/s	• Securities Specialist I; Ilagan Extension Office • Securities Specialist II; Ilagan Extension Office
	3.2. Download the submitted SEC Form 2015-001, monitoring clearance and proof of payment		25 minute/s	• Securities Specialist I; Ilagan Extension Office • Securities Specialist II; Ilagan Extension Office
	3.3. Download the Certificate of No Derogatory Information through the CIS-URDB		25 minute/s	• Securities Specialist I; Ilagan Extension Office • Securities Specialist II; Ilagan Extension Office
	3.4. Reviews the application and signs by PNPKI the		2 working day/s	• Director; Ilagan

	Certificate of No Derogatory Information			Extension Office
	3.5. Transmits the certificate to the processor/s		10 minute/s	• Director; Laoag Extension Office
	3.6. Upload the certificate to the Document Verification and Tracking System (DVTS) for QR coding for release to applicant		10 minute/s	• Securities Specialist I; Ilagan Extension Office • Securities Specialist II; Ilagan Extension Office
4. Release of the requested Certificate **Location:** https://imessage.sec.gov.ph	4.1. Download the Digital Certificate of No Derogatory Information with QR Code from the Document Verification and Tracking System (DVTS) for release	None	5 minute/s	• Securities Specialist I; Ilagan Extension Office • Securities Specialist II; Ilagan Extension Office
	4.2. Releases the Certificate of No Derogatory Information (CNDI) to the applicant through imessage.sec.gov.ph		5 minute/s	• Securities Specialist I; Ilagan Extension Office • Securities Specialist II; Ilagan Extension Office
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 530		

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

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

Office or Division:	Ilagan Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business)
Who may avail:	Other government agencies - Pag-IBIG, PhilHealth, Social Security System (SSS), Bureaus of Internal Revenue (BIR), Government Service Insurance System (GSIS) and other profit-making agencies
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Signed letter request (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Sends letter request through imessage.sec.gov.ph or email at secilagan@sec.gov.ph **Location:** imessage.sec.gov.ph or email at secilagan@sec.gov.ph	1.1. Acknowledge receipt of request	None	5 minute/s	• Administrative Officer III; Ilagan Extension Office
	1.2. Issues a Payment Assessment Form (PAF) through email		5 minute/s	• Administrative Officer III; Ilagan Extension Office
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:**	2. Issues payment confirmation containing the electronic Official Receipt via email	**Standard Fees** Breakdown: Certification Fee: PHP 500 Documentary Stamp Tax: PHP 30	1 minute/s	• Financial Management Department; Financial Management Department (FMD)

espaysec.sec.gov.ph/ payment-portal/home or SEC accredited Land Bank branches		Total: PHP 530		
3. Submits proof of payment through email or imessage **Location:** imessage.sec.gov.ph or email at secilagan@sec.gov.ph	3.1. Acknowledge receipt of proof of payment with instruction to wait for the releasing appointment that will be issued through email or imessage	None	8 minute/s	• Administrative Officer III; Ilagan Extension Office
	3.2. Validates the inquiry, the availability of information in online facilities and other records		20 minute/s	• Administrative Officer III; Ilagan Extension Office
	3.3. Routes request to the Compliance Monitoring Division (CMD) as well as Licensing Unit (LU) for the monitoring of the corporate status and verification of Secondary License, respectively		1 working day/s, 6 hour/s	• Administrative Officer III; Ilagan Extension Office
	3.4. Drafts Certification		50 minute/s	• Administrative Officer III; Ilagan Extension Office
	3.5. Reviews and signs the Certification		1 working day/s	• Administrative Officer III; Ilagan Extension Office • Director; Ilagan Extension Office
	3.6. Uploads the scanned Certification to the Document Verification System to generate QR Code		5 minute/s	• Administrative Officer III; Ilagan Extension Office

	3.7. Prints the Certification with generated QR Code		5 minute/s	• Administrative Officer III; Ilagan Extension Office
	3.8. Seals the certification		3 minute/s	• Administrative Officer III; Ilagan Extension Office
	3.9. Sends email for the releasing schedule/notice		10 minute/s	• Administrative Officer III; Ilagan Extension Office
4. Goes to the SEC - Ilagan Extension Office and presents the original signed letter request and printed releasing appointment for the release of the requested Certification **Location:** G/F Capital Arena, Alibagu, City of Ilagan, Isabela	4.1. Receives the original signed letter request and appointment letter	None	3 minute/s	• Administrative Officer III; Ilagan Extension Office
	4.2. Releases the Certification		5 minute/s	• Administrative Officer III; Ilagan Extension Office

General Remarks

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

Total Processing Time:	Working Days: 3 working day/s
Total Processing Fee:	Total Standard Fee: PHP 530

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

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

Office or Division:	Ilagan Extension Office
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	General Public
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Signed Request Letter (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits request through imessage.sec.gov.ph or email at secilagan@sec.gov.ph **Location:** imessage.sec.gov.ph or email at secilagan@sec.gov.ph	1.1. Acknowledges the email/request	None	5 minute/s	• Administrative Officer III; Ilagan Extension Office
	1.2. Checks completeness of the information needed and determines request feasibility		5 minute/s	• Administrative Officer III; Ilagan Extension Office
	1.3. Issues a Payment Assessment Form (PAF) through email, if with complete information and if the request is feasible		5 minute/s	• Administrative Officer III; Ilagan Extension Office
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC	2. Issues payment confirmation containing the electronic Official Receipt via email	**Standard Fees** Breakdown: Certification Fee: PHP	1 minute/s	• Financial Management Department; Financial

accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home or SEC accredited Land Bank branches		500 Documentary Stamp Tax: PHP 30 Total: PHP 530		Management Department (FMD)
3. Submits proof of payment at imessage.sec.gov.ph or email at secilagan@sec.gov.ph **Location:** imessage.sec.gov.ph or email at secilagan@sec.gov.ph	3.1. Checks the completeness and legitimacy of payment details	None	5 minute/s	• Administrative Officer III; Ilagan Extension Office
	3.2. Validates the inquiry, the availability of information in online facilities and other records		30 minute/s	• Administrative Officer III; Ilagan Extension Office
	3.3. Routes request to the Compliance Monitoring Division (CMD) as well as Licensing Unit (LU) for the monitoring of the corporate status and verification of Secondary License, respectively		1 working day/s, 5 hour/s	• Administrative Officer III; Ilagan Extension Office
	3.4. Drafts the Certification		1 hour/s	• Administrative Officer III; Ilagan Extension Office
	3.5. Reviews and sign the Certification		1 working day/s, 30 minute/s	• Administrative Officer III; Ilagan Extension Office • Director; Ilagan Extension Office
	3.6. Scan the signed certification		5 minute/s	• Administrative Officer III; Ilagan Extension Office

	3.7. Upload the scanned Certification in the Document Verification System to generate QR Code		5 minute/s	• Administrative Officer III; Ilagan Extension Office
	3.8. Prints the Certification with generated QR Code		5 minute/s	• Administrative Officer III; Ilagan Extension Office
	3.9. Seals the Certification		3 minute/s	• Administrative Officer III; Ilagan Extension Office
	3.10. Sends email for the releasing schedule/notice		10 minute/s	• Administrative Officer III; Ilagan Extension Office
4. Goes to the SEC - Ilagan Extension Office and presents the proof of payment and printed releasing appointment for the release of the requested certification **Location:** G/F Capital Arena, Alibagu, City of Ilagan, Isabela **Notes/Instruction:** Present proof of payment and printed releasing appointment	4.1. Receives the printed Confirmation of Payment and Appointment Letter	None	3 minute/s	• Administration Officer III; Ilagan Extension Office
	4.2. Releases the Certification		5 minute/s	• Administrative Officer III; Ilagan Extension Office
General Remarks The 3-days processing time is for one client/request being served at one time. The time is extended when there are more clients/requests.				
Total Processing Time:		Working Days: 2 working day/s, 7 hour/s, 57 minute/s		

Total Processing Fee:	Total Standard Fee: PHP 530

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

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

Office or Division:	Ilagan Extension Office
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	Other government agencies - all non profit-making agencies
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Signed letter request (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Sends letter request through imessage.sec.gov.ph or email at secilagan@sec.gov.ph **Location:** imessage.sec.gov.ph or email at secilagan@sec.gov.ph	1.1. Acknowledge receipt request	None	5 minute/s	• Administrative Officer III; Ilagan Extension Office
	1.2. Validates the inquiry, the availability of information in online facilities and other records		20 minute/s	• Administrative Officer III; Ilagan Extension Office
	1.3. Routes request to the Compliance Monitoring Division (CMD) as well as Licensing Unit (LU) for the monitoring of the corporate status and verification of Secondary License, respectively		1 working day/s, 6 hour/s	• Administrative Officer III; Ilagan Extension Office
	1.4. Drafts Certification		1 hour/s	• Administrative Officer

				III; Ilagan Extension Office
	1.5. Reviews and signs the Certification		5 minute/s	• Administrative Officer III; Ilagan Extension Office • Director; Ilagan Extension Office
	1.6. Uploads the scanned Certification to the Document Verification System to generate QR Code		5 minute/s	• Administrative Officer III; Ilagan Extension Office
	1.7. Prints the Certification with generated QR Code		5 minute/s	• Administrative Officer III; Ilagan Extension Office
	1.8. Seals the certification		4 minute/s	• Administrative Officer III; Ilagan Extension Office
	1.9. Sends email for the releasing schedule/notice		7 minute/s	• Administrative Officer III; Ilagan Extension Office
2. Goes to the SEC - Ilagan Extension Office and presents the original signed letter request and printed releasing appointment for the release of the requested Certification **Location:** G/F Capital Arena, Alibagu, City of Ilagan, Isabela **Notes/Instruction:**	2.1. Receives the original signed letter request and appointment letter	None	3 minute/s	• Administrative Officer III; Ilagan Extension Office
	2.2. Releases the Certification		5 minute/s	• Administrative Officer III; Ilagan

Presents the original signed letter request and printed releasing appointment for the release of the requested Certification				Extension Office

General Remarks

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

Total Processing Time:	Working Days: 1 working day/s, 7 hour/s, 59 minute/s
Total Processing Fee:	Total Standard Fee: None

29. Request for Name Verification for Amendment

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

Office or Division:	Ilagan Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All SEC Registered Entities
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Accomplished Name Verification for Amendment Request Form (1) Electronic Copy	Applicant / Client

Remarks:

The 7-days processing time is for one client being served at one time. The time is extended when there are more clients. (Fees shall be paid before applying for amendment)

For Situational Requirement

A. Situational Requirement

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Send request for Name Verification for Amendment through imessage.sec.gov.ph **Location:** imessage.sec.gov.p	1.1. Acknowledge receipt of the request	None	15 minute/s	• Administrative Assistant II; Ilagan Extension Office • Administrative Officer III; Ilagan Extension Office
	1.2. Send the Name Verification for Amendment Request		15 minute/s	• Administrative Assistant

	Form for the following information: - proposed name/s - name to be amended - SEC Number - meaning of acronym (if applicable) - trade name (if applicable) - name reservation term (number of days) - name of requesting party			II; Ilagan Extension Office • Administrative Officer II; Ilagan Extension Office
	1.3. Approves or denies proposed name/s or trade name/s for amendment		2 working day/s	• Administrative Assistant II; Ilagan Extension Office • Information Officer II; Ilagan Extension Office
	1.4. (If the name approved) Issues a Payment Assessment Form (PAF) through imessage.sec.gov.ph, if with complete information and if the request is feasible		30 minute/s	• Administrative Assistant II; Ilagan Extension Office • Information Officer II ; Ilagan Extension Office
2. If name is rejected, registrant may appeal for the proposed corporate name **Location:** imessage.sec.gov.ph	2. Approves or denies appeal for the proposed name/s or trade name/s	None	1 working day/s	• Administrative Assistant II; Ilagan Extension Office • Information Officer II; Ilagan Extension Office

3. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home or SEC accredited Land Bank branches **Notes/Instruction:** The fee will depend on the proposed name, numbers of trade name and the duration it will be reserved.	3. Issues payment confirmation containing the electronic Official Receipt via email	**Formula** **Fees** Breakdown: PHP 100.00 per name proposed	1 minute/s	• Financial Management Department; Financial Management Department (FMD)
4. Submits proof of payment through imessage.sec.gov.ph **Location:** imessage.sec.gov.ph	4. Checks the completeness and legitimacy of payment details.	None	24 minute/s	• Administrative Assistant II; Ilagan Extension Office • Information Officer II; Ilagan Extension Office
5. Releases the approved Name Verification for Amendment through imessage.sec.gov.ph **Location:** imessage.sec.gov.ph	5. Releases the Name Verification for Amendment	None	3 working day/s	• Administrative Assistant II; Ilagan Extension Office • Information Officer II; Ilagan Extension Office
Total Processing Time:		Working Days: 6 working day/s, 1 hour/s, 25 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **PHP 100.00 per name proposed**

  The fees will depend on the proposed name, numbers of trade name and the duration it will be reserved.

30. Request for Negative Certification - For General Public

This service details the procedure on request for Negative Certifications.

Office or Division:	Ilagan Extension Office
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	General Public
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Signed Request Letter (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Sends request letter to imessage.sec.gov.ph or email at secilagan@sec.gov.ph **Location:** imessage.sec.gov.ph or email at secilagan@sec.gov.ph	1.1. Checks completeness of the information needed and determines request feasibility	None	5 minute/s	• Administrative Officer III; Ilagan Extension Office
	1.2. Issues a Payment Assessment Form (PAF) through email, if with complete information and if the request is feasible		5 minute/s	• Administrative Officer III; Ilagan Extension Office
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the electronic Official Receipt via email	**Standard Fees** Breakdown: Certification Fee: PHP 500 Documentary Stamp Ta: PHP 30 Total: PHP 530	1 minute/s	• Financial Management Department; Financial Management Department (FMD)

or SEC accredited Land Bank branches				
3. Submits proof of payment by accomplishing the Payment Information form through imessage.sec.gov.ph or email at secilagan@sec.gov.ph **Location:** imessage.sec.gov.ph or email at secilagan@sec.gov.ph	3.1. Checks the completeness and legitimacy of payment details.	None	5 minute/s	• Administrative Officer III; Ilagan Extension Office
	3.2. Validates the inquiry, the availability of information in online facilities and other records.		35 minute/s	• Administrative Officer III; Ilagan Extension Office
	3.3. Routes request to other facilities / database for further verification of the existence of the entity being requested		1 working day/s, 5 hour/s	• Administrative Officer III; Ilagan Extension Office
	3.4. Drafts the Certification		1 hour/s	• Administrative Officer III; Ilagan Extension Office
	3.5. Reviews and sign the Certification		1 working day/s	• Administrative Officer III; Ilagan Extension Office • Director; Ilagan Extension Office
	3.6. Scan the signed certification		5 minute/s	• Administrative Officer III; Ilagan Extension Office
	3.7. Upload the scanned Certification in the Document Verification System to generate QR Code		5 minute/s	• Administrative Officer III; Ilagan Extension Office
	3.8. Prints the Certification with generated QR Code		5 minute/s	• Administrative Officer III; Ilagan Extension Office

	3.9. Seals the Certification		4 minute/s	• Administrative Officer III; Ilagan Extension Office
	3.10. Drafts email for the transmittal of certification		30 minute/s	• Administrative Officer III; Ilagan Extension Office
	3.11. Sends email for the releasing schedule/notice		10 minute/s	• Administrative Officer III; Ilagan Extension Office
4. Goes to the SEC - Ilagan Extension Office and presents the proof of payment and printed releasing appointment for the release of the requested certification **Location:** G/F Capital Arena, Alibagu, City of Ilagan, Isabela **Notes/Instruction:** Presents the proof of payment and printed releasing appointment	4.1. Receives the printed Confirmation of Payment and Appointment Letter	None	5 minute/s	• Administrative Officer III; Ilagan Extension Office
	4.2. Releases the Certification		5 minute/s	• Administrative Officer III; Ilagan Extension Office
General Remarks The 3-days processing time is for one client/request being served at one time. The time is extended when there are more clients/requests.				
Total Processing Time:	Working Days: 3 working day/s			
Total Processing Fee:	Total Standard Fee: PHP 530			

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

This service details the procedure on request for Negative Certifications.

Office or Division:	Ilagan Extension Office
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	Other government agencies - all non profit-making agencies
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Signed letter request (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Sends letter request through imessage.sec.gov.ph or email at secilagan@sec.gov.ph **Location:** imessage.sec.gov.ph or email at secilagan@sec.gov.ph	1.1. Acknowledge receipt of email/request	None	5 minute/s	• Administrative Officer III; Ilagan Extension Office
	1.2. Validates the inquiry, the availability of information in online facilities and other records		20 minute/s	• Administrative Officer III; Ilagan Extension Office
	1.3. Routes request to other facilities / database for further verification of the existence of the entity being requested		1 working day/s, 6 hour/s	• Administrative Officer III; Ilagan Extension Office
	1.4. Drafts Certification		1 hour/s	• Administrative Officer III; Ilagan

				Extension Office
	1.5. Reviews and signs the Certification		5 minute/s	• Administrative Officer III; Ilagan Extension Office • Director; Ilagan Extension Office
	1.6. Uploads the scanned Certification to the Document Verification System to generate QR Code		5 minute/s	• Administrative Officer III; Ilagan Extension Office
	1.7. Prints the Certification with generated QR Code		5 minute/s	• Administrative Officer III; Ilagan Extension Office
	1.8. Seals the certification		5 minute/s	• Administrative Officer III; Ilagan Extension Office
	1.9. Sends email for the releasing schedule/notice		7 minute/s	• Administrative Officer III; Ilagan Extension Office
2. Goes to the SEC - Ilagan Extension Office and presents the original signed letter request and printed releasing appointment for the release of the requested Certification **Location:** G/F Capital Arena, Alibagu, City of Ilagan, Isabela **Notes/Instruction:**	2.1. Receives the original signed letter request and appointment letter	None	3 minute/s	• Administrative Officer III; Ilagan Extension Office
	2.2. Releases the Certification		5 minute/s	• Administrative Officer III; Ilagan Extension Office

Presents the original signed letter request and printed releasing appointment				

General Remarks

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

Total Processing Time:	Working Days: 2 working day/s
Total Processing Fee:	Total Standard Fee: None

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

This service details the procedure on request for Negative Certifications

Office or Division:	Ilagan Extension Office
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	Other government agencies - Pag-IBIG, PhilHealth, Social Security System (SSS), Bureaus of Internal Revenue (BIR), Government Service Insurance System (GSIS) and other profit-making agencies
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Signed letter request (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Sends letter request through imessage.sec.gov.ph or email at secilagan@sec.gov.ph **Location:** imessage.sec.gov.ph or email at secilagan@sec.gov.ph	1.1. Acknowledge receipt of email/request	None	5 minute/s	• Administrative Officer III; Ilagan Extension Office
	1.2. Issues a Payment Assessment Form (PAF) through email/imessage		5 minute/s	• Administrative Officer III; Ilagan Extension Office
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:**	2. Issues payment confirmation containing the electronic Official Receipt via email	**Standard Fees** Breakdown: Certification Fee: PHP 500 Documentary Stamp Tax: PHP 30	1 minute/s	• Financial Management Department; Financial Management Department (FMD)

espaysec.sec.gov.ph/ payment-portal/home or SEC accredited Land Bank branches		Total: PHP 530		
3. Submits proof of payment through email/imessage **Location:** imessage.sec.gov.ph or email at secilagan@sec.gov.ph	3.1. Acknowledge receipt of proof of payment with instruction to wait for the releasing appointment that will be issued through email	None	5 minute/s	• Administrative Officer III; Ilagan Extension Office
	3.2. Validates the inquiry, the availability of information in online facilities and other records		20 minute/s	• Administrative Officer III; Ilagan Extension Office
	3.3. Routes request to other facilities / database for further verification of the existence of the entity being requested		1 working day/s, 6 hour/s	• Administrative ; Ilagan Extension Office
	3.4. Drafts the Certification		50 minute/s	• Administrative Officer III; Ilagan Extension Office
	3.5. Reviews and signs the Certification		1 working day/s	• Administrative Officer III; Ilagan Extension Office • Director; Ilagan Extension Office
	3.6. Uploads the scanned Certification to the Document Verification System to generate QR Code		5 minute/s	• Administrative Officer III; Ilagan Extension Office
	3.7. Prints the Certification with generated QR Code		5 minute/s	• Administrative Officer III; Ilagan Extension Office

	3.8. Seals the Certification		4 minute/s	• Administrative Officer III; Ilagan Extension Office
	3.9. Sends email for the releasing schedule/notice		10 minute/s	• Administrative Officer III; Ilagan Extension Office
4. Goes to the SEC - Ilagan Extension Office and presents the original signed letter request and printed releasing appointment for the release of the requested Certification **Location:** G/F Capital Arena, Alibagu, City of Ilagan, Isabela **Notes/Instruction:** Presents the original signed letter request and printed releasing appointment	4.1. Receives the original signed letter request and appointment letter	None	5 minute/s	• Administrative Officer III; Ilagan Extension Office
	4.2. Releases the Certification		5 minute/s	• Administrative Officer III; Ilagan Extension Office

General Remarks

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

Total Processing Time:	Working Days: 3 working day/s
Total Processing Fee:	Total Standard Fee: PHP 530

33. Request for Payment Assessment Form for Payment of Annual Fees

This service details the procedure on how a citizen can request a Payment Assessment Form for payment of Annual Fees

Office or Division:	Ilagan Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business)
Who may avail:	Financing Companies and Lending Companies
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Registration with SEC-eSECURE (1) Electronic Copy	Applicant / Client
Remarks: *https://esecure.sec.gov.ph*	
2. Any one (1) of the valid Government-Issued Identification Card. • PhilSys ID (National ID): Philippine Statistics Authority (PSA) • Passport: Department of Foreign Affairs (DFA) • Driver's License: Land Transportation Office (LTO) • SSS Card: Social Security System (SSS) • UMID Card: Social Security System (SSS) • PRC ID: Professional Regulation Commission (PRC) • Postal ID: Philippine Postal Corporation (PhilPost) • Voter's ID: Commission on Elections (COMELEC) Other Government IDs • Senior Citizen ID: Local Government Unit (LGU) where the senior citizen resides • PWD ID: National Council on Disability Affairs (NCDA) • OWWA E-Card: Overseas Workers Welfare Administration (OWWA) • PhilHealth ID: Philippine Health Insurance Corporation (PhilHealth)	
3. Electronic Copy of the following Documentary Requirements: (1) Electronic Copy	Applicant / Client

Remarks:

1. Certificate of Authority
2. List of Branches with Addresses (if applicable)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. The client must create an account by registering on the SEC eSECURE website (https://esecure.sec.gov.ph/) and then file the Request for Payment of Annual Fees through the SEC iMessage portal (https://imessage.sec.gov.ph/). A ticket number will be issued, which will serve as a reference for follow-ups and status updates. **Location:** SEC eSECURE website: https://esecure.sec.gov.ph/ SEC iMessage portal: https://imessage.sec.gov.ph/	1.1. The SEC officer will assign request to the concerned personnel	None	30 minute/s	• SEC Administrative Assistant II; Ilagan Extension Office • SEC Administrative Officer III; Ilagan Extension Office
	1.2. The Assigned SEC Officer will now assess/evaluate the total Annual Fees to be paid by the requesting Financing/Lending Corporation		1 working day/s	• Administrative Assistant II; Ilagan Extension Office • Administrative Officer III; Ilagan Extension Office • Securities Specialist II; Ilagan Extension Office
	1.3. Generation and issuance Payment Assessment Form (PAF). Directs Client to pay at any Landbank branches or Online thru eSPAYSEC.sec.gov.ph and advise the client to submit the Payment Assessment Form (PAF) with		7 hour/s	• Administrative Assistant II; Ilagan Extension Office • Administrative Officer III; Ilagan Extension Office

	machine validation, along with a copy of the electronic Official Receipt (eOR), via the SEC iMessage portal under the original ticket created.			• Securities Specialist II; Ilagan Extension Office
2. Received the Payment Assessment Form (PAF) and pays the filing fees to Landbank or via eSPAYSEC. **Location:** SEC website > Online Services > eSPAYSEC. *https://espaysec.sec.gov.ph/* **Notes/Instruction:** *Subject to the prescribed processing of Landbank and eSPAYSEC If paid via SEC Payment Portal, an (eOR is generated which will serve as the official copy of the Client).	2. Receives payment and issues Electronic Official Receipt (eOR).	None	1 working day/s	• Landbank or eSPAYSEC through the SEC Financial Management Department (FMD); Any of requesting office / division
3. Submits the Electronic Official Receipt (eOR) to https://imessage.sec.gov.ph.If payment is made through Landbank. **Location:** https://imessage.sec.gov.ph	3. Received proof payment	None	10 minute/s	• Administrative Assistant II; Ilagan Extension Office • Administrative Officer III; Ilagan Extension Office • Securities Specialist II; Ilagan Extension Office

Total Processing Time:	Working Days: 2 working day/s, 7 hour/s, 40 minute/s
Total Processing Fee:	Total Standard Fee: None

34. Request for Payment of Fines in Installment Basis

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

Office or Division:	Ilagan Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	General transacting public and business entities for stock and non-stock registered corporations.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Letter request for the installment (1) Electronic Copy	Applicant / Client
2. Copy of Monitoring Sheet with final assessment (1) Electronic Copy	Securities and Exchange Commission - Ilagan Extension Office

Remarks:

The client may be asked to provide the copy if it is not available in the online database.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Send a letter requesting for installment of payment of fines together with attachments to imessage.sec.gov.ph **Location:** Ilagan Extension Office imessage.sec.gov.ph	1.1. Assign the letter request.	None	10 minute/s	• Administrative Officer III; Ilagan Extension Office
	1.2. Review the request if it will qualify for installment of payment of fines.		1 hour/s	• Securities Specialist II; Ilagan Extension Office
	1.3. Prepare Memorandum to the Commission En Banc. Note: For		20 minute/s	• Securities Specialist II; Ilagan

	corporations with Petition to Lift Order of Revocation/ Suspension and requesting for payment in installment, the Memorandum shall be through the Supervising Commissioner of the Department.			Extension Office
	1.4. Review the Memorandum. Note: If there are corrections, return the Memorandum to the Monitoring Specialist for revision; if no corrections, forward the Memorandum to the Director, for review.		30 minute/s	• Director; Ilagan Extension Office
	1.5. Present the request to the Commission En Banc through the Supervising Commissioner as the case may be, for approval. Note: The processing time varies on the schedule of presentation to the Commission En Banc.		10 working day/s	• Director; Ilagan Extension Office
	1.6. Approves the request for payment in installment of fines.		20 minute/s	• Commission En Banc; Office of the SEC Chairperson • Supervising Commissioner; Office of the Commissioner

	1.7. Secure a copy of the En Banc Resolution from the Commission Secretary.		1 working day/s	• Securities Specialist II; Ilagan Extension Office
	1.8. Prepare the draft letter informing the applicant about the decision of the Commission En Banc and/or Supervising Commissioner. Note: The Confirmation of Payment (COP) shall be issued upon full payment of fines.		30 minute/s	• Securities Specialist II; Ilagan Extension Office
	1.9. Review and forward the draft letter to the Director.		20 minute/s	• Securities Specialist II; Ilagan Extension Office
	1.10. Approve and sign the Draft Letter.		10 minute/s	• Director; Ilagan Extension Office
	1.11. Send the letter directly to the sender's email address.		10 minute/s	• Securities Specialist II; Ilagan Extension Office
2. Request for the Payment Assessment Form (PAF). **Location:** Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home **Notes/Instruction:** 2.2. Pay the first and/or subsequent installments.	2.1. Receive the Official Receipt from the applicant.	**Formula Fees** Breakdown: Penalties/Fines	10 minute/s	• Securities Specialist II; Koronadal Extension Office • Administrative Officer III; Koronadal Extension Office
	2.2. Forward the PAF and/or Monitoring Sheet to the SEC Director I, for review and for signature.		10 minute/s	• Securities Specialist II; Ilagan Extension Office

Note: Assigned monitor will check monthly compliance of the particular corporation on their staggered payments.	2.3. Review and sign the COP/MS upon full payment of fines. Note: COP is issued only upon full payment; For corporations with Petition to Lift the Order of Revocation/Suspension, the COP and the Order granting the Petition shall be withheld until full payment of fines.		20 minute/s	• Director; Ilagan Extension Office
3. Receives the Confirmation of Payment of Fines. **Location:** SEC - Ilagan Extension Office	3. Release the Confirmation of Payment to the sender's email address.	None	10 minute/s	• Securities Specialist II; Ilagan Extension Office
Total Processing Time:		Working Days: 11 working day/s, 4 hour/s, 20 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Penalties/Fines**

  Guidelines on the Imposition of fines or penalties for non-compliance with reportorial requirements; Memorandum Circular No. 06, series of 2024

  SEC Resolution No. 756, s. 2013 and

  SEC Resolution No. 757, s. 2013

35. Request for Reduction of Fines for Non-Stock Corporations

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

Office or Division:	Ilagan Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	For request for reduction of fines, general transacting public and business entities for: 1.) Non-stock corporations pursuing noble purposes, such as: I. Religious Corporations; II. Those engaged in educational, charitable, religious, literary, scientific, cultural and cicic services, and; III. Those engaged in assisting, uplifting or promoting the welfare and interest of the physically handicapped, orphans, farmers and underprivileged.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Letter request for the reduction of fines (1) Electronic Copy	Applicant / Client
2. Copy of Monitoring Sheet with final assessment (1) Electronic Copy	Securities and Exchange Commission - Ilagan Extension Office

Remarks:

The client may be asked to produce the electronic copy of the Monitoring Sheet with final assessment if the said document is not encoded in the online database.

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Send a letter requesting for reduction of fines	1.1. Assign the letter request.	None	10 minute/s	• Administrative Officer III; Ilagan

together with attachments to imessage.sec.gov.ph **Location:** imessage.sec.gov.ph				Extension Office
	1.2. Review the request if it will qualify for reduction of fines.		1 hour/s	• Securities Specialist II; Ilagan Extension Office
	1.3. Prepare Memorandum to the Commission En Banc. Note: For corporations with Petition to Lift Order of Revocation/ Suspension and requesting for payment in installment, the Memorandum shall be through the Supervising Commissioner of the Department.		20 minute/s	• Securities Specialist II; Ilagan Extension Office
	1.4. Inform the client that the request has been endorsed to Commission En Banc. Note: If there are corrections, return the Memorandum to the Monitoring Specialist for revision; if no corrections, forward the Memorandum to the Director, for review.		10 minute/s	• Securities Specialist II; Ilagan Extension Office
	1.5. Review the Memorandum. Note: If there are corrections, return the Memorandum to the Monitoring Specialist for revision; if no corrections, forward the Memorandum to the Director, for review.		30 minute/s	• Director; Ilagan Extension Office
	1.6. Present the request to the Commission En Banc		10 working day/s	• Director; Ilagan

	through the Supervising Commissioner as the case may be, for approval. Note: The processing time varies on the schedule of the presentation to Commission En Banc.			Extension Office
	1.7. Approves the request for reduction of fines.		20 minute/s	• Commission En Banc; Office of the SEC Chairperson • Supervising Commissioner; Office of the Commissioners
	1.8. Secure a copy of the En Banc Resolution from the Commission Secretary.		1 working day/s	• Securities Specialist II; Ilagan Extension Office
	1.9. Prepare the draft letter informing the applicant about the decision of the Commission En Banc and/or Supervising Commissioner. Note: The Confirmation of Payment (COP) shall be issued upon full payment of the total reduced amount.		30 minute/s	• Securities Specialist II; Ilagan Extension Office
	1.10. Review and forward the draft letter to the Director.		20 minute/s	• Securities Specialist II; Ilagan Extension Office
	1.11. Approve and sign the Draft Letter.		10 minute/s	• Director; Ilagan

				Extension Office
	1.12. Send the letter directly to the sender's email address.		10 minute/s	• Securities Specialist II; Ilagan Extension Office
2. 2. Request for the Payment Assessment Form (PAF). 2.1. Pay the first and/or subsequent installments. Note: Assigned monitor will check monthly compliance of the particular corporation on their staggered payments. **Location:** secilagan@sec.gov.ph or imessage.sec.gov.ph	2.1. Receive the Official Receipt from the applicant.	**Formula Fees** Breakdown: Penalties/Fines	10 minute/s	• Securities Specialist II; Ilagan Extension Office
	2.2. Forward the PAF and/or Monitoring Sheet to the Director, for review and for signature.		10 minute/s	• Securities Specialist II; Ilagan Extension Office
	2.3. Review and sign the COP/MS upon full payment of the total amount reduced. Note: For corporations with Petition to Lift the Order of Revocation/Suspension, the COP and the Order granting the Petition shall be withheld until full payment of the total reduced fines.		20 minute/s	• Director; Ilagan Extension Office
3. Receives the Confirmation of Payment of Fines. **Location:** secilagan@sec.gov.ph or imessage.sec.gov.ph	3. Release the Confirmation of Payment to the sender's email address.	None	10 minute/s	• Securities Specialist II; Ilagan Extension Office
Total Processing Time:		Working Days: 11 working day/s, 4 hour/s, 30 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		
Formula / Schedule of Fees				

- **Penalties/Fines**

  Guidelines on the Imposition of fines or penalties for non-compliance with reportorial requirements; Memorandum Circular No. 06, series of 2024

  SEC Resolution No. 756, s. 2013 and

  SEC Resolution No. 757, s. 2013

36. Request for Resource Speaker

This service details the procedure for requests for resource person/s as lecturer/s for seminars, webinars, trainings, educational tours, caravans, conventions and others to discuss the roles of the Commission, SEC Registration and Reportorial Compliance.

Office or Division:	Ilagan Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	Government agencies, corporations, organizations, associations, and schools
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Request Letter for Resource Person (1) Original Copy And (1) Photo Copy Or (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submits request letter for resource person at secilagan@sec.gov.ph. **Location:** secilagan@sec.gov.ph **Notes/Instruction:**	1.1. Receives and acknowledges request	None	1 working day/s	• Administrative Assistant II; Ilagan Extension Office • Administrative Officer III; Ilagan Extension Office
OR Create a ticket on imessage.sec.gov.ph OR Submit to SEC Ilagan Extension Office located at G/F Capital	1.2. Forwards letter request to Director for assignment		1 hour/s	• Administrative Assistant II; Ilagan Extension Office • Administrative Officer III; Ilagan Extension Office

Arena, Alibagu, City of Ilagan, Isabela	1.3. Assigns the request to the appropriate personnel		1 working day/s	• Information Officer II; Ilagan Extension Office • Director; Ilagan Extension Office
	1.4. Informs the concerned SEC Ilagan Extension Office staff of the assignment		6 hour/s	• Information Officer II; Ilagan Extension Office
	1.5. Communicates with client the name and designation of resource person and other details via email, call, or text.		1 hour/s	• Information Officer II; Ilagan Extension Office • Administrative Officer III; Ilagan Extension Office
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: None		

Laoag Extension Office

External Services

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

The Annex G Form with Sworn Certificate of No Intra Corporate Dispute can be downloaded in Amendment Requirement.

FORMS MUST BE NOTARIZED UPON SUBMISSION

Office or Division:	Laoag Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	General transacting public and business entities for: a.) Registered corporations; b.) Suspended and Revoked Corporation for purposes of filing a Petition to Set Aside Order of Suspension or Revocation; and c.) Corporations with Notice of Deficiencies and Hearing or Orders.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. NOTARIZED Annex G (1) Electronic Copy	Applicant / Client
Remarks: *Annex G may be found in the MC 28 series of 2020 uploaded in https://mc28.sec.gov.ph/*	
2. NOTARIZED SECRETARY CERTIFICATE OF NO INTRA-CORPORATE DISPUTE (1) Electronic Copy	Applicant / Client
Remarks: *Template available in MC 28 Portal : https://mc28.sec.gov.ph/*	

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Use and submit notice to change email address and/or mobile number (ANNEX G)	1.1. Receive the amendment application through MC28 Portal including its attachments.	None	3 hour/s	• SEC Administrative Assistant II; Laoag

application in Memorandum Circular No. 28, Series of 2020 through https://mc28.sec.gov.ph/ . Annex G form should be notarized. Use and submit notice to change email address and/or mobile number (ANNEX G) application in Memorandum Circular No. 28, Series of 2020 through https://mc28.sec.gov.ph/ **Location:** https://mc28.sec.gov.ph/ **Notes/Instruction:** 1.1. Go to **AMENDMENT** in MC28 Portal, the SEC registration number will appear and be available for amendment if the application of ANNEX D for corporations or Annex E for partnerships was approved. 1.2. A one-time password/OTP will be sent to the contact details previously submitted by the client. The user must validate the OTP to proceed with the amendment process. 1.3. Encode the new company details				Extension Office • SEC Administrative Officer II; Laoag Extension Office
	1.2. Browse over the SEC systems online, review and compare the information in the uploaded ANNEX G and encoded data in the portal.		5 hour/s	• SEC Administrative Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office
	1.3. Check the signatories of the required attachments i.e. ANNEX G and Sworn Certificate of		3 hour/s	• SEC Administrative Officer II; Laoag Extension Office

reflected in ANNEX G. Then click the continue and verified contact details. After confirming the details, One-time password/OTP will be sent to the contact details provided in the form. 1.4. Upload ANNEX G with Sworn Certificate of No Intra Corporate Dispute, then submit the application.	No Intra Corporate Dispute.			• Securities Specialist II; Laoag Extension Office
2. Receive a display confirmation indicating that the submission was successful along with reference Number assigned to the transaction at the same time a confirmation email notifying them that the submission has been successfully received and is now under reviewed by the SEC. Receive an email notification in their official email address encoded in MC28 Portal, regarding status and remarks. **Location:** Confirmation will be sent through email **Notes/Instruction:** 2.1. If the application is for compliance/rejected, client must re-apply their application in MC28 Portal Amendment with the	2.1. If the old information from Annex D/E is consistent with the information in Annex G, consistently encoded in the portal, and with complete documents, it will be tagged as approved.	None	1 working day/s	• SEC Administrative Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office
	2.2. If the application is for compliance, it will be tagged as rejected (the findings are stated as well as the possible solutions/remedies for compliance).		1 working day/s	• SEC Administrative Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office

compliance from the said remarks. 2.2 If the party no longer has access to the old information, they may select the " I don't have any access" option. This will prompt them to submit a Notarized Explanation Letter in the form of a Director's Certificate (Must be signed by the majority of the board/trustees). After seven (7) working days, if no comment has been received and the explanation is clearly stated, the request will be tagged as approved. The system will then send a link to proceed with the submission of Annex G.				
	2.3. After seven (7) working days, if no comment has been received and the explanation is clearly stated, the request will be tagged as approved. The system will then send a link to proceed with the submission of Annex G.		8 working day/s	• SEC Administrative Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office
Total Processing Time:		Working Days: 11 working day/s, 3 hour/s		
Total Processing Fee:		Total Standard Fee: None		

2. Amendment to shorten the corporate term (Voluntary Dissolution under Section 136 of the RCC) where the proposed expiration of the corporate term [must contemplate a future date] is less than one year, from approval of the application for amendment under Regular Processing

This service details the procedure and the documentary requirements for amendment of Stock and Non-Stock Corporations to shorten the corporate term where the proposed expiration is less than one year, from the approval of the application under Regular Processing.

Office or Division:	Laoag Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered stock domestic corporations with foreign equity participation of not more than forty percent (40%) and non-stock corporations, except lending corporations and financing companies, through their Authorized Representatives.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Amended Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client
3. Directors` or Trustees` Certificate (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *Original copy should be signed (wet signature) and notarized* • *notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors and stockholders, (iii) the date and place of the stockholders' meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed name.* *Secure sample format through the SEC Website:*	

- *Director's Certificate:- https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf*

- *Trustees' Certificate- https://www.sec.gov.ph/wp-content/uploads/2019/11/Trustees_Certificate.pdf*

Sub Requirement	
3.A. For One Person Corporation	
3.A.1. Notarized Resolution of the Single Stockholder (2) Original Copy And (1) Electronic Copy	Applicant / Client

Remarks:

- *signed by the single stockholder and Corporate Secretary*
- *https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm_RESOLUTION-opc.docx*

4. Audited Financial Statements as of the last fiscal year stamped received by SEC and BIR (2) Original Copy And (1) Electronic Copy	Applicant / Client

Remarks:

EXCEPT:

1. *Where the applicant has ceased operations for at least one (1) year, it shall submit: a) Audited Financial Statements as of the last fiscal year of operation; and b) Affidavit of non-operation certified under oath by the President and Treasurer*
2. *Where the applicant has no operation since incorporation, it shall submit: a) Balance Sheet certified under oath by the Treasurer and President; b) Affidavit of non-operation certified under oath by the President and Treasurer; To be provided by the Company 67 c) Certificate of non-registration issued by the BIR*
3. *Where the applicant corporation (stock or nonstock) is with total assets or liabilities of less than Six Hundred Thousand Pesos (Php600,000.00), it shall submit its Balance Sheet as of last preceding fiscal year certified under oath by the President and Treasurer*

5. Certification under oath by the President and Treasurer (2) Original Copy And (1) Electronic Copy	Applicant / Client

Remarks:

certifying that:

1. *the dissolution is not prejudicial to the interest of the creditors; and*
2. *there is no opposition from any creditor from the time of publication of the notice of dissolution up to the filing of the dissolution with the Commission*

6. Bureau of Internal Revenue (BIR) Tax Clearance Certificate (2) Original Copy And (1) Electronic Copy	Bureau of Internal Revenue - BIR
7. Publisher's Affidavit of Publication of the notice of meeting (once) (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Publisher of a newspaper of general circulation*	
8. Notarized Secretary's Certificate of no pending case of intra-corporate dispute (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: *Download Secretary's Certificate sample form through this link: https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx*	
9. Clearance/Favorable recommendation from other Departments of the Commission or from the appropriate (2) Original Copy And (1) Electronic Copy	Applicant / Client
For Situational Requirement	
A. For Clearance from other SEC departments	
Sub Situational Requirement/s	
A.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
A.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
A.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
A.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
A.c. For Financial Technology (FinTech) related business activities	
A.c.1. PhiliFintech Innovation Office (PIO) and Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO) and Enforcement and Investor Protection Department (EIPD)

Remarks:

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

B. Endorsement from other government agencies				
Sub Situational Requirement/s				
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services				
B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy			Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas	
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization				
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy			Insurance Commission - Insurance Commission	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, and submit the application in the eAMEND portal (Regular Processing) **Location:**	1.1. Verifies completeness of the submitted amendment requirements and assigns the application to Processors.	None	4 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag

(https://eamend.sec.gov.ph/login)				Extension Office • SEC Information Officer II; Laoag Extension Office
	1.2. Processes and evaluates the legal aspects of the dissolution application.		4 working day/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office • Director/Officer-In-Charge; Laoag Extension Office
	1.3. Processes and evaluates the financial aspects of		4 working day/s	• SEC Administrative Assistant

	the dissolution application.			II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office • Director/Officer-In-Charge; Laoag Extension Office
	1.4. Issues Payment Assessment Form (PAF) to the applicant.		2 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag

				Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office • Director/Officer-In-Charge; Laoag Extension Office
2. Present PAF and pay filling fee to the nearest Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home **Location:** Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the electronic Official Receipt via email Note: For payments made online through eSPAYSEC are automatically confirmed by the system. For payments made through LandBank, confirmation will be processed within 1 to 2 working days.	**Standard Fees** Breakdown: AMENDED ARTICLES OF INCORPORATION: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 Total: PHP 1040	30 minute/s	• Financial Management Department; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the SEC Laoag Extension Office through the company's	3.1. Receives and verifies documentary requirements and proof of payment	None	2 hour/s	• SEC Administrative Assistant II; Laoag Extension Office

representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte				• SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
	3.2. Assigns to post-audit processor		30 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
	3.3. Post-evaluates the assigned application		5 working day/s	• SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag

				Extension Office • SEC Counsel I; Laoag Extension Office • Director/Officer-In-Charge; Laoag Extension Office
	3.4. Prepares and generates the Certificate of Amendment of Articles of Incorporation		2 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
	3.5. Reviews the application and signs the Certificate of Amendment of Articles of Incorporation		4 working day/s	• Director/Officer-In-Charge; Laoag Extension Office
	3.6. Tags the application through the eAmend Portal to issue the Notice for Schedule of Appointment on the release of the Certificate of Amendment of Articles of Incorporation		2 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office

				• SEC Information Officer II; Laoag Extension Office
4. Receive the signed Certificate of Amended Articles of Incorporation and/or By-laws to the SEC Laoag Extension Office through the company's representatives or through a courier of their choice which available near SEC Laoag Extension Office (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte **Notes/Instruction:** Note: If the client choice the courier service, courier fee shoulder by the applicant. The client must provide the following information send through seclaoag@sec.gov.ph - Name of the receiver - Address of the receiver - Contact Number of the receiver	4. Releases signed Certificate of Amended Articles of Incorporation	**Formula Fees** Breakdown: Courier Fee	2 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office

Total Processing Time:	Working Days: 18 working day/s, 7 hour/s
Total Processing Fee:	Total Standard Fee: PHP 1040 See other fees below

Formula / Schedule of Fees

- **Courier Fee**

  The courier fee will depends to the courier services the client choice.

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

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

1. *Articles of Incorporation*

- *Prefatory Clause;*
- *Corporate Name/Business Name;*
- *Primary Purpose;*
- *Secondary Purpose;*
- *Change in the Principal Office Address;*
- *Terms of Existence;*
- *Increase or Decrease in the Number of the Board of Directors/Trustees;*
- *Features of Shares, except if simultaneously filed with an application for increase of capital stock, or reclassification/declassification of shares;*
- *Provision for the Undertaking to Change Name;*
- *Fiscal Year for One Person Corporations (OPCs);*

1. *By-Laws*

- *Adoption of Corporate Name in the By-Laws;*
- *Provision for Transfer of Stock and Rights of Stockholders or Interest (e.g. Right of First Refusal, Pre-Emptive Rights);*
- *Amendment of a Corporation Sole (change of corporate name, change of address, change of primary purpose)*
- *Provision for Tax Exemption for Non-Stock;*
- *Date of Annual Meeting of the stockholders/members;*
- *Fiscal Year;*
- *Audit of Books and Dividends;*
- *Seal;*
- *Subscription, Issuance and Transfer of Shares;*
- *Suspension, Expulsion and Termination of Membership;*
- *The Form for Proxies of Stockholders/Members and the Manner of Voting Them;*
- *The Manner of Election or Appointment, Qualification, Functions, and the Term of Office of All Officers other than Directors/Trustees;*
- *The Place and Manner of Calling and Conducting Regular Meetings of the Stockholders/Members;*
- *The Powers, Qualifications, Duties, Term, and Compensation of Directors/Trustees;*
- *The Required Quorum in Meetings of Stockholders/Members;*
- *The Time, Place, and Manner of Calling and Conducting Regular or Special Meetings of the Directors/Trustees;*
- *The Time, Place, and Manner of Calling and Conducting Special Meetings of the Stockholders/Members; and*
- *Amendments of Amended By-Laws concerning two (2) to four (4) provisions thereof.*

Office or Division:	Laoag Extension Office

Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All registered stock domestic corporations with foreign equity participation of not more than forty percent (40%) and non-stock corporations, except lending corporations and financing companies, through their Authorized Representatives.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: *With downloadable system-generated forms in the eAmend Portal*	
2. Amendment Form (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *With downloadable system-generated forms in the eAmend Portal* • *notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed names* • ***For corporation sole**: Original copies should be signed (wet signature) and notarized*	
3. Amended Articles of Incorporation/By-Laws (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • ***two (2) copies shall be submitted together with all the documentary requirements uploaded in the eAMEND portal** (Please submit the Amended Articles of Incorporation/By-laws incorporating the proposed provisions. The amendments must be clearly underlined and annotated with the phrase "(As amended on [date of meeting])" immediately following the amended provision. Kindly ensure that no established facts are removed or modified in the process.)*	

4. Monitoring Clearance (1) Original Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: *Application for Monitoring Clearance through: ewatch.sec.gov.ph* • *If there is no valid and available Monitoring Clearance, submit an Affidavit of Undertaking for Monitoring from the eAMEND System.* • *If you have previously used an Affidavit of Undertaking for your amendment application, kindly submit a valid Monitoring Clearance issued by the Compliance Monitoring Division (CMD) for your current application.*	
5. Affidavit of Undertaking for Post-Evaluation (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *With downloadable system-generated forms in the eAmend Portal*	
For Situational Requirement	
A. For Clearance from other SEC departments	
Sub Situational Requirement/s	
A.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
A.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
A.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
A.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
A.c. For Financial Technology (FinTech) related business activities	
A.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;*	

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

A.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)

Remarks:

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

B. Endorsement from other government agencies

Sub Situational Requirement/s

B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services

B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For applications with Amendment of By-laws	
Sub Situational Requirement/s	
C.a. Air Transport	
C.a.1. Civil Aeronautics Board Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.b. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions	
C.b.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.c. Educational Institution: (stock & non-stock)	
C.c.1. Department of Education Endorsement for Elementary (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.c.2. Commission on Higher Education Endorsement for College, Tertiary Course (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.c.3. Technical Education Skills and Development Authority Endorsement for Technical Vocational Course (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.d. Electric Power Plant/Trading of Petroleum Products	
C.d.1. Department of Education Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.e. Hospital, Dental, Medical Clinics	
C.e.1. Department of Health Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.f. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.f.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.g. Money Changer and Remittance Services	
C.g.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.h. Non-Chartered Government Owned and Controlled Corporation	

C.h.1. Government Commission for Government-owned and Controlled Corporation Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.i. Professional Association	
C.i.1. Professional Regulation Commission Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.j. Radio, TV, Telephone, Internet Service Providers, Value-Added Service Provider	
C.j.1. National Telecommunications Commission Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.k. Recruitment for Overseas Employment	
C.k.1. Philippine Overseas Employment Administration Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.l. Security Agency/ Anti-Crime Task Force	
C.l.1. Philippine National Police Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.m. Tobacco Related Business	
C.m.1. National Tobacco Administration Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.n. Volunteer Fire Brigade	
C.n.1. Bureau of Fire Protection (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.o. Vessel/Ship Operation, Ship Management. Shipbuilding, Ship Repair, Shipping Agency, Ship Husbanding, Ship Chandling and other Maritime related activities	
C.o.1. Maritime Industry Authority (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.p. Water Service Providers and Waterworks	
C.p.1. Local Waterworks Utilities Administration (2) Original Copy And (1) Electronic Copy	Applicant / Client
D. For Amendment of Corporate Name	
Sub Situational Requirement/s	
D.a. For Amendment of Corporate Name	
D.a.1. Name Verification Slip for Amendment of Corporate Name with Proof of Payment of Reservation Fee (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

Request at imessage.sec.gov.ph or seclaoag@sec.gov.ph

D.a.2. Affidavit of a director, trustees or officer undertaking to change corporate name, if not stated in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client

Remarks:

https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, pays the filing fee and submit the application in the eAMEND portal (Regular Processing) **Location:** **(https://eamend.sec.gov.ph/login)**	1.1. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: Amended Articles of Incorporation : PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 Total: PHP 1040 **Possible Fees** Breakdown: Amendment of By-Laws: PHP 1000 **Formula Fees** Breakdown: Name Reservation Slip	5 minute/s	• eAMEND System; Laoag Extension Office
	1.2. Assigns the amendment application to the Processors.		2 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office

	1.3. Verifies completeness and correctness of the submitted amendment requirements. If the documents are incomplete, return to applicant for compliance.		1 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
	1.4. Processes and evaluates the completed amendment requirements.		6 working day/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag

				Extension Office
	1.5. Tags the application complete and issue the Digital Certificate of Amendment of Articles of Incorporation and/or By-Laws		20 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
2. Generates the Digital Certificate **Location:** https://eamend.sec.gov.ph/login **Notes/Instruction:** To secure the original copy of the Certificate, the applicant has to submit two (2) sets of originally signed documentary	2. Wait for the submission of original copies of the amendment requirements by the corporate authorized representative or through courier and subject for post-audit.	None	5 minute/s	• None; Any of requesting office / division

requirements with original proof of payment within a period fifteen (15) days from the date of issuance of the Digital Certificate.				

Total Processing Time:	Working Days: 6 working day/s, 3 hour/s, 30 minute/s
Total Processing Fee:	Total Standard Fee: PHP 1040 See other fees below

Possible Fees

- **Amendment of By-Laws** : 1000

Formula / Schedule of Fees

- **Name Reservation Slip**

  Php 100 per Corporate Name

  *Additional Php 100 per trade name

4. Application for Amendment of Articles of Incorporation and/or By-laws of Lending/Financing Companies

This service outlines the online procedure adopted for the amendment of the Articles of Incorporation and/or By-laws of Lending and Financing Companies. Preprocessing is conducted by submitting scanned copies of the required documents for amendment through email at seclaoag@sec.gov.ph.

Office or Division:	Laoag Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Coversheet (3) Original Copy	Applicant / Client
Remarks: *May secure a Checklist of requirements and sample formats from the Licensing Unit or through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf.*	
2. Amended Articles of Incorporation/By-laws (1) Original Copy And (2) Photo Copy	Applicant / Client
3. Directors` Certificate - notarized and signed by majority of the directors and the corporate secretary, certifying (i) the amendment of the Articles of Incorporation and indicating the amended provisions, (ii) the vote of the directors and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their names (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *May secure a copy through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf*	
4. Notarized Secretary's Certificate on no pending case of intra-corporate dispute	Applicant / Client

(1) Original Copy And (2) Photo Copy	
Remarks: *May secure a copy through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf*	
5. Monitoring Clearance (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *Through Financing and Lending Companies Department (FinLend)* *https://docs.google.com/forms/d/e/1FAIpQLSeYaCEh_PQ2uq3gq0sS4ppKsbuolUzyTBCQfboQAsHZty-WYA/viewform*	
For Situational Requirement	
A. If the provision to be amended is the corporate name	
A.1. Name Verification Slip for Amendment of Partnership Name with Proof of Payment of Reservation Fee (1) Original Copy And (2) Photo Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: *imessage.sec.gov.ph or request from seclaoag@sec.gov.ph*	
A.2. Affidavit of a director or officer undertaking to change corporate name, if not stated in the AI (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *May secure a copy through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/2019_FormsUndertakingtoChangeName.pdf*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. For pre-processing, send a scanned copy of documentary requirements to seclaoag@sec.gov.ph and wait for the result on the requested service. **Location:**	1.1. Receive, assign and forward to the processor the scanned copy of documentary requirements.	None	30 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrat

SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte **Notes/Instruction:** **Remarks:** If documents are incomplete and non-compliant, return to clients for compliance by issuing a checklist of deficiencies.				ive Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
	1.2. Processor reviews and evaluates the submitted documentary requirements.		4 hour/s	• Securities Specialist II; Laoag Extension Office • Securities Investigato r; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
2. Receives update on the requested service through email. **Location:** SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte **Notes/Instruction:** **Remarks:** If an applicant receives a checklist of deficiencies, immediately comply and send back to the assigned processor.	2. Checks the Compliances on the deficiencies or lacking documentary requirements	None	4 hour/s	• SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigato r; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
3. Pay the filing fee at selected Landbank branches (over the	3. Receive and acknowledge payment	**Possible Fees** Breakdown:	15 minute/s	• SEC Administrat ive

counter), or SEC Online Payment Portal. **Location:** SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte **Notes/Instruction:** Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espayesec.sec.gov.ph/payment-portal/home		Amended Articles of Incorporation : PHP 1000 Amended By-Laws: PHP 1000 Documentary Stamp Tax: PHP 30 Name Verification: PHP 100 **Formula Fees** Breakdown: Legal Research Fee		Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
4. Submits the documentary requirements with proof of payment to the SEC Laoag Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte	4.1. Receive and verify documentary requirements and proof of payment.	None	3 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator ; Laoag Extension Office

	4.2. Forward the documents to processor for the preparation of certificate		1 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
	4.3. Prepare the Certificate for Lending/Financing Companies		1 hour/s	• SEC Administrative Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office
	4.4. Review the certificate		3 hour/s	• Director/Officer-In-Charge; Laoag Extension Office
	4.5. Sign the certificate.		1 hour/s	• Director/Officer-In-Charge; Laoag Extension Office
	4.6. Forward the Certificate for releasing		30 minute/s	• SEC Administrative

				Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
5. Receive Notice thru email that the Certificate is already signed. **Location:** SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte	5. Notify the Applicant thru email that the certificate is already signed.	None	1 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
6. Receive the original Certificate to the SEC Laoag Extension Office through the company's representatives or through a courier of their choice which available near SEC Laoag Extension Office (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Laoag Extension Office, 5th Floor Dap-	6. Release signed Certificate of Branch Office of Lending/Financing Companies	**Formula Fees** Breakdown: Courier Fee	1 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office

ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte **Notes/Instruction:** Note: If the client choice the courier service, courier fee shoulder by the applicant. The client must provide the following information send through seclaoag@sec.gov.ph - Name of the receiver - Address of the receiver - Contact Number of the receiver				

Total Processing Time:	Working Days: 2 working day/s, 4 hour/s, 15 minute/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Possible Fees

- **Amended Articles of Incorporation** : 1000
- **Amended By-Laws** : 1000
- **Documentary Stamp Tax** : 30
- **Name Verification** : 100

Formula / Schedule of Fees

- **Legal Research Fee**

  1/10 of 1% of Amendment Fee

- **Courier Fee**

  The courier fee will depends to the courier services the client choice.

5. Application for Amendment of Articles of Incorporation and/or By-Laws of non-Philippine National Domestic Stock and Non-stock Corporations registered under FIA or before IPAs (Simple Processing)

This service details the procedure in applying for amendment of the Articles of Incorporation and/or By-Laws of non-Philippine national Stock and Non-stock domestic corporations registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs) through the eAMEND Portal under Simple Processing concerning the following provisions:

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

Office or Division:	Laoag Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All domestic corporations registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs)
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Cover Sheet for Amendment (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: *System-generated document available for download through the eAMEND Portal*	
2. Amendment Form (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: *System-generated document available for download through the eAMEND Portal*	
For Situational Requirement	
A. For Corporations with Primary License	

A.1. Monitoring Clearance (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: *Application for Monitoring Clearance through: ewatch.sec.gov.ph*	
B. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
B.1. Monitoring Clearance from Markets and Securities Regulation Department (MSRD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Markets and Securities Regulation Department
Remarks: *Application for Monitoring Clearance through: ewatch.sec.gov.ph*	
C. For Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies, and foundation	
C.1. Monitoring Clearance from Corporate Governance and Finance Department (CGFD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Corporate Governance and Finance Department
Remarks: *Application for Monitoring Clearance through: ewatch.sec.gov.ph*	
D. For Financing/Lending	
D.1. Monitoring Clearance (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: *Application for Monitoring Clearance through: ewatch.sec.gov.ph*	
E. For Financial Technology (FinTech) related business activities [Operators of payment systems; Payment Service Providers; Electronic Money Issuers (EMI); Non-bank EMIs; Alternative Credit Scoring Companies; AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); KYC/Security Companies (KYC Service Providers); Digital Banks; Digital Asset Exchanges; Virtual Asset Service Providers; Play-to-Earn Platforms; o E-Commerce Companies; Crowdfunding Platforms; RegTech Companies (RegTech Service Providers); SupTech Companies (SupTech Service Providers); and Digital Advisers/Robo-Advisers]	
E.1. PhiliFintech Innovation Office (PIO) Endorsement/Clearance	Securities and Exchange Commission - PhiliFintech Innovation Office

(1) Electronic Copy And (1) Original Copy And (1) Photo Copy	
E.2. Enforcement and Investor Protection Department (EIPD) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department
F. For Banks, banking and quasi-banking institutions, pawnshops, corporations engaged in money service business (ex. Money Changer and Remittance Services), non-stock savings and loan associations (NSSLAs) and other Financial Intermediaries	
F.1. Endorsement from Bangko Sentral ng Pilipinas (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Bangko Sentral ng Pilipinas - Financial Supervision Sector
G. For Insurance/Health Maintenance Organization, preneed	
G.1. Endorsement from Insurance Commission (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Insurance Commission - Legal Services Group - Licensing Division

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the electronic copy of the requirements to the eAMEND Portal **Location:** https://eamend.sec.gov.ph/login **Notes/Instruction:** If the application is found to be for compliance during the evaluation stage, the applicant will have to go back to Step 1- Submission of requirements.	1.1. Verifies completeness of amendment requirements and assign to FIRST processors, if the documents are complete	None	4 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
	1.2. Processes and evaluates application for amendment		5 working day/s	• SEC Information Officer II; Laoag Extension Office • Securities Specialist

				II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
	1.3. Issues Payment Assessment Form (PAF) if compliant		30 minute/s	• SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
2. Present PAF and pay filling fee to the nearest Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home **Location:** Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espayse	2. Issues payment confirmation containing the electronic Official Receipt via email Note: For payments made online through eSPAYSEC are automatically confirmed by the system. For payments made through LandBank, confirmation will be processed within 1 to 2 working days.	**Standard Fees** Breakdown: Amended Articles of Incorporation or By-Laws: PHP 1000 --- Total: PHP 1000 **Formula Fees** Breakdown: Legal Research	1 working day/s	• Financial Management Department; Financial Management Department (FMD)

c.sec.gov.ph/payment-portal/home		FeeDocumentary Stamp Tax		
3. Generates the Digital Certificate **Location:** https://eamend.sec.gov.ph/login **Notes/Instruction:** *To secure the original copy of the Certificate, the applicant has to submit two (2) sets of originally signed documentary requirements with original proof of payment within a period one (1) year from the date of issuance of the Digital Certificate*	3. Issues the Digital Certificate	None	30 minute/s	• eAmend System; Laoag Extension Office
Total Processing Time:		Working Days: 6 working day/s, 5 hour/s		
Total Processing Fee:		Total Standard Fee: PHP 1000 See other fees below		

Formula / Schedule of Fees

- **Legal Research Fee**

  1% of the computed Filing Fees for Amended Articles of Incorporation and/or By-Laws

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

6. Application for Amendment of Articles of Incorporation and/or By-Laws of of non-Philippine National Domestic Stock and Non-stock Corporations registered under FIA or before IPAs (Regular Processing)

*This service details the procedure in applying for amendment of the Articles of Incorporation and/or By-Laws of non-Philippine national Stock and Non-stock domestic corporations registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs) through the eAMEND Portal under **Regular Processing** concerning the following provisions:*

1. *Amendment of Articles of Incorporation other than those covered by Simple Processing;*
2. *Amendment of By-Laws of FIA registered corporations whether stock or non-stock other than those covered by Simple Processing;*
3. *Application for Increase of Capital Stock for One Person Corporation via Cash; and*
4. *Combination of any amendments under Simple and Regular Processing*

Office or Division:	Laoag Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All domestic corporations registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs)
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Cover Sheet for Amendment (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf)*	
2. Amended Articles of Incorporation and/or By-Laws (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
For Situational Requirement	
A. For Ordinary Stock and Non-Stock Corporation	
A.1. Director's Certificate for Stock Corporation or Trustees Certificate for Non-Stock Corporation (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks:	

SEC Website

- *Director's Certificate - https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf*
- *Trustees Certificate - https://www.sec.gov.ph/wp-content/uploads/2019/11/Trustees_Certificate.pdf*

A.2. Notarized Secretary's Certificate of no pending case of intra-corporate dispute (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Laoag Extension Office

Remarks:

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

B. For One Person Corporation (OPC)

B.1. Notarized Resolution signed by the Single Stockholder and Corporate Secretary (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Laoag Extension Office

Remarks:

SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm_RESOLUTION-opc.docx)

Sub Situational Requirement/s

B.a. For Change of Nominee and alternate nominee

B.a.1. Acceptance Letter for Change of Nominee and Alternate Nominee (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commissio - Laoag Extension Office

Remarks:

SEC Website (https://www.sec.gov.ph/wp-content/uploads/2019/10/2019_Sample-Acceptance-Letter-of-Nominees.docx)

This is only required if the change is filed simultaneously with a change in the Single Stockholder or amendment of other provision/s.

B.b. For Change of Single Stockholder

B.b.1. Certificate Authorizing Registration (1) Electronic Copy And (1) Original Copy And (1) Electronic Copy	Bureau of Internal Revenue - Revenue District Office
B.b.2. Deed of Assignment from the previous Single Stockholder, if the shares will be transferred to the new	Applicant / Client

Single Stockholder (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	
C. For Corporations with Primary License	
C.1. Monitoring Clearance (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: *https://ewatch.sec.gov.ph/login*	
D. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
D.1. Monitoring Clearance from Markets and Securities Regulation Department (MSRD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Markets and Securities Regulation Department
E. For Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies, and foundation	
E.1. Monitoring Clearance from Corporate Governance and Finance Department (CGFD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Corporate Governance and Finance Department
F. For Financing/Lending	
F.1. Monitoring Clearance from Financing and Lending Companies Department (FLCD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Financing and Lending Companies Department
G. For Financial Technology (FinTech) related business activities [Operators of payment systems; Payment Service Providers; Electronic Money Issuers (EMI); Non-bank EMIs; Alternative Credit Scoring Companies; AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); KYC/Security Companies (KYC Service Providers); Digital Banks; Digital Asset Exchanges; Virtual Asset Service Providers; Play-to-Earn Platforms; o E-Commerce Companies; Crowdfunding Platforms; RegTech Companies (RegTech Service Providers); SupTech Companies (SupTech Service Providers); and Digital Advisers/Robo-Advisers]	
G.1. PhiliFintech Innovation Office (PIO) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office
G.2. Enforcement and Investor Protection Department (EIPD) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department

H. For Banks, banking and quasi-banking institutions, pawnshops, corporations engaged in money service business (ex. Money Changer and Remittance Services), non-stock savings and loan associations (NSSLAs) and other Financial Intermediaries	
H.1. Endorsement from Bangko Sentral ng Pilipinas (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Bangko Sentral ng Pilipinas - Financial Supervision Sector
I. For Insurance/Health Maintenance Organization, preneed	
I.1. Endorsement from Insurance Commission (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Insurance Commission - Legal Services Group - Licensing Division
J. If to engage as a foreign retailer (amendment of purpose)	
J.1. Certification of Inward Remittance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: ***Certification of Inward Remittance*** *of Foreign Exchange showing compliance of the foreign retailer with the minimum paid-up capital requirement of Twenty-Five Million Pesos (P25,000,000.00) or other proof, such as Bank Certification, certifying that such capital investment is deposited and maintained in a bank in the Philippines*	
J.2. Apostilled/authenticated Certificate of Reciprocity (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *to the effect that such State provides reciprocity to Filipinos*	
K. If with Amendment of Corporate Name / Trade Name / Business Name	
K.1. Name Verification Slip for Amendment of Corporate Name with Proof of Payment of Reservation Fee (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: *imessage.sec.gov.ph or seclaoag@sec.gov.ph*	
Sub Situational Requirement/s	
K.a. If undertaking to change name, in compliance with Section 17 of the Revised Corporation Code of the Philippines (RCCP), is not explicitly stated in any of the submitted forms	
K.a.1. Affidavit of undertaking to change corporate name / trade name	Securities and Exchange Commission - Laoag Extension Office

(1) Electronic Copy And (1) Original Copy And (1) Photo Copy				

Remarks:

- *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)*
- *executed by a director, trustee or officer*

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the electronic copy of the requirements to the eAMEND Portal **Location:** https://eamend.sec.gov.ph/login **Notes/Instruction:** If the application is found to be for compliance during the evaluation stage, the applicant will have to go back to Step 1-Submission of requirements.	1.1. Verifies completeness of amendment requirements and assign to FIRST processors, if the documents are complete	None	1 working day/s, 4 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
	1.2. Processes and evaluates application for amendment		7 working day/s	• SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag

				Extension Office
	1.3. Issues Payment Assessment Form (PAF) if compliant		30 minute/s	• SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
2. Present PAF and pay filling fee to the nearest Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home **Location:** Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the electronic Official Receipt via email Note: For payments made online through eSPAYSEC are automatically confirmed by the system. For payments made through LandBank, confirmation will be processed within 1 to 2 working days.	**Standard Fees** Breakdown: Amended Articles of Incorporation or By-Laws: PHP 1000 Total: PHP 1000 **Formula Fees** Breakdown: Legal Research FeeDocumentary Stamp TaxName Verification	1 working day/s	• Financial Management Department; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the SEC Laoag Extension Office	3.1. Receives and verifies documentary requirements and proof of payment.	None	2 hour/s	• SEC Administrative Assistant II; Laoag

through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte				Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
	3.2. Post-evaluates the submitted documents.		5 working day/s	• SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
	3.3. Prepares and generates the Certificate of Amended Articles of Incorporation and/or By-Laws		1 hour/s	• SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office

				• SEC Counsel I; Laoag Extension Office
	3.4. Reviews the application and signs the the Certificate of Amended Articles of Incorporation and/or By-Laws		4 working day/s	• Director/Officer-In-Charge; Laoag Extension Office
	3.5. Tags the application for appointment through the eAMEND Portal indicating the date of release of the certificate		30 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
4. Receive the original Certificate to the SEC Laoag Extension Office through the company's representatives or through a courier of their choice which available near SEC Laoag Extension Office (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta.	4. Releases original copy of the Certificate of Amended Articles of Incorporation and/or By-Laws	**Formula Fees** Breakdown: Courier Fee	2 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office

Angela, Laoag City, Ilocos Norte **Notes/Instruction:** Note: If the client choice the courier service, courier fee shoulder by the applicant. The client must provide the following information send through seclaoag@sec.gov.ph - Name of the receiver - Address of the receiver - Contact Number of the receiver				

Total Processing Time:	Working Days: 19 working day/s, 2 hour/s
Total Processing Fee:	Total Standard Fee: PHP 1000 See other fees below

Formula / Schedule of Fees

- **Legal Research Fee**

  1% of the computed Filing Fees for Amended Articles of Incorporation and/or By-Laws

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

- **Name Verification**

  PHP 100 per proposed name/s or trade name/s

  *valid for 30 days

- **Courier Fee**

  The courier fee will depends to the courier services the client choice.

7. Application for Amendment of By-Laws concerning five or more provisions and filing of New By-Laws of Domestic Corporations (eAMEND Regular Processing)

This service details the procedure in applying for amendments of the By-laws concerning five or more provisions and filing of New By-Laws through the eAMEND portal under Regular Processing.

1. *New By-Laws*
2. *Amendment of By-Laws concerning five or more provisions*

Office or Division:	Laoag Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered stock domestic corporations with foreign equity participation of not more than forty percent (40%) and non-stock corporations, except lending corporations and financing companies, through their Authorized Representatives.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Amended By-Laws/ New By-Laws (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *Please use the most recent Articles of Incorporation and By-Laws, which have been duly approved by the Commission. Simply modify the sections that are being amended. Underline the amended provision and add "(as amended on [date of meeting])" after it.*	
3. Notarized Secretary's Certificate of no pending case of intra-corporate dispute (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Laoag Extension Office

Remarks: • *Original copy should be signed (wet signature) and notarized* • *Download Secretary's Certificate sample form through this link: https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx*	
4. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: • *If there is no valid and available Monitoring Clearance, submit an Affidavit of Undertaking for Monitoring from the eAMEND System.* • *If you have previously used an Affidavit of Undertaking for your amendment application, kindly submit a valid Monitoring Clearance issued by the Compliance Monitoring Division (CMD) for your current application.* *Application for Monitoring Clearance through: ewatch.sec.gov.ph*	
5. Directors` or Trustees` Certificate (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: • *Original copy should be signed (wet signature) and notarized* • *notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed names* *Download Director's Certificate and/or Trustees' Certificate sample form through this link:* *Director's Certificate:- https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf* *Trustees' Certificate- https://www.sec.gov.ph/wp-content/uploads/2019/11/Trustees_Certificate.pdf*	
6. Clearance/Favorable recommendation from other Departments of the Commission or from the appropriate Government Agency if applicable (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Other Departments

For Situational Requirement	
A. For Clearance from other SEC departments	
Sub Situational Requirement/s	
A.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
A.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
A.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
A.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
A.c. For Financial Technology (FinTech) related business activities	
A.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
A.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)

Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
B. Endorsement from other government agencies	
Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For applications with Amendment of By-laws	
Sub Situational Requirement/s	
C.a. Air Transport	
C.a.1. Civil Aeronautics Board Endorsement (2) Original Copy And (1) Electronic Copy	Civil Aeronautics Board - Civil Aeronautics Board
C.b. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions	
C.b.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.c. Educational Institution: (stock & non-stock)	

C.c.1. Department of Education Endorsement for Elementary (2) Original Copy And (1) Electronic Copy	Department of Education - Department of Education
C.c.2. Commission on Higher Education Endorsement for College, Tertiary Course (2) Original Copy And (1) Electronic Copy	Commission on Higher Education - Commission on Higher Education
C.c.3. Technical Education Skills and Development Authority Endorsement for Technical Vocational Course (2) Original Copy And (1) Electronic Copy	Technical Education Skills and Development Authority - Technical Education Skills and Development Authority
C.d. Electric Power Plant/Trading of Petroleum Products	
C.d.1. Department of Energy Endorsement (2) Original Copy And (1) Electronic Copy	Department of Energy - Department of Energy
C.e. Hospital, Dental, Medical Clinics	
C.e.1. Department of Health Endorsement (2) Original Copy And (1) Electronic Copy	Department of Health - Department of Health
C.f. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.f.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C.g. Money Changer and Remittance Services	
C.g.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.h. Non-Chartered Government Owned and Controlled Corporation	
C.h.1. Government Commission for Government-owned and Controlled Corporation Endorsement (2) Original Copy And (1) Electronic Copy	Government Commission for Government-owned and Controlled Corporation - Government Commission for Government-owned and Controlled Corporation
C.i. Professional Association	
C.i.1. Professional Regulation Commission Endorsement (2) Original Copy And (1) Electronic Copy	Professional Regulation Commission - Professional Regulation Commission
C.j. Radio, TV, Telephone, Internet Service Providers, Value-Added Service Provider	
C.j.1. National Telecommunications Commission Endorsement (2) Original Copy And (1) Electronic Copy	National Telecommunications Commission - National Telecommunications Commission
C.k. Recruitment for Overseas Employment	

C.k.1. Philippine Overseas Employment Administration (2) Original Copy And (1) Electronic Copy	Philippine Overseas Employment Administration - Philippine Overseas Employment Administration
C.l. Security Agency/ Anti-Crime Task Force	
C.l.1. Philippine National Police Endorsement (2) Original Copy And (1) Electronic Copy	Philippine National Police - Philippine National Police
C.m. Tobacco Related Business	
C.m.1. National Tobacco Administration Endorsement (2) Original Copy And (1) Electronic Copy	National Tobacco Administration - National Tobacco Administration
C.n. Volunteer Fire Brigade	
C.n.1. Bureau of Fire Protection Endorsement (2) Original Copy And (1) Electronic Copy	Bureau of Fire Protection - Bureau of Fire Protection
C.o. Vessel/Ship Operation, Ship Management. Shipbuilding, Ship Repair, Shipping Agency, Ship Husbanding, Ship Chandling and other Maritime related activities	
C.o.1. Maritime Industry Authority Endorsement (2) Original Copy And (1) Electronic Copy	Maritime Industry Authority - Maritime Industry Authority
C.p. Water Service Providers and Waterworks	
C.p.1. Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems Endorsement (2) Original Copy And (1) Electronic Copy	Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems - Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, and submit the application in the eAMEND portal (Regular Processing) **Location:** (https://eamend.sec.gov.ph/login)	1.1. Verifies completeness of the submitted amendment requirements and assigns the application to the processors.	None	1 working day/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
	1.2. Processes and evaluates application for amendment		8 working day/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag

				Extension Office
	1.3. Issues Payment Assessment Form (PAF) to the applicant.		1 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
2. Present PAF and pay filling fee to the nearest Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home **Location:** Landbank of the Philippines Branch or pay through the SEC	2. Issues payment confirmation containing the electronic Official Receipt via email Note: For payments made online through eSPAYSEC are automatically confirmed by the system. For payments made through LandBank, confirmation will be processed within 1 to 2 working days.	**Possible Fees** Breakdown: Amended By-Laws: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 **Formula Fees**	2 working day/s	• Financial Management Department; Financial Management Department (FMD)

Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home		Breakdown: Name Reservation Slip		
3. Submits the documentary requirements with proof of payment to the SEC Laoag Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte	3.1. Receives and verifies documentary requirements and proof of payment	None	1 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
	3.2. Assigns to post-audit processor		1 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
	3.3. Post-evaluates the assigned application		7 working day/s	• SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II;

				Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office • Director/Officer-In-Charge; Laoag Extension Office
	3.4. Prepares and generates the Certificate of Amendment of By-Laws/New By-Laws		4 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office
	3.5. Reviews the application and signs the Certificate of Amendment of By-Laws/New By-Laws		4 working day/s	• Director/Officer-In-Charge; Laoag Extension Office
	3.6. Tags the application through the eAmend Portal to issue the Notice for Schedule of Appointment on the release of the Certificate of		2 hour/s	• SEC Administrative Assistant II; Laoag Extension Office

	Amendment of By-Laws/New By-Laws			• SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
4. Receive the signed Certificate of Amended Articles of Incorporation and/or By-laws to the SEC Laoag Extension Office through the company's representatives or through a courier of their choice which available near SEC Laoag Extension Office (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte **Notes/Instruction:** Note: If the client choice the courier service, courier fee shoulder by the applicant. The client must provide the following information send through seclaoag@sec.gov.ph - Name of the receiver	4. Releases signed Certificate of Amended By-laws/New By-Laws	**Formula Fees** Breakdown: Courier Fee	2 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office

- Address of the receiver - Contact Number of the receiver				

Total Processing Time:	Working Days: 23 working day/s, 3 hour/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Possible Fees

- **Amended By-Laws** : 1000
- **Legal Research Fee** : 10
- **Documentary Stamp Tax** : 30

Formula / Schedule of Fees

- **Name Reservation Slip**

  Php 100 per corporate name

  *additional Php 100 per trade name

- **Courier Fee**

  The courier fee will depends to the courier services the client choice.

8. Application for amendment of corporate term where the proposed expiration is one (1) year or more than one (1) year under Section 136 of the RCC (under eAMEND Regular Processing)

This service details the procedure in applying for amendment of corporate term where the proposed expiration is one (1) year or more than one (1) year under Section 136 of the RCC.

Office or Division:	Laoag Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered stock domestic corporations with foreign equity participation of not more than forty percent (40%) and non-stock corporations, except lending corporations and financing companies, through their Authorized Representatives.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: • *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Amended Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client
3. Directors` or Trustees` Certificate (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download Director's Certificate and/or Trustees' Certificate sample form through this link:* • *Director's Certificate:- https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf* • *Trustees' Certificate- https://www.sec.gov.ph/wp-content/uploads/2019/11/Trustees_Certificate.pdf* *Original copy should be signed (wet signature) and notarized*	

notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed names	
4. Notarized Secretary's Certificate of no intra-corporate dispute (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download Secretary's Certificate sample form through this link: https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx*	
5. Monitoring Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: *Application for Monitoring Clearance through: ewatch.sec.gov.ph*	
For Situational Requirement	
A. For Clearance from other SEC departments	
Sub Situational Requirement/s	
A.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
A.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
A.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
A.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
A.c. For Financial Technology (FinTech) related business activities	
A.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Operators of payment systems;*	

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

A.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)

Remarks:

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

B. Endorsement from other government agencies

Sub Situational Requirement/s

B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services

B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For applications with Amendment of By-laws	
Sub Situational Requirement/s	
C.a. Air Transport	
C.a.1. Civil Aeronautics Board Endorsement (2) Original Copy And (1) Electronic Copy	Civil Aeronautics Board - Civil Aeronautics Board
C.b. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions	
C.b.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.c. Educational Institution: (stock & non-stock)	
C.c.1. Department of Education Endorsement for Elementary (2) Original Copy And (1) Electronic Copy	Department of Education - Department of Education
C.c.2. Commission on Higher Education Endorsement for College, Tertiary Course (2) Original Copy And (1) Electronic Copy	Commission on Higher Education - Commission on Higher Education
C.c.3. Technical Education Skills and Development Authority Endorsement for Technical Vocational Course (2) Original Copy And (1) Electronic Copy	Technical Education Skills and Development Authority - Technical Education Skills and Development Authority
C.d. Electric Power Plant/Trading of Petroleum Products	
C.d.1. Department of Energy Endorsement (2) Original Copy And (1) Electronic Copy	Department of Energy - Department of Energy
C.e. Hospital, Dental, Medical Clinics	
C.e.1. Department of Health Endorsement (2) Original Copy And (1) Electronic Copy	Department of Health - Department of Health
C.f. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.f.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C.g. Money Changer and Remittance Services	
C.g.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas

C.h. Non-Chartered Government Owned and Controlled Corporation	
C.h.1. Government Commission for Government-owned and Controlled Corporation Endorsement (2) Original Copy And (1) Electronic Copy	Government Commission for Government-owned and Controlled Corporation - Government Commission for Government-owned and Controlled Corporation
C.i. Professional Association	
C.i.1. Professional Regulation Commission Endorsement (2) Original Copy And (1) Electronic Copy	Professional Regulation Commission - Professional Regulation Commission
C.j. Radio, TV, Telephone, Internet Service Providers, Value-Added Service Provider	
C.j.1. National Telecommunications Commission Endorsement (2) Original Copy And (1) Electronic Copy	National Telecommunications Commission - National Telecommunications Commission
C.k. Recruitment for Overseas Employment	
C.k.1. Philippine Overseas Employment Administration Endorsement (2) Original Copy And (1) Electronic Copy	Philippine Overseas Employment Administration - Philippine Overseas Employment Administration
C.l. Security Agency/ Anti-Crime Task Force	
C.l.1. Philippine National Police Endorsement (2) Original Copy And (1) Electronic Copy	Philippine National Police - Philippine National Police
C.m. Tobacco Related Business	
C.m.1. National Tobacco Administration Endorsement (2) Original Copy And (1) Electronic Copy	National Tobacco Administration - National Tobacco Administration
C.n. Volunteer Fire Brigade	
C.n.1. Bureau of Fire Protection Endorsement (2) Original Copy And (1) Electronic Copy	Bureau of Fire Protection - Bureau of Fire Protection
C.o. Vessel/Ship Operation, Ship Management. Shipbuilding, Ship Repair, Shipping Agency, Ship Husbanding, Ship Chandling and other Maritime related activities	
C.o.1. Maritime Industry Authority Endorsement (2) Original Copy And (1) Electronic Copy	Maritime Industry Authority - Maritime Industry Authority
C.p. Water Service Providers and Waterworks	
C.p.1. Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems Endorsement (2) Original Copy And (1) Electronic Copy	Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems - Local Waterworks Utilities Administration /Manila

			Waterworks and Sewerage Systems	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, and submit the application in the eAMEND portal (Regular Processing) **Location:** (https://eamend.sec.gov.ph/login)	1.1. Verifies completeness and correctness of the submitted amendment requirements and assigns the application to the Processors if the documents are complete.	None	2 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
	1.2. Processes and evaluates application for amendment.		2 working day/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office

					• Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office • Director/Officer-In-Charge; Laoag Extension Office
		1.3. Issues Payment Assessment Form (PAF) to the applicant through the eAmend Portal.		30 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office • Director/Officer-In-Charge;

				Laoag Extension Office
2. Present PAF and pay filling fee to the nearest Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home **Location:** Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the electronic Official Receipt via email Note: For payments made online through eSPAYSEC are automatically confirmed by the system. For payments made through LandBank, confirmation will be processed within 1 to 2 working days.	**Standard Fees** Breakdown: Amended Articles of Incorporation: PHP 1000 Documentary Stamp Tax: PHP 30 Legal Research Fee: PHP 10 --- Total: PHP 1040 **Possible Fees** Breakdown: Amended By-Laws: PHP 1000 **Formula Fees** Breakdown: Name Reservation Slip	10 minute/s	• Financial Management Department; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the SEC Laoag Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Laoag Extension Office, 5th Floor Dap-ayan Center	3.1. Receives and verifies documentary requirements and proof of payment	None	2 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag

Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte				Extension Office
	3.2. Assigns to post-audit processor		30 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
	3.3. Post-evaluates the assigned application		2 working day/s	• SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office • Director/Officer-In-Charge; Laoag

				Extension Office
	3.4. Prepares and generates the Certificate of Amended Articles of Incorporation and/or By-Laws		30 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office
	3.5. Reviews the application and signs the Certificate of Amended Articles of Incorporation and/or By-Laws		2 working day/s	• Director/Officer-In-Charge; Laoag Extension Office
	3.6. Tags the application through the eAmend Portal to issue the Notice for Schedule of Appointment on the release of the Certificate of Amendment of Articles of Incorporation and/or By-Laws		30 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
4. Receive the signed Certificate of Amended Articles of Incorporation and/or By-laws to the SEC Laoag Extension Office through the company's representatives or through a courier of their choice which	4. Releases signed Certificate of Amended Articles of Incorporation and/or By-laws	**Formula Fees** Breakdown: Courier Fee	30 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag

available near SEC Laoag Extension Office (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte **Notes/Instruction:** Note: If the client choice the courier service, courier fee shoulder by the applicant. The client must provide the following information send through seclaoag@sec.gov.ph - Name of the receiver - Address of the receiver - Contact Number of the receiver				Extension Office • SEC Information Officer II; Laoag Extension Office
Total Processing Time:		Working Days: 6 working day/s, 6 hour/s, 40 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 1040 See other fees below		
Possible Fees • **Amended By-Laws** : 1000				
Formula / Schedule of Fees • **Name Reservation Slip** Php 100 per Corporate Name *Additional Php100 per trade name				

- **Courier Fee**

  The courier fee will depends to the courier services the client choice.

9. Application for Amendment of Lending/Financing Branch Offices

This service outlines the online procedure adopted for amending branch offices of Lending and Financing Companies. Preprocessing is conducted by submitting scanned copies of the required documents for branch office amendments via email at seclaoag@sec.gov.ph.

Office or Division:	Laoag Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Coversheet (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: *May secure a Checklist of requirements and sample formats from the Licensing Unit or through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf.*	
2. Letter request signed by any authorized representative stating the amended provision in the Certificate of Authority. (1) Original Copy And (3) Photo Copy	Applicant / Client
3. Original Certificate of Authority (1) Original Copy And (3) Photo Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. For pre-processing, send a scanned copy of documentary requirements to seclaoag@sec.gov.ph and wait for the result on the requested service. **Location:**	1.1. Receive, assign and forward to the processor the scanned copy of documentary requirements.	None	1 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer

SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte **Notes/Instruction:** Remarks: *If documents are incomplete and non-compliant, return to clients for compliance by issuing a checklist of deficiencies.				II; Laoag Extension Office
	1.2. Processor reviews and evaluates the submitted documentary requirements.		4 hour/s	• SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigato r; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
2. Receives update on the requested service through email. **Location:** SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte **Notes/Instruction:** Remarks: If an applicant receives a checklist of deficiencies, immediately comply and send back to the assigned processor.	2. Checks the Compliances on the deficiencies or lacking documentary requirements	None	4 hour/s	• SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigato r; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
3. Present PAF and pay filling fee to the nearest Landbank of the Philippines	3. Receive and acknowledge payment	**Possible Fees** Breakdown: Documentar	10 minute/s	• SEC Administrat ive Assistant

Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home **Location:** Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home		y Stamp Tax: PHP 30 **Formula Fees** Breakdown: License fees for Lending and Financing CosLegal Research Fee		II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office
4. Submits the documentary requirements with proof of payment to the SEC Laoag Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte	4.1. Receive and verify documentary requirements and proof of payment.	None	1 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office
	4.2. Forward the documents to processor for the preparation of certificate		10 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office
	4.3. Prepare the certificate for Branch Office of Lending/Financing Companies		2 hour/s	• SEC Information Officer II; Laoag Extension Office • Securities Specialist

				II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
	4.4. Review the certificate.		4 hour/s	• Director/Officer-In-Charge; Laoag Extension Office
	4.5. Sign the certificate.		20 minute/s	• Director/Officer-In-Charge; Laoag Extension Office
5. Receive Notice thru email that the Certificate is already signed. **Location:** SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte	5. Notify the Applicant thru email that the certificate is already signed.	None	5 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office
6. Receive the original Certificate to the SEC Laoag Extension Office through the company's representatives or through a courier of their choice which available near SEC Laoag Extension	6. Release signed Certificate of Branch Office of Lending/Financing Companies	**Formula Fees** Breakdown: Courier Fee	15 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag

Office (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte **Notes/Instruction:** Note: If the client choice the courier service, courier fee shoulder by the applicant. The client must provide the following information send through seclaoag@sec.gov.ph - Name of the receiver - Address of the receiver - Contact Number of the receiver				Extension Office
Total Processing Time:		Working Days: 2 working day/s, 1 hour/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Possible Fees

- **Documentary Stamp Tax** : 30

Formula / Schedule of Fees

- **License fees for Lending and Financing Cos**

  1/10 of 1% of the assigned capital of the Branch

- **Legal Research Fee**

  1% of the Filing Fee but not less than P 10.00

- **Courier Fee**

  The courier fee will depends to the courier services the client choice.

10. Application for Amendment of non-Philippine national Partnerships registered under FIA or before IPAs (Regular Processing)

This service details the procedure in applying for amendment of the Articles of Partnerships of non-Philippine national Partnerships registered under FIA or before Investment Promotion Agencies (IPAs) through the eAMEND Portal under Regular Processing.

Office or Division:	Laoag Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All partnerships registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs)
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf)*	
2. Amended Articles of Partnership (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
For Situational Requirement	
A. For Financial Technology (FinTech) related business activities (Operators of payment systems; Payment Service Providers; Electronic Money Issuers (EMI); Non-bank EMIs; Alternative Credit Scoring Companies; Online Lending Companies; Peer-to-peer Lending Companies; AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); KYC/Security Companies (KYC Service Providers); Digital Banks; Digital Asset Exchanges; Virtual Asset Service Providers; Play-to-Earn Platforms; E-Commerce Companies; Crowdfunding Platforms; RegTech Companies (RegTech Service Providers); SupTech Companies (SupTech Service Providers); and Digital Advisers/Robo-Advisers)	
A.1. PhiliFintech Innovation Office (PIO) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
A.2. Enforcement and Investor Protection Department (EIPD) Endorsement/Clearance	Securities and Exchange Commission - Enforcement

(1) Electronic Copy And (1) Original Copy And (1) Photo Copy	and Investor Protection Department (EIPD)
B. For Money Changer and Remittance Services	
B.1. Endorsement from Bangko Sentral ng Pilipinas (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Bangko Sentral ng Pilipinas - Financial Supervision Sector
C. For Insurance/Health Maintenance Organization	
C.1. Endorsement from Insurance Commission (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Insurance Commission - Legal Services Group - Licensing Division
D. If with Amendment of Partnership Name / Trade Name / Business Name	
D.1. Name Verification Slip for Amendment of Corporate Name with Proof of Payment of Reservation Fee (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: *imessage.sec.gov.ph or request from seclaoag@sec.gov.ph*	
Sub Situational Requirement/s	
D.a. If undertaking to change name, in compliance with Section 17 of the Revised Corporation Code of the Philippines (RCCP), is not explicitly stated in any of the submitted forms	
D.a.1. Undertaking of the Partner to change partnership name (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)*	
E. If the provision to be amended is the change of partners	
E.1. Deed of Assignment of partnership interest and/or documents showing withdrawal, resignation, retirement and death of a partner (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
F. If to engage as a foreign retailer (amendment of purpose)	
F.1. Certification of Inward Remittance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks:	

Certification of Inward Remittance of Foreign Exchange showing compliance of the foreign retailer with the minimum paid-up capital requirement of Twenty-Five Million Pesos (P25,000,000.00) or other proof, such as Bank Certification, certifying that such capital investment is deposited and maintained in a bank in the Philippines

F.2. Apostilled/authenticated Certificate of Reciprocity (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

Remarks:

to the effect that such State provides reciprocity to Filipinos

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the electronic copy of the requirements to the eAMEND Portal **Location:** https://eamend.sec.gov.ph/login **Notes/Instruction:** If the application is found to be for compliance during the evaluation stage, the applicant will have to go back to Step 1- Submission of requirements.	1.1. Verifies completeness of amendment requirements and assign to FIRST-D processors, if the documents are complete	None	1 working day/s, 4 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
	1.2. Processes and evaluates application for amendment		7 working day/s	• SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag

				Extension Office • SEC Counsel I; Laoag Extension Office
	1.3. Issues Payment Assessment Form (PAF) to the applicant if compliant.		30 minute/s	• SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
2. Present PAF and pay filling fee to the nearest Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home **Location:** Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the electronic Official Receipt via email Note: For payments made online through eSPAYSEC are automatically confirmed by the system. For payments made through LandBank, confirmation will be processed within 1 to 2 working days.	**Standard Fees** Breakdown: Amended Articles of Partnership: PHP 2000 Legal Research Fee: PHP 20 Documentary Stamp Tax: PHP 30 --- Total: PHP 2050 **Formula Fees** Breakdown: Name Verification	1 working day/s	• Financial Management Department; Financial Management Department (FMD)

3. Submits the documentary requirements with proof of payment to the SEC Laoag Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte	3.1. Receives and verifies documentary requirements and proof of payment	None	4 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
	3.2. Post-evaluates the assigned application		5 working day/s	• SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
	3.3. Prepares and generates the Certificate of Amended Articles of Partnership		2 hour/s	• SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office

				• Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
	3.4. Reviews the application and signs the the Certificate of Amended Articles of Partnership		4 working day/s	• Director/Officer-In-Charge; Laoag Extension Office
	3.5. Tags the application for appointment through the eAMEND Portal indicating the date of release of the certificate		30 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
4. Receive the signed Certificate to the SEC Laoag Extension Office through the company's representatives or through a courier of their choice which available near SEC Laoag Extension Office (e.g. JRS, LBC, J&T, etc. **Location:** SEC Laoag Extension Office, 5th Floor Dap-	4. Releases original copy of the Certificate of Amended Articles of Partnership	**Formula Fees** Breakdown: Courier Fee	2 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II;

ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte **Notes/Instruction:** Note: If the client choice the courier service, courier fee shoulder by the applicant. The client must provide the following information send through seclaoag@sec.gov.ph - Name of the receiver - Address of the receiver - Contact Number of the receiver				Laoag Extension Office
Total Processing Time:	Working Days: 19 working day/s, 5 hour/s			
Total Processing Fee:	Total Standard Fee: PHP 2050 See other fees below			

Formula / Schedule of Fees

- **Name Verification**

  PHP 100 per proposed name/s or trade name/s

  *valid for 30 days

- **Courier Fee**

  The courier fee will depends to the courier services the client choice.

11. Application for Amendment of Partnerships under eAMEND Regular Processing

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

a. Amendments of the Articles of Partnership
b. Dissolution of Partnership
c. Technical Dissolution
d. Change in Capital Contribution
e. Deed of Assignment
f. Withdrawal of Partners
g. Admission of Partners in the Partnership

Office or Division:	Laoag Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered Partnerships through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Amended Articles of Partnership (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Please use the most recent Articles of Partnership, which have been duly approved by the Commission. Simply modify the sections that are being amended duly signed and notarized.*	
For Situational Requirement	
A. For Withdrawal of Partner	
A.1. Affidavit of Withdrawal (2) Original Copy And (1) Electronic Copy	Applicant / Client

A.2. Deed of Assignment of partnership interest and/or documents showing withdrawal, resignation, retirement and death of a partner, if the provision to be Amended is the change of partners (2) Original Copy And (1) Electronic Copy	Applicant / Client
B. For Dissolution of Partnership	
B.1. Affidavit of Dissolution or Articles of Dissolution (2) Original Copy And (1) Electronic Copy	Applicant / Client
B.2. BIR Tax Clearance (2) Original Copy And (1) Electronic Copy	Bureau of Internal Revenue - Bureau of Internal Revenue
C. For Clearance from other SEC departments	
Sub Situational Requirement/s	
C.a. For Financial Technology (FinTech) related business activities	
C.a.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
C.a.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;*	

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

D. Endorsement from other government agencies	
Sub Situational Requirement/s	
D.a. Money Changer and Remittance Services	
D.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - BSP
D.b. Insurance	
D.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - IC
E. For Amendment of Partnership Name	
E.1. Name Verification Slip for Amendment of Partnership Name with Proof of Payment of Reservation Fee (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: *imessage.sec.gov.ph or request from seclaoag@sec.gov.ph*	
E.2. Undertaking of the Partner to change partnership name, if not stated in the Articles of Partnership (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download Undertaking to Change Name through https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

				(Designation; Office)
1. Encodes data required by the eAmend system, uploads and submits the complete and correct duly signed and notarized electronic copy of the requirements to eAmend Portal **Location:** (https://eamend.sec.gov.ph/login)	1.1. Verifies completeness of the submitted amendment requirements and assigns the application to the processors.	None	4 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
	1.2. Processes and evaluates application for amendment.		2 working day/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I;

				Laoag Extension Office
	1.3. Issues Payment Assessment Form (PAF) to the applicant if compliant		30 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
2. Present PAF and pay filling fee to the nearest Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home **Location:** Landbank of the Philippines Branch or	2. Issues payment confirmation containing the electronic Official Receipt via email Note: For payments made online through eSPAYSEC are automatically confirmed by the system. For payments made through LandBank, confirmation will be	**Standard Fees** Breakdown: Amended Articles of Partnership: PHP 2000 Legal Research Fee: PHP 20 Documentary Stamp Tax: PHP 30	10 minute/s	• Financial Management Department; Financial Management Department (FMD)

pay through the SEC Online Payment Portal https://espayssec.sec.gov.ph/payment-portal/home	processed within 1 to 2 working days.	Total: PHP 2050 **Possible Fees** Breakdown: Withdrawal of Partner Fee: PHP 1000 Deed of Assignment Fee: PHP 2000 **Formula Fees** Breakdown: Increase of Capital Contribution Name Verification		
3. Submits the documentary requirements with proof of payment to the SEC Laoag Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte	3.1. Receives and verifies documentary requirements and proof of payment	None	2 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administratice Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
	3.2. Assigns to post-audit processor		30 minute/s	• SEC Administrative Assistant II; Laoag Extension Office

				• SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
		3.3. Post-evaluates the assigned application	2 working day/s	• SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
		3.4. Prepares and generates the Certificate of Amended Articles of Partnership	4 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office

	3.5. Reviews the application and signs the Certificate of Amended Articles of Partnership		1 working day/s	• Director/Officer-In-Charge; Laoag Extension Office
	3.6. Encodes signed Certificate of Amended Articles of Partnership		1 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
	3.7. Tags the application as complete in the eAmend portal and tag the date of release of Certification.		1 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
4. Receive the signed Certificate of Amended Articles of Incorporation and/or By-laws to the SEC Laoag Extension Office through the	4. Releases signed Certificate of Amended Articles of Partnership	**Formula Fees** Breakdown: Courier Fee	2 hour/s	• SEC Administrative Assistant II; Laoag Extension Office

company's representatives or through a courier of their choice which available near SEC Laoag Extension Office (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte **Notes/Instruction:** Note: If the client choice the courier service, courier fee shoulder by the applicant. The client must provide the following information send through seclaoag@sec.gov.ph - Name of the receiver - Address of the receiver - Contact Number of the receiver				• SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office

Total Processing Time:	Working Days: 6 working day/s, 7 hour/s, 10 minute/s
Total Processing Fee:	Total Standard Fee: PHP 2050 See other fees below

Possible Fees

- **Withdrawal of Partner Fee** : 1000
- **Deed of Assignment Fee** : 2000

Formula / Schedule of Fees

- **Increase of Capital Contribution**

  ⅕ of 1% of the increase in capital but not less than P2,000.00

- **Name Verification**

  Php100 per Corporate Name

  *additional Php 100 per trade name

- **Courier Fee**

  The courier fee will depends to the courier services the client choice.

12. Application for Branch Offices of Lending/Financing Companies

This service outlines the online procedure for establishing branch offices of Lending and Financing Companies. Preprocessing is conducted by submitting scanned copies of the required branch office documents via email at seclaoag@sec.gov.ph

Office or Division:	Laoag Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Coversheet (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: *May secure a Checklist of requirements and sample formats from the Licensing Unit or through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf.*	
2. Personal Information Sheet of Officers of the Branch Office (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: • *Using the prescribed format & notarized* *May secure a Checklist of requirements and sample formats from the Licensing Unit or through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf.*	
3. Information Sheet (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: *May secure Checklist of requirements and sample formats from the Licensing Unit or through the Commission's website at https://www.sec.gov.ph/forms-and-fees/second-license/.*	

4. Valid NBI Clearance of ALL Officers of the Branch (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: • *With right thumbprint and signature* • *Reflecting the residential address as stated in the Information Sheet* *National Bureau of Investigation (NBI)*	
5. Monitoring Clearance (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: *Through Financing and Lending Companies Department (FinLend)* *https://docs.google.com/forms/d/e/1FAIpQLSeYaCEh_PQ2uq3gq0sS4ppKsbuolUzyTBCQfboQAsHZty-WYA/viewform*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

1. For pre-processing, send a scanned copy of documentary requirements to seclaoag@sec.gov.ph and wait for the result on the requested service. **Location:** SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte **Notes/Instruction:** Remarks: *If documents are incomplete and non-compliant, return to clients for compliance by issuing a checklist of deficiencies.	1.1. Receive, assign and forward to the processor the scanned copy of documentary requirements.	None	15 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office
	1.2. Processor reviews and evaluates the submitted documentary requirements.		4 hour/s	• SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
2. Receives update on the requested service through email. **Location:** SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte **Notes/Instruction:** **Remarks:** If an applicant receives a checklist of	2. Checks the Compliances on the deficiencies or lacking documentary requirements	None	4 hour/s	• SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I;

deficiencies, immediately comply and send back to the assigned processor.				Laoag Extension Office
3. Present PAF and pay filling fee to the nearest Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home **Location:** Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home	3. Receive and acknowledge payment	**Possible Fees** Breakdown: Documentary Stamp Tax: PHP 30 **Formula Fees** Breakdown: License fees for Lending and Financing CosLegal Research Fee	10 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
4. Submits the documentary requirements with proof of payment to the SEC Laoag Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte	4.1. Receive and verify documentary requirements and proof of payment.	None	10 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office
	4.2. Forward the documents to processor for the preparation of certificate		10 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag

				Extension Office
	4.3. Prepare the certificate for Branch Office of Lending/Financing Companies		30 minute/s	• SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
	4.4. Review the certificate		4 hour/s	• Director/Officer-In-Charge; Laoag Extension Office
	4.5. Sign the certificate.		30 minute/s	• Director/Officer-In-Charge; Laoag Extension Office
5. Receive Notice thru email that the Certificate is already signed. **Location:** SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte	5. Notify the Applicant thru email that the certificate is already signed.	None	20 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office

6. Receive the original Certificate to the SEC Laoag Extension Office through the company's representatives or through a courier of their choice which available near SEC Laoag Extension Office (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte **Notes/Instruction:** Note: If the client choice the courier service, courier fee shoulder by the applicant. The client must provide the following information send through seclaoag@sec.gov.ph - Name of the receiver - Address of the receiver - Contact Number of the receiver	6. Release signed Certificate of Branch Office of Lending/Financing Companies	**Formula Fees** Breakdown: Courier Fee	2 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office
Total Processing Time:		Working Days: 2 working day/s, 5 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		
Possible Fees				

- **Documentary Stamp Tax** : 30

Formula / Schedule of Fees

- **License fees for Lending and Financing Cos**

  1/10 of 1% of the assigned capital of the Branch

- **Legal Research Fee**

  1% of the Filing Fee but not less than P 10.00

- **Courier Fee**

  The courier fee will depends to the courier services the client choice.

13. Application for Change of Head or Appointment of the Head of the Corporation Sole (eAMEND Regular Processing)

This service details the procedure for the Change of Head or Appointment of the Head of the Corporation Sole through the eAMEND portal under Regular Processing.

Office or Division:	Laoag Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered corporation sole, through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: • *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Amended Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client
3. Resolution (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Original copies should be signed (wet signature) and notarized*	
For Situational Requirement	
A. If applicable	
Sub Situational Requirement/s	
A.a. For Change of Corporate Name	
A.a.1. Name Verification Slip for Amendment of Corporate Name with Proof of Payment of Reservation Fee	Securities and Exchange Commission - Laoag

(2) Original Copy And (1) Electronic Copy	Extension Office
Remarks: *imessage.sec.gov.ph or request from seclaoag@sec.gov.ph*	
A.b. Affidavit of a trustee or officer undertaking to change corporate name, if not stated in the Articles of Incorporation	
A.b.1. Affidavit of a trustee or officer undertaking to change corporate name, if not stated in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, and submit the application in the eAMEND portal (Regular Processing) **Location:** **(https://eamend.sec.gov.ph/login)** **Notes/Instruction:** *If the application is found to be for compliance in the evaluation stage, the applicant will have to go back to Step 1- Submission of complete requirements.*	1.1. Verifies completeness and correctness of the submitted amendment requirements and assigns the application to the Processors if the documents are complete	None	4 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
	1.2. Processes and evaluates application for amendment.		2 working day/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information

					Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office • Director/Officer-In-Charge; Laoag Extension Office
		1.3. Issues Payment Assessment Form (PAF) to the applicant.		30 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag

				Extension Office • SEC Counsel I; Laoag Extension Office • Director/Officer-In-Charge; Laoag Extension Office
2. Present PAF and pay filling fee to the nearest Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home **Location:** Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the electronic Official Receipt via email Note: For payments made online through eSPAYSEC are automatically confirmed by the system. For payments made through LandBank, confirmation will be processed within 1 to 2 working days.	**Standard Fees** Breakdown: Amendment of Articles of Incorporation: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 --- Total: PHP 1040 **Possible Fees** Breakdown: Amendment of By-Laws: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 **Formula Fees** Breakdown: Name Reservation Slip	30 minute/s	• Financial Management Department; Financial Management Department (FMD)

3. Submits the documentary requirements with proof of payment to the SEC Laoag Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte	3.1. Receives and verifies documentary requirements and proof of payment	None	1 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
	3.2. Assigns to post-audit processor		30 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
	3.3. Post-evaluates the assigned application		2 working day/s	• SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office • Securities Specialist

				II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office • Director/Officer-In-Charge; Laoag Extension Office
	3.4. Prepares and generates the Certificate of Amended Articles of Incorporation and/or By-Laws		1 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office
	3.5. Reviews the application and signs the Certificate of Amended Articles of Incorporation and/or By-Laws		1 working day/s	• Director/Officer-In-Charge; Laoag Extension Office
	3.6. Tags the application through the eAmend Portal to issue the Notice for Schedule of Appointment on the release of the Certificate of Amendment of Articles of Incorporation and/or By-Laws		1 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office

				• SEC Information Officer II; Laoag Extension Office
4. Receive the signed Certificate of Amended Articles of Incorporation and/or By-laws to the SEC Laoag Extension Office through the company's representatives or through a courier of their choice which available near SEC Laoag Extension Office (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte **Notes/Instruction:** Note: If the client choice the courier service, courier fee shoulder by the applicant. The client must provide the following information send through seclaoag@sec.gov.ph - Name of the receiver - Address of the receiver - Contact Number of the receiver	4. Releases signed Certificate of Amended Articles of Incorporation and/or By-laws	**Formula Fees** Breakdown: Courier Fee	2 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office

Total Processing Time:	Working Days: 6 working day/s, 2 hour/s, 30 minute/s
Total Processing Fee:	Total Standard Fee: PHP 1040 See other fees below

Possible Fees

- **Amendment of By-Laws** : 1000
- **Legal Research Fee** : 10
- **Documentary Stamp Tax** : 30

Formula / Schedule of Fees

- **Name Reservation Slip**

  Php100 per Corporate Name

  *Additional Php100 per trade name

- **Courier Fee**

  The courier fee will depends to the courier services the client choice.

14. Application for Conversion from Stock Corporation to Non-stock Corporation through eAMEND portal

This service details the procedure in applying for conversion from stock corporation to non-stock corporation through eAMEND portal using the Regular Processing;

1. *Conversion from Stock Corporation to Non-Stock Corporation (Regular Processing)*

Office or Division:	Laoag Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered stock domestic corporations with foreign equity participation of not more than forty percent (40%), except lending corporations and financing companies, through their Authorized Representatives.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Amended Articles of Incorporation and/or By-Laws (2) Photo Copy And (1) Electronic Copy	Applicant / Client
3. Directors' Certificate (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *Original copy should be signed (wet signature) and notarized* • *notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors and stockholders, (iii) the date and place of the stockholders' meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed names* • *Secure sample format through SEC Website: Primary Registration - Securities and Exchange Commission.*	
4. Secretary's Certificate of no intra-corporate dispute	Applicant / Client

(2) Original Copy And (1) Electronic Copy	
Remarks: • *Secure sample format through SEC Website: Primary Registration - Securities and Exchange Commission*	
5. Monitoring Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: • *If there is no valid and available Monitoring Clearance, submit an Affidavit of Undertaking for Monitoring from the eAMEND System.* • *If you have previously used an Affidavit of Undertaking for your amendment application, kindly submit a valid Monitoring Clearance issued by the SEC Laoag Extension Office for your current application.* • *Application for Monitoring Clearance through: ewatch.sec.gov.ph*	
6. Name Verification Slip for Amendment of Corporate Name with Proof of Payment of Reservation Fee (2) Original Copy And (1) Original Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: *imessage.sec.gov.ph or request from seclaoag@sec.gov.ph*	
7. Clearance/Favorable recommendation from other Departments of the Commission or from the appropriate Government Agency if applicable. (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Other Departments
For Situational Requirement	
A. For Clearance from other SEC Departments	
Sub Situational Requirement/s	
A.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
A.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
A.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	

A.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
A.c. For Financial Technology (FinTech) related business activities	
A.c.1. PhiliFintech Innovation Office (PIO) and Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO) and Enforcement and Investor Protection Department (EIPD)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
B. Endorsement from other government agencies	
Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For applications with Amendment of By-laws	
Sub Situational Requirement/s	
C.a. Air Transport	

C.a.1. Civil Aeronautics Board Endorsement (2) Original Copy And (1) Electronic Copy	Civil Aeronautics Board - Civil Aeronautics Board
C.b. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions	
C.b.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.c. Educational Institution: (stock & non-stock)	
C.c.1. Department of Education Endorsement for Elementary (2) Original Copy And (1) Electronic Copy	Department of Education - Department of Education
C.c.2. Commission on Higher Education Endorsement for College, Tertiary Course (2) Original Copy And (1) Electronic Copy	Commission on Higher Education - Commission on Higher Education
C.c.3. Technical Education Skills and Development Authority Endorsement for Technical Vocational Course (2) Original Copy And (1) Electronic Copy	Technical Education Skills and Development Authority - Technical Education Skills and Development Authority
C.d. Electric Power Plant/Trading of Petroleum Products	
C.d.1. Department of Energy Endorsement (2) Original Copy And (1) Electronic Copy	Department of Energy - Department of Energy
C.e. Hospital, Dental, Medical Clinics	
C.e.1. Department of Health Endorsement (2) Original Copy And (1) Electronic Copy	Department of Health - Department of Health
C.f. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.f.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C.g. Money Changer and Remittance Services	
C.g.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.h. Non-Chartered Government Owned and Controlled Corporation	
C.h.1. Government Commission for Government-owned and Controlled Corporation Endorsement (2) Original Copy And (1) Electronic Copy	Government Commission for Government-owned and Controlled Corporation - Government Commission for Government-owned and Controlled Corporation
C.i. Professional Association	
C.i.1. Professional Regulation Commission Endorsement (2) Original Copy And (1) Electronic Copy	Professional Regulation Commission - Professional Regulation Commission

C.j. Radio, TV, Telephone, Internet Service Providers, Value-Added Service Provider	
C.j.1. National Telecommunications Commission Endorsement (2) Original Copy And (1) Electronic Copy	National Telecommunications Commission - National Telecommunications Commission
C.k. Recruitment for Overseas Employment	
C.k.1. Philippine Overseas Employment Administration Endorsement (2) Original Copy And (1) Electronic Copy	Philippine Overseas Employment Administration - Philippine Overseas Employment Administration
C.l. Security Agency/ Anti-Crime Task Force	
C.l.1. Philippine National Police Endorsement (2) Original Copy And (1) Electronic Copy	Philippine National Police - Philippine National Police
C.m. Tobacco Related Business	
C.m.1. National Tobacco Administration Endorsement (2) Original Copy And (1) Electronic Copy	National Tobacco Administration - National Tobacco Administration
C.n. Volunteer Fire Brigade	
C.n.1. Bureau of Fire Protection Endorsement (2) Original Copy And (1) Electronic Copy	Bureau of Fire Protection - Bureau of Fire Protection
C.o. Vessel/Ship Operation, Ship Management. Shipbuilding, Ship Repair, Shipping Agency, Ship Husbanding, Ship Chandling and other Maritime related activities	
C.o.1. Maritime Industry Authority Endorsement (2) Original Copy And (1) Electronic Copy	Maritime Industry Authority - Maritime Industry Authority
C.p. Water Service Providers and Waterworks	
C.p.1. Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems Endorsement (2) Original Copy And (1) Electronic Copy	Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems - Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the	1.1. Verifies completeness of the submitted amendment requirements and	None	1 hour/s	• SEC Administrative Assistant II; Laoag

requirements, and submit the application in the eAMEND portal (Regular Processing) **Location:** (https://eamend.sec.gov.ph/login)	assigns the application to the processors.			Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
	1.2. Processes and evaluates application for amendment.		3 working day/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
	1.3. Issues Payment Assessment Form (PAF) to the applicant.		20 minute/s	• SEC Administrative Assistant

				II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II ; Laoag Extension Office • Securities Specialist II ; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
2. Present PAF and pay filling fee to the nearest Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home **Location:** Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the electronic Official Receipt via email Note: For payments made online through eSPAYSEC are automatically confirmed by the system. For payments made through LandBank, confirmation will be processed within 1 to 2 working days.	**Standard Fees** Breakdown: Amendment of Articles of Incorporation : PHP 1000 Legal Research Fee: PHP 20 Documentary Stamp Tax: PHP 60 Amendment By-Laws: PHP 1000 --- Total: PHP 2080 **Formula Fees**	5 minute/s	• Financial Management Department; Financial Management Department (FMD)

		Breakdown: Name Verification Fee		
3. Submits the documentary requirements with proof of payment to the SEC Laoag Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte	3.1. Receives and verifies documentary requirements and proof of payment	None	1 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
	3.2. Assigns to post-audit processor		30 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
	3.3. Post-evaluates the assigned application		2 working day/s	• SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II;

				Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office • Director/Officer-In-Charge; Laoag Extension Office
	3.4. Prepares and generates the Certificate of Amended Articles of Incorporation and/or By-Laws		30 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office
	3.5. Reviews the application and signs the Certificate of Amended Articles of Incorporation and/or By-Laws		1 working day/s	• Director/ Officer-In-Charge; Laoag Extension Office
	3.6. Tags the application through the eAmend Portal to issue the Notice for Schedule of Appointment on the release of the Certificate of		30 minute/s	• SEC Administrative Assistant II; Laoag Extension Office

	Amendment of Articles of Incorporation and/or By-Laws			• SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
4. Receive the signed Certificate of Amended Articles of Incorporation and/or By-laws to the SEC Laoag Extension Office through the company's representatives or through a courier of their choice which available near SEC Laoag Extension Office (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte **Notes/Instruction:** Note: If the client choice the courier service, courier fee shoulder by the applicant. The client must provide the following information send through seclaoag@sec.gov.ph - Name of the receiver	4. Releases the signed Certificate of Amended Articles of Incorporation and/or By-Laws	**Formula Fees** Breakdown: Courier Fee	30 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office

- Address of the receiver - Contact Number of the receiver				
Total Processing Time:		Working Days: 6 working day/s, 4 hour/s, 25 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 2080 See other fees below		

Formula / Schedule of Fees

- **Name Verification Fee**

  PHP 100 per corporate name

  plus Php100 per trade name/s

- **Courier Fee**

  The courier fee will depends to the courier services the client choice.

15. Application for Conversion of Corporation Sole to Ordinary Non-Stock Corporations of Domestic Corporations (eAMEND Regular Processing)

This service details the procedure in applying for Conversion of Corporation Sole to Ordinary Non-Stock Corporation through the eAMEND portal under Regular Processing.

Office or Division:	Laoag Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered corporation sole (for conversion of corporation sole to non-stock), through their Authorized Representatives (for amendment of corporate term)
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: *All registered corporation sole (for conversion of corporation sole to non-stock), through their Authorized Representatives (for amendment of corporate term)*	
2. Amended Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Please use the most recent Articles of Incorporation and By-Laws, which have been duly approved by the Commission. Simply modify the sections that are being amended. Underline the amended provision and add "(as amended on [date of meeting])" after it.*	
3. Resolution (2) Original Copy And (1) Electronic Copy	Applicant / Client
For Situational Requirement	
A. If applicable	
Sub Situational Requirement/s	
A.a. For Change of Corporate Name	

A.a.1. Name Verification Slip for Amendment of Corporate Name with Proof of Payment of Reservation Fee (2) Original Copy And (1) Electronic Copy			Securities and Exchange Commission - Laoag Extension Office	
Remarks: *imessage.sec.gov.ph or request from seclaoag@sec.gov.ph*				
A.a.2. Affidavit of a trustee or officer undertaking to change corporate name, if not stated in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, and submit the application in the eAMEND portal (Regular Processing) **Location:** **(https://eamend.sec.gov.ph/login)** **Notes/Instruction:** *If the application is found to be for compliance in the evaluation stage, the applicant will have to go back to Step 1- Submission of complete requirements.*	1.1. Verifies completeness and correctness of the submitted amendment requirements and assigns the application to the Processors if the documents are complete	None	1 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
	1.2. Processes and evaluates application for amendment.		2 working day/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information

					Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office • Director/Officer-In-Charge; Laoag Extension Office
	1.3. Issues Payment Assessment Form (PAF) to the applicant.			10 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag

				Extension Office • SEC Counsel I; Laoag Extension Office • Director/Officer-In-Charge; Laoag Extension Office
2. Present PAF and pay filling fee to the nearest Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home **Location:** Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the electronic Official Receipt via email Note: For payments made online through eSPAYSEC are automatically confirmed by the system. For payments made through LandBank, confirmation will be processed within 1 to 2 working days.	**Standard Fees** Breakdown: Amendment of Articles of Incorporation: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 --- Total: PHP 1040 **Possible Fees** Breakdown: Amendment of By-Laws: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 **Formula Fees** Breakdown: Name Reservation Slip	5 minute/s	• Financial Management Department; Financial Management Department (FMD)

3. Submits the documentary requirements with proof of payment to the SEC Laoag Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte	3.1. Receives and verifies documentary requirements and proof of payment	None	1 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
	3.2. Assigns to post-audit processor		1 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
	3.3. Post-evaluates the assigned application		2 working day/s	• SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office • Securities Specialist

				II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office • Director/Officer-In-Charge; Laoag Extension Office
	3.4. Prepares and generates the Certificate of Amended Articles of Incorporation and/or By-Laws		1 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office
	3.5. Reviews the application and signs the Certificate of Amended Articles of Incorporation and/or By-Laws		2 working day/s	• Director/Officer-In-Charge; Laoag Extension Office
	3.6. Tags the application through the eAmend Portal to issue the Notice for Schedule of Appointment on the release of the Certificate of Amendment of Articles of Incorporation and/or By-Laws		1 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office

				• SEC Information Officer II; Laoag Extension Office
4. Receive the signed Certificate of Amended Articles of Incorporation and/or By-laws to the SEC Laoag Extension Office through the company's representatives or through a courier of their choice which available near SEC Laoag Extension Office (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte **Notes/Instruction:** Note: If the client choice the courier service, courier fee shoulder by the applicant. The client must provide the following information send through seclaoag@sec.gov.ph - Name of the receiver - Address of the receiver - Contact Number of the receiver	4. Releases signed Certificate of Amended Articles of Incorporation and/or By-laws	**Formula Fees** Breakdown: Courier Fee	1 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office

Total Processing Time:	Working Days: 6 working day/s, 6 hour/s, 15 minute/s
Total Processing Fee:	Total Standard Fee: PHP 1040 See other fees below

Possible Fees

- **Amendment of By-Laws** : 1000
- **Legal Research Fee** : 10
- **Documentary Stamp Tax** : 30

Formula / Schedule of Fees

- **Name Reservation Slip**

  Php100 per Corporate Name

  *Additional Php100 per trade name

- **Courier Fee**

  The courier fee will depends to the courier services the client choice.

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

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

Office or Division:	Laoag Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All FIA Registered Ordinary Stock Corporation (OSC)
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf)*	
2. Notice of Conversion of Ordinary Stock Corporation to a One Person Corporation in the form prescribed by the Commission (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *https://www.sec.gov.ph/mc-2020/mc-no-27-s-2020/* • *Signed by the single stockholder who has acquired all the outstanding shares of the capital stock of an ordinary corporation;* • *Signed by the Corporation's Corporate Secretary*	
3. Original or Certified True Copy of the documents effecting the transfer/s of full title/ownership of shares (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

Remarks: • *Deeds of Assignment or any legal document transferring the shares to the single stockholder and if applicable,* • *Certified True Copy of Proof of Authority to act on behalf of the trustee/estate*	
4. Certificate Authorizing Registration (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Bureau of Internal Revenue - Revenue District Office
5. Articles of Incorporation of an OPC (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: • *Must be duly prepared, signed and acknowledged or authenticated by the single stockholder and by the corporation's Treasurer* • *Provision/article indicating the name/s and address/es of the original incorporator/s of the OSC* • *Provision/articles on the number of directors, their payment details were modified to reflect the name, address, subscription and payment details of the single stockholder in the form prescribed by the Commission* • *Other details particular to an OPC indicated in MC No. 07, Series of 2019.* • *Must contain the following as a new Article in the Articles of Incorporation of the One Person Corporation:* *"Upon issuance by the Securities and Exchange Commission of the Certificate of Filing of Amended Articles of Incorporation, reflecting its conversion into a One Person Corporation, the attached Articles of Incorporation of the Ordinary Stock Corporation shall be deemed superseded "*	
6. Copy of the latest Articles of Incorporation of the Ordinary Stock Corporation (OSC) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
7. Notarized Secretary's Certificate of no pending case of intra-corporate dispute (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx)*	
8. Letter of acceptance of appointment by Nominee and Alternate Nominee (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
9. Name Verification Slip for Amendment with Proof of Payment of Reservation Fee (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks:	

imessage.sec.gov.ph or request from seclaoag@sec.gov.ph	
For Situational Requirement	
A. For Corporations with Primary License	
A.1. Monitoring Clearance (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: *https://ewatch.sec.gov.ph/login*	
B. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
B.1. Monitoring Clearance from Markets and Securities Regulation Department (MSRD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Markets and Securities Regulation Department
C. For Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies, and foundation	
C.1. Monitoring Clearance from Corporate Governance and Finance Department (CGFD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Corporate Governance and Finance Department
D. For Financing/Lending	
D.1. Monitoring Clearance (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: *https://ewatch.sec.gov.ph/login*	
E. For Financial Technology (FinTech) related business activities [Operators of payment systems; Payment Service Providers; Electronic Money Issuers (EMI); Non-bank EMIs; Alternative Credit Scoring Companies; AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); KYC/Security Companies (KYC Service Providers); Digital Banks; Digital Asset Exchanges; Virtual Asset Service Providers; Play-to-Earn Platforms; o E-Commerce Companies; Crowdfunding Platforms; RegTech Companies (RegTech Service Providers); SupTech Companies (SupTech Service Providers); and Digital Advisers/Robo-Advisers]	
E.1. PhiliFintech Innovation Office (PIO) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office
E.2. Enforcement and Investor Protection Department (EIPD) Endorsement/Clearance	Securities and Exchange Commission - Enforcement

(1) Electronic Copy And (1) Original Copy And (1) Photo Copy	and Investor Protection Department
F. For Money Changer and Remittance Services	
F.1. Endorsement from Bangko Sentral ng Pilipinas (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Bangko Sentral ng Pilipinas - Financial Supervision Sector
G. For Insurance/Health Maintenance Organization	
G.1. Endorsement from Insurance Commission (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Insurance Commission - Legal Services Group - Licensing Division
H. For Self-appointed Treasurer	
H.1. Self-appointed Treasurer's Bond (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
I. For Amendment of Corporate Name, if not stated in the Articles of Incorporation	
I.1. Undertaking to Change Corporate Name duly executed under oath by the Single Stockholder (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)*	
J. Undertaking to Assume All Liabilities of the OSC, duly executed under oath by the single stockholder of the OPC, if not yet included in the Articles of Incorporation.	
J.1. Undertaking to Assume All Liabilities of the OSC, duly executed under oath by the single stockholder of the OPC (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the electronic copy of the requirements to the eAMEND Portal **Location:** https://eamend.sec.gov.ph/login	1.1. Verifies completeness of amendment requirements and assign to FIRST processors, if the documents are complete	None	7 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrat

Notes/Instruction: If the application is found to be for compliance during the evaluation stage, the applicant will have to go back to Step 1- Submission of requirements.				ive Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
	1.2. Processes and evaluates application for amendment		15 working day/s	• SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
	1.3. Issues Payment Assessment Form (PAF) if compliant		30 minute/s	• SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office

2. Present PAF and pay filling fee to the nearest Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home **Location:** Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the electronic Official Receipt via email Note: For payments made online through eSPAYSEC are automatically confirmed by the system. For payments made through LandBank, confirmation will be processed within 1 to 2 working days.	**Standard Fees** Breakdown: Amended Articles of Incorporation or By-Laws: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 Total: PHP 1040 **Formula Fees** Breakdown: Name Verification	1 working day/s	• Financial Management Department; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the SEC Laoag Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte	3.1. Receives and verifies documentary requirements and proof of payment.	None	4 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
	3.2. Post-evaluates the submitted documents.		10 working day/s	• SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag

				Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
	3.3. Prepares and generates the Certificate of Amended Articles of Incorporation and/or By-Laws		2 hour/s	• SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
	3.4. Reviews the application and signs the the Certificate of Amended Articles of Incorporation and/or By-Laws		9 working day/s	• Director/Officer-In-Charge; Laoag Extension Office
	3.5. Tags the application for appointment through the eAMEND Portal indicating the date of release of the certificate		30 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag

				Extension Office • SEC Informatio0 n Officer II; Laoag Extension Office
4. Receive the original Certificate to the SEC Laoag Extension Office through the company's representatives or through a courier of their choice which available near SEC Laoag Extension Office (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte **Notes/Instruction:** Note: If the client choice the courier service, courier fee shoulder by the applicant. The client must provide the following information send through seclaoag@sec.gov.ph - Name of the receiver - Address of the receiver - Contact Number of the receiver	4. Releases original copy of the Certificate of Amended Articles of Incorporation and/or By-Laws	**Formula Fees** Breakdown: Courier Fee	2 hour/s	• SEC Administrat ive Assistant II; Laoag Extension Office • SEC Administrat ive Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office

Total Processing Time:	Working Days: 37 working day/s
Total Processing Fee:	Total Standard Fee: PHP 1040 See other fees below

Formula / Schedule of Fees

- **Name Verification**

  PHP 100 per proposed name/s or trade name/s

  *valid for 30 days

- **Courier Fee**

  The courier fee will depends to the courier services the client choice.

17. Application for Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC) under eAMEND Regular Processing

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

Office or Division:	Laoag Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Notice of Conversion of a One Person Corporation to Ordinary Stock Corporation in the form prescribed by the Commission (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: • *Sample form downloadable through this link: https://www.sec.gov.ph/mc-2020/mc-no-27-s-2020/* • *Original copy should be signed (wet signature) and notarized* • *Signed by the holder of shares of the outstanding shares of the capital stock;* • *Signed by the Corporation's Corporate Secretary* • *Filed with the Commission within sixty (60) days from such transfer of shares in accordance to Sections 8 to 10 of SEC MC No. 27, series of 2020*	
3. Original or Certified True Copy of the documents effecting the transfer/s of full title/ownership of shares (1) Original Copy Or (1) Photo Copy And (1) Electronic Copy	Applicant / Client
4. Certificate Authorizing Registration/Tax Clearance	Bureau of Internal Revenue -

(2) Original Copy And (1) Electronic Copy	BIR
5. Articles of Incorporation and By-laws of an OSC filed in accordance with the requirements provided under Section 14 of the RCC, which shall comply with and/or contain the following details; (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Laoag Extension Office

Remarks:

- *Section 14 of the Revised Corporation Code of the Philippines (RCC)*
- *Duly prepared, signed and acknowledged or authenticated by the stockholders who voted for their adoption, and by the corporation's treasurer;*
- *Must clearly state that signatories voluntarily agreed to convert OPC to OSC in the following manner:*

  "KNOW ALL MEN BY THESE PRESENTS:

  - *The undersigned stockholder/s, of legal age, voluntarily agreed to convert a one person corporation (OPC) to Ordinary Stock Corporation (OSC) under the laws of the Republic of the Philippines and certify the following.*
  - *Provision/article indicating the name/s and address of the original incorporator of the OPC*
  - *Provisions/articles reflecting the number of directors, their names and addresses, as well as their subscription and payment details, and;*
  - *Other details particular to an OSC shall likewise be indicated in accordance with the provisions of the RCC and guidelines that the Commission has issued and/or may hereafter issue*
  - *The following shall likewise be added as a new Article in the Articles of Incorporation of the Ordinary Stock Corporation (OSC)*

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

6. Copy of the latest Articles of Incorporation of the OPC shall be attached to the Articles of Incorporation of the Ordinary Stock Corporation (OSC) (2) Original Copy And (1) Electronic Copy	Applicant / Client
7. Monitoring Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Laoag Extension Office

Remarks:

Application for Monitoring Clearance through: ewatch.sec.gov.ph

- *If there is no valid and available Monitoring Clearance, submit an Affidavit of Undertaking for Monitoring from the eAMEND System.*
- *If you have previously used an Affidavit of Undertaking for your amendment application, kindly submit a valid Monitoring Clearance issued by the SEC Laoag Extension Office*

for your current application.

For Situational Requirement	
A. For amendment of the Corporate name	
A.1. Name Verification Slip for Amendment of Corporate Name with Proof of Payment of Reservation Fee (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: *imessage.sec.gov.ph or request from seclaoag@sec.gov.ph*	
A.2. Undertaking to Change Corporate Name duly executed under oath by the director of the OSC, if not yet included in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)*	
B. For Clearance from other SEC departments	
Sub Situational Requirement/s	
B.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
B.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
B.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
B.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
B.c. For Financial Technology (FinTech) related business activities	
B.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI)*	

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

B.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)

Remarks:

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

C. Endorsement clearance from appropriate Government agencies

Sub Situational Requirement/s

C.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services

C.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas

C.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization				
C.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy			Insurance Commission - Insurance Commission	
D. Undertaking to Assume All Liabilities of the OPC, duly executed under oath by all stockholders of the OSC, if not yet included in the Articles of Incorporation				
D.1. Undertaking to Assume All Liabilities of the OPC, duly executed under oath by all stockholders of the OSC (2) Original Copy And (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, pays the filing fee through through eSPAYSEC and submit the application in the eAMEND portal (Regular Processing) **Location:** (https://eamend.sec.gov.ph/login)	1.1. Verifies completeness of the submitted amendment requirements and assigns the application to the Processors.	None	1 working day/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
	1.2. Processes and evaluates application for amendment.		7 working day/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag

					Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office • Director/Officer-In-Charge; Laoag Extension Office
		1.3. Issues Payment Assessment Form (PAF) to the applicant if compliant.		30 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office

				• SEC Counsel I; Laoag Extension Office • Director/Officer-In-Charge; Laoag Extension Office
2. Present PAF and pay filling fee to the nearest Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home **Location:** Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the electronic Official Receipt via email Note: For payments made online through eSPAYSEC are automatically confirmed by the system. For payments made through LandBank, confirmation will be processed within 1 to 2 working days.	**Standard Fees** Breakdown: Amendment of Articles of Incorporation : PHP 1000 Amendment of By-laws: PHP 1000 Legal Research Fee: PHP 20 Documentary Stamp Tax: PHP 60 Total: PHP 2080 **Formula Fees** Breakdown: Name Verification Fee	10 minute/s	• Financial Management Department; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the SEC Laoag Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:**	3.1. Receives and verifies documentary requirements and proof of payment	None	1 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office

SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte				• SEC Information Officer II; Laoag Extension Office
	3.2. Assigns to post-audit processor		1 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
	3.3. Post-evaluates the assigned application		7 working day/s	• SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office

				• Director/Officer-In-Charge; Laoag Extension Office
	3.4. Prepares and generates the Certificate of Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC)		1 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office
	3.5. Reviews the application and signs the Certificate of Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC)		5 working day/s	• Director/Officer-In-Charge; Laoag Extension Office
	3.6. Encodes signed Certificate of Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC)		4 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
	3.7. 3.6 Tags the application for appointment through the eAmend Portal indicating the date of		30 minute/s	• SEC Administrative Assistant II; Laoag

	release of the Certificate			Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
4. Receive the signed Certificate of Amended Articles of Incorporation and/or By-laws to the SEC Laoag Extension Office through the company's representatives or through a courier of their choice which available near SEC Laoag Extension Office (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte **Notes/Instruction:** Note: If the client choice the courier service, courier fee shoulder by the applicant. The client must provide the following information send through seclaoag@sec.gov.ph	4. Releases signed Certificate of Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC)	**Formula Fees** Breakdown: Courier Fee	30 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office

- Name of the receiver - Address of the receiver - Contact Number of the receiver				
Total Processing Time:		Working Days: 21 working day/s, 40 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 2080 See other fees below		

Formula / Schedule of Fees

- **Name Verification Fee**

  PHP 100 per proposed company name

  *additional Php100 per trade name/s

- **Courier Fee**

  Courier Fee

  The courier fee will depends to the courier services the client choice.

18. Application for Conversion of Ordinary Corporation to Lending/Financing Companies and Lending to Financing Corporation and vice versa.

This service outlines the online procedure adopted for the conversion from an Ordinary Corporation to a Lending/Financing Corporation, or from a Lending Corporation to a Financing Corporation (and vice versa). Preprocessing is conducted by submitting scanned copies of the required documents for amendment of the Articles of Incorporation and/or By-laws via email at seclaoag@sec.gov.ph.

Office or Division:	Laoag Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Coversheet (3) Original Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: *May secure a Checklist of requirements and sample formats from the Licensing Unit or through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf.*	
2. Amended Articles of Incorporation/By-laws (1) Original Copy And (2) Photo Copy	Applicant / Client
3. Directors` Certificate - notarized and signed by majority of the directors and the corporate secretary, certifying (i) the amendment of the Articles of Incorporation and indicating the amended provisions, (ii) the vote of the directors and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their names (1) Original Copy And (2) Photo Copy	Applicant / Client
4. Notarized Secretary's Certificate on no pending case of intra-corporate dispute (1) Original Copy And (2) Photo Copy	Applicant / Client

5. Monitoring Clearance (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *Through Compliance Monitoring Division - https://forms.gle/N3MMQx61C5cApzhm8*	
6. Name Verification Slip, if the provision to be amended is the corporate name (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *Corporate Filing and Records Division or through crmd_amend_name@sec.gov.ph*	
7. Affidavit of a director or officer undertaking to change corporate name, if not stated in the Al (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *May secure a copy through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/2019_FormsUndertakingtoChangeName.pdf*	
For Situational Requirement	
A. FROM ORDINARY CORPORATION TO LENDING CORPORATION	
A.1. Application Form (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *May secure a copy through the Commission's website at https://www.sec.gov.ph/forms-and-fees/second-license/.*	
A.2. Information Sheet (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *May secure a copy through the Commission's website at https://www.sec.gov.ph/forms-and-fees/second-license/.*	
A.3. Additional Requirements for FOREIGN Directors and Officers (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: 1. *Photocopy of Alien Certificate of Registration Card/Immigrant Certificate of Residence Card** 2. *Photocopy of Passport Showing Valid Visa or Stay in the Philippines**	

3. Clearance from the Bureau of Immigration	
A.4. Sworn Certification required under SEC Memorandum Circular No. 29, Series of 2020 (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: • *Shall include an undertaking that the applicant shall submit hard and soft copies of its MTPP to the AMLD-EIPD within ten (10) days from receipt of its Certificate of Registration and/or secondary license from the Commission* • *Stamped received by the Anti-Money Laundering Division of the Enforcement and Investor Protection Department (AMLD-EIPD)*	
A.5. Valid NBI Clearance of ALL Incorporators and Stockholders (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: • *With right thumb print and signature* • *Reflecting the residential address as stated in the Information Sheet & Articles of Incorporation*	
B. FROM ORDINARY CORPORATION TO FINANCING CORPORATION	
B.1. Application Form (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *May secure a copy through the Commission's website at https://www.sec.gov.ph/forms-and-fees/second-license/.*	
B.2. Information Sheet (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *May secure a copy through the Commission's website at https://www.sec.gov.ph/forms-and-fees/second-license/.*	
B.3. Personal Information Sheet of Directors & Officers (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: • *Using the prescribed format & notarized* *May secure a copy through the Commission's website at https://www.sec.gov.ph/forms-and-fees/second-license/.*	

B.4. Valid NBI Clearance of ALL Incorporators and Stockholders (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: • *With right thumb print and signature* • *Reflecting the residential address as stated in the Information Sheet & Articles of Incorporation (AI)/General Information Sheet (GIS)*	
B.5. Additional Requirements for FOREIGN Directors and Officers (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: 1. *Photocopy of Alien Certificate of Registration Card/Immigrant Certificate of Residence Card** 2. *Photocopy of Passport Showing Valid Visa or Stay in the Philippines** 3. *Clearance from the Bureau of Immigration*	
B.6. Manual on Corporate Governance (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *If foreign participation in voting stock is more than 40%; or* *-If total assets is PhP50M or more; or* *-If commercial paper issue, either exempt or registered*	
B.7. Sworn Certification required under SEC Memorandum Circular No. 29, Series of 2020 (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: • *Shall include an undertaking that the applicant shall submit hard and soft copies of its MTPP to the AMLD-EIPD within ten (10) days from receipt of its Certificate of Registration and/or secondary license from the Commission* • *Stamped received by the Anti-Money Laundering Division of the Enforcement and Investor Protection Department (AMLD-EIPD)*	
B.8. Format of Disclosure Statement on Loan/Credit Transactions (1) Original Copy And (2) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

1. For pre-processing, send a scanned copy of documentary requirements to seclaoag@sec.gov.ph and wait for the result on the requested service. **Location:** SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte **Notes/Instruction:** Remarks: If documents are incomplete and non-compliant, return to clients for compliance by issuing a checklist of deficiencies.	1.1. Receive, assign and forward to the processor the scanned copy of documentary requirements.	None	15 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
	1.2. Processor reviews and evaluates the submitted documentary requirements.		3 working day/s	• SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
2. Receives update on the requested service through email. **Location:** SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta.	2. Checks the Compliances on the deficiencies or lacking documentary requirements	None	3 working day/s	• SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office

Angela, Laoag City, Ilocos Norte **Notes/Instruction:** Remarks: If an applicant receives a checklist of deficiencies, immediately comply and send back to the assigned processor.				• Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
3. Present PAF and pay filling fee to the nearest Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home **Location:** Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home	3. Receive and acknowledge payment	**Possible Fees** Breakdown: Amended Articles of Incorporation : PHP 1000 Amended By-Laws: PHP 1000 Documentary Stamp Tax: PHP 30 Name Verification: PHP 100 **Formula Fees** Breakdown: License fees for Lending and Financing CosLegal Research Fee	15 minute/s	• SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
4. Submits the documentary requirements with proof of payment to the SEC Laoag Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.)	4.1. Receive and verify documentary requirements and proof of payment.	None	1 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag

Location: SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte				Extension Office
	4.2. Forward the documents to processor for the preparation of certificate		10 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II;
	4.3. Prepare the certificate for Lending/Financing Companies		15 minute/s	• SEC Information Officer Ii; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
	4.4. Review the certificate		4 hour/s	• Director/Officer-In-Charge; Laoag Extension Office
	4.5. Sign the certificate.		15 minute/s	• Director/Officer-In-Charge; Laoag Extension Office

5. Receive Notice thru email that the Certificate is already signed. **Location:** SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte	5. Notify the Applicant thru email that the certificate is already signed.	None	5 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office
6. Receive the original Certificate to the SEC Laoag Extension Office through the company's representatives or through a courier of their choice which available near SEC Laoag Extension Office (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte **Notes/Instruction:** Note: If the client choice the courier service, courier fee shoulder by the applicant. The client must provide the following information send through seclaoag@sec.gov.ph - Name of the receiver	6. Release signed Certificate of Branch Office of Lending/Financing Companies	**Formula Fees** Breakdown: Courier Fee	15 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office

- Address of the receiver - Contact Number of the receiver				
Total Processing Time:	Working Days: 6 working day/s, 6 hour/s, 30 minute/s			
Total Processing Fee:	Total Standard Fee: None See other fees below			

Possible Fees

- **Amended Articles of Incorporation** : 1000
- **Amended By-Laws** : 1000
- **Documentary Stamp Tax** : 30
- **Name Verification** : 100

Formula / Schedule of Fees

- **License fees for Lending and Financing Cos**

  1/10 of 1% of the Paid-Up Capital

- **Legal Research Fee**

  1/10 of 1% of the Filing Fee

- **Courier Fee**

  The courier fee will depends to the courier services the client choice.

19. Application for Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC) under eAMEND Regular Processing

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

Office or Division:	Laoag Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Notice of Conversion of an Ordinary Stock Corporation to a One Person Corporation in the form prescribed by the Commission (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: • *Sample form downloadable through this link: https://www.sec.gov.ph/mc-2020/mc-no-27-s-2020/* • *Original copy should be signed (wet signature) and notarized* • *Signed by the single stockholder who has acquired all the outstanding shares of the capital stock of an ordinary corporation* • *Signed by the Corporation's Corporate Secretary*	
3. Original or Certified True Copy of the documents effecting the transfer/s of full title/ownership of shares (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

- *Deeds of Assignment or any legal document transferring the shares to the single stockholder and if applicable;*
- *Certified True Copy of Proof of Authority to act on behalf of the Board*

4. Certificate Authorizing Registration/Tax Clearance (2) Original Copy And (1) Electronic Copy	Bureau of Internal Revenue - BIR
5. Articles of Incorporation of an OPC (with sample form at the SEC Website) (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Laoag Extension Office

Remarks:

- *Request sample form through this link:*

  MC No. 07 s.2019 - Guidelines on the Establishment of a One Person Corporation (OPC) - Securities and Exchange Commission

- *Must be duly prepared, signed and acknowledged or authenticated by the single stockholder and by the corporation's Treasurer;*
- *Provision/article indicating the name/s and address/es of the original incorporator/s of the OSC*
- *Provision/articles on the number of directors, their payment details were modified to reflect the name, address, subscription and payment details of the single stockholder in the form prescribed by the Commission*
- *Other details particular to an OPC indicated in MC No. 07, Series of 2019.*
- *Must contain the following as a new Article in the Articles of Incorporation of the One Person Corporation:*

  "Upon issuance by the Securities and Exchange Commission of the Certificate of Filing of Amended Articles of Incorporation, reflecting its conversion into a One Person Corporation, the attached Articles of Incorporation of the Ordinary Stock Corporation shall be deemed superseded"

6. Copy of the latest Articles of Incorporation of the Ordinary Stock Corporation (OSC) (2) Original Copy And (1) Electronic Copy	Applicant / Client
7. Notarized Secretary's Certificate of No Intra corporate Dispute (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Laoag Extension Office

Remarks:

Download Secretary's Certificate sample form through this link: https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx

8. Monitoring Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Laoag Extension Office

Remarks:

Application for Monitoring Clearance through: ewatch.sec.gov.ph *If there is no valid and available Monitoring Clearance, submit an Affidavit of Undertaking for Monitoring from the eAMEND System.* *If you have previously used an Affidavit of Undertaking for your amendment application, kindly submit a valid Monitoring Clearance issued by the SEC Laoag Extension Office for your current application.*	
9. Letter of acceptance of appointment by Nominee and Alternate Nominee (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: *Nominee and/or Alternate Nominee or through https://www.sec.gov.ph/wp-content/uploads/2019/10/2019_Sample-Acceptance-Letter-of-Nomi nees.docx*	
10. Self-appointed Treasurer's Bond, if applicable (2) Original Copy And (1) Electronic Copy	Applicant / Client
11. Undertaking to Assume All Liabilities of the OPC, duly executed under oath by all stockholders of the OSC, if not yet included in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client
For Situational Requirement	
A. For amendment of the Corporate name	
A.1. Name Verification Slip for Amendment of Corporate Name with Proof of Payment of Reservation Fee (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: *imessage.sec.gov.ph or request from seclaoag@sec.gov.ph*	
A.2. Undertaking to Change Corporate Name duly executed under oath by the director of the OSC, if not yet included in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client
B. For Clearance from other SEC departments	
Sub Situational Requirement/s	
B.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
B.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate

	Governance and Finance Department (CGFD)
B.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
B.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
B.c. For Financial Technology (FinTech) related business activities	
B.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers*	
B.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)
C. Endorsement clearance from appropriate Government agencies	
Sub Situational Requirement/s	
C.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
C.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	

C.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy			Insurance Commission - Insurance Commission	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, pays the filing fee through through eSPAYSEC and submit the application in the eAMEND portal (Regular Processing) **Location:** **(https://eamend.sec.gov.ph/login)**	1.1. Verifies completeness of the submitted amendment requirements and assigns the application to the processors.	None	4 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
	1.2. Processes and evaluates application for amendment.		7 working day/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office

					• Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office • Director/Officer-In-Charge; Laoag Extension Office
		1.3. Issues Payment Assessment Form (PAF) to the applicant if compliant		30 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office • Director/Officer-In-Charge;

				Laoag Extension Office
2. Present PAF and pay filling fee to the nearest Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home **Location:** Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the electronic Official Receipt via email Note: For payments made online through eSPAYSEC are automatically confirmed by the system. For payments made through LandBank, confirmation will be processed within 1 to 2 working days.	**Standard Fees** Breakdown: Amendment of Articles of Incorporation : PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 Total: PHP 1040 **Formula Fees** Breakdown: Name Verification Fee	2 hour/s	• Financial Management Department; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the SEC Laoag Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte	3.1. Receives and verifies documentary requirements and proof of payment	None	4 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
	3.2. Assigns to post-audit processor		1 hour/s	• SEC Administrative Assistant II; Laoag

				Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
	3.3. Post-evaluates the assigned application		7 working day/s	• SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office • Director/Officer-In-Charge; Laoag Extension Office
	3.4. Prepares and generates the Certificate of Conversion of Ordinary Stock		4 hour/s	• SEC Administrative Assistant II; Laoag

	Corporation (OSC) to One Person Corporation (OPC)			Extension Office • SEC Administrative Officer II; Laoag Extension Office
	3.5. Reviews the application and signs the Certificate of Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC)		4 working day/s	• Director/Officer-In-Charge; Laoag Extension Office
	3.6. Encodes signed Certificate of Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC)		4 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
	3.7. Tags the application for appointment through the eAmend Portal indicating the date of release of the Certificate		2 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II;

				Laoag Extension Office
4. Receive the signed Certificate of Amended Articles of Incorporation and/or By-laws to the SEC Laoag Extension Office through the company's representatives or through a courier of their choice which available near SEC Laoag Extension Office (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte **Notes/Instruction:** Note: If the client choice the courier service, courier fee shoulder by the applicant. The client must provide the following information send through seclaoag@sec.gov.ph - Name of the receiver - Address of the receiver - Contact Number of the receiver	4. Releases signed Certificate of Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC)	**Formula Fees** Breakdown: Courier Fee	2 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
Total Processing Time:		Working Days: 20 working day/s, 7 hour/s, 30 minute/s		

Total Processing Fee:	Total Standard Fee: PHP 1040 See other fees below

Formula / Schedule of Fees

- **Name Verification Fee**

  Php 100 per Corporate Name

  *Additional Php 100 per trade name/s

- **Courier Fee**

  The courier fee will depends to the courier services the client choice.

20. Application for Dissolution (For amendment to shorten the corporate term under Section 136 of the RCC where the proposed expiration of the corporate term [must contemplate a future date] is less than one year, from approval of the application for amendment)

This service details the procedure in applying dissolution of non-Philippine national Stock and Non-stock domestic corporations registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs) through the eAMEND Portal under Regular Processing.

Office or Division:	Laoag Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All domestic corporations registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs)
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf)*	
2. Amended Articles of Incorporation (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
3. Notarized Directors' certificate signed by majority of the directors or trustees and the corporate secretary (1) Original Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: *attesting that:* *1. the dissolution by shortening of corporate term was approved by majority of the board of directors/trustees and ratified by at least 2/3 vote of the stockholders representing the*	

outstanding capital stock including the holders of non-voting shares/members of the corporation;
2. *date and place of stockholders' or members' meeting*
3. *the tax identification number of the signatories which shall be placed below their names*

SEC Website

Director's Certificate - https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf

Trustee's Certificate - https://www.sec.gov.ph/wp-content/uploads/2019/11/Trustees_Certificate.pdf

4. Audited Financial Statements as of the last fiscal year stamped received by SEC and BI (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Sub Requirement	
4.A. If the applicant has ceased operations for at least one (1) year	
4.A.1. Audited Financial Statements as of the last fiscal year of operation (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
4.A.2. Affidavit of non-operation certified under oath by the President and Treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
4.B. If the applicant has no operation since incorporation	
4.B.1. Balance Sheet certified under oath by the Treasurer and President (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
4.B.2. Affidavit of non-operation certified under oath by the President and Treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
4.B.3. Certificate of non-registration issued by the BIR (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Bureau of Internal Revenue - Revenue District Office
4.C. If the applicant corporation (stock or nonstock) is with total assets or liabilities of less than Six Hundred Thousand Pesos (Php600,000.00)	
4.C.1. Balance Sheet as of last preceding fiscal year certified under oath by the President and Treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

5. Certification under oath by the President and Treasurer (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *certifying that:* *1. the dissolution is not prejudicial to the interest of the creditors; and* *2. there is no opposition from any creditor from the time of publication of the notice of dissolution up to the filing of the dissolution with the Commission*	
6. Bureau of Internal Revenue (BIR) Tax Clearance Certificate (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Bureau of Internal Revenue - Revenue District Office
7. Publisher's Affidavit of Publication of the notice of meeting (once) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
8. Notarized Secretary's Certificate of no pending case of intra-corporate dispute (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx)*	
For Situational Requirement	
A. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
A.1. Monitoring Clearance from Markets and Securities Regulation Department (MSRD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Markets and Securities Regulation Department
B. For Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies, and foundation	
B.1. Monitoring Clearance from Corporate Governance and Finance Department (CGFD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Corporate Governance and Finance Department
C. For Financing/Lending	
C.1. Monitoring Clearance (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: *https://ewatch.sec.gov.ph/login*	

D. For Financial Technology (FinTech) related business activities [Operators of payment systems; Payment Service Providers; Electronic Money Issuers (EMI); Non-bank EMIs; Alternative Credit Scoring Companies; AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); KYC/Security Companies (KYC Service Providers); Digital Banks; Digital Asset Exchanges; Virtual Asset Service Providers; Play-to-Earn Platforms; o E-Commerce Companies; Crowdfunding Platforms; RegTech Companies (RegTech Service Providers); SupTech Companies (SupTech Service Providers); and Digital Advisers/Robo-Advisers]				
D.1. PhiliFintech Innovation Office (PIO) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy			Securities and Exchange Commission - PhiliFintech Innovation Office	
D.2. Enforcement and Investor Protection Department (EIPD) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy			Securities and Exchange Commission - Enforcement and Investor Protection Department	
E. For Banks, banking and quasi-banking institutions, pawnshops, corporations engaged in money service business (ex. Money Changer and Remittance Services), non-stock savings and loan associations (NSSLAs) and other Financial Intermediaries				
E.1. Endorsement from Bangko Sentral ng Pilipinas (1) Electronic Copy And (1) Original Copy And (1) Photo Copy			Bangko Sentral ng Pilipinas - Financial Supervision Sector	
F. For Insurance/Health Maintenance Organization, preneed				
F.1. Endorsement from Insurance Commission (1) Electronic Copy And (1) Original Copy And (1) Photo Copy			Insurance Commission - Legal Services Group - Licensing Division	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submits the electronic copy of the requirements to the eAMEND Portal **Location:** https://eamend.sec.gov.ph/login **Notes/Instruction:** If the application is found to be for compliance during the evaluation stage, the applicant will have to go back to Step 1-	1.1. Verifies completeness of amendment requirements and assign to FIRST processors, if the documents are complete	None	2 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II;

Submission of requirements.				Laoag Extension Office
	1.2. Processes and evaluates application for amendment		15 working day/s	• SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
	1.3. Issues Payment Assessment Form (PAF)		4 hour/s	• SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
2. Present PAF and pay filling fee to the nearest Landbank of the Philippines Branch or pay through the SEC	2. Issues payment confirmation containing the electronic Official Receipt via email Note: For payments	**Standard Fees** Breakdown: Amended Articles of Incorporation	1 working day/s	• Financial Management Department; Financial Manageme

Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home **Location:** Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home	made online through eSPAYSEC are automatically confirmed by the system. For payments made through LandBank, confirmation will be processed within 1 to 2 working days.	or By-Laws: PHP 1000 Total: PHP 1000 **Formula Fees** Breakdown: Legal Research FeeDocumentary Stamp TaxName Verification		nt Department (FMD)
3. Submits the documentary requirements with proof of payment to the SEC Laoag Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte	3.1. Receives and verifies documentary requirements and proof of payment.	None	4 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
	3.2. Post-evaluates the submitted documents.		10 working day/s	• SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office

				• SEC Counsel I; Laoag Extension Office
	3.3. Prepares and generates the Certificate of Amended Articles of Incorporation and/or By-Laws		4 hour/s	• SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
	3.4. Reviews the application and signs the the Certificate of Amended Articles of Incorporation and/or By-Laws		10 working day/s	• Director/Officer-In-Charge; Laoag Extension Office
	3.5. Tags the application for appointment through the eAMEND Portal indicating the date of release of the certificate		2 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office

4. Receive the original Certificate to the SEC Laoag Extension Office through the company's representatives or through a courier of their choice which available near SEC Laoag Extension Office (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte **Notes/Instruction:** Note: If the client choice the courier service, courier fee shoulder by the applicant. The client must provide the following information send through seclaoag@sec.gov.ph - Name of the receiver - Address of the receiver - Contact Number of the receiver	4. Releases original copy of the Certificate of Amended Articles of Incorporation and/or By-Laws	**Formula Fees** Breakdown: Courier Fee	2 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
Total Processing Time:		Working Days: 38 working day/s, 2 hour/s		
Total Processing Fee:		Total Standard Fee: PHP 1000 See other fees below		
Formula / Schedule of Fees				

- **Legal Research Fee**

  1% of the computed Filing Fees for Amended Articles of Incorporation and/or By-Laws

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

- **Name Verification**

  PHP 100 per proposed name/s or trade name/s

  *valid for 30 days

- **Courier Fee**

  The courier fee will depends to the courier services the client choice.

21. Application for Dissolution of non-Philippine National Partnerships registered under FIA or before IPAs

This service details the procedure in applying for dissolution of the Articles of Partnership of non-Philippine national partnerships registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs) through the eAMEND Portal under Regular Processing.

Office or Division:	Laoag Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All partnerships registered under FIA ("Foreign Investment Act") or before Investment Promotion Agencies (IPAs)
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 7 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: *System-generated document available for download through the eAMEND Portal*	
2. Articles of Dissolution or Affidavit of Dissolution (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
3. BIR Tax Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Bureau of Internal Revenue - Revenue District Office
For Situational Requirement	
A. For Money Changer and Remittance Services	
A.1. Endorsement from Bangko Sentral ng Pilipinas (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Bangko Sentral ng Pilipinas - Financial Supervision Sector
B. For Insurance/Health Maintenance Organization	
B.1. Endorsement from Insurance Commission (1) Electronic Copy And (1) Original Copy And (1) Photo	Insurance Commission - Legal Services Group - Licensing

Copy			Division	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submits the electronic copy of the requirements to the eAMEND Portal **Location:** https://eamend.sec.gov.ph/login **Notes/Instruction:** If the application is found to be for compliance during the evaluation stage, the applicant will have to go back to Step 1- Submission of requirements.	1.1. Verifies completeness of amendment requirements and assign to FIRST processors, if the documents are complete	None	4 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
	1.2. Processes and evaluates application for amendment		5 working day/s	• SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
	1.3. Issues Payment Assessment Form (PAF) if compliant		30 minute/s	• SEC Information Officer II; Laoag

				Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
2. Present PAF and pay filling fee to the nearest Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home **Location:** Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the electronic Official Receipt via email Note: For payments made online through eSPAYSEC are automatically confirmed by the system. For payments made through LandBank, confirmation will be processed within 1 to 2 working days.	**Standard Fees** Breakdown: Dissolution of Partnership: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 Total: PHP 1040	1 working day/s	• Financial Management Department; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the SEC Laoag Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:**	3.1. Receives and verifies documentary requirements and proof of payment.	None	4 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office

SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte				• SEC Information Officer II; Laoag Extension Office
	3.2. Post-evaluates the submitted documents.		4 working day/s	• SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
	3.3. Prepares and generates the Certificate of Dissolution of Partnership		1 hour/s	• SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
	3.4. Reviews the application and signs the Certificate.		3 working day/s	• Director/Officer-In-Charge;

				Laoag Extension Office
	3.5. Tags the application for appointment through the eAMEND Portal indicating the date of release of the certificate		30 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
4. Receive the original Certificate to the SEC Laoag Extension Office through the company's representatives or through a courier of their choice which available near SEC Laoag Extension Office (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte **Notes/Instruction:** Note: If the client choice the courier service, courier fee shoulder by the applicant. The client	4. Releases original copy of the Certificate of Dissolution of Partnership	**Formula Fees** Breakdown: Courier Fee	2 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office

must provide the following information send through seclaoag@sec.gov.ph - Name of the receiver - Address of the receiver - Contact Number of the receive				
Total Processing Time:		Working Days: 14 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: PHP 1040 See other fees below		
Formula / Schedule of Fees • **Courier Fee** The courier fee will depends to the courier services the client choice.				

22. Application for Increase of Capital Stock for non-Philippine National One Person Corporation registered under FIA or before IPAs via Cash

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

Office or Division:	Laoag Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All FIA Registered One Person Corporation (OPC)
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf)*	
2. Amended Articles of Incorporation (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
3. Secretary Certificate certifying the current/present Authorized Capital Stock, Subscribed capital and Paid-up Capital of the OPC (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
4. Monitoring Clearance (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: *https://ewatch.sec.gov.ph/login*	
5. Treasurer's Affidavit certifying the increase of capital stock, the amount subscribed and the amount received as payment	Applicant / Client

thereto (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	
6. Subscription Contract (with bank deposit slip /Acknowledgment Receipt signed by the Treasurer/Bank Statement) signed by the President/Director and the Corporate Secretary (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
7. OPC Resolution (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: • *indicating the name of OPC;* • *signed by the Sole Stockholder and Corporate Secretary;* • *indicating the proposed amendments; and* • *date of resolution*	
8. Certificate of Increase of Capital (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/03/2022SECForm_CERTIFICATE-OF-INCREASE-OF-AUTHORIZED-CAPITAL-STOCK-OF-OPC.docx)*	
For Situational Requirement	
A. For Financial Technology (FinTech) related business activities [Operators of payment systems; Payment Service Providers; Electronic Money Issuers (EMI); Non-bank EMIs; Alternative Credit Scoring Companies; AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); KYC/Security Companies (KYC Service Providers); Digital Banks; Digital Asset Exchanges; Virtual Asset Service Providers; Play-to-Earn Platforms; o E-Commerce Companies; Crowdfunding Platforms; RegTech Companies (RegTech Service Providers); SupTech Companies (SupTech Service Providers); and Digital Advisers/Robo-Advisers]	
A.1. PhiliFintech Innovation Office (PIO) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office
A.2. Enforcement and Investor Protection Department (EIPD) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department
B. If to engage as a foreign retailer (amendment of purpose)	
B.1. Certification of Inward Remittance (1) Electronic Copy And (1) Original Copy And (1) Photo	Applicant / Client

Copy	
Remarks: *Certification of Inward Remittance of Foreign Exchange showing compliance of the foreign retailer with the minimum paid-up capital requirement of Twenty-Five Million Pesos (P25,000,000.00) or other proof, such as Bank Certification, certifying that such capital investment is deposited and maintained in a bank in the Philippines*	
B.2. Apostilled/authenticated Certificate of Reciprocity (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *to the effect that such State provides reciprocity to Filipinos*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the electronic copy of the requirements to the eAMEND Portal **Location:** https://eamend.sec.gov.ph/login **Notes/Instruction:** If the application is found to be for compliance during the evaluation stage, the applicant will have to go back to Step 1- Submission of requirements.	1.1. Verifies completeness of amendment requirements and assign to FIRST processors, if the documents are complete	None	4 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office

	1.2. Evaluates whether the documents submitted are complete in form and in substance, then prepares Final Report and forwards it to the Director/Officer-In-Charge for review if compliant		12 working day/s	• SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
	1.3. Evaluates the final report, then orders the FIRST processor to issue Payment Assessment Form (PAF) if compliant		10 working day/s	• Director/Officer-in-Charge; Laoag Extension Office
	1.4. Issues Payment Assessment Form (PAF)		30 minute/s	• SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
2. Present PAF and pay filling fee to the	2. Issues payment confirmation	**Standard Fees**	1 working day/s	• Financial Manageme

nearest Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home **Location:** Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home	containing the electronic Official Receipt via email Note: For payments made online through eSPAYSEC are automatically confirmed by the system. For payments made through LandBank, confirmation will be processed within 1 to 2 working days.	Breakdown: Documentary Stamp Tax: PHP 30 --- Total: PHP 30 **Formula Fees** Breakdown: Increase of Authorized Capital Stock of an OPCLegal Research Fee		nt Department; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the SEC Laoag Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte	3.1. Receives and verifies documentary requirements and proof of payment.	None	4 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
	3.2. Post-evaluates the submitted documents.		5 working day/s	• SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag

				Extension Office • SEC Counsel I; Laoag Extension Office
	3.3. Prepares and generates the Certificate of Amended Articles of Incorporation		2 hour/s	• SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
	3.4. Reviews the application and signs the Certificate		7 working day/s	• Director/Officer-In-Charge; Laoag Extension Office
	3.5. Tags the application for appointment through the eAMEND Portal indicating the date of release of the certificate		1 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag

				Extension Office
4. Receive the original Certificate to the SEC Laoag Extension Office through the company's representatives or through a courier of their choice which available near SEC Laoag Extension Office (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte **Notes/Instruction:** Note: If the client choice the courier service, courier fee shoulder by the applicant. The client must provide the following information send through seclaoag@sec.gov.ph - Name of the receiver - Address of the receiver - Contact Number of the receiver	4. Releases original copy of the Certificate of Amended Articles of Incorporation	**Formula** **Fees** Breakdown: Courier Fee	2 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
Total Processing Time:		Working Days: 36 working day/s, 5 hour/s, 30 minute/s		
Total Processing Fee:		Total Standard Fee:		

	PHP 30 See other fees below

Formula / Schedule of Fees

- **Increase of Authorized Capital Stock of an OPC**

  For Corporation with par value – ⅕ of 1% of the increase in capital stock but not less than PHP 3,000 or the subscription price of the subscribed capital stock whichever is higher

  For Corporation without par value – ⅕ of 1% of the increase in capital stock computed at PHP 100 per share but not less than PHP 3,000 or the issue value of the subscribed capital stock whichever is higher

- **Legal Research Fee**

  1% of the computed Filing Fees for Amended Articles of Incorporation and/or By-Laws

- **Courier Fee**

  The courier fee will depends to the courier services the client choice.

23. Application for Increase of Capital Stock of non-Philippine national Stock Domestic Corporations registered under FIA (“Foreign Investment Act”) or before Investment Promotion Agencies (IPAs) by way of Cash

This service details the adopted online procedure and documentary requirements for application for Increase of Capital Stock by way of Cash pursuant to Section 37 of the Revised Corporation Code of the Philippines.

This service is exclusively for non-Philippine national Stock domestic corporations registered under FIA (“Foreign Investment Act”) or before Investment Promotion Agencies (IPAs).

Office or Division:	Laoag Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All domestic corporations registered under FIA (“Foreign Investment Act”) or before Investment Promotion Agencies (IPAs)
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover sheet (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Laoag Extension Office
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf* *Note: The two (2) original copies will be submitted upon payment of the corresponding fees.*	
2. Certificate of Increase of Capital Stock (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *No prescribed format. To be prepared by the Company in accordance with Section 37 of the Revised Corporation Code of the Philippines*	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.	
3. Treasurer's Affidavit (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *No prescribed format. To be prepared by the Company in accordance with Section 37 of the Revised Corporation Code of the Philippines* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
4. Directors' certificate (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Laoag Extension Office
Remarks: *Download Director's Certificate through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
5. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
6. List of stockholders of record as of date of meeting approving the increase, indicating their nationalities and their respective subscribed and paid-up capital on the present authorized capital stock certified under oath by the corporate secretary (1) Original Copy Or (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
7. Notarized Secretary's Certificate on non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Laoag Extension Office
Remarks: *Download Secretary's Certificate on non-existence of intra-corporate dispute through this link:*	

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

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

8. Secretary's Certificate on waiver of pre-emptive rights of non-subscribing shareholders (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Laoag Extension Office

Remarks:

Download Secretary's Certificate certifying that all non-subscribing stockholders waived their respective pre-emptive rights through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_Waiver_Pre_emptive_Rights.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

For Situational Requirement

A. For Corporations with Primary Licenses:

A.1. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Laoag Extension Office

Remarks:

https://ewatch.sec.gov.ph/login

B. For Financing and Lending Companies:

B.1. Monitoring Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Laoag Extension Office

Remarks:

https://ewatch.sec.gov.ph/login

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

C. For Listed and Public Companies:

C.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)

Remarks:

Please email your request at cgfd_fdn@sec.gov.ph

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

C.2. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Markets and Securities Regulation Department (MSRD)

Remarks:

Please email your request at msrdsubmission@sec.gov.ph

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

D. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:

D.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector

Remarks:

To request, please refer to BSP Citizen's Charter through this link: https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

E. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:

E.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group

Remarks:

To request, please refer to IC Citizen's Charter through this link:

https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

F. Additional requirement if cash payment for subscription is already reflected in the Audited Financial Statements:	
F.1. Audited Financial Statements as of the last fiscal year stamped received by BIR and SEC (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Information and Communications Technology Department (ICTD)
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
G. Additional requirement if cash payment for subscription is not yet reflected in the Audited Financial Statements:	
Sub Situational Requirement/s	
G.a. If applicant corporation is/are Listed companies; Public companies defined in the Securities Regulation Code; companies that offer or sell securities to the public; companies with secondary license; and where payment to subscription to the increase is more than P50,000,000.00	
G.a.1. Special Audit Report (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.b. Where payment to subscription to the increase is P50,000,000.00 and below	
G.b.1. Subscription Contract executed under oath among stockholder/s, treasurer and president for the corporation (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 11 Series of 2016 – Subscription Contracts through this link: https://www.sec.gov.ph/mc-2016/mc-no-11-s-2016subscription-contracts/#gsc.tab=0* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

H. Additional requirement for Rural Banks:	
H.1. Notarized Certification on payment for subscriptions to be signed by majority of the rural bank's Board of Directors in accordance with the form required by BSP (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.2. List of stockholders of record showing their respective subscribed and paid-up amount before and after the increase and the list of subscribers to the increase with their respective subscription and payment as presented and approved by BSP annexed to the notarized certification (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of complete requirements at seclaoag@sec.gov.ph **Location:** seclaoag@sec.gov.ph **Notes/Instruction:** • The applicant may, if the application consists of voluminous documents, be advised to present the hard copies thereof.	1.1. Receives the required documents and check for completeness, then records the application if complete	None	1 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office

• If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via email. For submission of compliance documents, the client will directly send it to the assigned Specialist's e-mail. The assigned Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.4. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the	1.2. Sends e-mail containing acknowledgement of application and name of the assigned FIRST processor		30 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
	1.3. Acknowledges the assigned application for pre-processing		15 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC SAdministrative Officer Ii; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
	1.4. Examines online whether the documents submitted are complete in form and in substance, then prepares Final		12 working day/s	• SEC Information Officer II; Laoag Extension Office

application will be returned to the applicant corporation and will be notified that the application is deemed terminated without prejudice to refiling. • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period.	Report and forwards it to the Director/Officer-in-Charge for review if compliant			• Securities Specialist II; Laoag Extension Office • Securities Invetigator; Laoag Extension Office • SEC Counsel II; Laoag Extension Office
	1.5. Reviews the final report, then orders the FIRST processor to issue Payment Assessment Form (PAF) if compliant		10 working day/s	• Director/Officer-in-Charge; Laoag Extension Office
	1.6. Sends the Payment Assessment Form (PAF) to the applicant		30 minute/s	• SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel II; Laoag Extension Office

2. Present PAF and pay filling fee to the nearest Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home **Location:** Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the electronic Official Receipt via email Note: For payments made online through eSPAYSEC are automatically confirmed by the system. For payments made through LandBank, confirmation will be processed within 1 to 2 working days.	**Formula Fees** Breakdown: Increase of Capital Stock (For corporation with par value)Increase of Capital Stock (For corporation without par value)	1 working day/s	• Financial Management Department; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the SEC Laoag Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte **Notes/Instruction:** ***Hard copies of the application requirements must be the same as the documents pre-processed online (at least two set should***	3.1. Receives and verifies documentary requirements and proof of payment.	None	2 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
	3.2. Post-evaluates the submitted documents		5 working day/s	• SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office

all be original copies of the documents pre-processed online, except for audited financial statements)				• Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
	3.3. Prepares Certificate.		4 hour/s	• SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
	3.4. Signs and approves the application		7 working day/s	• Director/Officer-in-Charge; Laoag Extension Office
	3.5. Schedules and sends email notification to the applicant on date of release of the certificate		4 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office

				• SEC Information Officer II; Laoag Extension Office
4. Receive the original Certificate to the SEC Laoag Extension Office through the company's representatives or through a courier of their choice which available near SEC Laoag Extension Office (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte **Notes/Instruction:** Note: If the client choice the courier service, courier fee shoulder by the applicant. The client must provide the following information send through seclaoag@sec.gov.ph - Name of the receiver - Address of the receiver - Contact Number of the receiver	4. Releases the signed Certificate	**Formula Fees** Breakdown: Courier Fee	4 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer I; Laoag Extension Office
Total Processing Time:		Working Days: 37 working day/s, 15 minute/s		

Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

- **Increase of Capital Stock (For corporation with par value)**

  1/5 of 1% of the increase in capital stock but not less than P3,000.00 or the subscription price of the subscribed capital stock, whichever is higher

  plus

  Legal Research Fee (LRF) -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00

  plus

  Amended Articles of Incorporation – P1,010.00 (Inclusive of LRF of P10.00)

  plus

  Documentary Stamp tax of P60.00

- **Increase of Capital Stock (For corporation without par value)**

  1/5 of 1% of the increase in capital stock computed at P100.00 per share but not less than P3,000.00 or the issue value of the subscribed capital stock, whichever is higher

  plus

  Legal Research Fee (LRF) -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00

  plus

  Amended Articles of Incorporation – P1,010.00 (Inclusive of LRF of P10.00)

  plus

  Documentary Stamp tax of P60.00

- **Courier Fee**

  The courier fee will depends to the courier services the client choice.

24. Application for Monitoring Clearance for All Types of Corporations

An online platform for submitting company monitoring requests. It automatically tracks compliance with the submission of reportorial requirements of Domestic Corporations, ordinary stock and non-stock, except: foundations, publicly-listed corporations and corporations with secondary license; regular monitoring of Foreign Corporations (Branch Offices, Representative Offices, Regional Area Headquarters and Regional Operating Headquarters) except foundations.

Office or Division:	Laoag Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	1. General transacting public and business entities for: a.) Registered and Delinquent corporations; b.) Corporations with Notice of Deficiencies and Hearing or Orders; and c.) Corporations with applications to be filed for Amendment and Certificate of No Derogatory Information 2. Government agencies and instrumentalities like Ombudsman, NBI, AMLC, DTI, DSWD, PDIC, etc. 3. Courts like MTC, MeTC, RTC and Sandiganbayan. NOTE: Branch Offices that are required to post a Securities Deposit shall file through seclaoag@sec.gov.ph
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Accomplished application at ewatch.sec.gov.ph (1) Electronic Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: *Application for Monitoring Clearance through: ewatch.sec.gov.ph*	
For Situational Requirement	
A. For Regional Operating Headquarters (ROHQ) and Regional Area Headquarters (RHQ)	
A.1. Proof of Inward Remittance (1) Original Copy And (1) Electronic Copy	Applicant / Client
B. Additional requirements upon evaluation, if needed	

B.1. Secretary's Certificate (No-Intra Corporate Dispute/Clarification/explaining the double filing of General Information Sheet) (1) Original Copy And (1) Electronic Copy			Applicant / Client	
B.2. Affidavit (Anti-Dummy Law/one and the same/auditor) (1) Original Copy And (1) Electronic Copy			Applicant / Client	
B.3. OGA Acknowledgment (functional currency) (1) Original Copy And (1) Electronic Copy			Securities and Exchange Commission - Office of the General Accountant (OGA)	
B.4. Form for Appointment of Officers for One Person Corporation (1) Electronic Copy			Applicant / Client	
B.5. Surety Bond (1) Original Copy And (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Application for Monitoring Clearance eWatch link: https://ewatch.sec.gov.ph/login Ensure that the corporation has an eSecure account and has complied with the following: • MC 28 submission • Latest due reports (AFS/GIS) • Complete company profile **Location:** https://ewatch.sec.gov.ph/login	1. Assign the application for monitoring to the designated processor	None	1 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office
2. Receives an update on the requested service. **Location:** https://ewatch.sec.gov.ph/login **Notes/Instruction:**	2.1. Send the Monitoring Sheet within 10 working days.	**Formula Fees** Breakdown: Penalties/Fines	10 working day/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag

The corporation shall comply with the findings within **seven (7)** calendar days. Failure to comply shall result in the request being automatically purged by the system and a new request must be filed.				Extension Office • SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
	2.2. If WITHOUT PENALTY, issues a Monitoring Sheet - No Penalty - END OF TRANSACTION.		1 working day/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office

				• SEC Counsel I; Laoag Extension Office
	2.3. If WITH PENALTY, issue the Monitoring Sheet and Payment Assessment Form (PAF)		1 working day/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
	2.4. If for compliance, issues a TENTATIVE Monitoring Sheet with remarks		1 working day/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office

				• SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
3. Present PAF and pay the penalties to the nearest Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home **Location:** Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home	3.1. Issues payment confirmation containing the electronic Official Receipt via email Note: For payments made online through eSPAYSEC are automatically confirmed by the system. For payments made through LandBank, confirmation will be processed within 1 to 2 working days.	**Formula Fees** Breakdown: Penalties/FinesCustodian Fee	2 working day/s	• Financial Management Department; Financial Management Department (FMD)
	3.2. Once the system tags the request as Paid, the monitoring specialist will forward the proof of payment and the monitoring sheet for review and signature.		1 working day/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information

				Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
	3.3. Review the Monitoring Sheet and sign it through PNPKI System.		1 working day/s	• Director/Officer-in-Charge; Laoag Extension Office
	3.4. The digitally signed Monitoring Sheet is uploaded in the Document Verification System to generate QR code.		2 working day/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag

				Extension Office • SEC Counsel I; Laoag Extension Office
	3.5. Download the QR generated Monitoring Sheet for release to applicant		1 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Councel I; Laoag Extension Office
4. Receive the Monitoring Sheet (MS) in PDF Format. - END OF TRANSACTION **Location:** https://ewatch.sec.gov.ph/login	4. Release the Monitoring Sheet.	None	2 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag

				Extension Office • SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
Total Processing Time:		Working Days: 19 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Penalties/Fines**

  Guidelines on the Imposition of fines or penalties for non-compliance with reportorial requirements; Securities Regulation Code (SRC); Revised Corporation Code (RCC); Memorandum Circular No. 06, series of 2024; Memorandum Circular No. 8, series of 2009 (MC8-2009); Memorandum Circular No. 15, series of 2006; Memorandum Circular No. 17, series of 2019; Amended rules governing the distribution of excess profits of corporation; Memorandum Circular No. 8, Series of 1998 (MC8-1998); and Office Order No. 298, Series of 2010; Memorandum Circular No. 10 Series of 2026; Memorandum Circular No. 28, Series of 2020.

- **Custodian Fee**

  Memorandum Circular No. 17, series of 2019

25. Cancellation Certificate of Authority of Lending/Financing Branch Offices

This service outlines the online procedure adopted for the cancellation of the Certificate of Authority of Lending and Financing Companies. Preprocessing is conducted by submitting scanned copies of the required documents for Certificate of Authority cancellation via email at seclaoag@sec.gov.ph

Office or Division:	Laoag Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Coversheet (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: *May secure a Checklist of requirements and sample formats from the Licensing Unit or through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf.*	
2. Letter addressed to the Director signifying its intention to surrender the Certificate of Authority. (1) Original Copy And (3) Photo Copy	Applicant / Client
3. Original Certificate of Authority (1) Original Copy And (3) Photo Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. For pre-processing, send a scanned copy of documentary requirements to seclaoag@sec.gov.ph and wait for the result on the requested service. **Location:**	1.1. Receive, assign and forward to the processor the scanned copy of documentary requirements.	None	15 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrat

SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte **Notes/Instruction:** Remarks: *If documents are incomplete and non-compliant, return to clients for compliance by issuing a checklist of deficiencies.				ive Officer II; Laoag Extension Office
	1.2. Processor reviews and evaluates the submitted documentary requirements.		5 hour/s	• SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigato r; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
2. Receives update on the requested service through email. **Location:** SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte **Notes/Instruction:** Remarks: If an applicant receives a checklist of deficiencies, immediately comply and send back to the assigned processor.	2. Checks the Compliances on the deficiencies or lacking documentary requirements	None	5 hour/s	• SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigato r; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
3. Submits the documentary requirements with	3.1. Receive and verify documentary requirements.	None	1 hour/s	• SEC Administrat ive

proof of payment to the SEC Laoag Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte				Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office
	3.2. Prepare the acknowledgement letter.		2 hour/s	• SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
	3.3. Review the acknowledgement letter.		4 hour/s	• Director/Officer-In-Charge; Laoag Extension Office
	3.4. Sign the acknowledgement letter.		1 hour/s	• Director/Officer-In-Charge; Laoag Extension Office
	3.5. Forward the acknowledgement letter for releasing		30 minute/s	• SEC Administrative Assistant II; Laoag Extension Office

				• SEC Administrative Officer II; Laoag Extension Office
4. Receive Notice thru email that the Acknowledgement letter is already signed. **Location:** SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte	4.1. Notify the Applicant thru email that the Acknowledgement letter is already signed.	None	30 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office
	4.2. Scans the signed Acknowledgement letter.		30 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office
5. Receive the Acknowledgement Letter to the SEC Laoag Extension Office through the company's representatives or through a courier of their choice which available near SEC Laoag Extension Office (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights	5. Release signed Acknowledgement Letter.	**Formula Fees** Breakdown: Courier Fee	30 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office

Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte **Notes/Instruction:** Note: If the client choice the courier service, courier fee shoulder by the applicant. The client must provide the following information send through seclaoag@sec.gov.ph - Name of the receiver - Address of the receiver - Contact Number of the receiver				
Total Processing Time:	Working Days: 2 working day/s, 4 hour/s, 15 minute/s			
Total Processing Fee:	Total Standard Fee: None See other fees below			

Formula / Schedule of Fees

- **Courier Fee**

  The courier fee will depends to the courier services the client choice.

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

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

Office or Division:	Laoag Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	General transacting public and business entities for: a.) Registered corporations; b.) Suspended and Revoked Corporation for purposes of filing a Petition to Set Aside Order of Suspension or Revocation; and c.) Corporations with Notice of Deficiencies and Hearing or Orders.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Annex D for corporations or Annex E for partnerships may be found in the MC 28 series of 2020 uploaded in the SEC website - MUST BE NOTARIZED UPON SUBMISSION (1) Electronic Copy	Applicant / Client

Remarks:

ALL FORMS SHOULD BE NOTARIZED (Annex D or Annex E)

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit Email account address and cellular phone number for the compliance in Memorandum Circular No. 28 Series of 2020 through https://mc28.sec.gov.ph/ The Annex D	1.1. Receive the application through MC28 Portal including its attachments.	None	2 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer

Form can be downloaded in NEW SUBMISSION Requirement. **Location:** https://mc28.sec.gov.ph/ **Notes/Instruction:** 1.1. Click NEW SUBMISSION in MC28 Portal, enter the Correct SEC registration, and fill out the information in the prescribed format provided in MC28, S2020 (ANNEX D for corporations, or Annex E for partnerships - **ALL FORMS SHOULD BE NOTARIZED**) 1.2. Encode the company details reflected in the ANNEX D for corporations, or Annex E for partnerships. Then click the continue and verified contact details. After confirming the details, One-time password/OTP will be sent to the contact details provided in the form. A system will again display a verification page prompting the user to enter the received OTP to proceed. 1.3. Upload NOTARIZED ANNEX				II; Laoag Extension Office
	1.2. Browse over the SEC systems online, review and compare the information in the uploaded ANNEX D/E and encoded data in the portal.		3 hour/s	• SEC Administrative Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office
	1.3. Check the authorized Person in Control and the signatories of its attachments.		3 hour/s	• SEC Administrative Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office

D for corporations; or NOTARIZED ANNEX E for partnerships and other attachments if any, then submit the application.				
2. Receive a display confirmation indicating that the submission was successful along with reference Number assigned to the transaction at the same time a confirmation email notifying them that the submission has been successfully received and is now under reviewed by the SEC. **Location:** Confirmation will be sent through email **Notes/Instruction:** 2.1. If the application is for compliance/rejected, the client must re-apply their application in MC28 Portal New Submission with the compliance from the said remarks.	2.1. If the information in ANNEX D/E is valid, consistently encoded in the portal, and with complete documents, it will be tagged as approved.	None	2 working day/s	• SEC Administrative Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office
	2.2. If the application is for compliance, it will be tagged as rejected (the findings are stated as well as the possible solutions/remedies for compliance).		3 working day/s	• SEC Administrative Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office
Total Processing Time:		Working Days: 6 working day/s		
Total Processing Fee:		Total Standard Fee: None		

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

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

Office or Division:	Laoag Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Foreign corporations who are licensed as branch office under Section 142 of the RCC and Foreign Investment Act of 1991 Exemptions: Foreign banking corporation including offshore banking units, foreign insurance corporation, foreign non-stock corporations including foreign religious corporations, foreign corporations which established representative offices in the Philippines, Regional or Area Headquarters, and Regional Operating Head Quarters
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Monitoring Clearance (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: *Application for Monitoring Clearance through* ***ewatch.sec.gov.ph***	
2. Cover Sheet (2) Original Copy And (1) Electronic Copy	Applicant / Client
3. Notarized Covering Letter Requesting for the Acceptance of Securities Deposit (1) Original Copy And (1) Electronic Copy And (1) Photo Copy	Applicant / Client
For Situational Requirement	
A. Government Debt Instruments	
A.1. Agrarian Reform Bonds - Confirmation of Sale and Certificate of Bonds (1) Electronic Copy And (2) Photo Copy	Applicant / Client

A.2. Shares of stocks in registered enterprises under the Omnibus Invest Code of 1987 (1) Original Copy And (1) Electronic Copy And (1) Photo Copy	Applicant / Client
A.3. Shares of stocks in domestic insurance corporation (1) Original Copy And (1) Electronic Copy And (1) Photo Copy	Applicant / Client
A.4. Shares of stocks in banks (1) Original Copy And (1) Electronic Copy And (1) Photo Copy	Applicant / Client
B. For solvent branch offices of airline companies availing the modified formula:	
B.1. Audited Special or Annual Income Statement (1) Original Copy And (1) Electronic Copy And (1) Photo Copy	Applicant / Client
B.2. Notarized certification of the company on the extent of its operation in the Philippines (1) Original Copy And (1) Electronic Copy And (1) Photo Copy	Applicant / Client
C. For solvent non-airline branch offices availing of deductions from gross income:	
C.1. Audited Special or Annual Income Statement (1) Original Copy And (1) Electronic Copy And (1) Photo Copy	Applicant / Client
D. For branch offices whose AFS are denominated in foreign currency:	
D.1. OGA Acknowledgment (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Office of the General Accountant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit a copy of the monitoring clearance with validated deposit slip/electronic official receipt and documentary requirements via imessage.sec.gov.ph **Location:** imessage.sec.gov.ph **Notes/Instruction:**	1.1. Receive application via imessage.sec.gov.ph and assign to the processor/s.	None	4 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office

Application will be simultaneously processed with the monitoring of the corporation.	1.2. Examines online whether the documents submitted are complete in form and in substance. If complete and compliant, prepare the Final Checklist and forward the application to the processor/s.		3 working day/s	• Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
	1.3. Reviews the Final Checklist. If compliant, orders the processor/s to issue payment assessment form (PAF). Otherwise, return to the processor/s for further compliance.		7 working day/s	• Securities Specialist II; Laoag Extension Office • SEC Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
	1.4. Sends the Payment Assessment Form (PAF) to the applicant and instruct the applicant to submit two (2) sets of hard copies		30 minute/s	• Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
2. Pay the corresponding custodian fee through Espaysec (https://espaysec.sec.gov.ph/payment-	2. Issues payment confirmation containing the electronic Official Receipt via e-mail.	**Formula Fees** Breakdown: Custodian Fee	1 working day/s	• Financial Management Department; Financial Manageme

portal/home) or at any Land Bank of the Philippines branch nationwide. **Location:** espaysec.sec.gov.ph **Notes/Instruction:** Penalties (if any, pursuant to SEC Memorandum Circular No. 17, series of 2019) Custodian Fee (*+**) *1% of amount of securities deposit but not lower than PHP 10,000.00 but not exceeding PHP 50,000.00 **Documentary Stamp Taxes – PHP 30.00				nt Departmen t (FMD)
3. Submit the complete application requirements together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip) at SEC Laoag Extension Office **Location:** SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte	3.1. Receives the complete application requirements together with proof of payment	None	2 hour/s	• SEC Administrat ive Assistant II; Laoag Extension Office • SEC Administrat ive Officer II; Laoag Extension Office
	3.2. Retrieves and prints the source documents and forwards the application to the processor.		1 working day/s	• SEC Administrat ive Assistant II; Laoag Extension Office • SEC Administrat

				ive Officer II; Laoag Extension Office
	3.3. Prepares Certificate		1 working day/s	• Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
	3.4. Transmit the original copy and/or scanned copy of the Certification of Bonds or Stock Certificates to Financial Management Department for safe keeping (if applicable)		2 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
	3.5. Approve the application and sign the Certificate		1 working day/s, 6 hour/s	• Director/Officer-in-Charge; Laoag Extension Office
	3.6. Send email for the release of Certification		2 hour/s	• SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office

4. Receives email for the release and proceeds to SEC Laoag Extension Office for presentation of original proof of payment and receives Certificate of Securities Deposit **Location:** SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte	4. Release the Certificate of Securities Deposit to the client.	None	30 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
Total Processing Time:		Working Days: 16 working day/s, 1 hour/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Custodian Fee**

  Penalties (if any, pursuant to SEC Memorandum Circular No. 17, series of 2019; Guidelines on the Imposition of fines or penalties for non-compliance with reportorial requirements; Memorandum Circular No. 06, series of 2024; Memorandum Circular No. 8, series of 2009 (MC8-2009); Memorandum Circular No. 28, Series of 2020).

  Custodian Fee

  (*+**)

  *1% of amount of securities deposit but not lower than PHP 10,000.00 but not exceeding PHP 50,000.00

  **Documentary Stamp Taxes – PHP 30.00

28. Increase of Capital Stock by way of Cash through electronic mail submission for Domestic Stock Corporations Classified as Philippine National (Other than OPC)

This service details the adopted online procedure and documentary requirements for application for Increase of Capital Stock by way of Cash pursuant to Section 37 of the Revised Corporation Code of the Philippines.

This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National.

For the pre-processing of new applications, applicants who choose to file through email must submit scanned copies of the notarized documents via seclaoag@sec.gov.ph. Applicants are advised to adhere to the prescribed steps outlined in the email for the proper submission of the required documents.

Alternatively, corporations that choose to submit their application via eAmend Portal may do so by submitting the notarized documents via the eAmend Portal. For detailed guidelines, please refer to the Citizen's Charter for Increase of Capital Stock by way of Cash through the eAmend Portal.

Office or Division:	Laoag Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Unified Certification for Certificate of Increase of Capital Stock on: a. Certificate of Increase of Capital Stock; b. Director's Certificate; c. List of stockholders of record as of date of meeting approving the increase, indicating their nationalities and their respective subscribed and paid-up capital on the present authorized capital stock; d. Non-	Securities and Exchange Commission - Laoag Extension Office

existence of intra-corporate dispute; e. Waiver of pre-emptive rights of non-subscribing shareholders (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Download the Unified Certification for* ***Increase of Capital Stock*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Unified-Certification-for-Increase-in-Authorized.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
2. Treasurer's Affidavit (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download Treasurer's Affidavit through this link:* *https://www.sec.gov.ph/wp-content/uploads/2025/06/2025Forms_Treasurers-Affidavit.doc* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
3. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Laoag Extension Office
Remarks: ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
B. For Financing and Lending Companies:	
B.1. Monitoring Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Laoag

	Extension Office
Remarks: • ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
C. For Listed and Public Companies:	
C.1. Monitoring Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)
Remarks: • ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
D. Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
D.1. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
Remarks: *Market and Securities Regulation Department (MSRD) through the link:* • ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
E. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	

E.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector
Remarks: *To request, please refer to BSP Citizen's Charter through this link: https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
F. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
F.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group
Remarks: *To request, please refer to IC Citizen's Charter through this link:* *https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G. Additional requirement if cash payment for subscription is not yet reflected in the Audited Financial Statements:	
Sub Situational Requirement/s	
G.a. Notarized Subscription Contract	
G.a.1. A subscription contract, executed under oath among subscriber/s, treasurer and president for the corporation, stating the number of additional shares subscribed to and paid for. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2026 – Subscription Contracts through this link: https://www.sec.gov.ph/mc-2026/sec-mc-no-06-series-of-2026/#gsc.tab=0* *Or May download to the sample below:*	

https://www.sec.gov.ph/wp-content/uploads/2025/08/2025Forms_Subscription-Contract-for-Cash-Payment.docx *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G.b. If applicant corporation is/are: a) Listed companies; b) Public companies defined in the Securities Regulation Code; c) Companies that offer or sell securities to the public; d) Companies with secondary license; e) Others, pursuant to item no. 2 of SEC MC No. 6 of 2026	
G.b.1. Special Audit Report (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H. Additional requirement for Rural Banks:	
H.1. Notarized Certification on payment for subscriptions to be signed by majority of the rural bank's Board of Directors in accordance with the form required by BSP (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.2. List of stockholders of record showing their respective subscribed and paid-up amount before and after the increase and the list of subscribers to the increase with their respective subscription and payment as presented and approved by BSP annexed to the notarized certification (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIB

				LE (Designation; Office)
1. Submit the electronic copy of complete requirements for new application. **Location:** seclaoag@sec.gov.ph **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the processor will prepare a checklist of deficiencies and	1.1. Verifies completeness of the required documents, receives and records the application if complete, and sends an email confirming receipt and identifying the assigned processor.	None	2 working day/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		10 working day/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office

inform and return it to the applicant via email. For submission of compliance documents, the client will directly send it to the assigned processor's e-mail. The assigned processor will acknowledge the receipt of compliance documents then proceed to Agency Step 1.2. • The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations. • If upon evaluation, the application does				• Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office • Director/Officer-In-Charge; Laoag Extension Office
	1.3. Reviews the Final Report and, if found in order, directs the processor to issue the Payment Assessment Form (PAF).		7 working day/s	• Securities Specialist II; Laoag Extension Office • Securities Invetigator; Laoag

not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government					Extension Office • SEC Counsel I; Laoag Extension Office • Director/Officer-In-Charge; Laoag Extension Office
	1.4. Sends the Payment Assessment Form (PAF) to the applicant. Then, informs the applicant to submit the original/hard copy upon payment.			1 working day/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office

office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)				• SEC Counsel I; Laoag Extension Office • Director/Officer-In-Charge; Laoag Extension Office
2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip) **Location:** SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta.	2.1. Receive the complete application requirements together with the proof of payment.	**Formula Fees** Breakdown: Increase of Capital StockAmended Articles of Incorporation Legal Research FeeDocumentary Stamp tax	2 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office

Angela, Laoag City, Ilocos Norte **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements).*	2.2. Verifies hard copies against the documents reviewed by the processor and attaches the source documents; if found complete and in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.		7 working day/s	• SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office • Director/Officer-In-Charge; Laoag Extension Office
	2.3. Prepares Certificate		2 working day/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office

				• Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office
	2.4. Reviews the documents, signs, and approves the Certificate.		4 working day/s	• Director/Officer-in-Charge; Laoag Extension Office
	2.5. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.		6 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
	2.6. Schedules and sends email notification to the applicant on date of release of the certificate.		1 working day/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II;

				Laoag Extension Office
3. Present the Official Receipt and other documents. Then, fill out the logbook for released applications and claim the Certificates of Approval. **Location:** SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte	3. Releases the Certificates of Approval.	None	4 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
Total Processing Time:		Working Days: 35 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Increase of Capital Stock**

  ****For corporation with par value –**

  1/5 of 1% of the increase in capital stock but not less than P3,000.00 or the subscription price of the subscribed capital stock, whichever is higher

  ****For corporation without par value –**

  1/5 of 1% of the increase in capital stock computed at P100.00 per share but not less than P3,000.00 or the issue value of the subscribed capital stock, whichever is higher

- **Amended Articles of Incorporation**

  P1,010* (inclusive of Legal Research Fee)

- **Legal Research Fee**

  equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00

- **Documentary Stamp tax**

P60.00

29. Increase of Capital Stock by way of Cash through the eAMEND Portal - Simple Processing for One Person Corporations (OPC) Classified as Philippine National

This service details the adopted online procedure and documentary requirements for application for Increase of Capital Stock by way of Cash of OPCs pursuant to Section 37 of the Revised Corporation Code of the Philippines.

***Upon approval, a Digital Certificate shall be issued electronically,** subject to the later submission of originally signed documents.*

This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National.

For the pre-processing of new applications, applicants who choose to file through the eAmend Portal must submit scanned copies of the notarized documents via the eAmend Portal. Applicants are advised to adhere to the prescribed steps outlined in the eAmend Portal for the proper uploading and submission of the required documents.

*Alternatively, corporations that choose to submit their application via email may do so by sending all required documents directly to seclaoag@sec.gov.ph. For detailed guidelines, please refer to the Citizen's Charter for **Increase of Capital Stock by way of Cash through electronic mail submission.***

Office or Division:	Laoag Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	

1. Cover Sheet (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: *Note:* • *This is a system-generated requirement.* • *The photo copies will be submitted upon payment of the corresponding fees.*	
2. Unified Certification and Subscription Contract for Increase In Authorized Capital Stock containing: Certificate of Increase of Capital Stock; OPC Resolution; Schedule of Capital Structure as of date of OPC Resolution, indicating the nationality, no of shares and amount subscribed, and paid-up capital on the present authorized capital stock; and Treasurer's Affidavit Subscription Contract Non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: *Note:* • *This is a system-generated requirement.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
3. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Laoag Extension Office
Remarks: • ***eWATCH:*** *https://ewatch.sec.gov.ph/login*	

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.	
B. Clearance / Endorsement from other departments or other government agencies, if applicable.	
B.1. Clearance / Endorsement from other departments or other government agencies. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
C. Additional requirement if cash payment for subscription is already reflected in the Audited Financial Statements:	
C.1. Audited Financial Statements as of the last fiscal year stamped received by BIR and SEC. (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Note: To be submitted by the Company if not available in the SEC's system.*	
D. Additional requirement if cash payment for subscription is not yet reflected in the Audited Financial Statements:	
Sub Situational Requirement/s	
D.a. If applicant corporation is/are: a) Listed companies; b) Public companies defined in the Securities Regulation Code; c) Companies that offer or sell securities to the public; d) Companies with secondary license; e) Others, pursuant to item no. 2 of SEC MC No. 6 of 2026	
D.a.1. Special Audit Report (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

				(Designation; Office)
1. Submit the electronic copy of notarized requirements for new application to eAmend Portal. **Location:** **https://eamend.sec.gov.ph/** **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the processor shall revert the application informing the	1.1. Verifies completeness of the required documents. Assigns the application to the processor, if complete, then records the application.	None	1 working day/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		4 working day/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office

client of the deficiencies. For submission of compliance documents, the client must upload the documents through the eAmend Portal. The assigned processor will proceed to Agency Step 1.2. • The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable				• Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office • Director/Officer-In-Charge; Laoag Extension Office
	1.3. Reviews the Final Report and, if found in order, directs the processor to issue the Payment Assessment Form (PAF).		10 working day/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office

Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the				• Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office • Director/Officer-In-Charge; Laoag Extension Office
	1.4. Issues the Payment Assessment Form (PAF) to the applicant. Then, informs the applicant to submit the original/hard copy upon payment.		4 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office

reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)				• Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office • Director/Officer-In-Charge; Laoag Extension Office
2. Present PAF and pay filling fee to the nearest Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home **Location:** Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the electronic Official Receipt via email Note: For payments made online through eSPAYSEC are automatically confirmed by the system. For payments made through LandBank, confirmation will be processed within 1 to 2 working days.	**Formula Fees** Breakdown: Increase of Capital StockAmended Articles of Incorporation Legal Research FeeDocumentary Stamp tax	1 working day/s	• Financial Management Department; Financial Management Department (FMD)
3. Submits the documentary requirements with	3.1. Receive the complete application requirements together	None	4 hour/s	• SEC Administrative

proof of payment to the SEC Laoag Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least two set should all be original copies of the documents pre-processed online, except for audited financial statements and amended articles of incorporation).*	with the proof of payment.			Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
	3.2. Verifies hard copies against the documents reviewed by the processor and attaches the source documents; if found complete and in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.		7 working day/s	• SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office • Director/Officer-In-Charge; Laoag Extension Office
	3.3. Prepares and generates the Certificate.		4 hour/s	• SEC Administrative

				Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
		3.4. Reviews the documents, signs, and approves the Certificate.	5 working day/s	• Director/Officer-in-Charge; Laoag Extension Office
		3.5. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.	6 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
		3.6. Tags the application for appointment through eAmend Portal indicating the date of release of the certificate.	4 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer

				II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office

4. Receive the original Certificate to the SEC Laoag Extension Office through the company's representatives or through a courier of their choice which available near SEC Laoag Extension Office (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte **Notes/Instruction:** Note: If the client choice the courier service, courier fee shoulder by the applicant. The client must provide the following information send through seclaoag@sec.gov.ph - Name of the receiver - Address of the receiver - Contact Number of the receiver	4. Releases the Certificates of Approval.	**Formula Fees** Breakdown: Courier Fee	4 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
Total Processing Time:		Working Days: 31 working day/s, 2 hour/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		
Formula / Schedule of Fees				

- **Increase of Capital Stock**

  For corporation with par value –

  1/5 of 1% of the increase in capital stock but not less than P3,000.00 or the subscription price,, whichever is higher

  For corporation without par value –

  1/5 of 1% of the increase in capital stock computed at P100.00 per share but not less than P3,000.00 or the issue value of the subscribed capital stock, whichever is higher

- **Amended Articles of Incorporation**

  P1,010* (inclusive of Legal Research Fee)

- **Legal Research Fee**

  equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00

- **Documentary Stamp tax**

  P60.00

- **Courier Fee**

  The courier fee will depends to the courier services the client choice.

30. Increase of Capital Stock by way of Cash through the eAMEND Portal for Domestic Stock Corporations Classified as Philippine National (Other than OPC)

This service details the adopted online procedure and documentary requirements for application for Increase of Capital Stock by way of Cash pursuant to Section 37 of the Revised Corporation Code of the Philippines.

This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National.

For the pre-processing of new applications, applicants who choose to file through the eAmend Portal must submit scanned copies of the notarized documents via the eAmend Portal. Applicants are advised to adhere to the prescribed steps outlined in the eAmend Portal for the proper uploading and submission of the required documents.

Alternatively, corporations that choose to submit their application via email may do so by sending all required documents directly to seclaoag@sec.gov.ph. For detailed guidelines, please refer to the Citizen's Charter for ***Increase of Capital Stock by way of Cash through electronic mail submission.***

Office or Division:	Laoag Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST) Division of the Company Registration and Monitoring Department.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	

1. Unified Certification for Certificate of Increase of Capital Stock on: a. Certificate of Increase of Capital Stock; b. Director's Certificate; c. List of stockholders of record as of date of meeting approving the increase, indicating their nationalities and their respective subscribed and paid-up capital on the present authorized capital stock; d. Non-existence of intra-corporate dispute; e. Waiver of pre-emptive rights of non-subscribing shareholders (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: *Download the Unified Certification for **Increase of Capital Stock** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Unified-Certification-for-Increase-in-Authorized.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
2. Treasurer's Affidavit (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download Treasurer's Affidavit through this link:* *https://www.sec.gov.ph/wp-content/uploads/2025/06/2025Forms_Treasurers-Affidavit.doc* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
3. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Laoag Extension Office
Remarks: • ***eWATCH:*** *https://ewatch.sec.gov.ph/login*	

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

B. For Financing and Lending Companies:	
B.1. Monitoring Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Laoag Extension Office

Remarks:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

C. For Listed and Public Companies:	
C.1. Monitoring Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Laoag Extension Office

Remarks:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

D. Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
D.1. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)

Remarks:

Market and Securities Regulation Department (MSRD) through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

E. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
E.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector
Remarks: *To request, please refer to BSP Citizen's Charter through this link: https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
F. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
F.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group
Remarks: *To request, please refer to IC Citizen's Charter through this link:* *https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G. Additional requirement if cash payment for subscription is not yet reflected in the Audited Financial Statements:	
Sub Situational Requirement/s	
G.a. Notarized Subscription Contract	
G.a.1. A subscription contract, executed under oath among subscriber/s, treasurer and president for the corporation, stating the number of additional shares subscribed to and paid for. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2026 – Subscription Contracts through this link: https://www.sec.gov.ph/mc-2026/sec-mc-no-06-series-of-2026/#gsc.tab=0*	

Or May download to the sample below:

https://www.sec.gov.ph/wp-content/uploads/2025/08/2025Forms_Subscription-Contract-for-Cash-Payment.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

G.b. If applicant corporation is/are: a) Listed companies; b) Public companies defined in the Securities Regulation Code; c) Companies that offer or sell securities to the public; d) Companies with secondary license; e) Others, pursuant to item no. 2 of SEC MC No. 6 of 2026	
G.b.1. Special Audit Report (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

H. Additional requirement for Rural Banks:	
H.1. Notarized Certification on payment for subscriptions to be signed by majority of the rural bank's Board of Directors in accordance with the form required by BSP (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

H.2. List of stockholders of record showing their respective subscribed and paid-up amount before and after the increase and the list of subscribers to the increase with their respective subscription and payment as presented and approved by BSP annexed to the notarized certification (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of notarized requirements for new application to eAmend Portal. **Location:** **https://eamend.sec.gov.ph/** **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies.	1.1. Verifies completeness of the required documents. Assigns the application to the processor, if complete, then records the application.	None	1 working day/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office
• If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the processor shall	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		10 working day/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrat

revert the application informing the client of the deficiencies. For submission of compliance documents, the client must upload the documents through the eAmend Portal. The assigned processor will proceed to Agency Step 1.2. • The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations. • If upon evaluation, the application does not meet the requirements of Revised				ive Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office • Director/Officer-In-Charge; Laoag Extension Office
	1.3. Reviews the Final Report and, if found in order, directs the processor to issue the Payment Assessment Form (PAF).		5 working day/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag

Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making				Extension Office • SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
	1.4. Issues the Payment Assessment Form (PAF) to the applicant.		1 working day/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office

the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)				• Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office • Director/Officer-In-Charge; Laoag Extension Office
2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip) **Location:** SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte	2.1. Receive the complete application requirements together with the proof of payment	**Formula Fees** Breakdown: Increase of Capital StockAmended Articles of Incorporation Legal Research FeeDocumentary Stamp tax	2 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
	2.2. Verifies hard copies against the		7 working day/s	• SEC Administrat

Notes/Instruction: *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements).*	documents reviewed by the processor and attaches the source documents; if found complete and in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.			ive Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office • Director/Officer-In-Charge; Laoag Extension Office
	2.3. Prepares and generates the Certificate.		1 working day/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information

				Officer II; Laoag Extension Office
	2.4. Reviews the documents, signs, and approves the Certificate.		5 working day/s	• Director/Officer-in-Charge; Laoag Extension Office
	2.5. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.		6 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
	2.6. Tags the application for appointment through eAmend Portal indicating the date of release of the certificate.		1 working day/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office

3. Present the Official Receipt and other documents. Then, fill out the logbook for released applications and claim the Certificates of Approval. **Location:** SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte	3. Releases the Certificates of Approval.	None	4 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
Total Processing Time:	Working Days: 32 working day/s, 4 hour/s			
Total Processing Fee:	Total Standard Fee: None See other fees below			

Formula / Schedule of Fees

- **Increase of Capital Stock**

  ****For corporation with par value –**

  1/5 of 1% of the increase in capital stock but not less than P3,000.00 or the subscription price of the subscribed capital stock, whichever is higher

  ****For corporation without par value –**

  1/5 of 1% of the increase in capital stock computed at P100.00 per share but not less than P3,000.00 or the issue value of the subscribed capital stock, whichever is higher

- **Amended Articles of Incorporation**

  P1,010* (inclusive of Legal Research Fee)

- **Legal Research Fee**

  equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00

- **Documentary Stamp tax**

  P60.00

31. Increase of Capital Stock of One Person Corporation (OPC) through electronic mail submission for Domestic Stock Corporations Classified as Philippine National

This service details the adopted online procedure and documentary requirements for application for Increase of Capital Stock by way of Cash and Non Cash pursuant to Section 37 of the Revised Corporation Code of the Philippines through electronic mail.

This service is exclusively for One Person Corporations classified as Philippine National. For corporations classified as Non-Philippine National.

For the pre-processing of new applications, applicants who choose to file through email must submit scanned copies of the notarized documents via seclaoag@sec.gov.ph. Applicants are advised to adhere to the prescribed steps outlined in the email for the proper submission of the required documents.

Alternatively, corporations that choose to submit their application via eAmend Portal may do so by submitting the notarized documents via the eAmend Portal. For detailed guidelines, please refer to the Citizen's Charter for Increase of Capital Stock of One Person Corporation (OPC) through the eAMEND Portal.

Office or Division:	Laoag Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National. For corporations classified as Non-Philippine National.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Unified Certification for Certificate of Increase of Capital Stock a. Certificate of Increase of Capital Stock; b. OPC Resolution; c. Schedule of Capital Structure as of date of OPC Resolution, indicating the nationality, no of shares and amount subscribed, and paid-up capital on the present authorized capital stock; and d. Non-existence of intra-	Securities and Exchange Commission - Laoag Extension Office

corporate dispute. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Download the Unified Certification for **Increase of Capital Stock_OPC** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Unified-Certification-for-Increase-in-AC-OPC.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
2. Treasurer's Affidavit (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: *Download Treasurer's Affidavit for OPC through this link:* *https://www.sec.gov.ph/wp-content/uploads/2022/03/2022SECForm_TREASURERS-AFFIDAVIT.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
3. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
For Situational Requirement	
A. For Corporations with Primary Licenses:	
A.1. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Laoag Extension Office
Remarks: • ***eWATCH:** https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
B. For Financing and Lending Companies:	

B.1. Monitoring Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Laoag Extension Office
Remarks: • ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
C. For Listed and Public Companies:	
C.1. Monitoring Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Laoag Extension Office
Remarks: • ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
D. Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
D.1. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Market and Securities Regulation Department (MSRD)
Remarks: *Market and Securities Regulation Department (MSRD) through the link:* ***eWATCH:*** *https://ewatch.sec.gov.ph/login* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
E. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	

E.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector
Remarks: *To request, please refer to BSP Citizen's Charter through this link:* *https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
F. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
F.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group
Remarks: *To request, please refer to IC Citizen's Charter through this link:* *https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
G. Additional Requirement if the consideration for issuance of shares is in the form of Previously incurred indebtedness (e.g., conversion of advances into equity / conversion of deposit for future subscription)	
G.1. Deed of Assignment of advances / liabilities (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Deed of Assignment for **Advances** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Single-Assignor.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	

G.a. If the advances/liabilities is not yet reflected in the Audited Financial Statements (AFS):	
G.a.1. A report to be rendered by an Independent CPA on the verification of the advances to be converted to equity (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H. Additional Requirements if the payment for issuance of shares is by way of Stock Dividend:	
H.1. Reconciliation of Retained Earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 16 Series of 2023- Revised Guidelines on the Determination of Retained Earnings Available for Dividend Declaration through this link: https://www.sec.gov.ph/wp-content/uploads/2023/10/2023SEC-MC-No.-16,-s.-of-2023-Revised-Guidelines-on-the-Determination-of-Retained-Earnings%20-Available-for-Dividend-Declaration.pdf* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
H.a. In case the unappropriated retained earnings is not sufficient to warrant the dividend declaration:	
H.a.1. Secretary's Certificate on the Board's resolution to reverse the appropriated retained earnings (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I. Additional Requirement if the consideration for issuance of shares is in the form of Land, buildings / condominium units:	

I.1. Detailed schedule of property showing the registered owner, location, area, TCT/CCT no., tax declaration number and the basis of transfer value (market value, assessed value or zonal value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the sample **Detailed Schedule for Land, Buldings/Condominium Units** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=405110855#gid=405110855* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.2. Copy of TCT/CCT electronically certified and issued by Register of Deeds and tax declaration sheet certified Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.3. Deed of Assignment (a. Deed of Assignment; b. Certifying that the improvements are existing and in good condition ; c. Undertaking that the corporation will submit the required proof of transfer within the prescribed period) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Land, Buildings / Condominium Units** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Land-Buildings-Condo.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

Sub Situational Requirement/s	
I.a. If transfer value is based on appraised value:	
I.a.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.a.2. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Electronic Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.b. If property is mortgaged:	
I.b.1. Mortgagee/creditor's certification on the outstanding loan balance and his/her written consent to the transfer of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
I.c. For assignment of buildings where assignor is not the owner of the land:	
I.c.1. Lease contract on the land and consent of the land owner to the transfer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.	
J. Additional Requirement if the consideration for issuance of shares is in the form of Untitled Lands:	
J.1. Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least twenty (20) years and the possessor had introduced improvements thereon, if any (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.2. Duplicate original or certified true copies of the tax declaration sheets (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.3. Latest realty tax receipts (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
J.4. Affidavit by the transferor attesting the following: 1. Continuous and open possession of the property is located; 2.a. Existence (or non-existence) of easements over the untitled property; b. Kind/description of the easement and its location; and c. Whether the transferor is the dominant estate or the servient estate, by virtue of such easements 3. That the transferor/subscriber to answer for any liability that the corporation might incur by virtue of the acceptance of said property as paid-up capital) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks:	

*Download **Transferor Affidavit for Untitled Land** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-the-Transferor_Untitled-Lands.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

J.5. Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

J.6. Duplicate original or certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument affecting the property recorded in the Register of Deeds for the province of city where the land is situated (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

J.7. Clearance or certification from the Department of Agrarian Reform (DAR) attesting to the following: (a) There is no other claimant to the untitled land; (b) it has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party; or (c) The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Department of Agrarian Reform (DAR) - Department of Agrarian Reform (DAR)

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

J.8. Blue Print Survey of the Plan as approved by the Bureau of Lands (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

J.9. Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/ assessed value / zonal value or appraised value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

*Download the sample **Detailed Schedule of Untitled Lands** below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=508694029#gid=508694029

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

J.10. Deed of Assignment reflecting: a. Assignment of Untitled Lands; b. Undertaking to submit certified true copy of the original certificate of title in the name of the transferee-corporation within one (1) year from the date of receipt of the approval of the application) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

*Download the Deed of Assignment for **Increase of Capital Stock_Untitled Lands** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Untitled-Lands.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

J.a. If transfer value is based on zonal value

J.a.1. Latest zonal valuation certified by BIR (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

J.b. If transfer value is based on appraised value	
J.b.1. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

J.b.2. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

Download the Affidavit of Undertaking re Section 64 (watered stocks) below:

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

K. Additional Requirement if the consideration for issuance of shares is in the form of Inventories / Furniture / Personal Properties:	
K.1. Detailed schedule of property showing the description and the basis of transfer value (market value or book value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

*Download the sample **Detailed Schedule of Inventories / Furniture / Personal Properties** below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1666788899#gid=1666788899

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*

- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

K.2. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

*Download the Deed of Assignment for **Increase of Capital Stock_Inventories / Furniture / Personal Properties** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Inventories-Furniture-Personal-Properties.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

K.a. If transfer value is based on book value:

K.a.1. Special Audit Report by an Independent CPA on the verification and valuation of property (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

L. Additional Requirement if the consideration for issuance of shares is in the form of Heavy equipment and machinery:

L.1. Detailed schedule of the property showing the description and the transfer value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

*Download the sample **Detailed Schedule of Heavy Equipment and Machinery** below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1745725976#gid=1745725976

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*

- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

L.2. Appraisal report by a licensed appraiser (not more than 6-month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

L.3. Deed of Assignment (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

*Download the Deed of Assignment for **Increase of Capital Stock_Heavy Equipment and Machinery** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Heavy-Equipment-and-Machinery.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

L.4. Certification from the transferor stating that the properties are existing and in good condition (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

L.a. In case the heavy equipment and machinery qualify as real property as defined under the New Civil Code.

L.a.1. Copy of the latest required Tax Declaration Sheet certified by the Assessor's Office. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

L.a.2. Copy of the TCT / CCT of the land on which the heavy equipment and machinery are located certified by the Register of Deeds. (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.b. If the assignor is not the owner of the land on which the heavy equipment and machinery are located as defined under the New Civil Code.	
L.b.1. Lease contract on the land and consent of the land owner to the transfer (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
L.c. If the transfer value is based on appraised value:	
L.c.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
M. Additional Requirement if the consideration for issuance of shares is in the form of Shares of Stock:	
M.1. Detailed schedule of the shares of stock showing the stockholder, stock certificate number, no. of shares and the basis of transfer value (market or book value) certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks:	

*Download the sample **Detailed Schedule of Shares of Stock** below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1402851319#gid=1402851319

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

M.2. Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Information and Communications Technology Department (ICTD)

Remarks:

To be provided by the Company, in case the Company did not file

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

M.3. Deed of Assignment (a. Deed of Assignment ; b. Undertaking that the corporation will submit the required proof of transfer within the prescribed period). (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

*Download the Deed of Assignment for **Increase of Capital Stock_Shares of Stock** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Shares-of-Stocks.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

M.4. Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the assignor (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

M.5. Photocopy of the stock certificate (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Notes:

- *The original copy will be presented for verification during the processing stage.*
- *The two (2) photo copies will be submitted upon payment of the corresponding fees.*

Sub Situational Requirement/s

M.a. If listed in the Stock Exchange:

M.a.1. Latest market price quotation in the newspaper or certification from the stock exchange/broker as to latest market price of the shares of stock (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

N. Additional Requirement if by way of Motor Vehicles

N.1. Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

*Download the sample **Detailed Schedule of Motor Vehicle** below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=318133614#gid=318133614

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

N.2. Photocopy of certificate of registration and official receipt of annual registration fee (present original for	Applicant / Client

verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	
Remarks: *Notes:* • *The original copy will be presented for verification during the processing stage.* • *The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
N.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
N.4. Deed of Assignment reflecting: a. Assignment of Motor Vehicles; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period; c. Certification from the transferor stating that the motor vehicles are existing and in good running condition (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Deed of Assignment for* ***Increase of Capital Stock_Motor Vehicle*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Motor-Vehicles.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Sub Situational Requirement/s	
N.a. If the transfer value is based on appraised value:	
N.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Affidavit of Undertaking re Section 64 (watered stocks) below:*	

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx

The original copy and photo copy will be submitted upon payment of the corresponding fees.

O. Additional Requirement if by way of Sea Vessel / Aircraft:	
O.1. Detailed schedule of vessel/aircraft showing registered Owner, registry number, technical description and appraised value certified under oath by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

*Download the sample **Detailed Schedule of Sea Vessel / Aircraft** below:*

https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1212106110#gid=1212106110

Note:

- *An excel file is hereby requested be submitted together with the signed scanned copy.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

O.2. Certified true copy of the certificate of ownership (1) Certified True Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The certified true copy and photo copy will be submitted upon payment of the corresponding fees.

O.3. Appraisal report by licensed appraiser (not more than 6 month old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

O.4. Certificate of seaworthiness/airworthiness issued by appropriate government agency (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

O.5. Deed of Assignment reflecting: a. Assignment of Sea Vessel/Aircraft; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

*Download the Deed of Assignment for **Increase of Capital Stock_Sea Vessel / Aircraft** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Sea-Vessels-aircrafts.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

O.a. If the transfer value is based on appraised value:

O.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

Download the Affidavit of Undertaking re Section 64 (watered stocks) below:

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

P. Additional Requirement if the consideration for issuance of shares is in the form of Intangibles:

P.1. Photocopy of System Purchase Agreement or any proof of ownership (for software) (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

P.2. Copy of Certificate of Registration of Intellectual Property Rights and mining permit for mining claims/rights (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
P.3. Appraisal report by an accredited appraisal company or by a licensed Filipino mining engineer for mining claims/rights (not more than 6 months old) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
P.4. Deed of Assignment reflecting: a. Assignment of Intangibles; b. Undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the Deed of Assignment for* ***Increase of Capital Stock_Intangibles*** *below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Intangibles.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q. Additional Requirement if the consideration for issuance of shares is in the form of Net Assets:	
Q.1. Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.*	
Q.2. Deed of Assignment of the assets and liabilities (a. Deed of Assignment; b. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period).	Securities and Exchange Commission - Financial Analysis and Audit Department

(1) Original Copy And (1) Photo Copy And (1) Electronic Copy	
Remarks: *Download the Deed of Assignment for **Increase of Capital Stock_Net Assets** below:* *https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Net-Assets.docx* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q.3. List of creditors with the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q.4. Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant/ treasurer, or any finance officer of the applicant corporation. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department
Remarks: *Download the sample **Detailed Schedule of Net Asset** below:* *https://docs.google.com/spreadsheets/d/1Ypbkn14TTYupv4NQm34KsX_LL9QP1Lxc/edit?gid=1662940848#gid=1662940848* *Note:* • *An excel file is hereby requested be submitted together with the signed scanned copy.* • *The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
Q.5. Photocopy of the certificate of registration of the motor vehicles (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note:*	

- *The original copy will be presented for verification during the processing stage.*
- *The two (2) photo copies will be submitted upon payment of the corresponding fees.*

Q.6. Copy of TCT/CCT electronically certified and issued by the Register of Deeds and tax declaration sheets certified by the Assessor's Office (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Q.7. Photocopy of stock certificates (present original for verification) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Notes:

- *The original copy will be presented for verification during the processing stage.*
- *The two (2) photo copies will be submitted upon payment of the corresponding fees.*

Q.8. DTI Certificate of Registration (for single proprietorship) (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

Sub Situational Requirement/s

Q.a. If the transfer value is based on appraised value:

Q.a.1. Affidavit of undertaking to ensure compliance with Section 64 of the RCCP in relation to the company's application, particularly in reference to the Valuation Report submitted. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

Download the Affidavit of Undertaking re Section 64 (watered stocks) below:

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Affidavit-of-Undertaking.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

R. Additional requirement if cash payment for subscription is not yet reflected in the Audited Financial Statements:

Sub Situational Requirement/s

R.a. Notarized Subscription Contract

R.a.1. A subscription contract, executed under oath among subscriber/s, treasurer and president for the corporation, stating the number of additional shares subscribed to and paid for (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Financial Analysis and Audit Department

Remarks:

For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2026 – Subscription Contracts through this link: https://www.sec.gov.ph/mc-2026/sec-mc-no-06-series-of-2026/#gsc.tab=0

Or May download to the sample below:

https://www.sec.gov.ph/wp-content/uploads/2025/08/2025Forms_Subscription-Contract-for-Cash-Payment.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

R.b. If applicant corporation is/are: a) Listed companies; b) Public companies defined in the Securities Regulation Code; c) Companies that offer or sell securities to the public; d) Companies with secondary license; e) Others, pursuant to item no. 2 of SEC MC No. 6 of 2026

R.b.1. Special Audit Report (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of complete requirements for new application. **Location:** seclaoag@sec.gov.ph **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the processor will prepare a	1.1. Verifies completeness of the required documents, receives and records the application if complete, and sends an email confirming receipt and identifying the assigned processor.	**Formula Fees** Breakdown: Increase of Capital StockAmended Articles of Incorporation Legal Research FeeDocumentary Stamp tax	1 working day/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		10 working day/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office

checklist of deficiencies and inform and return it to the applicant via email. For submission of compliance documents, the client will directly send it to the assigned processor's e-mail. The assigned processor will acknowledge the receipt of compliance documents then proceed to Agency Step 1.2. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved				• SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
	1.3. Reviews the Final Report and, if found in order, directs the processor to issue the Payment Assessment Form (PAF).		7 working day/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information

without prejudice to refiling. • The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous				Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
	1.4. Sends the Payment Assessment Form (PAF) to the applicant. Then, informs the applicant to submit the original/hard copy upon payment.		4 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II;

cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given.				Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip). **Location:** SEC Laoag Extension Office, 5th Floor Dap-ayan Center	2.1. Receives complete application requirements with proof of payment; verifies hard copies against online-submitted documents and, if found in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.	**Formula Fees** Breakdown: Increase of Capital StockAmended Articles of Incorporation Legal Research FeeDocumentary Stamp tax	7 working day/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag

Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)*				Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
	2.2. Prepares Certificate		4 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
	2.3. Reviews the documents, signs, and approves the Certificate.		5 working day/s	• Director or Officer-in-Charge; Laoag Extension Office
	2.4. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.		6 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrat

				ive Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
	2.5. Schedules and sends email notification to the applicant on the date of release of the certificate.		4 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
3. Receive the original Certificate to the SEC Laoag Extension Office through the company's representatives or through a courier of their choice which available near SEC Laoag Extension Office (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte	3. Releases the Certificates of Approval.	**Formula Fees** Breakdown: Courier Fee	4 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office

Notes/Instruction: Note: If the client choice the courier service, courier fee shoulder by the applicant. The client must provide the following information send through seclaoag@sec.gov.ph - Name of the receiver - Address of the receiver - Contact Number of the receiver				

Total Processing Time:	Working Days: 32 working day/s, 6 hour/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

- **Increase of Capital Stock**

  ****For corporation with par value –**

  1/5 of 1% of the increase in capital stock but not less than P3,000.00 or the subscription price of the subscribed capital stock, whichever is higher

  ****For corporation without par value –**

  1/5 of 1% of the increase in capital stock computed at P100.00 per share but not less than P3,000.00 or the issue value of the subscribed capital stock, whichever is higher

- **Amended Articles of Incorporation**

  P1,010* (inclusive of Legal Research Fee)

- **Legal Research Fee**

  equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00

- **Documentary Stamp tax**

P60.00

- **Courier Fee**

  The courier fee will depends to the courier services the client choice.

32. Licensing of Foreign Corporations through the ESPARC (Electronic Simplified Processing of Application for Registration of Company)

This service outlines the procedure for applying for an SEC license to operate in the Philippines as a foreign branch office, representative office, regional operating headquarters (ROHQ), or regional/area headquarters (RHQ).

Office or Division:	Laoag Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: *System-generated*	
2. Signed & notarized Application Form (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *System-generated* • *F-103 for stock branch office;* • *F-104 for stock representative office;* • *F-108 for non-stock branch/representative office, including foundations* *Note: **"Non-stock"** refers to a foreign corporation that conducts activities in its home country similar to those of a non-stock corporation in the Philippines. Non-stock corporations are typically organized for purposes such as charitable, religious, educational, professional, cultural, fraternal, literary, scientific, social, or civic service. They may also include organizations like trade, industry, or agricultural chambers, or any combination of these purposes.*	

For Situational Requirement	
A. For Foreign Branch and Representative Office	
A.1. Authenticated/Apostilled copy of the Board Resolution (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: • *Authorizing the establishment of Branch/Representative Office in the Philippines;* • *Designating the Resident Agent to whom summons and other legal processes may be served in behalf of the foreign corporation; and* • *Stipulating that in the absence of such Agent or upon cessation of its business in the Philippines, any summons or legal processes may be served to SEC as if the same is made upon the corporation at its home office*	
A.2. Authenticated/Apostilled copy of the Articles of Incorporation/Partnership/Association with an English translation thereof if in foreign language other than English (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx)*	
A.3. Authenticated/Apostilled Audited Financial Statements (FS) for the immediately preceding year at the time of filing of application (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *Audited by an independent Certified Public Accountant of the home country *Authenticated before the Philippine Consulate/Embassy*	
A.4. Compliance with Financial Ratios (1) Electronic Copy	Applicant / Client
Remarks:	

Stock Branch Office

Ratio	***Formula***	***Benchmark Value***
Solvency	*Total assets/total liabilities*	*1:1*

Liquidity	*Current assets/current liabilities*	*1:1*
Debt to Equity	*Total liabilities/equity*	*3:1*

Stock Representative Office/Non-Stock Branch Office/Non-Stock Representative Office

Solvency	*Total assets/total liabilities*	*1:1*

Note:
If solvency is not within the Benchmark value - application is REJECTED
If Liquidity Ratio and / or Debt to Equity Ratio is/are not within the Benchmark Value/s - submit P1M Surety Bond

Surety bond must be conditioned upon faithful compliance of the Principal relative to the Licensing of the Foreign COrporation with Securities and Exchange Commission and the observance with the provisions of the Corporation Code of the Philippines, the Securities Regulation Code, and its implementing rules and regulations, and other pertinent laws, and regulations implemented by the Commission.

A.5. Affidavit of Undertaking to change corporate name, if not stated in the Application Form (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)*	
A.6. If Resident Agent is not the signatory in the Application Form, Resident's Agent Acceptance of Appointment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.7. Endorsement/Clearance from other SEC departments *Any of the following:*	
A.7.A. Corporate Governance and Finance Department (CGFD) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Corporate Governance and Finance Department

Remarks: *For Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation*	
---- OR ----	
A.7.B. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Markets and Securities Regulation Department
Remarks: *For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House*	
---- OR ----	
A.7.C. PhiliFintech Innovation Office (PIO) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office
Remarks: *For Financial Technology (FinTech) related business activities [Operators of payment systems; Payment Service Providers; Electronic Money Issuers (EMI); Non-bank EMIs; Alternative Credit Scoring Companies; AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); KYC/Security Companies (KYC Service Providers); Digital Banks; Digital Asset Exchanges; Virtual Asset Service Providers; Play-to-Earn Platforms; o E-Commerce Companies; Crowdfunding Platforms; RegTech Companies (RegTech Service Providers); SupTech Companies (SupTech Service Providers); and Digital Advisers/Robo-Advisers]*	
A.8. Endorsement from other government agencies *Any of the following:*	
A.8.A. Endorsement from Insurance Commission (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Insurance Commission - Legal Services Group - Licensing Division
Remarks: *For Insurance/Health Maintenance Organization*	
---- OR ----	
A.8.B. Endorsement from Bangko Sentral ng Pilipinas (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Bangko Sentral ng Pilipinas - Financial Supervision Sector
Remarks:	

For Bank and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services

Sub Situational Requirement/s	
A.a. If the date of the AFS exceeds the one-year requirement	
A.a.1. Authenticated AFS that are available as of date of filing of the application (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.a.2. Authenticated Unaudited FS (AUFS) as of date not exceeding one (1) year immediately prior to the filing of the application signed by an officer of the foreign corporation (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b. For those whose home country does NOT REQUIRE AFS	
A.b.1. Authenticated Unaudited FS as of the date not exceeding one (1) year immediately prior to the filing of the application (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b.2. Authenticated/Apostilled Certification signed under oath by an officer of a responsible regulatory institution or by the applicant's legal counsel that the applicant is not required to prepare and submit AFS, with citation of the law for verification purposes (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.c. For Stock Branch/Representative Office	
A.c.1. Notarized proof of Inward Remittance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *such as bank certificate of inward remittance or credit advances*	
A.d. For Non-Stock Branch/Representative Office Foundation	
A.d.1. Notarized Certificate of Bank Deposit of the amount of not less than P1,000,000.00 (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.d.2. Statement of Willingness to allow the Commission to conduct an audit	Applicant / Client

(1) Electronic Copy And (1) Original Copy And (1) Photo Copy	
B. For Regional/Area Headquarters (RHQ)/ Regional Operating Headquarters (ROHQ)	
B.1. Certification from the Philippine Consulate/Embassy or the Philippine Commercial Office or from the equivalent office of the Philippine DTI in the applicant's home country that said foreign firm is an entity engaged in international trade with affiliates, subsidiaries, or branch offices in the Asia Pacific Region and other foreign markets (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *In case the Certification is issued by the equivalent office of the DTI, the same shall be authenticated by the Philippine Consulate/Embassy*	
B.2. Authenticated Certification from principal officer of the foreign entity to the effect that the said foreign entity has been authorized by its board of directors or governing body to establish its RHQ/ROHQ (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
B.3. Affidavit of Undertaking to change corporate name, if not stated in the Application Form (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)*	
B.4. Endorsement from Board of Investments (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Board of Investments - Legal and Compliance Service
Sub Situational Requirement/s	
B.a. For Financial Technology (FinTech) related business activities [Operators of payment systems; Payment Service Providers; Electronic Money Issuers (EMI); Non-bank EMIs; Alternative Credit Scoring Companies; AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); KYC/Security Companies (KYC Service Providers); Digital Banks; Digital Asset Exchanges; Virtual Asset Service Providers; Play-to-Earn Platforms; o E-Commerce Companies; Crowdfunding Platforms; RegTech Companies (RegTech Service Providers); SupTech Companies (SupTech Service Providers); and Digital Advisers/Robo-Advisers]	
B.a.1. PhiliFintech Innovation Office (PIO) Endorsement/Clearance	Securities and Exchange Commission - PhiliFintech Innovation Office

(1) Electronic Copy And (1) Original Copy And (1) Photo Copy	
B.a.2. Enforcement and Investor Protection Department (EIPD) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department
C. If to engage as a foreign retailer	
C.1. Certification of Inward Remittance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *Certification of Inward Remittance of Foreign Exchange showing compliance of the foreign retailer with the minimum paid-up capital requirement of Twenty-Five Million Pesos (P25,000,000.00) or other proof, such as Bank Certification, certifying that such capital investment is deposited and maintained in a bank in the Philippines*	
C.2. Apostilled/authenticated Certificate of Reciprocity (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *to the effect that such State provides reciprocity to Filipinos*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ and encodes corporate information **Location:** https://esparc.sec.gov.ph/ **Notes/Instruction:** If the application is found to be for compliance during the	1.1. Verifies and approves proposed company name and/or trade name/s if compliant with SEC Memorandum Circular No. 13, Series of 2019	None	4 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office

evaluation stage, the applicant will have to go back to Step 1 for the submission of requirements/compliance	1.2. Assigns to FIRST processors		30 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
	1.3. Review the assigned application.		15 working day/s	• SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
	1.4. Issues Payment Assessment Form (PAF) if compliant		30 minute/s	• SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office

				• Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
2. Present PAF and pay filling fee to the nearest Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home **Location:** Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the electronic Official Receipt via email Note: For payments made online through eSPAYSEC are automatically confirmed by the system. For payments made through LandBank, confirmation will be processed within 1 to 2 working days.	**Standard Fees** Breakdown: Documentary Stamp Tax: PHP 30 --- Total: PHP 30 **Formula Fees** Breakdown: Legal Research FeeLicense Fee	2 working day/s	• Financial Management Department; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the SEC Laoag Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Laoag Extension Office, 5th Floor Dap-	3.1. Stamp receives to the submitted documents.	None	4 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II;

ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte				Laoag Extension Office
	3.2. Check the submitted documents if completed or not. Note: If completed, proceed to the printing of Certificate. If not, return to applicant for compliance.		10 working day/s	• SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
	3.3. Generates the Certificate		4 hour/s	• SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
	3.4. Reviews the application and signs the Certificate of Incorporation		10 working day/s	• Director/Officer-In-Charge; Laoag Extension Office

	3.5. Sends appointment through email indicating the date of release of the Certificate		2 hour/s	• SEC Adimistrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
4. Receive the original Certificate to the SEC Laoag Extension Office through the company's representatives or through a courier of their choice which available near SEC Laoag Extension Office (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte **Notes/Instruction:** Note: If the client choice the courier service, courier fee shoulder by the applicant. The client must provide the following information send	4. Enters company name in the Masterlist, releases the Certificate together with registration application and stamps release the official receipt	**Formula Fees** Breakdown: Courier Fee	6 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office

through seclaoag@sec.gov.ph - Name of the receiver - Address of the receiver - Contact Number of the receiver				
Total Processing Time:	Working Days: 39 working day/s, 5 hour/s			
Total Processing Fee:	Total Standard Fee: PHP 30 See other fees below			

Formula / Schedule of Fees

- **Legal Research Fee**

  1% of the computed Filing Fees

- **License Fee**

  For Stock Foreign Corporations:

  Branch Office - 1% of the actual inward remittance of the corporation converted into Philippine currency, but not less than PHP 3,000

  Representative Office - 1/10 of 1% of the actual inward remittance of the corporation converted into Philippine currency, but not less than PHP 2,000

  For Non-Stock Foreign Corporations:

  Branch Office - PHP 3,000

  Representative Office - PHP 2,000

- **Courier Fee**

  The courier fee will depends to the courier services the client choice.

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

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

Office or Division:	Laoag Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Domestic Corporations: General transacting public and business entities for: a.) Registered corporations; b.) Suspended and Revoked Corporation for purposes of filing a Petition to Set Aside Order of Suspension or Revocation; and c.) Corporations with Notice of Deficiencies and Hearing or Orders.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Application for Monitoring Clearance through: ewatch.sec.gov.ph (1) Electronic Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: *ewatch.sec.gov.ph*	
2. Latest due General Information Sheet (GIS) (1) Electronic Copy	Securities and Exchange Commission - Information and Communications Technology Department
Remarks: *Download through* *https://efast.sec.gov.ph/*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Sends the request through https://ewatch.sec.gov.ph/login	1.1. Assign the request for monitoring.	None	10 minute/s	• SEC Administrative Assistant

Location: https://ewatch.sec.gov.ph/login				II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office
	1.2. Determine or verify that there is more than one set of GIS filed with the Commission by two or more different groups. Note: Monitoring will be deferred.		30 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
	1.3. Assign the case.		10 minute/s	• Assistant Director/Officer-in-Charge; Laoag Extension Office

	1.4. Review the filings and prepare Notice for a Clarificatory Conference addressed to the different groups, indicating the schedule of the conference, within 2 working days.		2 working day/s, 1 hour/s	• SEC Counsel I; Laoag Extension Office
	1.5. Review the Notice for a Clarificatory Conference.		20 minute/s	• Director/Officer-in-Charge; Laoag Extension Office
	1.6. Revise the Notice, if there are suggested comments/revisions.		20 minute/s	• SEC Counsel I; Laoag Extension Office
	1.7. Sign through PNPKI System the Notice for a Clarificatory Conference.		10 minute/s	• https://ewatch.sec.gov.ph/login; Laoag Extension Office
	1.8. Send the Notice for Clarificatory Conference through email.		10 minute/s	• SEC Counsel I; Laoag Extension Office
2. Representatives from the different groups appear at the scheduled conference. **Location:** SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte	2.1. Conduct the Clarificatory Conference and determine that there is a possible existence of an intra-corporate issue.	None	2 hour/s	• SEC Counsel I; Laoag Extension Office
	2.2. Prepare the draft Order recommending that the GIS in question be marked as disputed. Note: Monitoring application shall be considered as closed until the		1 hour/s	• SEC Counsel I; Laoag Extension Office

	dispute is resolved by appropriate courts.			
	2.3. Review the draft Order.		30 minute/s	• Director/Officer-in Charge; Laoag Extension Office
	2.4. Revise the draft Order, if there are suggested comments/revisions.		1 hour/s	• SEC Counsel I; Laoag Extension Office
	2.5. Sign the Order by PNPKI System.		10 minute/s	• Director/Officer-in Charge; Laoag Extension Office
	2.6. Upload the digitally signed Order in the Document Verification System to generate QR code.		10 minute/s	• SEC Counsel I; Laoag Extension Office
	2.7. Prints the transmittal letter, Order, and Confirmation of Payment of Fines with QR code.		10 minute/s	• SEC Counsel I; Laoag Extension Office • Securities Specialist II; Laoag Extension Office
	2.8. Mail and transmits the Order to the parties. The same shall also be entered in the Certification Issuance System-Unified Reference Database.		10 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office
Total Processing Time:		Working Days: 3 working day/s		

Total Processing Fee:	Total Standard Fee: None

34. Post-Audit of eAMEND Applications approved under Regular Processing

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

Office or Division:	Laoag Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All applications submitted and approved under Simple Processing in the eAMEND Portal
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: *With downloadable system-generated forms in the eAmend Portal*	
2. Amendment Form (2) Original Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: • *With downloadable system-generated forms in the eAmend Portal.* • *Original copies should be signed (wet signature) and notarized* • *notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed names*	
3. Monitoring Clearance (2) Original Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: • ***(not applicable for corporation sole)***	

- *If there is no valid and available Monitoring Clearance, submit an Affidavit of Undertaking for Monitoring from the eAMEND System.*

- *If you have previously used an Affidavit of Undertaking for your amendment application, kindly submit a valid Monitoring Clearance issued by the SEC Laoag Extension Office for your current application.*
- *Original copies should be signed (wet signature) and notarized*

SEC Laoag Extension Office or through seclaoag@sec.gov.ph

4. Amended Articles of Incorporation/By-Laws (2) Original Copy	Applicant / Client

Remarks:

- ***two (2) copies shall be submitted together with all the documentary requirements uploaded in the eAMEND portal***

(Please submit the Amended Articles of Incorporation/By-laws incorporating the proposed provisions. The amendments must be clearly underlined and annotated with the phrase "(As amended on [date of meeting])" immediately following the amended provision. Kindly ensure that no established facts are removed or modified in the process.)

5. And other additional documentary requirements uploaded in the eAmend portal (2) Original Copy	Applicant / Client

For Situational Requirement

A. For Clearance from other SEC departments

Sub Situational Requirement/s

A.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation

A.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)

A.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House

A.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)

A.c. For Financial Technology (FinTech) related business activities

A.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech

	Innovation Office (PIO)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
A.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
B. Endorsement from other government agencies	

Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For applications with Amendment of By-laws	
Sub Situational Requirement/s	
C.a. Air Transport	
C.a.1. Civil Aeronautics Board Endorsement (2) Original Copy And (1) Electronic Copy	Civil Aeronautics Board - Civil Aeronautics Board
C.b. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions	
C.b.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.c. Educational Institution: (stock & non-stock)	
C.c.1. Department of Education Endorsement for Elementary (2) Original Copy And (1) Electronic Copy	Department of Education - Department of Education
C.c.2. Commission on Higher Education Endorsement for College, Tertiary Course (2) Original Copy And (1) Electronic Copy	College, Tertiary Course - College, Tertiary Course
C.c.3. Technical Education Skills and Development Authority Endorsement for Technical Vocational Course (2) Original Copy And (1) Electronic Copy	Technical Education Skills and Development Authority - Technical Education Skills and Development Authority
C.d. Electric Power Plant/Trading of Petroleum Products	
C.d.1. Department of Energy Endorsement (2) Original Copy And (1) Electronic Copy	Department of Energy - Department of Energy
C.e. Hospital, Dental, Medical Clinics	
C.e.1. Department of Health Endorsement (2) Original Copy And (1) Electronic Copy	Department of Health - Department of Health
C.f. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.f.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission

C.g. Money Changer and Remittance Services	
C.g.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.h. Non-Chartered Government Owned and Controlled Corporation	
C.h.1. Government Commission for Government-owned and Controlled Corporation Endorsement (2) Original Copy And (1) Electronic Copy	Government Commission for Government-owned and Controlled Corporation - Government Commission for Government-owned and Controlled Corporation
C.i. Professional Association	
C.i.1. Professional Regulation Commission Endorsement (2) Original Copy And (1) Electronic Copy	Professional Regulation Commission - Professional Regulation Commission
C.j. Radio, TV, Telephone, Internet Service Providers, Value-Added Service Provider	
C.j.1. National Telecommunications Commission Endorsement (2) Original Copy And (1) Electronic Copy	National Telecommunications Commission - National Telecommunications Commission
C.k. Recruitment for Overseas Employment	
C.k.1. Philippine Overseas Employment Administration Endorsement (2) Original Copy And (1) Electronic Copy	Philippine Overseas Employment Administration - Philippine Overseas Employment Administration
C.l. Security Agency/ Anti-Crime Task Force	
C.l.1. Philippine National Police Endorsement (2) Original Copy And (1) Electronic Copy	Philippine National Police - Philippine National Police
C.m. Tobacco Related Business	
C.m.1. National Tobacco Administration Endorsement (2) Original Copy And (1) Electronic Copy	National Tobacco Administration - National Tobacco Administration
C.n. Volunteer Fire Brigade	
C.n.1. Bureau of Fire Protection Endorsement (2) Original Copy And (1) Electronic Copy	Bureau of Fire Protection - Bureau of Fire Protection
C.o. Vessel/Ship Operation, Ship Management. Shipbuilding, Ship Repair, Shipping Agency, Ship Husbanding, Ship Chandling and other Maritime related activities	
C.o.1. Maritime Industry Authority Endorsement (2) Original Copy And (1) Electronic Copy	Maritime Industry Authority - Maritime Industry Authority
C.p. Water Service Providers and Waterworks	

C.p.1. Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems Endorsement (2) Original Copy And (1) Electronic Copy	Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems - Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems
D. For Amendment of Corporate Name	
D.1. Name Verification Slip for Amendment of Corporate Name with Proof of Payment of Reservation Fee (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: *imessage.sec.gov.ph or request from seclaoag@sec.gov.ph*	
E. Affidavit of a director, trustees or officer undertaking to change corporate name, if not stated in the Articles of Incorporation	
E.1. Affidavit of a director, trustees or officer undertaking to change corporate name, if not stated in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the documentary requirements with proof of payment to the SEC Laoag Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte	1.1. Stamp receives the submitted documentary requirements	None	20 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office
	1.2. Prints Certificate of Amendment (Certificate)		30 minute/s	• SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II;

					Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
		1.3. Assigns to post-audit processor		20 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
		1.4. Post-evaluates the assigned application Note: If the amendment documents are compliant, endorse for signature of Certificate. If not, return to applicant for compliance.		6 working day/s	• SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag

				Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office • Director/Officer-In-Charge; Laoag Extension Office
	1.5. Review the submitted amendment documents and sign the Certificate Note: After signing the Certificate, endorse for releasing to applicant.		6 hour/s	• Director/Officer-In-Charge; Laoag Extension Office
	1.6. Tags the application as complete in the eAmend portal and tag the date of release of Certification.		30 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
2. Receive the signed Certificate of Amended Articles of Incorporation and/or By-laws to the SEC	2. Releases signed Certificate of Amended Articles of Incorporation and/or By-laws	**Formula Fees** Breakdown: Courier Fee	20 minute/s	• SEC Administrative Assistant II; Laoag

Laoag Extension Office through the company's representatives or through a courier of their choice which available near SEC Laoag Extension Office (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte **Notes/Instruction:** Note: If the client choice the courier service, courier fee shoulder by the applicant. The client must provide the following information send through seclaoag@sec.gov.ph - Name of the receiver - Address of the receiver - Contact Number of the receiver				Extension Office • SEC Administrative Officer II; Laoag Extension Office
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Courier Fee**

  The courier fee will depends to the courier services the client choice.

35. Post-Audit of eAMEND Applications approved under Simple Processing

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

Office or Division:	Laoag Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All applications submitted and approved under Simple Processing in the eAMEND Portal
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: *With downloadable system-generated forms in the eAmend Portal*	
2. Amendment Form (2) Original Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: • *With downloadable system-generated forms in the eAmend Portal.* • *Original copies should be signed (wet signature) and notarized* • *notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed names*	
3. Monitoring Clearance (2) Original Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: • ***(not applicable for corporation sole)***	

- *If there is no valid and available Monitoring Clearance, submit an Affidavit of Undertaking for Monitoring from the eAMEND System.*

- *If you have previously used an Affidavit of Undertaking for your amendment application, kindly submit a valid Monitoring Clearance issued by the SEC Laoag Extension Office for your current application.*
- *Original copies should be signed (wet signature) and notarized*

SEC Laoag Extension Office or through seclaoag@sec.gov.ph

4. Amended Articles of Incorporation/By-Laws (2) Original Copy	Applicant / Client

Remarks:

- ***two (2) copies shall be submitted together with all the documentary requirements uploaded in the eAMEND portal***

(Please submit the Amended Articles of Incorporation/By-laws incorporating the proposed provisions. The amendments must be clearly underlined and annotated with the phrase "(As amended on [date of meeting])" immediately following the amended provision. Kindly ensure that no established facts are removed or modified in the process.)

5. And other additional documentary requirements uploaded in the eAmend portal (2) Original Copy	Applicant / Client

For Situational Requirement

A. For Clearance from other SEC departments

Sub Situational Requirement/s

A.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation

A.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)

A.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House

A.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)

A.c. For Financial Technology (FinTech) related business activities

A.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech

	Innovation Office (PIO)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
A.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
B. Endorsement from other government agencies	

Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For applications with Amendment of By-laws	
Sub Situational Requirement/s	
C.a. Air Transport	
C.a.1. Civil Aeronautics Board Endorsement (2) Original Copy And (1) Electronic Copy	Civil Aeronautics Board - Civil Aeronautics Board
C.b. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions	
C.b.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.c. Educational Institution: (stock & non-stock)	
C.c.1. Department of Education Endorsement for Elementary (2) Original Copy And (1) Electronic Copy	Department of Education - Department of Education
C.c.2. Commission on Higher Education Endorsement for College, Tertiary Course (2) Original Copy And (1) Electronic Copy	College, Tertiary Course - College, Tertiary Course
C.c.3. Technical Education Skills and Development Authority Endorsement for Technical Vocational Course (2) Original Copy And (1) Electronic Copy	Technical Education Skills and Development Authority - Technical Education Skills and Development Authority
C.d. Electric Power Plant/Trading of Petroleum Products	
C.d.1. Department of Energy Endorsement (2) Original Copy And (1) Electronic Copy	Department of Energy - Department of Energy
C.e. Hospital, Dental, Medical Clinics	
C.e.1. Department of Health Endorsement (2) Original Copy And (1) Electronic Copy	Department of Health - Department of Health
C.f. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.f.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission

C.g. Money Changer and Remittance Services	
C.g.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.h. Non-Chartered Government Owned and Controlled Corporation	
C.h.1. Government Commission for Government-owned and Controlled Corporation Endorsement (2) Original Copy And (1) Electronic Copy	Government Commission for Government-owned and Controlled Corporation - Government Commission for Government-owned and Controlled Corporation
C.i. Professional Association	
C.i.1. Professional Regulation Commission Endorsement (2) Original Copy And (1) Electronic Copy	Professional Regulation Commission - Professional Regulation Commission
C.j. Radio, TV, Telephone, Internet Service Providers, Value-Added Service Provider	
C.j.1. National Telecommunications Commission Endorsement (2) Original Copy And (1) Electronic Copy	National Telecommunications Commission - National Telecommunications Commission
C.k. Recruitment for Overseas Employment	
C.k.1. Philippine Overseas Employment Administration Endorsement (2) Original Copy And (1) Electronic Copy	Philippine Overseas Employment Administration - Philippine Overseas Employment Administration
C.l. Security Agency/ Anti-Crime Task Force	
C.l.1. Philippine National Police Endorsement (2) Original Copy And (1) Electronic Copy	Philippine National Police - Philippine National Police
C.m. Tobacco Related Business	
C.m.1. National Tobacco Administration Endorsement (2) Original Copy And (1) Electronic Copy	National Tobacco Administration - National Tobacco Administration
C.n. Volunteer Fire Brigade	
C.n.1. Bureau of Fire Protection Endorsement (2) Original Copy And (1) Electronic Copy	Bureau of Fire Protection - Bureau of Fire Protection
C.o. Vessel/Ship Operation, Ship Management. Shipbuilding, Ship Repair, Shipping Agency, Ship Husbanding, Ship Chandling and other Maritime related activities	
C.o.1. Maritime Industry Authority Endorsement (2) Original Copy And (1) Electronic Copy	Maritime Industry Authority - Maritime Industry Authority
C.p. Water Service Providers and Waterworks	

C.p.1. Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems Endorsement (2) Original Copy And (1) Electronic Copy	Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems - Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems
D. For Amendment of Corporate Name	
D.1. Name Verification Slip for Amendment of Corporate Name with Proof of Payment of Reservation Fee (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: *imessage.sec.gov.ph or request from seclaoag@sec.gov.ph*	
E. Affidavit of a director, trustees or officer undertaking to change corporate name, if not stated in the Articles of Incorporation	
E.1. Affidavit of a director, trustees or officer undertaking to change corporate name, if not stated in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the documentary requirements with proof of payment to the SEC Laoag Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte	1.1. Stamp receives the submitted documentary requirements	None	20 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office
	1.2. Prints Certificate of Amendment (Certificate)		30 minute/s	• SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II;

					Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
		1.3. Assigns to post-audit processor		20 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
		1.4. Post-evaluates the assigned application		6 working day/s, 6 hour/s	• SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag

				Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office • Director/Officer-In-Charge; Laoag Extension Office
	1.5. Tags the application as complete in the eAmend portal and tag the date of release of Certification.		30 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
2. Receive the signed Certificate of Amended Articles of Incorporation and/or By-laws to the SEC Laoag Extension Office through the company's representatives or through a courier of their choice which available near SEC Laoag Extension Office (e.g. JRS, LBC, J&T, etc.)	2. Releases signed Certificate of Amended Articles of Incorporation and/or By-laws	**Formula Fees** Breakdown: Courier Fee	20 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office

Location: SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte **Notes/Instruction:** Note: If the client choice the courier service, courier fee shoulder by the applicant. The client must provide the following information send through seclaoag@sec.gov.ph - Name of the receiver - Address of the receiver - Contact Number of the receiver				

Total Processing Time:	Working Days: 7 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

- **Courier Fee**

  The courier fee will depends to the courier services the client choice.

36. Post-Evaluation of Regular eSPARC Applications

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

Office or Division:	Laoag Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All Natural and Juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (2) Original Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: *System-generated*	
2. Articles of Incorporation (2) Original Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: *System-generated* *Original copy should be signed (wet signature) and notarized/authenticated*	
3. By-Laws (2) Original Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: • *Original copy should be signed (wet signature)* • *For One Person Corporations, no by-laws required.*	
4. And other additional documentary requirements based on the mode of payment of the subscription of shares. (2) Original Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the documentary requirements with proof of payment to the SEC Laoag Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte	1.1. Stamp receives the submitted documentary requirements	None	20 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office
	1.2. Prints Certificate of Incorporation (Certificate)		30 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag

				Extension Office
	1.3. Assigns to post-audit processor		20 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
	1.4. Post-evaluates the assigned application		6 working day/s, 6 hour/s	• SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office • Securities Specialist II ; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
	1.5. Tags the application as complete in the		20 minute/s	• SEC Administrative

	Company Registration Encoding System			Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II ; Laoag Extension Office • Securities Specialist II ; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
	1.6. Emails the applicant a Notice of Schedule of Appointment on the release of the Original Certificate.		15 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
2. Receive the original Certificate to	2. Releases original copy of the Certificate	**Formula Fees**	15 minute/s	• SEC Administrat

the SEC Laoag Extension Office through the company's representatives or through a courier of their choice which available near SEC Laoag Extension Office (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte **Notes/Instruction:** Note: If the client choice the courier service, courier fee shoulder by the applicant. The client must provide the following information send through seclaoag@sec.gov.ph - Name of the receiver - Address of the receiver - Contact Number of the receiver		Breakdown: Courier Fee		ive Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Courier Fee**

  The courier fee will depends to the courier services the client choice.

37. Post-Evaluation of Simple Amendment of Articles of Incorporation and/or By-Laws of non-Philippine National Domestic Stock and Non-stock Corporations registered under FIA or before IPAs

This service outlines the post-evaluation procedure to verify the compliance, completeness, and accuracy of the hard copies of application documents against the uploaded documents, as a prerequisite for the issuance of the original Certificate of Approval.

Office or Division:	Laoag Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All domestic corporations registered under FIA (“Foreign Investment Act”) or before Investment Promotion Agencies (IPAs)
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Photo Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: *System-generated document available for download through the eAMEND Portal*	
2. Amendment Form (2) Original Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: • *System-generated document available for download through the eAMEND Portal* • *Original copies should be signed (wet signature) and notarized*	
3. Monitoring Clearance (2) Original Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: *https://ewatch.sec.gov.ph/login*	
4. And other additional documentary requirements uploaded in the eAmend portal (2) Original Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the documentary requirements with proof of payment to the SEC Laoag Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte	1.1. Stamp receives the submitted documentary requirements.	None	1 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
	1.2. Prints Certificate of Amendment (Certificate)		30 minute/s	• SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
	1.3. Assigns to FIRST post-audit processor		1 hour/s	• SEC Administrative Assistant II; Laoag

				Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
	1.4. Post-evaluates the assigned application		5 working day/s	• SEC Information Officer II; Laoag Extension Office • Securities Specialist II ; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
	1.5. Tags the application as complete in the eAmend portal		30 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag

				Extension Office
2. Receive the original Certificate to the SEC Laoag Extension Office through the company's representatives or through a courier of their choice which available near SEC Laoag Extension Office (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte **Notes/Instruction:** Note: If the client choice the courier service, courier fee shoulder by the applicant. The client must provide the following information send through seclaoag@sec.gov.ph - Name of the receiver - Address of the receiver - Contact Number of the receiver	2. Releases original copy of the Certificate of Amended Articles of Incorporation and/or By-Laws	**Formula Fees** Breakdown: Courier Fee	30 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
Total Processing Time:		Working Days: 5 working day/s, 3 hour/s, 30 minute/s		
Total Processing Fee:		Total Standard Fee: None		

	See other fees below

Formula / Schedule of Fees

- **Courier Fee**

  The courier fee will depends to the courier services the client choice.

38. Posting of Bond for One Person Corporation (OPC)

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

Office or Division:	Laoag Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Target SEC Clients/Stakeholders/Customers
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet (2) Original Copy And (1) Electronic Copy	Applicant / Client
2. Notarized covering letter requesting for posting of Bond (signed by the President of OPC) (1) Original Copy And (1) Electronic Copy And (1) Photo Copy	Applicant / Client
3. Bond issued by a company duly licensed and authorized by the Insurance Commission (1) Original Copy And (1) Electronic Copy And (1) Photo Copy	Applicant / Client
4. Undertaking to faithfully administer the funds of the One Person Corporation to be received as Treasurer, and to disburse and invest the same in accordance with the Articles of Incorporation as approved by the Commission, pursuant to Section 122 of the RCC (1) Original Copy And (1) Electronic Copy And (1) Photo Copy	Applicant / Client
Remarks: *Note: This is not required if the treasurer is different from the single stockholder.*	
5. Certified copy of the title with annotation (applicable for Property Bond only) (1) Original Copy And (1) Electronic Copy And (1) Photo Copy	Applicant / Client
6. Certificate of Approval of Increase of Capital Stock (if applicable) (3) Photo Copy	Applicant / Client
7. Monitoring Sheet and Proof of payment (Electronic Official Receipt) (3) Photo Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks:	

Application for Monitoring Clearance through https://ewatch.sec.gov.ph/login

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit a scanned copy of the Bond via seclaoag@sec.gov.ph **Location:** seclaoag@sec.gov.ph	1. Assign the request to the processor	None	20 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office
2. If applicant receives a tentative assessment, applicant shall comply with the findings indicated in the Monitoring Sheet **Location:** seclaoag@sec.gov.ph **Notes/Instruction:** 2.1. Applicant submits the required documents as advised in the Monitoring Sheet 2.2. Upon receipt of the final assessment, the applicant shall proceed with the payment of the Custodian Fee and any applicable penalties	2.1. Evaluate if the amount of the Bond is compliant.	**Formula Fees** Breakdown: Custodian FeePenalties /Fines	20 minute/s	• Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office
	2.2. If the amount is sufficient, proceed to Step 2.4.		20 minute/s	• Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office
	2.3. If the amount is insufficient, prepare and issue a tentative Monitoring Sheet.		1 hour/s	• Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag

				Extension Office
	2.4. Determines compliance, deficiencies and violations and prepares Monitoring Sheet (MS) and Checklist of Requirements.		20 minute/s	• Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office
	2.5. Forward the Monitoring Sheet with attached documents to the Reviewer.		20 minute/s	• Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office
	2.6. Check and consolidate the findings of the processor.		20 minute/s	• SEC Counsel I; Laoag Extension Office
	2.7. Send the Monitoring Sheet and Payment Assessment Form (PAF) within 10 working days		10 working day/s	• Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office
3. Present PAF to the nearest LBP Branch or pay through the SEC Online Payment Portal www.espaysec.sec.gov.ph **Location:** www.espaysec.sec.gov.ph	3. Receive the proof of payment from the applicant via seclaoag@sec.gov.ph	**Formula Fees** Breakdown: Custodian FeePenalties /Fines	30 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag

				Extension Office
4. Submit the Monitoring Sheet, PAF and proof of payment and attach the original copy of the Bond together with the required document to SEC Laoag Extension Office **Location:** SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte	4.1. Receive the documents, verify that the attached Bond is original, and forward to the ptocessor	None	20 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office
	4.2. Receive the proof of payment together with the required documents.		3 working day/s	• Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office
	4.3. Draft the Report of the Bond and Certificate of Posting of Bond.		30 minute/s	• Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office
	4.4. Forward the Report of the Bond and Certificate of Posting of Bond for review.		10 minute/s	• Securities Specialist II; Laoag Extension Office • SEC Investigator; Laoag Extension Office

	4.5. Reviews the Report of the Bond and Certificate of Posting of Bond and other required documents and affixes initials on the other original duplicate copies.		30 minute/s	• SEC Counsel I; Laoag Extension Office
	4.6. Transmit the Certificate of Posting of Bond with attached Report to the Director of SEC Laoag Extension Office, for signature.		5 minute/s	• SEC Counsel I; Laoag Extension Office
	4.7. Transmit the Original copy of the Bond to the Financial Management Department for safekeeping.		5 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office
	4.8. Reviews and signs the Certificate of Posting of Bond and its original duplicate copies.		1 working day/s	• Director/Officer-In-Charge; Laoag Extension Office
	4.9. Scan and upload the signed Certificate in the Document Verification System to generate QR code.		5 minute/s	• Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office
	4.10. Prints the Certificate with QR code.		5 minute/s	• Securities Specialist II; Laoag

				Extension Office • Securities Investigator; Laoag Extension Office
	4.11. Forward the signed Certificate of Posting of Bond and other original duplicate copies for releasing and for encoding and other appropriate action, respectively		5 minute/s	• Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office
	4.12. Send notice of release through email.		5 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office
5. Receives appointment letter and proceeds to SEC Laoag Extension Office for presentation of original proof of payment and receives the Certificate of Posting of Bond **Location:** SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte	5. Release the Certificate of Posting of Bond to the client.	None	10 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office
Total Processing Time:		Working Days: 14 working day/s, 5 hour/s, 40		

	minute/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

- **Custodian Fee**

  Pursuant to SEC Memorandum Circular No. 10, series of 2026

  https://www.sec.gov.ph/mc-2026/sec-mc-no-10-series-of-2026

- **Penalties/Fines**

  Pursuant to SEC Memorandum Circular No. 10, series of 2026

  https://www.sec.gov.ph/mc-2026/sec-mc-no-10-series-of-2026

39. Primary Registration and Secondary License for Lending and Financing Company through the ESPARC (Electronic Simplified Processing of Application for Registration of Company)

The Electronic Simplified Processing of Application for Registration of Company (SEC – ESPARC) is a facility to cater application for registration of Lending and Financing Corporations of Domestic corporations with 2 or more incorporators who may either be natural person, partnership, association or corporations, singly or jointly with others but not more than fifteen (15) in number. The system allows the registrant or his duly appointed representative to submit the proposed company name and input the details of the Articles of Incorporation.

The following are the various company type to choose from:

- *Lending Corporation*
- *Financing Corporation*

Office or Division:	Laoag Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Coversheet (3) Original Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: *System generated*	
2. Articles of Incorporation (1) Original Copy And (2) Photo Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: *Articles of Incorporation reflecting the:* • *Corporate name;* • *Business activity;* • *Principal office address;*	

- *Name, nationality, residences and Tax Identification Number (TIN) of Filipino or foreign incorporators, directors, stockholders including corporate subscribers, the foreign incorporators, directors and stockholders may also state their passport numbers*
- *Capital structure;*
- *Name of Treasurer and TIN;*
- *Undertaking to change company name;*
- *Printed names and Signature of incorporators;*
- *Notarization/Authentication*

*** System generated*

3. By-laws (1) Original Copy And (2) Photo Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: *System generated*	
4. Notarized Bank Certificate of Deposit (1) Original Copy And (2) Photo Copy	Applicant / Client
5. Joint Affidavit of Undertaking to Change Name, in case not incorporated in the Articles of Incorporation) (1) Original Copy And (2) Photo Copy	Applicant / Client
6. Affidavit of Relinquishment, in case the treasurer is a foreigner and the business activity of the registrant is a partly-nationalized activity (1) Original Copy And (2) Photo Copy	Applicant / Client
7. Authenticated/Apostilled Articles of Incorporation and By-Laws and supporting documents, if the same were executed in a foreign jurisdiction (1) Original Copy And (2) Photo Copy	Applicant / Client
8. For Clearance from other SEC departments, if applicable (1) Original Copy And (2) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO); Enforcement and Investor Protection Department (EIPD)

Remarks:

For Financial Technology (FinTech) related business activities

- *Operators of payment systems;*
- *Payment Service Providers;*
- *Electronic Money Issuers (EMI);*
- *Non-bank EMIs;*
- *Alternative Credit Scoring Companies;*
- *Online Lending Companies;*
- *Peer-to-peer Lending Companies;*
- *AI/Big Data Companies;*

- *InsurTech Companies (InsurTech Service Providers);*
- *KYC/Security Companies (KYC Service Providers);*
- *Digital Banks;*
- *Digital Asset Exchanges;*
- *Virtual Asset Service Providers;*
- *Play-to-Earn Platforms;*
- *E-Commerce Companies;*
- *Crowdfunding Platforms;*
- *RegTech Companies (RegTech Service Providers);*
- *SupTech Companies (SupTech Service Providers); and*
- *Digital Advisers/Robo-Advisers.*

9. Application Form (1) Original Copy And (2) Photo Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: *System generated*	
10. Information Sheet (1) Original Copy And (2) Photo Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: *System generated*	
11. Valid NBI Clearance of ALL Incorporators and Stockholders (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: • *With right thumb print and signature* • *Reflecting the residential*	
12. Additional Requirements for FOREIGN Directors and Officers (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *a. Photocopy of Alien Certificate of Registration Card/Immigrant Certificate of Residence Card** *b.Photocopy of Passport Showing Valid Visa or Stay in the Philippines** *c. Clearance from the Bureau of Immigration*	
13. Sworn Certification required under SEC Memorandum Circular No. 29, Series of 2020	Applicant / Client

(1) Original Copy And (2) Photo Copy	

Remarks:

- *Shall include an undertaking that the applicant shall submit hard and soft copies of its MTPP to the AMLD-EIPD within ten (10) days from receipt of its Certificate of Registration and/or secondary license from the Commission*
- *Stamped received by the Anti-Money Laundering Division of the Enforcement and Investor Protection Department (AMLD-EIPD)*

**https://www.sec.gov.ph/mc-2020/mc-no-29-s-2020/*

For Situational Requirement	
A. For Financing Corporations	
A.1. Personal Information Sheet of Directors & Officers (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Laoag Extension Office

Remarks:

System generated

A.2. Additional Requirements for FOREIGN Directors and Officers (1) Original Copy And (2) Photo Copy	Applicant / Client

Remarks:

- *Photocopy of Alien Certificate of Registration Card/Immigrant Certificate of Residence Card**
- *Photocopy of Passport Showing Valid Visa or Stay in the Philippines**
- *Clearance from the Bureau of Immigration*

A.3. Clearance from Bangko Sentral ng Pilipinas (1) Original Copy And (2) Photo Copy	Applicant / Client

Remarks:

If applicant is a subsidiary or affiliate of a bank and/or non-bank financial institution with quasi-banking license

A.4. Manual on Corporate Governance (1) Original Copy And (2) Photo Copy	Applicant / Client

Remarks:

-If foreign participation in voting stock is more than 40%; or

-If total assets is PhP50M or more; or

-If commercial paper issue, either exempt or registered

A.5. Format of Disclosure Statement on Loan/Credit Transactions (1) Original Copy And (2) Photo Copy			Applicant / Client	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph **Location:** Through https://esparc.sec.gov.ph	1.1. System receives submitted application.	None	15 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office
	1.2. Approves or disapproves proposed company name and/or trade name/s in accordance with SEC Memorandum Circular No. 13, Series of 2019 and assigns the application to the Processors.		1 working day/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office
	1.3. Processes and evaluates application for Registration		2 working day/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office

					• SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigato r; Laoag Extension Office • SEC Counsel I; Laoag Extension Office • Director/Off icer-In-Charge; Laoag Extension Office
		1.4. Issues Payment Assessment Form(PAF) to the applicant through eSPARC		30 minute/s	• SEC Administrat ive Assistant II; Laoag Extension Office • SEC Administrat ive Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigato

				r; Laoag Extension Office • SEC Counsel I; Laoag Extension Office • Director/Officer-In-Charge; Laoag Extension Office
2. Present PAF and pay the assessed license fee to the nearest Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home **Location:** Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the electronic Official Receipt via email Note: For payments made online through eSPAYSEC are automatically confirmed by the system. For payments made through LandBank, confirmation will be processed within 1 to 2 working days.	**Possible Fees** Breakdown: By-Laws: PHP 1000 Documentary Stamp Tax: PHP 30 Name Verification: PHP 100 Registration of Stock and Transfer Book: PHP 150 **Formula Fees** Breakdown: Registration of CorporationLicense fees for Lending and Financing Cos	10 minute/s	• Financial Management Department; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the SEC Laoag Extension Office through the company's representatives or	3.1. Stamp receives to the submitted documents.	None	30 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrat

through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte				ive Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
	3.2. Check the submitted documents if completed or not. Note: If completed, proceed to the printing of Certificate. If not, return to applicant for compliance.		2 working day/s, 2 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Asministrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office • Director/Officer-In-Charge; Laoag Extension Office
	3.3. Generates the Certificate and		1 hour/s	• SEC Administrat

	forwards the same with the submitted proof of payment and documentary requirements to the authorized signatory			ive Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • SEC Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
	3.4. Reviews the application and signs the Certificate		1 working day/s	• Director/Officer-In-Charge; Laoag Extension Office
	3.5. Sends appointment through email about the release of the Certificate.		1 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office

				• SEC Information Officer II; Laoag Extension Office
4. Receive the original Certificate to the SEC Laoag Extension Office through the company's representatives or through a courier of their choice which available near SEC Laoag Extension Office (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte **Notes/Instruction:** Note: If the client choice the courier service, courier fee shoulder by the applicant. The client must provide the following information send through seclaoag@sec.gov.ph - Name of the receiver - Address of the receiver - Contact Number of the receiver	4. Release signed Certificate of Branch Office of Lending/Financing Companies.	**Formula Fees** Breakdown: Courier Fee	1 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
Total Processing Time:		Working Days: 6 working day/s, 6 hour/s, 25		

	minute/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Possible Fees

- **By-Laws** : 1000
- **Documentary Stamp Tax** : 30
- **Name Verification** : 100
- **Registration of Stock and Transfer Book** : 150

Formula / Schedule of Fees

- **Registration of Corporation**

  1/5 of 1% of the Authorized Capital Stock

- **License fees for Lending and Financing Cos**

  1/10 of1% of the Paid-Up Capital

- **Courier Fee**

  The courier fee will depends to the courier services the client choice.

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

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

The following are the various company type to choose form:

- *General Partnership*
- *Professional Partnership*
- *Limited Partnership*

Type of partnership based on foreign equity participation:

- *all Filipinos*
- *.01% to 40% foreign equity participation*

Office or Division:	Laoag Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *System-generated*	
2. Articles of Partnership (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks:	

System-generated

Original copy should be signed (wet signature) and notarized

For Situational Requirement	
A. Endorsement/Clearance from other government agencies	
Sub Situational Requirement/s	
A.a. Money Changer and Remittance Services	
A.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
A.a.2. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
B. For Clearance from other SEC departments	
Sub Situational Requirement/s	
B.a. For Financial Technology (FinTech) related business activities	
B.a.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)

Remarks:

- *Alternative Credit Scoring Companies;*
- *AI/Big Data Companies;*
- *InsurTech Companies (InsurTech Service Providers);*
- *KYC/Security Companies (KYC Service Providers);*
- *Digital Asset Exchanges;*
- *Virtual Asset Service Providers;*
- *Play-to-Earn Platforms;*
- *E-Commerce Companies;*
- *RegTech Companies (RegTech Service Providers);*
- *SupTech Companies (SupTech Service Providers); and*
- *Digital Advisers/Robo-Advisers.*

B.a.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)

Remarks:

- *Alternative Credit Scoring Companies;*
- *AI/Big Data Companies;*
- *InsurTech Companies (InsurTech Service Providers);*
- *KYC/Security Companies (KYC Service Providers);*
- *Digital Asset Exchanges;*
- *Virtual Asset Service Providers;*

- *Play-to-Earn Platforms;*
- *E-Commerce Companies;*
- *RegTech Companies (RegTech Service Providers);*
- *SupTech Companies (SupTech Service Providers); and*
- *Digital Advisers/Robo-Advisers.*

C. Additional requirement, if applicable;

Sub Situational Requirement/s

C.a. If the Partner is a Juridical Entity

C.a.1. Authenticated/Apostilled Board Resolution approving the Corporation to be a partner and appointing their authorized representative (2) Original Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Board Resolution of the Juridical Entity allowing it to invest in the said Corporation

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ **Location:** https://esparc.sec.gov.ph/	1.1. Approves/Disapproves the proposed company name and/or trade name/s Note: The proposed company name and/or trade name/s must be in accordance with SEC Memorandum Circular No. 13, Series of 2019.	None	2 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office
	1.2. Pre-processes all corporate information submitted. Note: If the submitted information is correct and compliant, the process shall proceed to the downloading of the system-generated file for reproduction and notarization. If the submission is not compliant, the		45 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office

	application shall be disapproved.			• SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
	1.3. Pre-approve the application for registration. Note: The applicant is instructed to download the system generated documents to reproduce, sign the documents (wet signed) and notarized it. Then, upload the signed documents for verification.		6 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag

				Extension Office
	1.4. Verified the uploaded documents. Note: If the documents are compliant, the process shall proceed to the issuance of Payment Assessment Form (PAF). If the documents are not compliant, they shall be returned to the applicant for correction and resubmission.		1 working day/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
	1.5. Prepares and issues the Payment Assessment Form (PAF).		2 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II;

				Laoag Extension Office • Securities Specialist II ; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
2. Present PAF and pay filling fee to the nearest Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home **Location:** Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the electronic Official Receipt via email Note: For payments made online through eSPAYSEC are automatically confirmed by the system. For payments made through LandBank, confirmation will be processed within 1 to 2 working days.	**Formula Fees** Breakdown: Articles of PartnershipName ReservationLegal Research FeeDocumentary Stamp Tax	5 minute/s	• Financial Management Department; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the SEC Laoag Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:**	3.1. Stamp receives to the submitted documents.	None	10 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office

SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte				• SEC Information Officer II; Laoag Extension Office
	3.2. Check the submitted documents if completed or not. Note: If completed, proceed to the printing of Certificate. If not, return to applicant for compliance.		6 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
	3.3. Generates the Certificate and forwards the same with the submitted proof of payment and documentary requirements to the authorized signatory		2 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag

				Extension Office • SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
	3.4. Reviews the application and signs the Certificate		3 working day/s	• Director/Officer-In-Charge; Laoag Extension Office
	3.5. Sends appointment through email about the release of the Certificate.		1 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
4. Receive the original Certificate to the SEC Laoag	4. Releases original copy of the Certificate	**Formula Fees**	1 hour/s	• SEC Administrative

Extension Office through the company's representatives or through a courier of their choice which available near SEC Laoag Extension Office (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte **Notes/Instruction:** Note: If the client choice the courier service, courier fee shoulder by the applicant. The client must provide the following information send through seclaoag@sec.gov.ph - Name of the receiver - Address of the receiver - Contact Number of the receiver		Breakdown: Courier Fee		Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office
Total Processing Time:		Working Days: 6 working day/s, 5 hour/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Articles of Partnership**

  ⅕ of 1% of the Partnership's Capital but not less than PHP 2,000

- **Name Reservation**

  PHP 100 per Corporate Name

  *Additional Php 100 per trade name/s

- **Legal Research Fee**

  1% of the computed Filing Fees

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

- **Courier Fee**

  The courier fee will depends to the courier services the client choice.

41. Registration of Corporations through One-day Submission and E-registration of Companies (OneSEC) with ZERO Processing for DOMESTIC STOCK CORPORATIONS

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

a. *The company classification is All Filipino, .01 to 40%, and more than 40% to 100% foreign equity participation;*
b. *The proposed corporate name may comply to the following: (a) has a name descriptor according to its industry classification; (b) does not contain any Trade Name/s ; and (c) not subject to any Letter of Appeal for reconsideration; and (d) in explicit form (any set or group of letters does not contain any acronym or meaning);*
c. *The primary purpose or main activity is predetermined and is not subject to any modification/correction;*
d. *The corporate term of existence may be determined by the applicant.*
e. *The incorporator/s, members of the Board of Directors and subscribers are Natural Person/s, of legal age;*
f. *The applicant corporation is not located in any of the economic zones, if located within an economic zone, then proceed to eSPARC ZERO Regular processing;*
g. *The share type classification contains the following : (a) Common Shares; (b) with Par Value and (c) Amount of par value is not less than P1.00 and in non-decimal currency;*
h. *The Mode of Payment for the subscription of shares is CASH;*
i. *Once the application is completed, the registration fees are paid immediately through the SEC eSPAYSEC;*
j. *The applicant corporation is not required to secure clearance/endorsement from any Department of SEC and/or other government agency/ies, if clearance/endorsement is needed please proceed to eSPARC ZERO Regular processing;*
k. *None of the incorporators, stockholders/members, directors/trustees, beneficial owners, and officers of the applicant corporation have been convicted of or have pending criminal or administrative case of felony or misdemeanor involving investment or investment-related business, fraud, false statements or omissions, wrongful taking of property, bribery, forgery, counterfeiting or extortion, or other felonies;*
l. *None of the incorporators, stockholders/members, directors/trustees, beneficial owners, and officers of the applicant corporation are included in pertinent sanctions list circularized by the Bangko Sentral ng Pilipinas (BSP), the Anti-Money Laundering Council (AMLC), the Anti-Terrorism Council (ATC), and other domestic and/or international entities or organizations, such as the Office of Foreign Assets Control (OFAC) of the U.S. Department of Treasury and the United Nations Sanctions List;*

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

Activities of Employment Agency Activities

1. *Activities of Employment Agency Activities*

2. *Activities of a Holding Company*
3. *Advertising*
4. *Agriculture*
5. *Air transportation*
6. *Arrastre and Stevedoring services*
7. *Business process outsourcing*
8. *Cargo consolidator*
9. *Cargo Sales Agent or Breakbulk Sales Agent*
10. *Cockpit*
11. *Combined Facilities Support Activities (Cleaning Activities)*
12. *Computer Programming*
13. *Construction*
14. *Courier services*
15. *Creative Arts and Entertainment of Activities*
16. *Customs Brokerage*
17. *Deep Sea Commercial Fishing*
18. *Domestic Airfreight Forwarder*
19. *Domestic Agricultural Aerial Spraying Services*
20. *Domestic Agricultural Aerial Spraying Services using Remotely Piloted Aircraft (RPA)*
21. *Domestic Non-Scheduled Air Transportation Services*
22. *Domestic Scheduled Air Transportation Services*
23. *Drugstore*
24. *Electric generation*
25. *Film production*
26. *Fishery*
27. *Funeral and Related Services*
28. *Gambling and Betting Activities*
29. *Gas station*
30. *General Sales Agent for Cargo*
31. *General Sales Agent for Passenger*
32. *Hotel*
33. *Hospital*
34. *International Airfreight Forwarder*
35. *International Non-Scheduled Air Transportation Services*
36. *International Non-Scheduled All-Cargo Air Transportation Services*
37. *International Scheduled Air Transportation Services*
38. *IT – TNVs*
39. *IT/Software applications*
40. *Landscape care and maintenance service activities*
41. *Land transportation*
42. *Laundry Services*
43. *Logistic*
44. *Management Consultancy*
45. *Mining*
46. *Non-Vessel Operating Common Carrier*
47. *Organization of Convention and Trade Shows*
48. *Other Residential Care Activities*
49. *Personal Services for Wellness except Sports Activities*
50. *Photographic Activities*
51. *Printing and Publishing*
52. *Property Management*
53. *Radio Broadcasting*
54. *Real Estate*

55. *Recruitment*
56. *Renting and Leasing Machinery*
57. *Renting and Leasing Motor Vehicles*
58. *Renting and Leasing of Personal and Household Goods*
59. *Repairs of Computers and Communications Equipment*
60. *Repair of Household Appliances and Home and Garden*
61. *Residential care activities for mental retardation, mental health and substance abuse*
62. *Residential care activities for the elderly and disabled*
63. *Residential Nursing Care Facilities*
64. *Restaurant*
65. *Retail trading of goods*
66. *Retail via mail/telephone order houses via the internet*
67. *Schools*
68. *Sea transportation*
69. *Security agency*
70. *Security Facility Sales and Installation Activities*
71. *Shipping Agency*
72. *Sound Recording*
73. *Sports Activities*
74. *Technical testing/analysis*
75. *Telecommunications*
76. *Television Programming and Broadcasting Activities*
77. *Travel agency*
78. *Veterinary Activities*
79. *Waste Collection/Disposal/Management*
80. *Wholesale and retail trading of goods*
81. *Wholesale trading of goods*
82. *Parking Spaces*
83. *Materials Recycling Facility (MRF) / Junkshop*
84. *Automotive Repair*
85. *Glass, Aluminum, and Other Metal Installations*
86. *Woodworking and Carpentry Business*
87. *Tailoring and Dressmaking Business*
88. *Hauling and Trucking Business*
89. *Storage and Warehousing Facilities Rental*
90. *Motor Vehicle Rental Business*
91. *Manufacturing and Assembly of Electronics and Semiconductor Business*
92. *Manufacturing/Assembly of Automotive Parts Business*
93. *Garment and Textile Business*
94. *Manufacturing of Medical Devices and Parts*
95. *Operation of Fishpond*
96. *Memorial Parks*
97. *Games and Amusement Activities*
98. *Bakeshop*
99. *Beauty Salon*
100. *Cold Storage*

Office or Division:	Laoag Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business)

Who may avail:	All Natural and Juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Cover Sheet for Registration (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: *System-generated*	
2. Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: *System-generated*	
3. By-Laws (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: • *System-generated* • ***Not applicable for One Persion Corporation (OPC)***	

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)

1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ and encodes the data required. **Location:** https://esparc.sec.gov.ph/	1. ESPARC System issues the payment assessment form	None	2 working day/s, 6 hour/s	• eSPARC system; Corporate and Partnership Registration Division (CPRD)
2. Pays the assessed registration fee through eSPAYSEC and receives the Digital copy of the Certificate of Incorporation in the email provided in the system **Location:** https://espaysec.sec.gov.ph/	2. The system issues the electronic receipt of the payment of filing fees.	**Standard Fees** Breakdown: Articles of Incorporation : PHP 2000 By-Laws: PHP 1000 Documentary Stamp Tax: PHP 60 Legal Research Fee: PHP 20 --- Total: PHP 3080 **Possible Fees** Breakdown: Stock and Transfer Book: PHP 150 Membership Book: PHP 75 **Formula Fees** Breakdown: Filing FeeName Verification Fee	1 hour/s	• eSPARC System; Corporate and Partnership Registration Division (CPRD)

3. Generates the Digital Certificate **Location:** https://espaysec.sec.gov.ph/	3. The system issues the Digital Certificate of Incorporation	None	1 hour/s	• eSPARC System; Corporate and Partnership Registration Division (CPRD)
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 3080 See other fees below		

Possible Fees

- **Stock and Transfer Book** : 150
- **Membership Book** : 75

Formula / Schedule of Fees

- **Filing Fee**

  Stock corporation with par value - ⅕ of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher

  Stock corporation without par value - ⅕ of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher

  Non- Stock corporation – PHP 1,000

- **Name Verification Fee**

  Php100.00 per Corporate Name

  *additional fee of Php100.00 for each trade name/s.

42. Registration of Corporations through the Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular with ZERO Processing

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

The following are the various company type to choose form:

1. *Stock Corporation*

As to composition:

1. *One Person Corporation*
2. *Corporation with 2 to 15 incorporators*

As to ownership:

1. *All Filipino*
2. *With Foreign equity participation*

As to Company type:

1. *Domestic Corporations*

1. *Non-stock Corporation*

As to Company sub-types:

1. *Corporation Sole*
2. *Non-stock/Non-profit*
3. *Foundation*
4. *Federation*
5. *Microfinance*
6. *Religious Aggregate*
7. *Condominium Corporation*

As to ownership:

1. *All Filipino*
2. *With foreign equity participation*

Office or Division:	Laoag Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: *System-generated*	
2. Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: *System-generated* • *Original copy should be signed via eSAP Account.* • *corporate name;* • *business activity;* • *principal office address;* • *names, nationality, residences and Tax Identification Numbers (TIN) of natural Filipino incorporators/officer (for corporations composed of 2-15 incorporators) or single incorporator, nominee and alternate nominee (for One Person Corporation).* • *capital structure;* • *name of treasurer and TIN;* • *Undertaking to change company name;* • *Printed names and with original signatures of the single stockholder, nominee and alternate nominee of all incorporators for corporations with 2-15 incorporators or single stockholder, nominee and alternate nominee for One Person Corporation;* • *Notarization or Authentication*	
3. By-Laws (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: • *System-generated*	

- *Original copy should be signed via eSAP Account.*
- *Needs to be submitted for corporations with 2 -15 incorporators only. For One Person Corporations, no by-laws required.*

For Situational Requirement	
A. For Initial Processing of Ordinary Corporations	
A.1. Joint Affidavit of Undertaking to Change Name, in case not incorporated in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)* • *Original copy should be signed (wet signature) and notarized*	
Sub Situational Requirement/s	
A.a. If Articles of Incorporation and By-Laws are executed in a foreign jurisdiction	
A.a.1. Authenticated/Apostilled Articles of Incorporation and By-Laws and supporting documents (1) Original Copy And (1) Electronic Copy	Applicant / Client
A.b. If Incorporator/s is/are a Juridical Entity	
A.b.1. Board Resolution/Directors'/Trustees' Certificate or Secretary's Certificate (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Authenticated/Apostilled (if executed in a foreign jurisdiction)*	
B. Endorsement/Clearance from other government agencies	
Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For Clearance from other SEC departments	
Sub Situational Requirement/s	

C.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
C.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
C.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
C.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD
C.c. For Financial Technology (FinTech) related business activities	
C.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
C.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;*	

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

D. For Foundation	
D.1. Notarized certificate of bank deposit of the contribution (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *which shall not be less than P1,000,000.00*	
D.2. Statement of Willingness to allow the Commission to conduct an audit (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: *System-generated*	
E. For Federation	
E.1. of Member-Associations certified by the Corporate Secretary and attested by the President (2) Original Copy And (1) Electronic Copy	Applicant / Client
F. For Confederation	
F.1. List of Member-Federations certified by the Corporate Secretary and attested by the President (2) Original Copy And (1) Electronic Copy	Applicant / Client
G. For Condominium Corporation/Association	
G.1. Notarized Copy of the Master Deed with primary entry of the Register of Deeds (2) Original Copy And (1) Electronic Copy	Applicant / Client
G.2. Certification that there is no existing similar condominium association within the condominium project (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Laoag Extension Office

Remarks: *System-generated* *Applicant Condominium Corporation/Association to be executed by the Corporate Secretary*				
H. For Non-Stock Religious Aggregate				
H.1. Affidavit of Affirmation/Verification by the chief priest, rabbi, minister, or presiding elder, (not required if already part of the Articles of Incorporation) (2) Original Copy And (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ **Location:** https://esparc.sec.gov.ph/	1.1. Approves/Disapproves the proposed company name and/or trade name/s Note: The proposed company name and/or trade name/s must be in accordance with SEC Memorandum Circular No. 13, Series of 2019.	None	4 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office
	1.2. Pre-processes all corporate information submitted. Note: If the submitted information is correct and compliant, the process shall proceed to the downloading of the system-generated file for reproduction and notarization. If the submission is not compliant, the application shall be disapproved.		1 working day/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office • Securities Specialist

				II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
	1.3. Pre-approve the application for registration. Note: The applicant is instructed to sign the documents by the eSAP Account.		1 working day/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
	1.4. Verified the uploaded documents. Note: If the documents are compliant, the		2 working day/s	• SEC Administrative Assistant II; Laoag

	process shall proceed to the issuance of Payment Assessment Form (PAF). If the documents are not compliant, they shall be returned to the applicant for correction and resubmission.			Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
	1.5. Prepares and issues the Payment Assessment Form (PAF).		4 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II ; Laoag Extension Office • Securities Specialist II ; Any of requesting

				office / division • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
2. Present PAF and pay filling fee to the nearest Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home **Location:** Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the electronic Official Receipt via email Note: For payments made online through eSPAYSEC are automatically confirmed by the system. For payments made through LandBank, confirmation will be processed within 1 to 2 working days.	**Standard Fees** Breakdown: By-Laws: PHP 1000 --- Total: PHP 1000 **Formula Fees** Breakdown: Filing FeeRegistration of Stock and Transfer Book/Membership BookName ReservationLegal Research FeeDocumentary Stamp Tax	5 minute/s	• Financial Management Department; Financial Management Department (FMD)
3. Generates and prints the Digital Certificate **Location:** https://esparc.sec.gov.ph/	3. The eSPARC system issues the Digital Certificate	None	5 minute/s	• eSPARC System; Laoag Extension Office
Total Processing Time:		Working Days: 5 working day/s, 10 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 1000 See other fees below		

Formula / Schedule of Fees

- **Filing Fee**

  Stock corporation with par value - ⅕ of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher

  Stock corporation without par value - ⅕ of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher

  Non- Stock corporation – PHP 1,000

- **Registration of Stock and Transfer Book/Membership Book**

  Stock and Transfer Book – PHP 150

  Membership Book – PHP 75

- **Name Reservation**

  PHP 100 per Corporate Name

  *Additional Php100 per trade name/s

- **Legal Research Fee**

  1% of the computed Filing Fees for Amended Articles of Incorporation and/or By-Laws

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

43. Registration of Corporations, with more than 40% foreign equity, through the ESPARC (Electronic Simplified Processing of Application for Registration of Company) where payment for subscription is Cash except Licensing of Foreign Corporations, Registration of Partnerships, and Licensing of Lending and Financing Companies

This service details the procedure in applying for registration of a non-Philippine national domestic corporation

Non-Philippine National shall mean a corporation organized under the laws of the Philippines of which at least 60% of the capital stock outstanding and entitled to vote is owned and held by citizens of the Philippines

Office or Division:	Laoag Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 7 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: *System-generated*	
2. Articles of Incorporation (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: *System-generated*	
3. Foreign Investments Act (FIA) Application Form (F-100) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Laoag Extension Office

Remarks: *SEC Website* *(https://www.sec.gov.ph/wp-content/uploads/2019/11/SEC_Form_No.F-100.pdf)*	
For Situational Requirement	
A. For Ordinary Stock and Non-Stock Corporation	
A.1. By-Laws (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: *System-generated* **except for Corporation Sole*	
A.2. Joint Affidavit of Undertaking to Change Name, in case not incorporated in the Articles of Incorporation (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)*	
Sub Situational Requirement/s	
A.a. In case the treasurer is a foreigner and the business activity of the registrant is a partly-nationalized activity	
A.a.1. Affidavit of Relinquishment (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b. If Articles of Incorporation and By-Laws are executed in a foreign jurisdiction	
A.b.1. Authenticated/Apostilled Articles of Incorporation and By-Laws and supporting documents (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.c. If Incorporator/s is/are a Juridical Entity	
A.c.1. Board Resolution/Directors'/Trustees' Certificate or Secretary's Certificate (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks:	

Authenticated/Apostilled if executed in a foreign jurisdiction	
A.c.2. Certificate of Incorporation and Articles of Incorporation or latest General Information Sheet (GIS) of Filipino corporate subscriber/s (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
A.c.3. Proof of existence/registration of foreign corporate subscriber/s (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
B. For One Person Corporation	
B.1. Letter of Acceptance of the Nominee and Alternate Nominee (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
Sub Situational Requirement/s	
B.a. If single stockholder is a trustee, administrator, executor, guardian, conservator, custodian, or other person exercising fiduciary duties	
B.a.1. Proof of Authority (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
C. For Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies, and foundation	
C.1. Clearance from Corporate Governance and Finance Department (CGFD) (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Corporate Governance and Finance Department
D. For Capital Market Institutions	
D.1. Clearance from Markets and Securities Regulation Department (MSRD) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Markets and Securities Regulation Department
E. For Financial Technology (FinTech) related business activities [Operators of payment systems; Payment Service Providers; Electronic Money Issuers (EMI); Non-bank EMIs; Alternative Credit Scoring Companies; AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); KYC/Security Companies (KYC Service Providers); Digital Banks; Digital Asset Exchanges; Virtual Asset Service Providers; Play-to-Earn Platforms; o E-Commerce Companies; Crowdfunding Platforms; RegTech Companies (RegTech Service Providers); SupTech Companies (SupTech Service Providers); and Digital Advisers/Robo-Advisers]	
E.1. PhiliFintech Innovation Office (PIO) Endorsement/Clearance	Securities and Exchange Commission - PhiliFintech Innovation Office

(1) Electronic Copy And (1) Original Copy And (1) Photo Copy	
E.2. Enforcement and Investor Protection Department (EIPD) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department
F. For Bank and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
F.1. Endorsement from Bangko Sentral ng Pilipinas (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Bangko Sentral ng Pilipinas - Financial Supervision Sector
G. For Insurance/Health Maintenance Organization	
G.1. Endorsement from Insurance Commission (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Insurance Commission - Legal Services Group - Licensing Division
H. For foreign retailer	
H.1. Certification of Inward Remittance of Foreign Exchange showing compliance of the foreign retailer with the minimum paid-up capital requirement of Twenty-Five Million Pesos (P25,000,000.00) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
H.2. Apostilled/authenticated Certification that the Home State of the Foreign Retailer provides reciprocity to Filipinos (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ and encodes corporate information **Location:** https://esparc.sec.gov.ph/	1.1. Verifies and approves proposed company name and/or trade name/s if compliant with SEC Memorandum Circular No. 13, Series of 2019	None	1 working day/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information

				Officer II; Laoag Extension Office
	1.2. Assigns to FIRST processors		30 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
	1.3. Review the assigned application.		4 working day/s	• SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
	1.4. Issues Payment Assessment Form (PAF) if compliant		30 minute/s	• SEC Information Officer II; Laoag Extension Office

				• Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
2. Present PAF and pay filling fee to the nearest Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home **Location:** Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the electronic Official Receipt via email Note: For payments made online through eSPAYSEC are automatically confirmed by the system. For payments made through LandBank, confirmation will be processed within 1 to 2 working days.	**Standard Fees** Breakdown: By-Laws: PHP 1000 Foreign Investments Act: PHP 3000 --- Total: PHP 4000 **Formula Fees** Breakdown: Registration of Corporation Registration of Stock and Transfer Book/Membership BookName ReservationLegal Research FeeDocumentary Stamp Tax	1 working day/s	• Financial Management Department; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the SEC Laoag	3.1. Stamp receives to the submitted documents.	None	1 hour/s	• SEC Administrative Assistant II; Laoag

Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte				Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
	3.2. Check the submitted documents if completed or not. Note: If completed, proceed to the printing of Certificate. If not, return to applicant for compliance.		2 working day/s	• SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
	3.3. Generates the Certificate of Incorporation		2 hour/s	• SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office

				• SEC Counsel I; Laoag Extension Office
	3.4. Reviews the application and signs the Certificate of Incorporation		3 working day/s	• Director/Officer-In-Charge; Laoag Extension Office
	3.5. Sends appointment through email indicating the date of release of the Certificate		30 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II;
4. Receive the original Certificate to the SEC Laoag Extension Office through the company's representatives or through a courier of their choice which available near SEC Laoag Extension Office (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte **Notes/Instruction:**	4. Enters company name in the Masterlist, releases the Certificate together with registration application and stamps release the official receipt	**Formula Fees** Breakdown: Courier Fee	10 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office

Note: If the client choice the courier service, courier fee shoulder by the applicant. The client must provide the following information send through seclaoag@sec.gov.ph - Name of the receiver - Address of the receiver - Contact Number of the receiver				

Total Processing Time:	Working Days: 11 working day/s, 4 hour/s, 40 minute/s
Total Processing Fee:	Total Standard Fee: PHP 4000 See other fees below

Formula / Schedule of Fees

- **Registration of Corporation**

  Stock corporation with par value - ⅕ of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher

  Stock corporation without par value - ⅕ of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher

- **Registration of Stock and Transfer Book/Membership Book**

  Stock and Transfer Book – PHP 150

- **Name Reservation**

  PHP 100 per proposed name/s or trade name/s

- **Legal Research Fee**

  1% of the computed Filing Fees for Amended Articles of Incorporation and/or By-Laws

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

- **Courier Fee**

  The courier fee will depends to the courier services the client choice.

44. Registration of Non-Stock Corporations through the Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular Only (with Digital Certificate and Post-Audit Evaluation)

This service details the procedure for registration of the following non-stock corporation through Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular Only;

As to Company sub-types:

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

As to ownership:

a. All Filipino
b. With foreign equity participation

Office or Division:	Laoag Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: *System-generated*	
2. Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Laoag

	Extension Office

Remarks:

System-generated

- *Original copy should be signed (wet signature) and notarized*

- *corporate name;*
- *business activity;*
- *principal office address;*
- *names, nationality, residences and Tax Identification Numbers (TIN) of natural Filipino incorporators/officer (for corporations composed of 2-15 incorporators) or single incorporator, nominee and alternate nominee (for One Person Corporation).*
- *capital structure;*
- *name of treasurer and TIN;*
- *Undertaking to change company name;*
- *Printed names and with original signatures of the single stockholder, nominee and alternate nominee of all incorporators for corporations with 2-15 incorporators or single stockholder, nominee and alternate nominee for One Person Corporation;*
- *Notarization or Authentication*

3. By-Laws (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Laoag Extension Office

Remarks:

- *System-generated*
- *Original copy should be signed (wet signature)*
- *Needs to be submitted for corporations with 2 -15 incorporators only. For One Person Corporations, no by-laws required.*

For Situational Requirement

A. Additional Requirement, if applicable;

A.1. Joint Affidavit of Undertaking to Change Name, in case not incorporated in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Laoag Extension Office

Remarks:

SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)

- *Original copy should be signed (wet signature) and notarized*

Sub Situational Requirement/s

A.a. If Articles of Incorporation and By-Laws are executed in a foreign jurisdiction

A.a.1. Authenticated/Apostilled Articles of Incorporation and By-Laws and supporting documents	Applicant / Client

(1) Original Copy And (1) Electronic Copy	
A.b. If Incorporator/s is/are a Juridical Entity	
A.b.1. Board Resolution/Directors'/Trustees' Certificate or Secretary's Certificate (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Authenticated/Apostilled (if executed in a foreign jurisdiction)*	
A.c. For non-stock religious aggregate	
A.c.1. Affidavit of Affirmation/Verification by the chief priest, rabbi, minister, or presiding elder, (not required if already part of the Articles of Incorporation) (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.d. For foundation	
A.d.1. Notarized certificate of bank deposit of the contribution, which shall not be less than P1,000,000.00 Statement of Willingness to allow the Commission to conduct an audit (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.e. For federation	
A.e.1. List of Member-Associations certified by the Corporate Secretary and attested by the President (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.f. For confederation	
A.f.1. List of Member-Federations certified by the Corporate Secretary and attested by the President (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.g. For condominium corporation/association	
A.g.1. Notarized Copy of the Master Deed with primary entry of the Register of Deeds (2) Original Copy And (1) Electronic Copy	Condominium Developer and Register of Deeds - Condominium Developer and Register of Deeds
A.g.2. Certification that there is no existing similar condominium association within the condominium project (2) Original Copy And (1) Electronic Copy	Applicant Condominium Corporation/Association to be executed by the Corporate Secretary - Applicant Condominium Corporation/Association to be executed by the Corporate Secretary
B. Endorsement/Clearance from other government agencies	

Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For Clearance from other SEC departments	
Sub Situational Requirement/s	
C.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
C.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
C.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
C.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
C.c. For Financial Technology (FinTech) related business activities	
C.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)

Remarks:

- *Operators of payment systems;*
- *Payment Service Providers;*
- *Electronic Money Issuers (EMI);*
- *Non-bank EMIs;*
- *Alternative Credit Scoring Companies;*
- *Online Lending Companies;*
- *Peer-to-peer Lending Companies;*
- *AI/Big Data Companies;*
- *InsurTech Companies (InsurTech Service Providers);*
- *KYC/Security Companies (KYC Service Providers);*
- *Digital Banks;*
- *Digital Asset Exchanges;*
- *Virtual Asset Service Providers;*
- *Play-to-Earn Platforms;*
- *E-Commerce Companies;*

- *Crowdfunding Platforms;*
- *RegTech Companies (RegTech Service Providers);*
- *SupTech Companies (SupTech Service Providers); and*
- *Digital Advisers/Robo-Advisers.*

C.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)

Remarks:

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

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ **Location:** https://esparc.sec.gov.ph/	1.1. Approves proposed company name and/or trade name/s in accordance with SEC Memorandum Circular No. 13, Series of 2019	None	1 working day/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office

	1.2. Pre-processes all corporate information submitted		5 working day/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
	1.3. Issues the Payment Assessment Form (PAF)		20 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II ; Laoag

				Extension Office • Securities Specialist II ; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
2. Present PAF and pay filling fee to the nearest Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home **Location:** Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the electronic Official Receipt via email Note: For payments made online through eSPAYSEC are automatically confirmed by the system. For payments made through LandBank, confirmation will be processed within 1 to 2 working days.	**Standard Fees** Breakdown: By-Laws: PHP 1000 Total: PHP 1000 **Formula Fees** Breakdown: Registration of Corporation Registration of Stock and Transfer Book/Membership BookName ReservationLegal Research FeeDocumentary Stamp Tax	4 hour/s	• Financial Management Department; Financial Management Department (FMD)
3. Generates and prints the Digital Certificate **Location:** eSPARC	3. The eSPARC system issues the Digital Certificate	None	5 minute/s	• eSPARC System; Laoag Extension Office

Notes/Instruction: To secure the original copy of the Certificate, clients shall submit two (2) sets of originally signed documentary requirements with original proof of payment within sixty (60) calendar days from the date of issuance of the Digital Certificate				
Total Processing Time:	Working Days: 6 working day/s, 4 hour/s, 25 minute/s			
Total Processing Fee:	Total Standard Fee: PHP 1000 See other fees below			

Formula / Schedule of Fees

- **Registration of Corporation**

  Non- Stock corporation – PHP 1,000

- **Registration of Stock and Transfer Book/Membership Book**

  Membership Book – PHP 75

- **Name Reservation**

  PHP 100 per Corporate Name

  *Additional Pgp100 per trade name

- **Legal Research Fee**

  1% of the computed Filing Fees for Amended Articles of Incorporation and/or By-Laws

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

45. Registration of Partnerships, with 0.01% foreign equity or more, through the ESPARC (Electronic Simplified Processing of Application for Registration of Company)

This service details the procedure in applying for registration of a non-Philippine national domestic partnerships

Non-Philippine National shall mean a domestic partnership that is wholly owned by citizens of the Philippines

Office or Division:	Laoag Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 7 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: *System-generated*	
2. Signed & Notarized Articles of Partnership (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: *System-generated* **with Tax Identification Numbers (TIN) of Filipino partners including domestic partnership (to be written in the Articles of partnership and applicable document/s) and/or Tax Identification Numbers (TIN) or passport numbers of foreign partners (to be written in the Articles of Partnership and applicable document/s)* **must be Authenticated/Apostilled, if executed in a foreign jurisdiction*	

3. Foreign Investments Act (FIA) Application Form (F-105) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2019/11/F-105.doc)* **must be Authenticated/Apostilled, if executed in a foreign jurisdiction*	
For Situational Requirement	
A. If a partner in the partnership is a Foreign Company	
A.1. Proof of existence of foreign company (if a partner in the partnership agreement is signed in the home country) (1) Electronic Copy And (2) Photo Copy	Applicant / Client
A.2. Board Resolution of the Foreign Company authorizing it to be a partner in a Contract of Partnership (Authenticated/Apostilled Document) and designating the authorized signatures (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
B. For Financial Technology (FinTech) related business activities [Operators of payment systems; Payment Service Providers; Electronic Money Issuers (EMI); Non-bank EMIs; Alternative Credit Scoring Companies; AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); KYC/Security Companies (KYC Service Providers); Digital Banks; Digital Asset Exchanges; Virtual Asset Service Providers; Play-to-Earn Platforms; o E-Commerce Companies; Crowdfunding Platforms; RegTech Companies (RegTech Service Providers); SupTech Companies (SupTech Service Providers); and Digital Advisers/Robo-Advisers]	
B.1. PhiliFintech Innovation Office (PIO) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office
B.2. Enforcement and Investor Protection Department (EIPD) Endorsement/Clearance (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department
C. For Bank and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
C.1. Endorsement from Bangko Sentral ng Pilipinas (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Bangko Sentral ng Pilipinas - Financial Supervision Sector
D. For Insurance/Health Maintenance Organization	
D.1. Endorsement from Insurance Commission (1) Electronic Copy And (1) Original Copy And (1) Photo	Insurance Commission - Legal Services Group - Licensing

Copy	Division
E. For foreign retailer	
E.1. Certification of Inward Remittance of Foreign Exchange showing compliance of the foreign retailer with the minimum paid-up capital requirement of Twenty-Five Million Pesos (P25,000,000.00) (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client
E.2. Apostilled/authenticated Certification that the Home State of the Foreign Retailer provides reciprocity to Filipinos (1) Electronic Copy And (1) Original Copy And (1) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ and encodes corporate information **Location:** https://esparc.sec.gov.ph/ **Notes/Instruction:** If the application is found to be for compliance during the evaluation stage, the applicant will have to go back to Step 1 for the submission of requirements	1.1. Verifies and approves proposed company name and/or trade name/s if compliant with SEC Memorandum Circular No. 13, Series of 2019	None	1 working day/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
	1.2. Assigns to FIRST processors		30 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office

				• SEC Information Officer II; Laoag Extension Office
	1.3. Review the assigned application		5 working day/s	• SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
	1.4. Issues Payment Assessment Form (PAF) if compliant		30 minute/s	• SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
2. Present PAF and pay filling fee to the nearest Landbank of	2. Issues payment confirmation containing the	**Standard Fees** Breakdown:	1 working day/s	• Financial Management

the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home **Location:** Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home	electronic Official Receipt via email Note: For payments made online through eSPAYSEC are automatically confirmed by the system. For payments made through LandBank, confirmation will be processed within 1 to 2 working days.	Foreign Investments Act: PHP 3000 Total: PHP 3000 **Formula Fees** Breakdown: Articles of PartnershipName ReservationLegal Research FeeDocumentary Stamp Tax		Department ; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the SEC Laoag Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte	3.1. Stamp receives to the submitted documents.	None	1 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
	3.2. Check the submitted documents if completed or not. Note: If completed, proceed to the printing of Certificate. If not, return to applicant for compliance.		2 working day/s	• SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office

				• Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
	3.3. Generates the Certificate		30 minute/s	• SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
	3.4. Reviews the application and signs the Certificate of Incorporation		3 working day/s	• Director/Officer-In-Charge; Laoag Extension Office
	3.5. Sends appointment through email indicating the date of release of the Certificate		30 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office

				• SEC Information Officer II; Laoag Extension Office
4. Receive the original Certificate to the SEC Laoag Extension Office through the company's representatives or through a courier of their choice which available near SEC Laoag Extension Office (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte **Notes/Instruction:** Note: If the client choice the courier service, courier fee shoulder by the applicant. The client must provide the following information send through seclaoag@sec.gov.ph - Name of the receiver - Address of the receiver - Contact Number of the receiver	4. Enters company name in the Masterlist, releases the Certificate together with registration application and stamps release the official receipt	**Formula Fees** Breakdown: Courier Fee	2 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office
Total Processing Time:		Working Days: 12 working day/s, 5 hour/s		

Total Processing Fee:	Total Standard Fee: PHP 3000 See other fees below

Formula / Schedule of Fees

- **Articles of Partnership**

  ⅕ of 1% of the Partnership's Capital but not less than PHP 2,000

- **Name Reservation**

  PHP 100 per proposed name/s or trade name/s

- **Legal Research Fee**

  1% of the computed Filing Fees

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

- **Courier Fee**

  The courier fee will depends to the courier services the client choice.

46. Request for Affirmative Certification - For General Public

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

Office or Division:	Laoag Extension Office
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	General Public
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Signed letter request (1) Electronic Copy	Applicant / Client
Remarks: *seclaoag@sec.gov.ph*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Sends letter request through email at seclaoag@sec.gov.ph **Location:** seclaoag@sec.gov.ph	1.1. Checks completeness of the information needed and determines request feasibility	None	5 minute/s	• SEC Administrative Assistant II; Laoag Extension Office
	1.2. Issues a Payment Assessment Form (PAF) through email, if with complete information and if the request is feasible		5 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag

				Extension Office
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home or SEC accredited Land Bank branches	2. Issues payment confirmation containing the electronic Official Receipt via email	**Standard Fees** Breakdown: Certification Fee: PHP 500 Documentary Stamp Tax: PHP 30 Total: PHP 530	1 minute/s	• Financial Management Department; Financial Management Department (FMD)
3. Submits proof of payment through seclaoag@sec.gov.ph **Location:** seclaoag@sec.gov.ph	3.1. Checks the completeness and legitimacy of payment details.	None	5 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office
	3.2. Validates the inquiry, the availability of information in online facilities and other records		37 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office
	3.3. Check the monitoring of the corporate status		1 working day/s, 5 hour/s	• Securities Specialist II ; Laoag Extension Office
	3.4. Drafts the Certification		1 hour/s	• SEC Counsel I; Laoag

				Extension Office
	3.5. Reviews and signs the Certification through PNPKI system		1 working day/s	• SEC Director; Laoag Extension Office
	3.6. Uploads the digitally signed Certification to the Document Verification System to generate QR Code		10 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office
	3.7. Download the Certification with generated QR Code		5 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office
	3.8. Draft email for the transmittal of certification		4 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office
	3.9. Sends email for the releasing of certification		10 minute/s	• SEC Administrative Assistant

				II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office
4. Releases the Certification **Location:** seclaoag@sec.gov.ph	4.1. Attached the downloaded digitally signed Certification with QR code to the prepared email	None	3 minute/s	• SEC Administrative Assistant II; Laoag Extension Office
	4.2. Releases the Certification through seclaoag@sec.gov.ph		5 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office
General Remarks The 3-days processing time is for one client/request being served at one time. The time is extended when there are more clients/requests.				
Total Processing Time:		Working Days: 2 working day/s, 7 hour/s, 30 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 530		

47. Request for Affirmative Certification - For Non-Profit Making Government Agencies

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

Office or Division:	Laoag Extension Office
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	Other government agencies -all non profit-making agencies
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Signed letter request (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Sends letter request through email at seclaoag@sec.gov.ph **Location:** seclaoag@sec.gov.ph	1.1. Acknowledge receipt of email request	None	5 minute/s	• SEC Administrative Assistant II; Laoag Extension Office
	1.2. Validates the inquiry, the availability of information in online facilities and other records		20 minute/s	• SEC Administrative Officer II; Laoag Extension Office
	1.3. Check the monitoring of the corporate status		1 working day/s, 6 hour/s	• Securities Specialist II; Laoag Extension Office
	1.4. Drafts Certification		1 hour/s	• SEC Counsel I; Laoag

				Extension Office
	1.5. Reviews and signs the Certification through PNPKI system		5 minute/s	• SEC Director; Laoag Extension Office
	1.6. Uploads the digitally signed Certification to the Document Verification System to generate QR Code		5 minute/s	• SEC Administrative Officer II; Laoag Extension Office • SEC Administrative Assistant II; Laoag Extension Office
	1.7. Download the Certification with generated QR Code		5 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office
	1.8. Draft email for the transmittal of certification		5 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office
	1.9. Sends email for the releasing of certification		7 minute/s	• SEC Administrative Assistant

				II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office
2. Releases the Certification **Location:** seclaoag@sec.gov.ph	2.1. Attached the downloaded digitally signed Certification with QR code to the prepared email	None	3 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office
	2.2. Releases the Certification through seclaoag@sec.gov.ph		5 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office
General Remarks The 3-days processing time is for one agency/request being served at one time. The time is extended when there are more agencies/requests.				
Total Processing Time:	Working Days: 2 working day/s			
Total Processing Fee:	Total Standard Fee: None			

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

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

Office or Division:	Laoag Extension Office
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	Other government agencies - Pag-IBIG, PhilHealth, Social Security System (SSS), Bureaus of Internal Revenue (BIR), Government Service Insurance System (GSIS) and other profit-making agencies
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Signed letter request (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Sends letter request through email at seclaoag@sec.gov.ph **Location:** seclaoag@sec.gov.ph	1.1. Acknowledge receipt of email request	None	5 minute/s	• SEC Administrative Assistant II; Laoag Extension Office
	1.2. Issues a Payment Assessment Form (PAF) through email		5 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office

2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home or SEC accredited Land Bank branches	2. Issues payment confirmation containing the electronic Official Receipt via email	**Standard Fees** Breakdown: Certification Fee: PHP 500 Documentary Stamp Tax: PHP 30 --- Total: PHP 530	1 minute/s	• Financial Management Department (FMD); Financial Management Department (FMD)
3. Submits proof of payment through email. **Location:** seclaoag@sec.gov.ph	3.1. Acknowledge receipt of proof of payment with instruction to wait for the releasing appointment that will be issued through email	None	5 minute/s	• SEC Administrative Assistant II; Laoag Extension Office
	3.2. Validates the inquiry, the availability of information in online facilities and other records		25 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office
	3.3. Check the monitoring of the corporate status		1 working day/s, 6 hour/s	• Securities Specialist II; Laoag Extension Office
	3.4. Drafts Certification		50 minute/s	• SEC Counsel I; Laoag Extension Office
	3.5. Reviews and signs the Certification through PNPKI system		1 working day/s	• SEC Director; Laoag

				Extension Office
	3.6. Uploads the digitally signed Certification to the Document Verification System to generate QR Code		5 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office
	3.7. Download the Certification with generated QR Code		5 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office
	3.8. Draft email for the transmittal of certification		2 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office
	3.9. Sends email for the releasing of certification		9 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer

				II; Laoag Extension Office
4. Releases the Certification **Location:** seclaoag@sec.gov.ph	4.1. Attached the downloaded digitally signed Certification with QR code to the prepared email	None	3 minute/s	• SEC Administrative Assistant II; Laoag Extension Office
	4.2. Releases the Certification through seclaoag@sec.gov.ph		5 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office

General Remarks

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

Total Processing Time:	Working Days: 3 working day/s
Total Processing Fee:	Total Standard Fee: PHP 530

49. Request for Case Status Update (via email) - for one-party petitions

This service refers to the request for case status update through email for one-party petitions (seclaoag@sec.gov.ph) which are currently pending and tagged in CLAD.

***One-party petitions** are those with only one party is concerned such as: Verified Petition to Correct Entries in the Company Registration Documents; Verified Petition on matters with respect to the payment in the form of property other than cash for the subscription of shares that is used as part of the paid-up capital of a corporation; Verified Request for Dissolution where no Creditors are Affected (Section 134, RCC); Verified Petition for Voluntary Dissolution where Creditors are Affected (Section 135, RCC); and Petition for Revival of Corporate Existence.*

Note: Request for Case Status Update shall be strictly confined to procedural matters and shall under no circumstances include legal advice, interpretation, or the release of pleadings, and any request shall be outrightly denied for failure to present sufficient and satisfactory proof of the requesting party's identity or authority.

Office or Division:	Laoag Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Parties to the Case
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Proof of identity of the requesting party; (1) Electronic Copy	Applicant / Client
2. Email request using the email address of the requesting party based on the records of the case (1) Electronic Copy	Applicant / Client
3. If through a representative, clean Scanned Copy of the Special Power of Attorney, Secretary's Certificate or Director's Certificate. If through a counsel, clean Scanned Copy of the Formal Entry of Appearance with conforme of the client if still not counsel of record. (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Send an email request to seclaoag@sec.gov.ph	1.1. Refer the email request to the	None	3 working day/s	• SEC Administrative

and attach the requirements indicating the name of the corporation involved in the subject. **Location:** seclaoag@sec.gov.ph	handling processor for their instruction.			Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • Securities Counsel I; Laoag Extension Office • Director/Officer-In-Charge; Laoag Extension Office
	1.2. Provide updates on the status of the case to the requesting party, upon instruction of the handling processor.		2 working day/s	• Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office • Director/Officer-In-Charge; Laoag Extension Office
Total Processing Time:		Working Days: 5 working day/s		
Total Processing Fee:		Total Standard Fee: None		

50. Request for Case Status Update (via email) - for two-party complaints

This service refers to the request for case status update through email for two-party complaints (seclaoag@sec.gov.ph) which are currently pending and tagged in CLAD.

***Two-party complaints** are those with two or more parties are concerned such as: Verified Petition for Revocation of Certificate of Incorporation; Verified Complaint to Mark the General Information Sheet (GIS) as Disputed; Verified Complaint for Violation of Right to Inspect and/or Reproduce Corporate Books/Records, except those falling within the authority of other Operating Departments; and Verified Petition for Disqualification of Directors, Trustees, and Officers of a Corporation, except those falling within the authority of other Operating Departments.*

Note: Request for Case Status Update shall be strictly confined to procedural matters and shall under no circumstances include legal advice, interpretation, or the release of pleadings, and any request shall be outrightly denied for failure to present sufficient and satisfactory proof of the requesting party's identity or authority.

Office or Division:	Laoag Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Parties to the Case
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Proof of identity of the requesting party; (1) Electronic Copy	Applicant / Client
2. Email request using the email address of the requesting party based on the records of the case (1) Electronic Copy	Applicant / Client
3. If through a representative, clean Scanned Copy of the Special Power of Attorney, Secretary's Certificate or Director's Certificate. If through a counsel, clean Scanned Copy of the Formal Entry of Appearance with conforme of the client if still not counsel of record. (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Send an email request to seclaoag@sec.gov.ph	1.1. Refer the email request to the	None	3 working day/s	• SEC Administrative

with attached requirements. Note: Subject title in the email must be: "NAME OF THE CORPORATION - FOR THE PETITIONER/ COMPLAINANT/ RESPONDENT" ex. XYZ CORPORATION - FOR THE PETITIONER; XYZ CORPORATION - FOR THE COMPLAINANT; XYZ CORPORATION - FOR THE RESPONDENT; **Location:** seclaoag@sec.gov.ph	processor for their instruction.			Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • Securities Counsel I; Laoag Extension Office
	1.2. Provide updates on the status of the case to the requesting party, upon instruction of the processor.		2 working day/s	• Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
Total Processing Time:		Working Days: 5 working day/s		
Total Processing Fee:		Total Standard Fee: None		

51. Request for Case Status Update (Walk-in Inquiry)

This service allows walk-in clients who are a party to the case to request a case status update for cases that are currently pending and tagged in SEC Laoag Extension Office, including one-party petitions and two-party complaints.

***One-party petitions** are those with only one party is concerned such as: Verified Petition to Correct Entries in the Company Registration Documents; Verified Petition on matters with respect to the payment in the form of property other than cash for the subscription of shares that is used as part of the paid-up capital of a corporation; Verified Request for Dissolution where no Creditors are Affected (Section 134, RCC); Verified Petition for Voluntary Dissolution where Creditors are Affected (Section 135, RCC); and Petition for Revival of Corporate Existence.*

***Two-party complaints** are those with two or more parties are concerned such as: Verified Petition for Revocation of Certificate of Incorporation; Verified Complaint to Mark the General Information Sheet (GIS) as Disputed; Verified Complaint for Violation of Right to Inspect and/or Reproduce Corporate Books/Records, except those falling within the authority of other Operating Departments; and Verified Petition for Disqualification of Directors, Trustees, and Officers of a Corporation, except those falling within the authority of other Operating Departments.*

Note: Request for Case Status Update shall be strictly confined to procedural matters and shall under no circumstances include legal advice, interpretation, or the release of pleadings, and any request shall be outrightly denied for failure to present sufficient and satisfactory proof of the requesting party's identity or authority.

Office or Division:	Laoag Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Parties to the Case
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Proof of identity of the requesting party; (1) Electronic Copy Or (1) Original Copy Or (1) Photo Copy	Applicant / Client
2. Case information such as CRMD Case Docket Number, Case Title and Names of the Parties (1) Electronic Copy Or (1) Photo Copy	Applicant / Client
3. If through the authorized representative, one (1) Original Copy of the Special Power of Attorney, Secretary's Certificate or Director's Certificate. If through a counsel, one (1) Original Copy of the Formal Entry of Appearance with conforme of the client if still not counsel of record. (1) Original Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Present the requirements to the SEC Laoag Extension Office **Location:** SEC Laoag Extension Office, 5th Floor Dap-ayan Center Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte	1.1. Verify the completion of the requirements and the identity of the requesting party.	None	4 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office
	1.2. Discuss with the handling lawyer for their instruction.		1 working day/s	• Securities Specialist II; Laoag Extension Office • Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
	1.3. Provide updates on the status of the case to the requesting party.		3 hour/s	• Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
Total Processing Time:		Working Days: 1 working day/s, 7 hour/s		
Total Processing Fee:		Total Standard Fee: None		

52. Request for Certificate of No Derogatory Information

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

Office or Division:	Laoag Extension Office
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	All SEC Registered Entities
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Duly accomplished SEC Form 2015-001 (1) Electronic Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: *https://www.sec.gov.ph/wp-content/uploads/2024/03/2024Forms_Revised-Certificate-of-No-Derogatory-Information.pdf*	
For Situational Requirement	
A. For Corporations with Primary Licenses	
A.1. Monitoring Clearance (1) Electronic Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: *https://ewatch.sec.gov.ph/login*	
B. For Corporations with Secondary Licenses	
B.1. Monitoring Clearance (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department
Remarks: *msrdsubmission@sec.gov.ph*	

C. For Foundation	
C.1. Monitoring Clearance (1) Electronic Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: *https://ewatch.sec.gov.ph/login*	
D. For Financing/Lending	
D.1. Monitoring Clearance (1) Electronic Copy	Securities and Exchange Commission - Laoag Extension Office
Remarks: *https://ewatch.sec.gov.ph/login*	
E. For Partnership	
E.1. Articles of Incorporation or latest Amended Articles of Partnership, if any (1) Electronic Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *https://secexpress.ph*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Sends request with attached requirements **Location:** https://imessage.sec.gov.ph	1.1. Checks completeness of the requirements and verifies status of corporation through the Certification Issuance System-Unified Reference Database (CIS-URDB)	None	15 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag

				Extension Office • Securities Specialist II; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
	1.2. Issues a Payment Assessment Form (PAF) through email, if with complete requirements and status in CIS-URDB is cleared		15 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • SEC Counsel I; Laoag Extension Office

2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the electronic Official Receipt via email	**Standard Fees** Breakdown: Certification Fee: PHP 500 Documentary Stamp Tax: PHP 30 --- Total: PHP 530	6 hour/s	• Accounting Division; Financial Management Department (FMD)
3. Submits proof of payment through email. **Location:** https://imessage.sec.gov.ph	3.1. Acknowledge receipt of proof of payment with instruction to wait for the releasing appointment that will be issued through imessage.sec.gov.ph	None	10 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
	3.2. Download the submitted SEC Form 2015-001, monitoring clearance and proof of payment		25 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag

				Extension Office • SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
	3.3. Download the Certificate of No Derogatory Information through the CIS-URDB		25 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
	3.4. Reviews the application and signs by PNPKI the Certificate of No		2 working day/s	• SEC Director; Laoag Extension Office

	Derogatory Information			
	3.5. Transmits the certificate to the processor/s		10 minute/s	• SEC Director; Laoag Extension Office
	3.6. Upload the certificate to the Document Verification and Tracking System (DVTS) for QR coding for release to applicant		10 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
4. Release of the requested Certificate **Location:** https://imessage.sec.gov.ph	4.1. Download the Digital Certificate of No Derogatory Information with QR Code from the Document Verification and Tracking System (DVTS) for release	None	5 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information

				Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
	4.2. Releases the Certificate of No Derogatory Information (CNDI) to the applicant through imessage.sec.gov.ph		5 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Information Officer II; Laoag Extension Office • Securities Specialist II; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 530		

53. Request for Certification as Broker Dealer in Securities Investment, etc., - For General Public

This service outlines the application procedures for General Public seeking Certification as Broker-Dealers in Securities Investment and related capacities.

Office or Division:	Laoag Extension Office
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	General Public
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Letter Request for Certification (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits e-mail request at seclaoag@sec.gov.ph **Location:** seclaoag@sec.gov.ph	1.1. Acknowledges the email and send the request form	None	5 minute/s	• SEC Administrative Assistant II; Laoag Extension Office
	1.2. Checks completeness of the information needed and determines request feasibility		15 minute/s	• SEC Information Officer II; Laoag Extension Office
	1.3. Issues a Payment Assessment Form (PAF) through email, if with complete information and if the request is feasible		5 minute/s	• SEC Information Officer II; Laoag Extension Office

2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/paym ent-portal/home) or SEC accredited Land Bank branches **Location:** eSPAYSEC (espaysec.sec.gov.ph/paym ent-portal/home) or SEC accredited Land Bank branches	2. Issues payment confirmation containing the electronic Official Receipt via email	**Standard Fees** Breakdown: Certification Fee : PHP 500 Documentary Stamp Tax: PHP 30 Total: PHP 530	1 minute/s	• Financial Management Department; Financial Management Department (FMD)
3. Submits proof of payment at seclaoag@sec.gov.ph **Location:** seclaoag@sec.gov.ph	3.1. Checks the completeness and legitimacy of payment details.	None	5 minute/s	• SEC Administrative Assistant II; Laoag Extension Office
	3.2. Validates the inquiry, the availability of information in online facilities and other records.		30 minute/s	• SEC Information Officer II; Laoag Extension Office
	3.3. Check the monitoring of the corporate status and necessary Licenses, respectively		1 working day/s	• Securities Specialist II; Laoag Extension Office
	3.4. Drafts the Certification		1 hour/s	• SEC Counsel I; Laoag Extension Office
	3.5. Reviews and signs the Certification through PNPKI system		6 hour/s	• SEC Director; Laoag Extension Office
	3.6. Uploads the digitally signed Certification to the Document Verification		20 minute/s	• SEC Information Officer II; Laoag

	System to generate QR Code			Extension Office
	3.7. Download the Certification with generated QR Code		10 minute/s	• SEC Information Officer II; Laoag Extension Office
	3.8. Draft email for the transmittal of certification		5 minute/s	• SEC Information Officer II; Laoag Extension Office
	3.9. Sends email for the releasing of certification		15 minute/s	• SEC Information Officer II; Laoag Extension Office
4. Releases the Certification **Location:** seclaoag@sec.gov.ph	4.1. Attached the downloaded digitally signed Certification with QR code to the prepared email	None	5 minute/s	• SEC Administrative Assistant II; Laoag Extension Office
	4.2. Releases the Certification through seclaoag@sec.gov.ph		15 minute/s	• SEC Information Officer II; Laoag Extension Office

General Remarks

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

Total Processing Time:	Working Days: 2 working day/s, 1 hour/s, 11 minute/s
Total Processing Fee:	Total Standard Fee: PHP 530

54. Request for Certification as Broker Dealer in Securities Investment, etc., - For Non-Profit Making Government Agencies

This service outlines the application procedures for Non-Profit Government Agencies seeking Certification as Broker-Dealers in Securities Investment and related capacities.

Office or Division:	Laoag Extension Office
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	Other government agencies - all non profit-making agencies
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Signed letter request (1 electronic copy) (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Sends letter request through email at seclaoag@sec.gov.ph **Location:** seclaoag@sec.gov.ph	1.1. Acknowledge receipt of email request	None	5 minute/s	• SEC Administrative Assistant II; Laoag Extension Office
	1.2. Validates the inquiry, the availability of information in online facilities and other records		30 minute/s	• SEC Information Officer II; Laoag Extension Office
	1.3. Check the monitoring of the the corporate status and verification of Secondary License, respectively		1 working day/s, 6 hour/s	• Securities Specialist II; Laoag Extension Office
	1.4. Drafts Certification		1 hour/s	• SEC Counsel I;

				Laoag Extension Office
	1.5. Reviews and signs the Certification through PNPKI system		7 hour/s, 50 minute/s	• SEC Director; Laoag Extension Office
	1.6. Uploads the digitally signed Certification to the Document Verification System to generate QR Code		10 minute/s	• SEC Information Officer II; Laoag Extension Office
	1.7. Download the Certification with generated QR Code		5 minute/s	• SEC Information Officer II; Laoag Extension Office
	1.8. Draft email for the transmittal of certification		5 minute/s	• SEC Information Officer II; Laoag Extension Office
	1.9. Sends email for the releasing of certification		7 minute/s	• SEC Information Officer II; Laoag Extension Office
2. Releases the Certification **Location:** seclaoag@sec.gov.ph	2.1. Attached the downloaded digitally signed Certification with QR code to the prepared email	None	3 minute/s	• SEC Administrative Assistant II; Laoag Extension Office
	2.2. Releases the Certification through seclaoag@sec.gov.ph		5 minute/s	• SEC Information Officer II; Laoag Extension Office
General Remarks				

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

Total Processing Time:	Working Days: 3 working day/s
Total Processing Fee:	Total Standard Fee: None

55. Request for Certification as Broker Dealer in Securities Investment, etc., - For Profit Making Government Agencies

This service outlines the application procedures for Profit Making Government Agencies seeking Certification as Broker-Dealers in Securities Investment and related capacities.

Office or Division:	Laoag Extension Office
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	Other government agencies - Pag-IBIG, PhilHealth, Social Security System (SSS), Bureaus of Internal Revenue (BIR), Government Service Insurance System (GSIS) and other profit-making agencies
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Signed letter request (1 electronic copy) (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Sends letter request through email at seclaoag@sec.gov.ph **Location:** seclaoag@sec.gov.ph	1.1. Acknowledge receipt of email request	None	5 minute/s	• SEC Administrative Assistant II; Laoag Extension Office
	1.2. Issues a Payment Assessment Form (PAF) through email		5 minute/s	• SEC Information Officer II; Laoag Extension Office
2. Pays throughthe eSPAYSEC (espaysec.sec.gov.ph/pa yment-portal/home) or SEC accredited Land Bank branches	2. Issues payment confirmation containing the electronic Official Receipt via email	**Standard Fees** Breakdown: Certification Fee: PHP 500 Documentar	1 minute/s	• Financial Management Department; Financial Management

Location: eSPAYSEC (espaysec.sec.gov.ph/pa yment-portal/home) or SEC accredited Land Bank branches		y Stamp Tax: PHP 30 Total: PHP 530		Departmen t (FMD)
3. Submits proof of payment through email **Location:** seclaoag@sec.gov.ph	3.1. Acknowledge receipt of proof of payment with instruction to wait for the releasing appointment that will be issued through email	None	10 minute/s	• SEC Administrat ive Assistant II; Laoag Extension Office
	3.2. Validates the inquiry, the availability of information in online facilities and other records		30 minute/s	• SEC Information Officer II; Laoag Extension Office
	3.3. Check the corporate status and verification of necessary Licenses, respectively		1 working day/s	• Securities Specialist II; Laoag Extension Office
	3.4. Drafts Certification		1 hour/s	• SEC Counsel I; Laoag Extension Office
	3.5. Reviews and signs the Certification through PNPKI system		6 hour/s	• SEC Director; Laoag Extension Office
	3.6. Uploads the digitally signed Certification to the Document Verification System to generate QR Code		20 minute/s	• SEC Information Officer II; Laoag Extension Office
	3.7. Download the Certification with generated QR Code		10 minute/s	• SEC Information Officer II; Laoag

				Extension Office
	3.8. Draft email for the transmittal of certification		5 minute/s	• SEC Information Officer II; Laoag Extension Office
	3.9. Sends email for the releasing of certification		15 minute/s	• SEC Information Officer II; Laoag Extension Office
4. Releases the Certification **Location:** seclaoag@sec.gov.ph	4.1. Attached the downloaded digitally signed Certification with QR code to the prepared email	None	5 minute/s	• SEC Administrative Assistant II; Laoag Extension Office
	4.2. Releases the Certification through seclaoag@sec.gov.ph		15 minute/s	• SEC Information Officer II; Laoag Extension Office

General Remarks

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

Total Processing Time:	Working Days: 2 working day/s, 1 hour/s, 1 minute/s
Total Processing Fee:	Total Standard Fee: PHP 530

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

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

Office or Division:	Laoag Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business)
Who may avail:	Other government agencies - Pag-IBIG, PhilHealth, Social Security System (SSS), Bureaus of Internal Revenue (BIR), Government Service Insurance System (GSIS) and other profit-making agencies
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Signed letter request (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Sends letter request through email at seclaoag@sec.gov.ph **Location:** seclaoag@sec.gov.ph	1.1. Acknowledge receipt of email request	None	5 minute/s	• SEC Administrative Assistant II; Laoag Extension Office
	1.2. Issues a Payment Assessment Form (PAF) through email		5 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office

2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home or SEC accredited Land Bank branches	2. Issues payment confirmation containing the electronic Official Receipt via email	**Standard Fees** Breakdown: Certification Fee: PHP 500 Documentary Stamp Tax: PHP 30 Total: PHP 530	1 minute/s	• Financial Management Department; Financial Management Department (FMD)
3. Submits proof of payment through email **Location:** seclaoag@sec.gov.ph	3.1. Acknowledge receipt of proof of payment with instruction to wait for the releasing appointment that will be issued through email	None	8 minute/s	• SEC Administrative Assistant II; Laoag Extension Office
	3.2. Validates the inquiry, the availability of information in online facilities and other records		20 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office
	3.3. Check the monitoring of the corporate status and verification of Secondary License, respectively		1 working day/s, 6 hour/s	• Securities Specialist II; Laoag Extension Office
	3.4. Drafts Certification		50 minute/s	• SEC Counsel I; Laoag Extension Office
	3.5. Reviews and signs the Certification		1 working day/s	• SEC Director; Laoag

	through PNPKI system			Extension Office
	3.6. Uploads the digitally signed Certification to the Document Verification System to generate QR Code		5 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office
	3.7. Download the Certification with generated QR Code		5 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office
	3.8. Draft email for the transmittal of certification		3 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office
	3.9. Sends email for the releasing of certification		10 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer

				II; Laoag Extension Office
4. Releases the Certification **Location:** seclaoag@sec.gov.ph	4.1. Attached the downloaded digitally signed Certification with QR code to the prepared email	None	3 minute/s	• SEC Administrative Assistant II; Laoag Extension Office
	4.2. Releases the Certification through seclaoag@sec.gov.ph		5 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office

General Remarks

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

Total Processing Time:	Working Days: 3 working day/s
Total Processing Fee:	Total Standard Fee: PHP 530

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

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

Office or Division:	Laoag Extension Office
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	General Public
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Signed letter request (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Sends letter request through email at seclaoag@sec.gov.ph **Location:** seclaoag@sec.gov.ph	1.1. Acknowledges the email request	None	5 minute/s	• SEC Administrative Assistant II; Laoag Extension Office
	1.2. Checks completeness of the information needed and determines request feasibility		5 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office
	1.3. Issues a Payment Assessment Form (PAF) through		5 minute/s	• SEC Administrative

	email, if with complete information and if the request is feasible			Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home or SEC accredited Land Bank branches	2. Issues payment confirmation containing the electronic Official Receipt via email	**Standard Fees** Breakdown: Certification Fee: PHP 500 Documentary Stamp Tax: PHP 30 Total: PHP 530	1 minute/s	• Financial Management Department; Financial Management Department (FMD)
3. Submits proof of payment at seclaoag@sec.gov.ph **Location:** seclaoag@sec.gov.ph	3.1. Checks the completeness and legitimacy of payment details	None	5 minute/s	• SEC Administrative Assistant II; Laoag Extension Office
	3.2. Validates the inquiry, the availability of information in online facilities and other records		30 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office
	3.3. Check the monitoring of the corporate status and verification of Secondary License, respectively		1 working day/s, 5 hour/s	• Securities Specialist II ; Laoag Extension Office

	3.4. Drafts the Certification		1 hour/s	• SEC Counsel I; Laoag Extension Office
	3.5. Reviews and signs the Certification through PNPKI system		1 working day/s, 30 minute/s	• SEC Director; Laoag Extension Office
	3.6. Uploads the digitally signed Certification to the Document Verification System to generate QR Code		5 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office
	3.7. Download the Certification with generated QR Code		5 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office
	3.8. Prints the Certification with generated QR Code		5 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office

	3.9. Sends email for the releasing of certification		10 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office
4. Releases the Certification **Location:** seclaoag@sec.gov.ph	4.1. Attached the downloaded digitally signed Certification with QR code to the prepared email	None	3 minute/s	• SEC Administrative Assistant II; Laoag Extension Office
	4.2. Releases the Certification through seclaoag@sec.gov.ph		5 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office

General Remarks

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

Total Processing Time:	Working Days: 2 working day/s, 7 hour/s, 54 minute/s
Total Processing Fee:	Total Standard Fee: PHP 530

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

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

Office or Division:	Laoag Extension Office
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	Other government agencies - all non profit-making agencies
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Signed letter request (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Sends letter request through email at seclaoag@sec.gov.ph **Location:** seclaoag@sec.gov.ph	1.1. Acknowledge receipt of email request	None	5 minute/s	• SEC Administrative Assistant II; Laoag Extension Office
	1.2. Validates the inquiry, the availability of information in online facilities and other records		20 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office
	1.3. Check the monitoring of the corporate status and		1 working day/s, 6 hour/s	• Securities Specialist II; Laoag

		verification of Secondary License, respectively		Extension Office
		1.4. Drafts Certification	1 hour/s	• SEC Counsel I; Laoag Extension Office
		1.5. Reviews and signs the Certification through PNPKI system	5 minute/s	• SEC Director; Laoag Extension Office
		1.6. Uploads the digitally signed Certification to the Document Verification System to generate QR Code	5 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office
		1.7. Download the Certification with generated QR Code	5 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office
		1.8. Draft email for the transmittal of certification	4 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag

				Extension Office
	1.9. Sends email for the releasing of certification		7 minute/s	• SEC Administrative Assistant II; Laoag Extension Office
2. Releases the Certification **Location:** seclaoag@sec.gov.ph	2.1. Attached the downloaded digitally signed Certification with QR code to the prepared email	None	3 minute/s	• SEC Administrative Assistant II; Laoag Extension Office
	2.2. Releases the Certification through seclaoag@sec.gov.ph		5 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office

General Remarks

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

Total Processing Time:	Working Days: 1 working day/s, 7 hour/s, 59 minute/s
Total Processing Fee:	Total Standard Fee: None

59. Request for Name Verification for Amendment

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

Office or Division:	Laoag Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All SEC Registered Entities
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Accomplished Name Verification for Amendment Request Form (1) Electronic Copy	Applicant / Client

Remarks:

The 7-days processing time is for one client being served at one time. The time is extended when there are more clients. (Fees shall be paid before applying for amendment)

For Situational Requirement

A. Situational Requirement

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Send request for Name Verification for Amendment through imessage.sec.gov.ph **Location:** imessage.sec.gov.ph	1.1. Acknowledge receipt of the request	None	15 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office

	1.2. Send the Name Verification for Amendment Request Form for the following information: - proposed name/s - name to be amended - SEC Number - meaning of acronym (if applicable) - trade name (if applicable) - name reservation term (number of days) - name of requesting party		15 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office
	1.3. Approves or denies proposed name/s or trade name/s for amendment		2 working day/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office
	1.4. (If the name approved) Issues a Payment Assessment Form (PAF) through imessage.sec.gov.ph, if with complete information and if the request is feasible		30 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II ; Laoag Extension Office
2. If name is rejected, registrant may appeal for the proposed corporate name **Location:** imessage.sec.gov.ph	2. Approves or denies appeal for the proposed name/s or trade name/s	None	1 working day/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer

				II; Laoag Extension Office
3. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:** espaysec.sec.gov.ph/payment-portal/home or SEC accredited Land Bank branches **Notes/Instruction:** The fee will depend on the proposed name, numbers of trade name and the duration it will be reserved.	3. Issues payment confirmation containing the electronic Official Receipt via email	**Formula Fees** Breakdown: PHP 100.00 per name proposed	1 minute/s	• Financial Management Department; Financial Management Department (FMD)
4. Submits proof of payment through imessage.sec.gov.ph or through email **Location:** imessage.sec.gov.ph	4. Checks the completeness and legitimacy of payment details.	None	24 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office
5. Releases the approved Name Verification for Amendment through imessage.sec.gov.ph **Location:** imessage.sec.gov.ph	5. Releases the Name Verification for Amendment	None	3 working day/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag

				Extension Office
Total Processing Time:	Working Days: 6 working day/s, 1 hour/s, 25 minute/s			
Total Processing Fee:	Total Standard Fee: None See other fees below			

Formula / Schedule of Fees

- **PHP 100.00 per name proposed**

  The fees will depend on the proposed name, numbers of trade name and the duration it will be reserved.

60. Request for Negative Certification - For General Public

This service details the procedure on request for Negative Certifications.

Office or Division:	Laoag Extension Office
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	General Public
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Signed letter request (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Sends letter request through email at seclaoag@sec.gov.ph **Location:** seclaoag@sec.gov.ph	1.1. Checks completeness of the information needed and determines request feasibility	None	5 minute/s	• SEC Administrative Assistant II; Laoag Extension Office
	1.2. Issues a Payment Assessment Form (PAF) through email, if with complete information and if the request is feasible		5 minute/s	• SEC Information Officer II; Laoag Extension Office
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:**	2. Issues payment confirmation containing the electronic Official Receipt via email	**Standard Fees** Breakdown: Certification Fee: PHP 500 Documentary Stamp Ta: PHP 30	1 minute/s	• Financial Management Department; Financial Management Department (FMD)

espaysec.sec.gov.ph/ payment-portal/home or SEC accredited Land Bank branches		Total: PHP 530		
3. Submits proof of payment through email. **Location:** seclaoag@sec.gov.ph	3.1. Checks the completeness and legitimacy of payment details.	None	5 minute/s	• SEC Administrative Assistant II; Laoag Extension Office
	3.2. Validates the inquiry, the availability of information in online facilities and other records.		35 minute/s	• SEC Information Officer II; Laoag Extension Office
	3.3. Routes request to other facilities / database for further verification of the existence of the entity being requested		1 working day/s, 5 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office
	3.4. Drafts the Certification		1 hour/s	• SEC Counsel I; Laoag Extension Office
	3.5. Reviews and signs the Certification through PNPKI system		1 working day/s	• SEC Director; Laoag Extension Office
	3.6. Uploads the digitally signed Certification to the Document Verification System to generate QR Code		5 minute/s	• SEC Information Officer II; Laoag Extension Office

	3.7. Download the Certification with generated QR Code		5 minute/s	• SEC Information Officer II; Laoag Extension Office
	3.8. Draft email for the transmittal of certification		5 minute/s	• SEC Information Officer II; Laoag Extension Office
	3.9. Sends email for the releasing of certification		10 minute/s	• SEC Information Officer II; Laoag Extension Office
4. Releases the Certification **Location:** seclaoag@sec.gov.ph	4.1. Attached the downloaded digitally signed Certification with QR code to the prepared email	None	5 minute/s	• SEC Administrative Assistant II; Laoag Extension Office
	4.2. Releases the Certification through seclaoag@sec.gov.ph		5 minute/s	• SEC Information Officer II; Laoag Extension Office

General Remarks

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

Total Processing Time:	Working Days: 2 working day/s, 7 hour/s, 26 minute/s
Total Processing Fee:	Total Standard Fee: PHP 530

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

This service details the procedure on request for Negative Certifications.

Office or Division:	Laoag Extension Office
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	Other government agencies - all non profit-making agencies
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Signed letter request (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Sends letter request through email at seclaoag@sec.gov.ph **Location:** seclaoag@sec.gov.ph	1.1. Acknowledge receipt of email	None	5 minute/s	• SEC Administrative Assistant II; Laoag Extension Office
	1.2. Validates the inquiry, the availability of information in online facilities and other records		20 minute/s	• SEC Information Officer II; Laoag Extension Office
	1.3. Routes request to other facilities / database for further verification of the existence of the entity being requested		1 working day/s, 6 hour/s	• SEC Administrative Assistant II; Laoag Extension Office

				• SEC Administrative Officer II; Laoag Extension Office
	1.4. Drafts Certification		1 hour/s	• SEC Counsel I; Laoag Extension Office
	1.5. Reviews and signs the Certification through PNPKI system		5 minute/s	• SEC Director; Laoag Extension Office
	1.6. Uploads the digitally signed Certification to the Document Verification System to generate QR Code		5 minute/s	• SEC Information Officer II; Laoag Extension Office
	1.7. Download the Certification with generated QR Code		5 minute/s	• SEC Information Officer II; Laoag Extension Office
	1.8. Draft email for the transmittal of certification		5 minute/s	• SEC Information Officer II; Laoag Extension Office
	1.9. Sends email for the releasing of certification		7 minute/s	• SEC Information Officer II; Laoag Extension Office
2. Releases the Certification **Location:** seclaoag@sec.gov.ph	2.1. Attached the downloaded digitally signed Certification with QR code to the prepared email	None	3 minute/s	• SEC Administrative Assistant II; Laoag Extension Office

	2.2. Releases the Certification through seclaoag@sec.gov.ph		5 minute/s	• SEC Information Officer II; Laoag Extension Office

General Remarks

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

Total Processing Time:	Working Days: 2 working day/s
Total Processing Fee:	Total Standard Fee: None

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

This service details the procedure on request for Negative Certifications

Office or Division:	Laoag Extension Office
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	Other government agencies - Pag-IBIG, PhilHealth, Social Security System (SSS), Bureaus of Internal Revenue (BIR), Government Service Insurance System (GSIS) and other profit-making agencies
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Signed letter request (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Sends letter request through email at seclaoag@sec.gov.ph **Location:** seclaoag@sec.gov.ph	1.1. Acknowledge receipt of email	None	5 minute/s	• SEC Administrative Assistant II; Laoag Extension Office
	1.2. Issues a Payment Assessment Form (PAF) through email		5 minute/s	• SEC Information Officer II; Laoag Extension Office
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches **Location:**	2. Issues payment confirmation containing the electronic Official Receipt via email	**Standard Fees** Breakdown: Certification Fee: PHP 500 Documentar	1 minute/s	• Financial Management Department; Financial Management

espaysec.sec.gov.ph/ payment-portal/home or SEC accredited Land Bank branches		y Stamp Tax: PHP 30 Total: PHP 530		Departmen t (FMD)
3. Submits proof of payment through email. **Location:** seclaoag@sec.gov.ph	3.1. Acknowledge receipt of proof of payment with instruction to wait for the releasing appointment that will be issued through email	None	5 minute/s	• SEC Administrat ive Assistant II; Laoag Extension Office
	3.2. Validates the inquiry, the availability of information in online facilities and other records		20 minute/s	• SEC Information Officer II; Laoag Extension Office
	3.3. Routes request to other facilities / database for further verification of the existence of the entity being requested		1 working day/s, 6 hour/s	• SEC Administrat ive Assistant II; Laoag Extension Office • SEC Administrat ive Officer II; Laoag Extension Office
	3.4. Drafts the Certification		50 minute/s	• SEC Counsel I; Laoag Extension Office
	3.5. Reviews and signs the Certification through PNPKI system		1 working day/s	• SEC Director,; Laoag Extension Office
	3.6. Uploads the digitally signed Certification to the Document Verification System to generate QR Code		5 minute/s	• SEC Information Officer II; Laoag Extension Office

	3.7. Download the Certification with generated QR Code		5 minute/s	• SEC Information Officer II; Laoag Extension Office
	3.8. Draft email for the transmittal of certification		4 minute/s	• SEC Information Officer II; Laoag Extension Office
	3.9. Sends email for the releasing of certification		10 minute/s	• SEC Information Officer II; Laoag Extension Office
4. Releases the Certification **Location:** seclaoag@sec.gov.ph	4.1. Attached the downloaded digitally signed Certification with QR code to the prepared email	None	5 minute/s	• SEC Administrative Assistant II; Laoag Extension Office
	4.2. Releases the Certification through seclaoag@sec.gov.ph		5 minute/s	• SEC Information Officer II; Laoag Extension Office

General Remarks

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

Total Processing Time:	Working Days: 3 working day/s
Total Processing Fee:	Total Standard Fee: PHP 530

63. Request for Payment of Fines in Installment Basis

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

Office or Division:	Laoag Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	General transacting public and business entities for stock and non-stock registered corporations.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Letter request for the installment (1) Electronic Copy	Applicant / Client
2. Copy of Monitoring Sheet with final assessment (1) Electronic Copy	Securities and Exchange Commission - Laoag Extension Office

Remarks:

The client may be asked to provide the copy if it is not available in the online database.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Send a letter requesting for installment of payment of fines to imessage.sec.gov.ph **Location:** imessage.sec.gov.ph	1.1. Assign the letter request.	None	10 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office
	1.2. Review the request if it will qualify		4 hour/s	• Securities Specialist

	for installment of payment of fines.			II; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
	1.3. Prepare Memorandum to the Supervising Commissioner. Note: For corporations with Petition to Lift Order of Revocation/ Suspension and requesting for payment in installment, the Memorandum shall be through the Supervising Commissioner.		2 hour/s	• Securities Specialist II; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
	1.4. Review and sign the Memorandum. Note: If there are corrections, return the Memorandum to the processor for revision; if no corrections, sign the Memorandum through PNPKI System.		2 hour/s	• Director/Officer-in-Charge; Laoag Extension Office
	1.5. Present the request to the Supervising Commissioner as the case may be, for approval.		10 working day/s	• SEC Counsel I; Laoag Extension Office • Director/Officer-in-Charge; Laoag Extension Office
	1.6. Approves the request for payment in installment of fines.		2 hour/s	• Supervising Commissioner; Office of the

				Commissioner
	1.7. Secure a copy of the approved Memorandum from the Supervising Commissioner.		1 working day/s	• Securities Specialist II; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
	1.8. Prepare the draft Order informing the applicant about the decision of the Supervising Commissioner. Note: The Confirmation of Payment (COP) shall be issued upon full payment of fines.		4 hour/s	• Securities Specialist II; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
	1.9. Review the draft Order to the Director. Note: If there are corrections, return the Order to the processor for revision; if no corrections, review the Order.		2 hour/s	• Director/Officer-in-Charge; Laoag Extension Office
	1.10. Approve and sign the draft Order through PNPKI System.		30 minute/s	• Director/Officer-in-Charge; Laoag Extension Office
	1.11. Send the digitally signed Order to imessage.sec.gov.ph		30 minute/s	• Securities Specialist II; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
	1.12. Issues a Payment Assessment		30 minute/s	• Securities Specialist

	Form (PAF) through imessage.sec.gov.ph			II; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
2. Present PAF and pay the penalties to the nearest Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home **Location:** Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home **Notes/Instruction:** 2.1. Pay the first and/or subsequent installments. Note: Assigned monitor will check monthly compliance of the particular corporation on their staggered payments.	2. Issues payment confirmation containing the electronic Official Receipt via email Note: For payments made online through eSPAYSEC are automatically confirmed by the system. For payments made through LandBank, confirmation will be processed within 1 to 2 working days.	**Formula Fees** Breakdown: Penalties/Fees	2 working day/s	• Financial Management Department; Financial Management Department (FMD)
3. Submits proof of payment through imessage.sec.gov.ph **Location:** imessage.sec.gov.ph **Notes/Instruction:**	3.1. Receive the Official Receipt from the applicant through imessage.sec.gov.ph	None	30 minute/s	• Securities Specialist II; Laoag Extension Office • SEC Counsel I; Laoag Extension Office

Note: The applicant is required to pay twenty-five percent (25%) of the total penalty within the first month. The remaining seventy-five percent (75%) shall be equally divided across the succeeding five (5) months. The applicant must complete the payment of all penalties within six (6) months before the issuance of the final Monitoring Clearance. Failure to complete payment within the prescribed six-month period shall result in the termination of the transaction.	3.2. Forward the Official Receipts and updated Monitoring Clearance reflected the installment terms of penalties to the Director for review and signature.		2 hour/s	• Securities Specialist II; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
	3.3. Review and sign the updated Monitoring Clearance reflected the installment terms of penalties through PNPKI System. Note: Final Monitoring Clearance is issued only upon full payment; For corporations with Petition to Lift the Order of Revocation/Suspension, the Monitoring Clearance and the Order granting the Petition shall be withheld until full payment of fines.		4 hour/s	• Director/Officer-in-Charge; Laoag Extension Office
	3.4. Forward the digitally signed Monitoring Clearance to the processor for releasing to client.		4 hour/s	• Securities Specialist II; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
4. Release the final Monitoring Clearance through imessage.sec.gov.ph **Location:** imessage.sec.gov.ph	4. Release the digitally signed Monitoring Clearance to client.	None	30 minute/s	• Securities Specialist II; Laoag Extension Office • SEC Counsel I; Laoag Extension Office

Total Processing Time:	Working Days: 16 working day/s, 4 hour/s, 40 minute/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

- **Penalties/Fees**

  Guidelines on the Imposition of fines or penalties for non-compliance with reportorial requirements; Memorandum Circular No. 06, series of 2024

  SEC Resolution No. 756, s. 2013 and

  SEC Resolution No. 757, s. 2013

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

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

Office or Division:	Laoag Extension Office
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	Other government agencies - all non profit-making agencies
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Signed letter request (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Sends letter request through email at seclaoag@sec.gov.ph **Location:** seclaoag@sec.gov.ph	1.1. Acknowledge receipt of email request	None	5 minute/s	• SEC Administrative Officer II; Laoag Extension Office
	1.2. Validates the inquiry, the availability of information in online facilities and other records		15 minute/s	• SEC Administrative Officer II; Laoag Extension Office
	1.3. Prepares the requested documents		5 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer

				II; Laoag Extension Office
	1.4. Prints the requested documents		1 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office
	1.5. If Authenticated Copy/ies, authenticates the printed documents through stamping		1 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office
	1.6. Prepares the transmittal / reply letter		20 minute/s	• SEC Administrative Officer II; Laoag Extension Office
	1.7. Signs the printed documents and transmittal / reply letter		1 working day/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Counsel I; Laoag

				Extension Office • SEC Director; Laoag Extension Office
	1.8. Sends email for the releasing schedule (for pick up) / notice (for transmittal)		10 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office
2. (if for pick-up) Goes to the SEC Laoag Extension Office at the 5th floor, Dap-Ayan Building Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte and presents the original signed letter request and printed releasing appointment for the release of the requested Certification (if mailed/hand-carried) Receives the transmittal letter with attached requested document/s **Location:** SEC Laoag Extension Office at the 5th floor, Dap-Ayan Building Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte	2.1. Receives the original signed letter request and appointment letter	None	5 minute/s	• SEC Administrative Assistant II; Laoag Extension Office
	2.2. (if for pick-up) Releases the requested document/s		5 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office
	2.3. (if mailed/hand-carried) Transmits the signed letter reply with attached requested document/s		1 working day/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag

				Extension Office

General Remarks

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

Total Processing Time:	Working Days: 3 working day/s
Total Processing Fee:	Total Standard Fee: None

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

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

Office or Division:	Laoag Extension Office
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	Other government agencies - Pag-IBIG, PhilHealth, Social Security System (SSS), Bureau of Internal Revenue (BIR), Government Service Insurance System (GSIS) and other profit-making agencies
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Signed letter request (1 electronic copy) (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Sends letter request through email at seclaoag@sec.gov.ph **Location:** seclaoag@sec.gov.ph	1.1. Acknowledge receipt of email request	None	5 minute/s	• SEC Administrative Assistant II; Laoag Extension Office
	1.2. Validates the inquiry, the availability of information in online facilities and other records		30 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office

	1.3. Issues a Payment Assessment Form (PAF) through email		5 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office
2. Pays through the eSPAYSEC **Location:** espaysec.sec.gov.ph/payment-portal/home or SEC accredited Land Bank branches	2. Issues payment confirmation containing the electronic Official Receipt via email	**Formula Fees** Breakdown: PHP10.00 per page	1 minute/s	• Financial Management Department; Financial Management Department (FMD)
3. Submits proof of payment through email **Location:** seclaoag@sec.gov.ph	3.1. Acknowledge receipt of proof of payment with instruction to wait for the releasing schedule / notice that will be issued through email	None	5 minute/s	• SEC Administrative Assistant II; Laoag Extension Office
	3.2. Prepares the requested documents		5 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Any of requesting office / division
	3.3. Prints the requested documents		50 minute/s	• SEC Administrative Assistant II; Laoag

				Extension Office • SEC Administrative Officer II; Laoag Extension Office
	3.4. If Authenticated Copy/ies, authenticates the printed documents through stamping		50 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office
	3.5. Prepares the transmittal / reply letter		20 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office
	3.6. Signs the printed documents and transmittal / reply letter		1 working day/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office • SEC Counsel I; Laoag

				Extension Office • SEC Director; Laoag Extension Office
	3.7. Sends email for the releasing schedule (for pick up) / notice (for transmittal)		5 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office
4.Releasing of Documents				
***For On-site Release of Requested Documents** 4.A.(if for pick-up) Goes to the SEC Laoag Extension Office at the 5th floor, Dap-Ayan Building Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte and presents the original signed letter request and printed releasing appointment for the release of the requested Certification **Location:** SEC Laoag Extension Office at the 5th floor, Dap-Ayan Building Humdinger Heights Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte **Notes/Instruction:**	4.A.1. Receives the original signed letter request and appointment letter	None	4 minute/s	• SEC Administrative Assistant II; Laoag Extension Office
	4.A.2. Releases the requested document/s		5 minute/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office

for personal pick-up				
***For Delivery of Requested Documents** 4.B.Receives the transmittal letter with attached requested document/s **Location:** Address of requesting government office	4.B. Transmits the signed letter reply with attached requested document/s	None	1 hour/s	• SEC Administrative Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office

General Remarks

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

Total Processing Time:	
***For On-site Release of Requested Documents**	Working Days: 2 working day/s
***For Delivery of Requested Documents**	Working Days: 2 working day/s, 51 minute/s

Total Processing Fee:	
***For On-site Release of Requested Documents**	Total Standard Fee: None See other fees below
***For Delivery of Requested Documents**	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

- **PHP10.00 per page**

  CTC/ Plain Copy of Documents

66. Request for Reduction of Fines

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

Office or Division:	Laoag Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	For request for reduction of fines, general transacting public and business entities for: 1.) Non-stock corporations pursuing noble purposes, such as: I. Religious Corporations; II. Those engaged in educational, charitable, religious, literary, scientific, cultural and civic services, and; III. Those engaged in assisting, uplifting or promoting the welfare and interest of the physically handicapped, orphans, farmers and underprivileged.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Letter request for the reduction of fines (1) Electronic Copy	Applicant / Client
2. Copy of Monitoring Sheet with final assessment (1) Electronic Copy	Securities and Exchange Commission - Laoag Extension Office

Remarks:

The client may download the electronic copy of the Monitoring Sheet with final assessment at https://ewatch.sec.gov.ph/login

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Send a letter requesting for reduction of fines	1.1. Assign the letter request.	None	10 minute/s	• SEC Administrative

together with attachments to imessage.sec.gov.ph **Location:** imessage.sec.gov.ph				Assistant II; Laoag Extension Office • SEC Administrative Officer II; Laoag Extension Office
	1.2. Review the request if it will qualify for reduction of fines.		4 hour/s	• Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
	1.3. Prepare Memorandum to the Supervising Commissioner. Note: For corporations with Petition to Lift Order of Revocation/ Suspension and requesting for payment in installment, the Memorandum shall be through the Supervising Commissioner.		2 hour/s	• Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
	1.4. Inform the client that the request has been endorsed to Supervising Commissioner. Note: If there are corrections, return the Memorandum to the processor for revision; if no corrections, forward the Memorandum to the Director, for review.		30 minute/s	• Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
	1.5. Review and sign the Memorandum.		2 hour/s	• Director/Officer-in-

	Note: If there are corrections, return the Memorandum to the processor for revision; if no corrections, sign the Memorandum through PNPKI System.			Charge; Laoag Extension Office
	1.6. Present the request to the Supervising Commissioner as the case may be, for approval.		10 working day/s	• SEC Counsel I; Laoag Extension Office • Director/Officer-in-Charge; Laoag Extension Office
	1.7. Approves the request for reduction of fines.		2 hour/s	• Supervising Commissioner; Office of the Commissioners
	1.8. Secure a copy of the approved Memorandum from the Supervising Commissioner.		1 working day/s	• Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
	1.9. Prepare the draft Order informing the applicant about the decision of the Supervising Commissioner.		4 hour/s	• Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
	1.10. Review the draft Order. Note: If there are corrections, return		2 hour/s	• Director/Officer-in-Charge;

	the Order to the processor for revision; if no corrections, review Order.			Laoag Extension Office
	1.11. Approve and sign the draft Order through PNPKI System.		30 minute/s	• Director/Officer-in-Charge; Laoag Extension Office
	1.12. Send the digitally signed Order to imessage.sec.gov.ph.		30 minute/s	• Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
	1.13. Issues a Payment Assessment Form (PAF) through imessage.sec.gov.ph		30 minute/s	• Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
2. Present PAF and pay the penalties to the nearest Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home **Location:** Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espayse	2. Issues payment confirmation containing the electronic Official Receipt via email Note: For payments made online through eSPAYSEC are automatically confirmed by the system. For payments made through LandBank, confirmation will be processed within 1 to 2 working days.	**Formula Fees** Breakdown: Penalties/Fees	2 working day/s	• Financial Management Department; Financial Management Department (FMD)

c.sec.gov.ph/payment-portal/home				
3. Submits proof of payment through imessage.sec.gov.ph **Location:** imessage.sec.gov.ph	3.1. Receive the Official Receipt from the applicant through imessage.sec.gov.ph	None	30 minute/s	• Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
	3.2. Forward the Official Receipt and updated Monitoring Clearance reflected the reduction of penalties to the Director for review and signature.		2 hour/s	• Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
	3.3. Review and sign the updated Monitoring Clearance reflected the reduction of penalties through PNPKI System.		4 hour/s	• Director/Officer-in-Charge; Laoag Extension Office
	3.4. Forward the digitally signed Monitoring Clearance to the processor for releasing to client.		4 hour/s	• Director/Officer-in-Charge; Laoag Extension Office
4. Release the final Monitoring Clearance through imessage.sec.gov.ph **Location:** imessage.sec.gov.ph	4. Release the digitally signed Monitoring Clearance to client.	None	30 minute/s	• Securities Investigator; Laoag Extension Office • SEC Counsel I; Laoag Extension Office
Total Processing Time:		Working Days: 16 working day/s, 5 hour/s, 10 minute/s		
Total Processing Fee:		Total Standard Fee: None		

	See other fees below

Formula / Schedule of Fees

- **Penalties/Fees**

  Guidelines on the Imposition of fines or penalties for non-compliance with reportorial requirements; Memorandum Circular No. 06, series of 2024

  SEC Resolution No. 756, s. 2013 and

  SEC Resolution No. 757, s. 2013

67. Request for Resource Speaker

This service refers to requests for Resource Speaker in seminars, trainings, forums, interviews, and related activities, ensuring accuracy of information, proper authorization, and effective representation of the Commission.

Office or Division:	Laoag Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	This service is exclusively for All.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Letter request for resource person (1) Original Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Requesting party is advised to send a letter request indicating the activity details, including the topic, date, venue, and organizer to seclaoag@sec.gov.ph or personally send to SEC Laoag Extension Office at 5th Floor, Dap-Ayan Center Humdinger Height Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte.

Address to:

ATTY. HALE OLIVER M. LABAYO

Officer-In-Charge

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit Request Letter **Location:** Electronic mail: seclaoag@sec.gov.ph	1.1. Receive request for resource person, acknowledge request and forwards to the LAOEO Director	None	30 minute/s	• SEC Administrative Assistant II; Laoag

or personally send to SEC Laoag Extension Office at 5th Floor, Dap-Ayan Center Humdinger Height Tower, Brgy. 9, Sta. Angela, Laoag City, Ilocos Norte.				Extension Office
	1.2. LAOEO Director assigns the letter to the Information Officer II		1 hour/s	• SEC Director; Laoag Extension Office
	1.3. SEC Information Officer II coordinates with the requesting party, clarify certain information provided in the request letter, and/or ask more information relevant to the request.		1 working day/s	• SEC Information Officer II; Laoag Extension Office
	1.4. LAOEO Director will assign Subject-Matter-Expert (subject to the availability and expertise).		30 minute/s	• LAOEO Director; Laoag Extension Office
	1.5. Communicate to the requesting party with the name and designation of resource person/s and other details		6 hour/s	• SEC Information Officer II; Laoag Extension Office
Total Processing Time:		Working Days: 2 working day/s		
Total Processing Fee:		Total Standard Fee: None		

Lipa Extension Office

External Services

1. Request for Affirmative Certification

This service details the procedure for the processing of requests as to the status of an incorporated entity or recorded partnership before the Securities and Exchange Commission – Lipa Extension Office. The corporation's status may be identified as Registered, Revoked, Suspended, Delinquent, Dissolved or Expired.

Office or Division:	Lipa Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Any individual or entity with the desire to know the official status of a recorded partnership or registered corporation.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Electronic SEC Universal Registration Environment (eSECURE) account (Sample: N/A N/A)	Securities and Exchange Commission - www.sec.gov.ph
Remarks: *Note: In the website, click Online Services, then click eSECURE (https://esecure.sec.gov.ph/)*	
2. Electronic Official Receipt as proof of payment (1) Electronic Copy	Securities and Exchange Commission - Information and Communications Technology Department
Remarks: *Note: The eOR will be sent through email or may be downloaded from https://espaysec.sec.gov.ph*	
For Situational Requirement	
A. Situational Requirement: If requesting party is the corporation itself or its representative	
A.1. Current/Latest Monitoring Clearance (1) Electronic Copy	Securities and Exchange Commission - Lipa Extension Office

Remarks:

Note: Copy may be requested from the Lipa Extension Office through the iMessage online ticketing portal

Note: Submit proof of payment if penalty was assessed

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Requesting party creates a ticket in the iMessage online ticketing portal, providing the necessary details pertaining to the request (imessage@sec.gov.ph). **Location:** imessage@sec.gov.ph **Notes/Instruction:** *The requesting party should choose Lipa Extension Office as the processing office and the help topic, Request for Affirmative Certification.* *If requesting party is the corporation itself or its representative and Monitoring Clearance presented is not current, requesting party will be advised to submit latest reportorial requirements and to request for monitoring for the issuance of the latest monitoring*	1.1. Assigns the request to the proper personnel.	None	4 hour/s	• SEC Confidential Assistant II; Lipa Extension Office • SEC Administrative Assistant II; Lipa Extension Office
	1.2. 1.2 Evaluates request by checking corporate records in the SEC online system and manually issues and uploads Payment Assessment Form (PAF) in the same iMessage thread with the instruction to upload proof of payment for the processing of the request.		6 hour/s	• SEC Administrative Assistant II; Lipa Extension Office • SEC Administrative Officer III; Lipa Extension Office

clearance. The ticket will be closed.				
2. Pays the assessed fee at any of the payment gateways (LandBank or SEC payment portal through https://espaysec.sec.gov.ph/ and uploads proof of payment in the same iMessage thread. **Location:** LandBank or SEC payment portal through https://espaysec.sec.gov.ph/ **Notes/Instruction:** The fees are assessed at a per copy basis.	2.1. Prepares the Certificate.	**Standard Fees** Breakdown: Certification Fee: PHP 500 Documentary Stamp Tax: PHP 30 Total: PHP 530	6 hour/s	• SEC Administrative Assistant II; Lipa Extension Office • SEC Administrative Officer III; Lipa Extension Office
	2.2. Reviews the records and signs the Certificate.		6 hour/s	• SEC Director I; Lipa Extension Office
	2.3. Informs party in the iMessage ticket thread of the availability of Certificate for pick-up and/or uploads the signed Certificate.		2 hour/s	• SEC Administrative Assistant II; Lipa Extension Office • SEC Administrative Officer III; Lipa Extension Office
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 530		

2. Amendment of SEC Memorandum Circular No. 28, Series of 2020

The Annex G Form with Sworn Certificate of No Intra Corporate Dispute can be downloaded in Amendment Requirement.

FORMS MUST BE NOTARIZED UPON SUBMISSION

Office or Division:	Lipa Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	General transacting public and business entities for: a.) Registered corporations; b.) Suspended and Revoked Corporation for purposes of filing a Petition to Set Aside Order of Suspension or Revocation; and c.) Corporations with Notice of Deficiencies and Hearing or Orders.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. NOTARIZED Annex G (1) Electronic Copy	Applicant / Client
Remarks: *Annex G may be found in the MC 28 series of 2020 uploaded in https://mc28.sec.gov.ph/*	
2. NOTARIZED SECRETARY CERTIFICATE OF NO INTRA-CORPORATE DISPUTE (1) Electronic Copy	Applicant / Client
Remarks: *Template available in MC 28 Portal : https://mc28.sec.gov.ph/*	

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Use and submit notice to change email address and/or mobile number (ANNEX G)	1.1. Receive the amendment application through MC28 Portal including its attachments.	None	3 hour/s	• SEC Process Server; Lipa

application in Memorandum Circular No. 28, Series of 2020 through https://mc28.sec.gov.ph/ . Annex G form should be notarized. Use and submit notice to change email address and/or mobile number (ANNEX G) application in Memorandum Circular No. 28, Series of 2020 through https://mc28.sec.gov.ph/ **Location:** https://mc28.sec.gov.ph/ **Notes/Instruction:** 1.1. Go to **AMENDMENT** in MC28 Portal, the SEC registration number will appear and be available for amendment if the application of ANNEX D for corporations or Annex E for partnerships was approved. 1.2. A one-time password/OTP will be sent to the contact details previously submitted by the client. The user must validate the OTP to proceed with the amendment process. 1.3. Encode the new				Extension Office
	1.2. Browse over the SEC systems online, review and compare the information in the uploaded ANNEX G and encoded data in the portal.		5 hour/s	• SEC Administrative Officer III; Lipa Extension Office

company details reflected in ANNEX G. Then click the continue and verified contact details. After confirming the details, One-time password/OTP will be sent to the contact details provided in the form. 1.4. Upload ANNEX G with Sworn Certificate of No Intra Corporate Dispute, then submit the application.	1.3. Check the signatories of the required attachments i.e. ANNEX G and Sworn Certificate of No Intra Corporate Dispute.		3 hour/s	• SEC Administrative Officer III; Lipa Extension Office
2. Receive a display confirmation indicating that the submission was successful along with reference Number assigned to the transaction at the same time a confirmation email notifying them that the submission has been successfully received and is now under reviewed by the SEC. Receive an email notification in their official email address encoded in MC28 Portal, regarding status and remarks. **Location:**	2.1. If the old information from Annex D/E is consistent with the information in Annex G, consistently encoded in the portal, and with complete documents, it will be tagged as approved.	None	1 working day/s	• SEC Administrative Officer III; Lipa Extension Office

SEC Lipa Extension Office **Notes/Instruction:** 2.1. If the application is for compliance/rejected, client must re-apply their application in MC28 Portal Amendment with the compliance from the said remarks. 2.2 If the party no longer has access to the old information, they may select the " I don't have any access" option. This will prompt them to submit a Notarized Explanation Letter in the form of a Director's Certificate (Must be signed by the majority of the board/trustees). After seven (7) working days, if no comment has been received and the explanation is clearly stated, the request will be tagged as approved. The system will then send a link to proceed with the submission of Annex G.	2.2. If the application is for compliance, it will be tagged as rejected (the findings are stated as well as the possible solutions/remedies for compliance).		1 working day/s	• SEC Administrative Officer III; Lipa Extension Office
	2.3. After seven (7) working days, if no comment has been received and the explanation is clearly stated, the request will be tagged as approved. The system will then send a link to proceed with the submission of Annex G.		8 working day/s	• SEC Administrative Officer III; Lipa Extension Office
Total Processing Time:		Working Days: 11 working day/s, 3 hour/s		
Total Processing Fee:		Total Standard Fee: None		

3. Application for Amendment of Articles of Incorporation and/or By-laws of Domestic Corporations (eAMEND Simple Processing)

This service details the procedure in applying for amendments of the Articles of Incorporation and/or By-laws of Domestic Stock and Non-Stock Corporations through the eAmend portal under Simple Processing concerning the following provisions or any combinations thereof;

1. *Articles of Incorporation*

- *Prefatory Clause;*
- *Corporate Name/Business Name;*
- *Primary Purpose;*
- *Secondary Purpose;*
- *Change in the Principal Office Address;*
- *Terms of Existence;*
- *Increase or Decrease in the Number of the Board of Directors/Trustees;*
- *Features of Shares, except if simultaneously filed with an application for increase of capital stock, or reclassification/declassification of shares;*
- *Provision for the Undertaking to Change Name;*
- *Fiscal Year for One Person Corporations (OPCs);*

1. *By-Laws*

- *Adoption of Corporate Name in the By-Laws;*
- *Provision for Transfer of Stock and Rights of Stockholders or Interest (e.g. Right of First Refusal, Pre-Emptive Rights);*
- *Amendment of a Corporation Sole (change of corporate name, change of address, change of primary purpose)*
- *Provision for Tax Exemption for Non-Stock;*
- *Date of Annual Meeting of the stockholders/members;*
- *Fiscal Year;*
- *Audit of Books and Dividends;*
- *Seal;*
- *Subscription, Issuance and Transfer of Shares;*
- *Suspension, Expulsion and Termination of Membership;*
- *The Form for Proxies of Stockholders/Members and the Manner of Voting Them;*
- *The Manner of Election or Appointment, Qualification, Functions, and the Term of Office of All Officers other than Directors/Trustees;*
- *The Place and Manner of Calling and Conducting Regular Meetings of the Stockholders/Members;*
- *The Powers, Qualifications, Duties, Term, and Compensation of Directors/Trustees;*
- *The Required Quorum in Meetings of Stockholders/Members;*
- *The Time, Place, and Manner of Calling and Conducting Regular or Special Meetings of the Directors/Trustees;*
- *The Time, Place, and Manner of Calling and Conducting Special Meetings of the Stockholders/Members; and*
- *Amendments of Amended By-Laws concerning two (2) to four (4) provisions thereof.*

Office or Division:	Lipa Extension Office

Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All registered stock domestic corporations with foreign equity participation of not more than forty percent (40%) and non-stock corporations, except lending corporations and financing companies, through their Authorized Representatives.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Lipa Extension Office
Remarks: *With downloadable system-generated forms in the eAmend Portal*	
2. Amendment Form (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *With downloadable system-generated forms in the eAmend Portal* • *notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed names* • ***For corporation sole**: Original copies should be signed (wet signature) and notarized*	
3. Amended Articles of Incorporation/By-Laws (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • ***two (2) copies shall be submitted together with all the documentary requirements uploaded in the eAMEND portal** (Please submit the Amended Articles of Incorporation/By-laws incorporating the proposed provisions. The amendments must be clearly underlined and annotated with the phrase "(As amended on [date of meeting])" immediately following the amended provision. Kindly ensure that no established facts are removed or modified in the process.)*	

4. Monitoring Clearance (1) Original Copy	Securities and Exchange Commission - Lipa Extension Office
Remarks: *Application for Monitoring Clearance through: ewatch.sec.gov.ph* • *If there is no valid and available Monitoring Clearance, submit an Affidavit of Undertaking for Monitoring from the eAMEND System.* • *If you have previously used an Affidavit of Undertaking for your amendment application, kindly submit a valid Monitoring Clearance issued by the Compliance Monitoring Division (CMD) for your current application.*	
5. Affidavit of Undertaking for Post-Evaluation (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *With downloadable system-generated forms in the eAmend Portal*	
For Situational Requirement	
A. For Clearance from other SEC departments	
Sub Situational Requirement/s	
A.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
A.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
A.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
A.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
A.c. For Financial Technology (FinTech) related business activities	
A.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;*	

- *Electronic Money Issuers (EMI);*
- *Non-bank EMIs;*
- *Alternative Credit Scoring Companies;*
- *Online Lending Companies;*
- *Peer-to-peer Lending Companies;*
- *AI/Big Data Companies;*
- *InsurTech Companies (InsurTech Service Providers);*
- *KYC/Security Companies (KYC Service Providers);*
- *Digital Banks;*
- *Digital Asset Exchanges;*
- *Virtual Asset Service Providers;*
- *Play-to-Earn Platforms;*
- *E-Commerce Companies;*
- *Crowdfunding Platforms;*
- *RegTech Companies (RegTech Service Providers);*
- *SupTech Companies (SupTech Service Providers); and*
- *Digital Advisers/Robo-Advisers.*

A.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)

Remarks:

- *Operators of payment systems;*
- *Payment Service Providers;*
- *Electronic Money Issuers (EMI);*
- *Non-bank EMIs;*
- *Alternative Credit Scoring Companies;*
- *Online Lending Companies;*
- *Peer-to-peer Lending Companies;*
- *AI/Big Data Companies;*
- *InsurTech Companies (InsurTech Service Providers);*
- *KYC/Security Companies (KYC Service Providers);*
- *Digital Banks;*
- *Digital Asset Exchanges;*
- *Virtual Asset Service Providers;*
- *Play-to-Earn Platforms;*
- *E-Commerce Companies;*
- *Crowdfunding Platforms;*
- *RegTech Companies (RegTech Service Providers);*
- *SupTech Companies (SupTech Service Providers); and*
- *Digital Advisers/Robo-Advisers.*

B. Endorsement from other government agencies

Sub Situational Requirement/s

B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services

B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For applications with Amendment of By-laws	
Sub Situational Requirement/s	
C.a. Air Transport	
C.a.1. Civil Aeronautics Board Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.b. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions	
C.b.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.c. Educational Institution: (stock & non-stock)	
C.c.1. Department of Education Endorsement for Elementary (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.c.2. Commission on Higher Education Endorsement for College, Tertiary Course (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.c.3. Technical Education Skills and Development Authority Endorsement for Technical Vocational Course (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.d. Electric Power Plant/Trading of Petroleum Products	
C.d.1. Department of Education Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.e. Hospital, Dental, Medical Clinics	
C.e.1. Department of Health Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.f. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.f.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.g. Money Changer and Remittance Services	
C.g.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.h. Non-Chartered Government Owned and Controlled Corporation	

C.h.1. Government Commission for Government-owned and Controlled Corporation Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.i. Professional Association	
C.i.1. Professional Regulation Commission Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.j. Radio, TV, Telephone, Internet Service Providers, Value-Added Service Provider	
C.j.1. National Telecommunications Commission Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.k. Recruitment for Overseas Employment	
C.k.1. Philippine Overseas Employment Administration Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.l. Security Agency/ Anti-Crime Task Force	
C.l.1. Philippine National Police Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.m. Tobacco Related Business	
C.m.1. National Tobacco Administration Endorsement (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.n. Volunteer Fire Brigade	
C.n.1. Bureau of Fire Protection (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.o. Vessel/Ship Operation, Ship Management. Shipbuilding, Ship Repair, Shipping Agency, Ship Husbanding, Ship Chandling and other Maritime related activities	
C.o.1. Maritime Industry Authority (2) Original Copy And (1) Electronic Copy	Applicant / Client
C.p. Water Service Providers and Waterworks	
C.p.1. Local Waterworks Utilities Administration (2) Original Copy And (1) Electronic Copy	Applicant / Client
D. For Amendment of Corporate Name	
Sub Situational Requirement/s	
D.a. For Amendment of Corporate Name	
D.a.1. Name Verification Slip for Amendment of Corporate Name with Proof of Payment of Reservation Fee (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

Corporate Filing and Records Division or request from crmd_amend_name@sec.gov.ph	
D.a.2. Affidavit of a director, trustees or officer undertaking to change corporate name, if not stated in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, pays the filing fee and submit the application in the eAMEND portal (Regular Processing) **Location:** **(https://eamend.sec.gov.ph/login)**	1.1. Issues payment confirmation containing the Electronic Official Receipt via email	**Standard Fees** Breakdown: Amended Articles of Incorporation : PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 Total: PHP 1040 **Possible Fees** Breakdown: Amendment of By-Laws: PHP 1000 **Formula Fees** Breakdown: Name Reservation Slip	5 minute/s	• eAMEND System; Lipa Extension Office
	1.2. Assigns the amendment application to the Processors.		2 hour/s	• SEC Confidential Assistant III; Lipa Extension Office • SEC Administrative Assistant II; Lipa Extension Office
	1.3. Verifies completeness and correctness of the submitted amendment requirements. If the documents are incomplete, return to applicant for compliance.		1 hour/s	• SEC Confidential Assistant III; Lipa Extension Office • SEC Securities Specialist II; Lipa Extension Office • SEC Administrative Assistant

				II; Lipa Extension Office • SEC Administrative Officer III; Lipa Extension Office
	1.4. Processes and evaluates the completed amendment requirements.		6 working day/s	• SEC Confidential Assistant III; Lipa Extension Office • SEC Securities Specialist II; Lipa Extension Office • SEC Administrative Assistant II; Lipa Extension Office • SEC Administrative Officer III; Lipa Extension Office • SEC Director I; Lipa Extension Office
	1.5. Tags the application complete and issue the Digital Certificate of Amendment of Articles of Incorporation and/or By-Laws		20 minute/s	• SEC Confidential Assistant III; Lipa Extension Office
2. Generates the Digital Certificate **Location:**	2. Wait for the submission of original copies of the amendment	None	5 minute/s	• SEC Confidential Assistant III; Lipa

https://eamend.sec.gov.ph/login **Notes/Instruction:** To secure the original copy of the Certificate, the applicant has to submit two (2) sets of originally signed documentary requirements with original proof of payment within a period fifteen (15) days from the date of issuance of the Digital Certificate.	requirements by the corporate authorized representative or through courier and subject for post-audit.			Extension Office • SEC Securities Specialist II; Lipa Extension Office • SEC Administrative Assistant II; Lipa Extension Office • SEC Administrative Officer III; Lipa Extension Office • SEC Director I; Lipa Extension Office
Total Processing Time:		Working Days: 6 working day/s, 3 hour/s, 30 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 1040 See other fees below		
Possible Fees • **Amendment of By-Laws** : 1000				
Formula / Schedule of Fees • **Name Reservation Slip** Php 100 per Corporate Name *Additional Php 100 per trade name				

4. Application for Amendment of By-Laws concerning five or more provisions and filing of New By-Laws of Domestic Corporations (eAMEND Regular Processing)

This service details the procedure in applying for amendments of the By-laws concerning five or more provisions and filing of New By-Laws through the eAMEND portal under Regular Processing.

1. *New By-Laws*
2. *Amendment of By-Laws concerning five or more provisions*

Office or Division:	Lipa Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All registered stock domestic corporations with foreign equity participation of not more than forty percent (40%) and non-stock corporations, except lending corporations and financing companies, through their Authorized Representatives.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf*	
2. Amended By-Laws/ New By-Laws (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *Please use the most recent Articles of Incorporation and By-Laws, which have been duly approved by the Commission. Simply modify the sections that are being amended. Underline the amended provision and add "(as amended on [date of meeting])" after it.*	
3. Notarized Secretary's Certificate of no pending case of intra-corporate dispute (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

- *Original copy should be signed (wet signature) and notarized*
- *Download Secretary's Certificate sample form through this link: https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx*

4. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Lipa Extension Office

Remarks:

- *If there is no valid and available Monitoring Clearance, submit an Affidavit of Undertaking for Monitoring from the eAMEND System.*
- *If you have previously used an Affidavit of Undertaking for your amendment application, kindly submit a valid Monitoring Clearance issued by the SEC Lipa Extension Office for your current application.*

Request Monitoring Clearance through eWATCH.sec.gov.ph for those who have not yet acquired a Monitoring Clearance.

5. Directors` or Trustees` Certificate (2) Original Copy And (1) Electronic Copy	Applicant / Client

Remarks:

- *Original copy should be signed (wet signature) and notarized*
- *notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed names*

Download Director's Certificate and/or Trustees' Certificate sample form through this link:

Director's Certificate:- https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf

Trustees' Certificate- https://www.sec.gov.ph/wp-content/uploads/2019/11/Trustees_Certificate.pdf

6. Clearance/Favorable recommendation from other Departments of the Commission or from the appropriate Government Agency if applicable (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Other Departments

For Situational Requirement

A. For Clearance from other SEC departments	
Sub Situational Requirement/s	
A.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
A.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
A.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
A.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
A.c. For Financial Technology (FinTech) related business activities	
A.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
A.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)
Remarks:	

- *Operators of payment systems;*
- *Payment Service Providers;*
- *Electronic Money Issuers (EMI);*
- *Non-bank EMIs;*
- *Alternative Credit Scoring Companies;*
- *Online Lending Companies;*
- *Peer-to-peer Lending Companies;*
- *AI/Big Data Companies;*
- *InsurTech Companies (InsurTech Service Providers);*
- *KYC/Security Companies (KYC Service Providers);*
- *Digital Banks;*
- *Digital Asset Exchanges;*
- *Virtual Asset Service Providers;*
- *Play-to-Earn Platforms;*
- *E-Commerce Companies;*
- *Crowdfunding Platforms;*
- *RegTech Companies (RegTech Service Providers);*
- *SupTech Companies (SupTech Service Providers); and*
- *Digital Advisers/Robo-Advisers.*

B. Endorsement from other government agencies	
Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For applications with Amendment of By-laws	
Sub Situational Requirement/s	
C.a. Air Transport	
C.a.1. Civil Aeronautics Board Endorsement (2) Original Copy And (1) Electronic Copy	Civil Aeronautics Board - Civil Aeronautics Board
C.b. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions	
C.b.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.c. Educational Institution: (stock & non-stock)	
C.c.1. Department of Education Endorsement for Elementary (2) Original Copy And (1) Electronic Copy	Department of Education - Department of Education

C.c.2. Commission on Higher Education Endorsement for College, Tertiary Course (2) Original Copy And (1) Electronic Copy	Commission on Higher Education - Commission on Higher Education
C.c.3. Technical Education Skills and Development Authority Endorsement for Technical Vocational Course (2) Original Copy And (1) Electronic Copy	Technical Education Skills and Development Authority - Technical Education Skills and Development Authority
C.d. Electric Power Plant/Trading of Petroleum Products	
C.d.1. Department of Energy Endorsement (2) Original Copy And (1) Electronic Copy	Department of Energy - Department of Energy
C.e. Hospital, Dental, Medical Clinics	
C.e.1. Department of Health Endorsement (2) Original Copy And (1) Electronic Copy	Department of Health - Department of Health
C.f. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.f.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C.g. Money Changer and Remittance Services	
C.g.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.h. Non-Chartered Government Owned and Controlled Corporation	
C.h.1. Government Commission for Government-owned and Controlled Corporation Endorsement (2) Original Copy And (1) Electronic Copy	Government Commission for Government-owned and Controlled Corporation - Government Commission for Government-owned and Controlled Corporation
C.i. Professional Association	
C.i.1. Professional Regulation Commission Endorsement (2) Original Copy And (1) Electronic Copy	Professional Regulation Commission - Professional Regulation Commission
C.j. Radio, TV, Telephone, Internet Service Providers, Value-Added Service Provider	
C.j.1. National Telecommunications Commission Endorsement (2) Original Copy And (1) Electronic Copy	National Telecommunications Commission - National Telecommunications Commission
C.k. Recruitment for Overseas Employment	
C.k.1. Philippine Overseas Employment Administration (2) Original Copy And (1) Electronic Copy	Philippine Overseas Employment Administration - Philippine Overseas Employment Administration

C.l. Security Agency/ Anti-Crime Task Force	
C.l.1. Philippine National Police Endorsement (2) Original Copy And (1) Electronic Copy	Philippine National Police - Philippine National Police
C.m. Tobacco Related Business	
C.m.1. National Tobacco Administration Endorsement (2) Original Copy And (1) Electronic Copy	National Tobacco Administration - National Tobacco Administration
C.n. Volunteer Fire Brigade	
C.n.1. Bureau of Fire Protection Endorsement (2) Original Copy And (1) Electronic Copy	Bureau of Fire Protection - Bureau of Fire Protection
C.o. Vessel/Ship Operation, Ship Management. Shipbuilding, Ship Repair, Shipping Agency, Ship Husbanding, Ship Chandling and other Maritime related activities	
C.o.1. Maritime Industry Authority Endorsement (2) Original Copy And (1) Electronic Copy	Maritime Industry Authority - Maritime Industry Authority
C.p. Water Service Providers and Waterworks	
C.p.1. Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems Endorsement (2) Original Copy And (1) Electronic Copy	Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems - Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

1. Encodes data required, uploads the duly signed and notarized electronic copy of the requirements, and submit the application in the eAMEND portal (Regular Processing) **Location:** (https://eamend.sec.gov.ph/login) **Notes/Instruction:** SEC Lipa Extension Office (SEC LIPEO)	1.1. Verifies completeness of the submitted amendment requirements and assigns the application to SEC LIPEO Processors.	None	1 hour/s	• SEC Confidential Assistant III; Lipa Extension Office • SEC Administrative Assistant II; Lipa Extension Office
	1.2. Processes and evaluates application for amendment		9 working day/s, 6 hour/s, 50 minute/s	• SEC Securities Specialist II; Lipa Extension Office • SEC Director I; Lipa Extension Office
	1.3. Issues Payment Assessment Form (PAF) to the applicant.		5 minute/s	• SEC Securities Specialist II; Lipa Extension Office • SEC Director I; Lipa Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** https://espaysec.sec.gov.ph/	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Possible Fees** Breakdown: Amended By-Laws: PHP 1000 Legal Research Fee: PHP 10 Documentary Stamp Tax: PHP 30 **Formula Fees**	5 minute/s	• Accounting Division; Financial Management Department (FMD)

		Breakdown: Name Reservation Slip		
3. Submits the documentary requirements with proof of payment to the SEC Lipa Extension Unit Public Assistance and Complaint Desk (PACD), through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** **SEC Lipa Extension Office**	3.1. Receives and verifies documentary requirements and proof of payment	None	5 minute/s	• SEC Securities Specialist II; Lipa Extension Office • SEC Director I; Lipa Extension Office
	3.2. Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minute/s	• SEC Confidential Assistant III; Lipa Extension Office • SEC Administrative Assistant II; Lipa Extension Office • SEC Administrative Officer III; Lipa Extension Office
	3.3. Prepares and generates the Certificate of Amendment of By-Laws/New By-Laws		10 minute/s	• SEC Confidential Assistant III; Lipa Extension Office • SEC Administrative Assistant II; Lipa Extension Office
	3.4. Reviews the application and signs the Certificate of		9 working day/s, 7 hour/s	• SEC Director I; Lipa

	Amendment of By-Laws/New By-Laws			Extension Office
	3.5. Forwards the signed Certificate of Amendment of By-Laws/New By-Laws to the Releasing Unit.		10 minute/s	• SEC Confidential Assistant III; Lipa Extension Office • SEC Administrative Assistant II; Lipa Extension Office
	3.6. Tags the application through the eAmend Portal to issue the Notice for Schedule of Appointment on the release of the Certificate of Amendment of By-Laws/New By-Laws		5 minute/s	• SEC Confidential Assistant III; Lipa Extension Office • SEC Administrative Assistant II; Lipa Extension Office
4. Proceeds to SEC Lipa Extension Office for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Amended By-laws/New By-Laws **Location:** SEC Lipa Extension Office (SEC LIPEO)	4. Releases signed Certificate of Amended By-laws/New By-Laws	None	15 minute/s	• SEC Confidential Assistant III; Lipa Extension Office • SEC Administrative Assistant II; Lipa Extension Office • SEC Administrative Officer III; Lipa Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		

	See other fees below

Possible Fees

- **Amended By-Laws** : 1000
- **Legal Research Fee** : 10
- **Documentary Stamp Tax** : 30

Formula / Schedule of Fees

- **Name Reservation Slip**

  Php 100 per corporate name

  *additional Php 100 per trade name

5. Application for Branch Offices of Lending/Financing Companies

This service outlines the online procedure for establishing branch offices of Lending and Financing Companies. Preprocessing is conducted by submitting scanned copies of the required branch office documents via email at seclipa@sec.gov.ph or through imessage.sec.gov.ph.

Office or Division:	Lipa Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Coversheet (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: *May secure a Checklist of requirements and sample formats from the Licensing Unit or through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf.*	
2. Personal Information Sheet of Officers of the Branch Office (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: • *Using the prescribed format & notarized* *May secure a Checklist of requirements and sample formats from the Licensing Unit or through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf.*	
3. Information Sheet (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: *May secure Checklist of requirements and sample formats from the Licensing Unit or through the Commission's website at https://www.sec.gov.ph/forms-and-fees/second-license/.*	

4. Valid NBI Clearance of ALL Officers of the Branch (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: • *With right thumbprint and signature* • *Reflecting the residential address as stated in the Information Sheet* *National Bureau of Investigation (NBI)*	
5. Monitoring Clearance (1) Original Copy And (3) Photo Copy	Applicant / Client
Remarks: *Through Financing and Lending Companies Department (FinLend)* *https://docs.google.com/forms/d/e/1FAIpQLSeYaCEh_PQ2uq3gq0sS4ppKsbuolUzyTBCQfboQAsHZty-WYA/viewform*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. For pre-processing, send a scanned copy of documentary requirements to imessage.sec.gov.ph and wait for the result on the requested service. **Location:** imessage.sec.gov.ph	1.1. Receive, assign and forward to the LIPEO processor the scanned copy of documentary requirements.	None	15 minute/s	• SEC Administrative Assistant II; Lipa Extension Office
Notes/Instruction: Remarks: *If documents are incomplete and non-compliant, return to clients for compliance by issuing a checklist of deficiencies.	1.2. LIPEO Processor reviews and evaluates the submitted documentary requirements.		30 minute/s	• SEC Securities Specialist II; Lipa Extension Office

2. Receives update on the requested service through email. **Location:** imessage.sec.gov.ph **Notes/Instruction:** **Remarks:** If an applicant receives a checklist of deficiencies, immediately comply and send back to the assigned LIPEO processor.	2. Checks the Compliances on the deficiencies or lacking documentary requirements	None	30 minute/s	• SEC Securities Specialist II; Lipa Extension Office
3. Pay the filing fee at selected Landbank branches (over the counter), or SEC Online Payment Portal. **Location:** espaysec.sec.gov.ph **Notes/Instruction:** SEC Online Payment Portal through this link https://espaysec.sec.gov.ph	3. Receive and acknowledge payment	**Possible Fees** Breakdown: Documentary Stamp Tax: PHP 30 **Formula Fees** Breakdown: License fees for Lending and Financing CosLegal Research Fee	10 minute/s	• SEC Securities Specialist II; Lipa Extension Office
4. Submits the hard copies at the SEC Lipa Extension Office **Location:** SEC Lipa Extension Office	4.1. Receive and verify documentary requirements and proof of payment.	None	10 minute/s	• SEC Administrative Assistant II; Lipa Extension Office
	4.2. Forward the documents to LIPEO processor for the preparation of certificate		10 minute/s	• SEC Administrative Assistant II; Lipa Extension Office

	4.3. Prepare the certificate for Branch Office of Lending/Financing Companies		15 minute/s	• SEC Administrative Assistant II; Lipa Extension Office
	4.4. Review the certificate		15 minute/s	• SEC Director I; Lipa Extension Office
	4.5. Sign the certificate.		15 minute/s	• SEC Director I; Lipa Extension Office
	4.6. Forward the Certificate to Licensing Unit for releasing		5 minute/s	• SEC Administrative Assistant II; Lipa Extension Office
5. Receive Notice thru email that the Certificate is already signed. **Location:** SEC Lipa Extension Office	5. Notify the Applicant thru email that the certificate is already signed.	None	5 minute/s	• SEC Administrative Assistant II; Lipa Extension Office
6. Proceed to LIPEO for presentment of the original proof of payment and receive the signed Certificate of Lending/Financing Companies **Location:** SEC Lipa Extension Office	6. Release signed Certificate of Branch Office of Lending/Financing Companies	None	15 minute/s	• Securities Specialist II; Lipa Extension Office
Total Processing Time:		Working Days: 2 hour/s, 55 minute/s		
Total Processing Fee:		Total Standard Fee: None		

	See other fees below

Possible Fees

- **Documentary Stamp Tax** : 30

Formula / Schedule of Fees

- **License fees for Lending and Financing Cos**

  1/10 of 1% of the assigned capital of the Branch

- **Legal Research Fee**

  1% of the Filing Fee but not less than P 10.00

6. Application for Monitoring Clearance for All Types of Corporations

An online platform for submitting company monitoring requests. It automatically tracks compliance with the submission of reportorial requirements of Domestic Corporations, ordinary stock and non-stock, except: foundations, publicly-listed corporations and corporations with secondary license; regular monitoring of Foreign Corporations (Branch Offices, Representative Offices, Regional Area Headquarters and Regional Operating Headquarters) except foundations.

Office or Division:	Lipa Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	1. General transacting public and business entities for: a.) Registered and Delinquent corporations; b.) Corporations with Notice of Deficiencies and Hearing or Orders; and c.) Corporations with applications to be filed with the Corporate and Partnership Registration Division, Foreign Investment Registration Station Division, and Corporate Filing and Records Division. 2. Government agencies and instrumentalities like Ombudsman, NBI, AMLC, DTI, DSWD, PDIC, etc. 3. Courts like MTC, MeTC, RTC and Sandiganbayan. NOTE: Branch Offices that are required to post a Securities Deposit shall file the same through imessage@sec.gov.ph
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Accomplished Google Form request (1) Electronic Copy	Securities and Exchange Commission - Compliance Monitoring Division
Remarks: *Application for Monitoring Clearance through: ewatch.sec.gov.ph*	
For Situational Requirement	
A. For Regional Operating Headquarters (ROHQ) and Regional Area Headquarters (RHQ)	
A.1. Proof of Inward Remittance (1) Original Copy And (1) Electronic Copy	Applicant / Client

B. Additional requirements upon evaluation, if needed	
B.1. Secretary's Certificate (No-Intra Corporate Dispute/Clarification/explaining the double filing of General Information Sheet) (1) Original Copy And (1) Electronic Copy	Applicant / Client
B.2. Affidavit (Anti-Dummy Law/one and the same/auditor) (1) Original Copy And (1) Electronic Copy	Applicant / Client
B.3. OGA Acknowledgment (functional currency) (1) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Office of the General Accountant (OGA)
B.4. Form for Appointment of Officers for One Person Corporation (1) Electronic Copy	Applicant / Client
B.5. Surety Bond (1) Original Copy And (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Application for Monitoring Clearance eWatch link: https://ewatch.sec.gov.ph/login Ensure that the corporation has an eSecure account and has complied with the following: • MC 28 submission • Latest due reports (AFS/GIS) • Complete company profile **Location:** https://ewatch.sec.gov.ph/login	1. The system processes the application if the corporation meets the required criteria.	None	30 minute/s	• eWATCH system; Lipa Extension Office
2. System automatically updates the status of the corporation to "For Assign" **Location:** SEC Lipa Extension Office (LIPEO)	2.1. Determines compliance with the latest due reports and their corresponding jurisdiction	None	30 minute/s	• SEC Securities Specialist II; Lipa Extension Office
	2.2. If compliant and within the jurisdiction of SEC Lipa		30 minute/s	• SEC Confidential Assistant

Notes/Instruction: *If not compliant, the applicant shall comply with the submission of the latest due reportorial requirements and send **a new request through the eWatch system.***	Extension Office, the request is assigned to a Monitoring Specialist.			III; Lipa Extension Office
	2.3. If not compliant with the latest due reports, the request is reverted to the applicant		30 minute/s	• SEC Securities Specialist II; Lipa Extension Office
	2.4. If outside the jurisdiction of the SEC Lipa Office, the request is endorsed to the appropriate Extension Office (EO)/CMD (HQ).		20 minute/s	• SEC Securities Specialist II; Lipa Extension Office • SEC Confidential Assistant III; Lipa Extension Office
3. Receives an update on the requested service. **Location:** SEC Lipa Extension Office (LIPEO) **Notes/Instruction:** The corporation shall comply with the findings within **seven (7)** calendar days. Failure to comply shall result in the request being automatically purged by the system and a new request must be filed.	3.1. Process application for monitoring clearance	**Formula Fees** Breakdown: Penalties/Fines	10 working day/s	• SEC Securities Specialist II; Lipa Extension Office
	3.2. If WITHOUT PENALTY, issues a Monitoring Sheet - No Penalty - END OF TRANSACTION.		1 working day/s	• SEC Securities Specialist II; Lipa Extension Office
	3.3. If WITH PENALTY, issue the Monitoring Sheet and Payment Assessment Form (PAF)		1 working day/s	• SEC Securities Specialist II; Lipa Extension Office
	3.4. If for compliance, issues a TENTATIVE Monitoring Sheet with remarks		1 working day/s	• SEC Securities Specialist II; Lipa Extension Office
4. Present PAF and pay the penalties to	4.1. The system will automatically validate	**Formula Fees**	2 working day/s	• SEC Securities

the nearest Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home **Location:** Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home **Notes/Instruction:** Send the copy of validated deposit slip/Electronic Official Receipt to the email address of the Monitoring Specialist.	the payment from the applicant. If Landbank Payment, posting is within 1-2 working days If ESPAYSEC, the posting of payment is real-time	Breakdown: Penalties/FinesCustodian Fee		Specialist II; Lipa Extension Office
	4.2. Once the system tags the request as Paid, the monitoring specialist will forward the proof of payment and the monitoring sheet for review and signature.		1 working day/s	• SEC Securities Specialist II; Lipa Extension Office
	4.3. Review and sign the Monitoring Sheet.		1 working day/s	• SEC Securities Specialist II; Lipa Extension Office
	4.4. The signed Monitoring Sheet is uploaded in the Document Verification System to generate QR code.		2 working day/s	• SEC Securities Specialist II; Lipa Extension Office
5. Receive the Confirmation of Payment (COP)/Monitoring Sheet (MS) in PDF Format. - END OF TRANSACTION **Location:** SEC Lipa Extension Office (LIPEO)	5. Release the Confirmation of Payment/Monitoring Sheet.	None	20 minute/s	• SEC Securities Specialist II; Lipa Extension Office
Total Processing Time:		Working Days: 19 working day/s, 2 hour/s, 40 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Penalties/Fines**

Guidelines on the Imposition of fines or penalties for non-compliance with reportorial requirements; Securities Regulation Code (SRC); Revised Corporation Code (RCC); Memorandum Circular No. 06, series of 2024; Memorandum Circular No. 8, series of 2009 (MC8-2009); Memorandum Circular No. 15, series of 2006; Memorandum Circular No. 17, series of 2019; Amended rules governing the distribution of excess profits of corporation; Memorandum Circular No. 8, Series of 1998 (MC8-1998); and Office Order No. 298, Series of 2010; Memorandum Circular No. 10 Series of 2026; Memorandum Circular No. 28, Series of 2020.

- **Custodian Fee**

  Memorandum Circular No. 17, series of 2019

7. Compliance with SEC Memorandum Circular No. 28 series of 2020 (Requirement for Corporations, Partnerships, Associations, and Individuals to Create and/or Designate Email Account Address and Cellphone Number for Transactions with the Commission)

This service details the procedure on compliance with SEC Memorandum Circular No. 28, Series of 2020 requiring the corporations, partnerships, associations, and individuals to create and/or designate an official and alternate email account address and cellphone number for transactions with the Commission.

Office or Division:	Lipa Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	General transacting public and business entities for: a.) Registered corporations; b.) Suspended and Revoked Corporation for purposes of filing a Petition to Set Aside Order of Suspension or Revocation; and c.) Corporations with Notice of Deficiencies and Hearing or Orders.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Annex D for corporations or Annex E for partnerships may be found in the MC 28 series of 2020 uploaded in the SEC website - MUST BE NOTARIZED UPON SUBMISSION (1) Electronic Copy	Applicant / Client

Remarks:

ALL FORMS SHOULD BE NOTARIZED (Annex D or Annex E)

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit Email account address and cellular phone number for the compliance in Memorandum Circular No. 28 Series of 2020 through https://mc28.sec.gov.ph/ The Annex D	1.1. Receive the application through MC28 Portal including its attachments.	None	2 hour/s	• SEC Process Server; Compliance Monitoring Division (CMD)

Form can be downloaded in NEW SUBMISSION Requirement. **Location:** https://mc28.sec.gov.ph/ **Notes/Instruction:** 1.1. Click NEW SUBMISSION in MC28 Portal, enter the Correct SEC registration, and fill out the information in the prescribed format provided in MC28, S2020 (ANNEX D for corporations, or Annex E for partnerships - **ALL FORMS SHOULD BE NOTARIZED**) 1.2. Encode the company details reflected in the ANNEX D for corporations, or Annex E for partnerships. Then click the continue and verified contact details. After confirming the details, One-time password/OTP will be sent to the contact details provided in the form. A system will again display a verification page prompting the user to enter the received OTP to proceed. 1.3. Upload NOTARIZED ANNEX				
	1.2. Browse over the SEC systems online, review and compare the information in the uploaded ANNEX D/E and encoded data in the portal.		3 hour/s	• SEC Administrative Officer III; Lipa Extension Office
	1.3. Check the authorized Person in Control and the signatories of its attachments.		3 hour/s	• SEC Administrative Officer III; Lipa Extension Office

D for corporations; or NOTARIZED ANNEX E for partnerships and other attachments if any, then submit the application.				
2. Receive a display confirmation indicating that the submission was successful along with reference Number assigned to the transaction at the same time a confirmation email notifying them that the submission has been successfully received and is now under reviewed by the SEC. **Location:** Compliance Monitoring Division **Notes/Instruction:** 2.1. If the application is for compliance/rejected, the client must re-apply their application in MC28 Portal New Submission with the compliance from the said remarks.	2.1. If the information in ANNEX D/E is valid, consistently encoded in the portal, and with complete documents, it will be tagged as approved.	None	2 working day/s	• SEC Administrative Officer III; Lipa Extension Office
	2.2. If the application is for compliance, it will be tagged as rejected (the findings are stated as well as the possible solutions/remedies for compliance).		3 working day/s	• SEC Administrative Officer III; Lipa Extension Office
Total Processing Time:		Working Days: 6 working day/s		
Total Processing Fee:		Total Standard Fee: None		

8. Dissolution of Corporations under Section 134 of the Revised Corporation Code

This service details the procedure on application for dissolution of domestic corporations, whether stock or non-stock.

Office or Division:	Lipa Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Corporations duly registered at Securities and Exchange Commission
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Revised Corporation Code

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Verified Request for Dissolution (2) Original Copy	Applicant / Client
2. Verification and Certification against Forum Shopping (2) Original Copy	Applicant / Client
3. Notarized Directors' or Trustees' Certificate (2) Original Copy	Applicant / Client
Remarks: *The notarized Directors' or Trustees' Certificate must authorize the dissolution and designate an authorized representative to file the verified request for dissolution, signed by a majority of the board of directors or trustees and countersigned by the secretary of the corporation.*	
4. Affidavit executed under oath by the President and Treasurer (2) Original Copy	Applicant / Client
Remarks: *The Affidavit executed under oath by the President and Treasurer must certify that the dissolution is not prejudicial to the interest of the creditors; and there is no opposition from any creditors from the time of the last publication of the notice of dissolution up to the filing of the application for dissolution with the Commission.*	
5. Latest Due General Information Sheet (2) Photo Copy	Applicant / Client
6. Notarized Secretary's Certificate on no pending case of intra-corporate dispute	Applicant / Client

(2) Original Copy	
7. Bureau of Internal Revenue Tax Clearance Certificate (1) Original Copy And (1) Photo Copy	Applicant / Client
8. Publisher's Affidavit of Publication of the notice of meeting (1) Original Copy And (1) Photo Copy	Applicant / Client
For Situational Requirement	
A. If the Corporation is regulated by a regulatory agency	
A.1. Clearance/Favorable recommendation from other Departments of the Commission or from the appropriate regulatory agency (1) Original Copy And (1) Photo Copy	Applicant / Client
B. If the Applicant-Corporation is still in operation	
B.1. Audited Financial Statements (AFS) as of the last fiscal year (2) Photo Copy	Applicant / Client
Sub Requirement	
B.1.A. If the Applicant-Corporation is still in operation but with total assets or liabilities of less than PHP 3,000,000.00	
B.1.A.1. Balance Sheet as of last preceding fiscal year certified under oath by the President and Treasurer (2) Original Copy	Applicant / Client
C. If the Applicant-Corporation has ceased operations for at least one (1) year	
C.1. Audited Financial Statements (AFS) as of the last year of operations (2) Photo Copy	Applicant / Client
C.2. Affidavit of Non-Operation certified under oath by the President and Treasurer (2) Original Copy	Applicant / Client
D. If the Applicant-Corporation has not commenced operations since incorporation	
D.1. Balance Sheet certified under oath by the Treasurer and President (2) Original Copy	Applicant / Client
D.2. Affidavit of Non-Operation certified under oath by the President and Treasurer (2) Original Copy	Applicant / Client
D.3. Certificate of Non-Registration issued by the Bureau of Internal Revenue (1) Original Copy And (1) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIB

				LE (Designation; Office)
1. Submit requirements to SEC Lipa Extension Office via imessage.sec.gov.ph **Location:** **SEC Lipa Extension Office** **imessage.sec.gov.ph**	1.1. Receive the documents and check for completeness in form and substance.	None	3 working day/s, 6 hour/s	• SEC Securities Specialist II; Lipa Extension Office
	1.2. Issue Payment Assessment Form		1 hour/s	• SEC Securities Specialist II; Lipa Extension Office
2. Pay the filing fee through the Electronic System for Payment to SECURITIES AND EXCHANGE COMMISSION (eSPAYSEC) **Location:** https://espaysec.sec.gov.ph/payment-portal/home	2.1. Verify payment	**Standard Fees** Breakdown: Petition Fee: PHP 3000 Documentary Stamp Tax: PHP 30 Legal Research Fee: PHP 30 Total: PHP 3060	1 hour/s	• SEC Securities Specialist II; Lipa Extension Office
	2.2. Process Application		12 working day/s	• SEC Securities Specialist II; Lipa Extension Office
	2.3. Prepare Certificate of Dissolution		1 working day/s	• SEC Securities Specialist II; Lipa Extension Office
	2.4. Review and approve application		2 working day/s	• SEC Director I; Lipa Extension Office
3. Claim Certificate of Dissolution **Location:** **SEC Lipa Extension Office**	3. Release Certificate of Dissolution	None	1 working day/s	• SEC Administrative Assistant II; Lipa Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee:		

	PHP 3060

9. Increase of Capital Stock by way of Cash through the eAMEND Portal - Simple Processing for One Person Corporations (OPC) Classified as Philippine National

This service details the adopted online procedure and documentary requirements for application for Increase of Capital Stock by way of Cash of OPCs pursuant to Section 37 of the Revised Corporation Code of the Philippines.

***Upon approval, a Digital Certificate shall be issued electronically,** subject to the later submission of originally signed documents.*

This service is exclusively for Domestic Stock Corporations classified as Philippine National.

For the pre-processing of new applications, applicants who choose to file through the eAmend Portal must submit scanned copies of the notarized documents via the eAmend Portal. Applicants are advised to adhere to the prescribed steps outlined in the eAmend Portal for the proper uploading and submission of the required documents.

Office or Division:	Lipa Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Lipa Extension Office
Remarks:	

Note:

- *This is a system-generated requirement.*
- *The photo copies will be submitted upon payment of the corresponding fees.*

2. Unified Certification and Subscription Contract for Increase In Authorized Capital Stock containing: Certificate of Increase of Capital Stock; OPC Resolution; Schedule of Capital Structure as of date of OPC Resolution, indicating the nationality, no of shares and amount subscribed, and paid-up capital on the present authorized capital stock; and Treasurer's Affidavit Subscription Contract Non-existence of intra-corporate dispute (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Lipa Extension Office

Remarks:

Note:

- *This is a system-generated requirement.*
- *The original copy and photo copy will be submitted upon payment of the corresponding fees.*

3. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

For Situational Requirement

A. For Corporations with Primary Licenses:

A.1. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Lipa Extension Office

Remarks:

CEBEO through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

B. Clearance / Endorsement from other departments or other government agencies, if applicable.

B.1. Clearance / Endorsement from other departments or other government agencies.	Applicant / Client

(1) Original Copy And (1) Photo Copy And (1) Electronic Copy	

Remarks:

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

C. Additional requirement if cash payment for subscription is already reflected in the Audited Financial Statements:

C.1. Audited Financial Statements as of the last fiscal year stamped received by BIR and SEC. (1) Electronic Copy	Securities and Exchange Commission - Lipa Extension Office

Remarks:

Note: To be submitted by the Company if not available in the SEC's system.

D. Additional requirement if cash payment for subscription is not yet reflected in the Audited Financial Statements:

Sub Situational Requirement/s

D.a. If applicant corporation is/are: a) Listed companies; b) Public companies defined in the Securities Regulation Code; c) Companies that offer or sell securities to the public; d) Companies with secondary license; e) Others, pursuant to item no. 2 of SEC MC No. 6 of 2026

D.a.1. Special Audit Report (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of notarized requirements for new	1.1. Verifies completeness of the required documents. Assigns the application to the	None	1 working day/s	• SEC Securities Specialist II; Lipa

application to eAmend Portal. **Location:** **https://eamend.sec.gov.ph/** **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the Specialist shall revert the application informing the client of the deficiencies. For submission of compliance documents, the client must upload the	specialist, if complete, then records the application.			Extension Office
	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		5 working day/s	• SEC Securities Specialist II; Lipa Extension Office

documents through the eAmend Portal. The assigned Specialist will proceed to Agency Step 1.2. • The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in	1.3. Reviews the Final Report and, if found in order, directs the Specialist to issue the Payment Assessment Form (PAF).		7 working day/s	• SEC Securities Specialist II; Lipa Extension Office

the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days					
	1.4. Issues the Payment Assessment Form (PAF) to the applicant. Then, informs the applicant to submit the original/hard copy upon payment.		1 working day/s	• SEC Securities Specialist II; Lipa Extension Office	

unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)				
2. Pay the corresponding filing fees through Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide. **Location:** 1. Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or 2. any Land Bank of the Philippines branch nationwide.	2. Issues payment confirmation containing the electronic Official Receipt via e-mail.	None	1 working day/s	• Financial Management Department; Financial Management Department (FMD)
3. Downloads the Digital Certificate of approval via eAmend and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-	3.1. Calls the name of the corporation, accepts the complete application requirements together with the proof of payment, and transmits these to the Receiving officer.	None	2 hour/s	• SEC Securities Specialist II; Lipa Extension Office

Official Receipt or LBP Oncoll Payment Slip) **Location:** SEC Lipa Extension Office **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements and amended articles of incorporation).*	3.2. Verifies hard copies against the documents reviewed by the Specialist and attaches the source documents; if found complete and in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.		4 hour/s	• SEC Confidential Assistant III; Lipa Extension Office • SEC Administrative Assistant II; Lipa Extension Office • SEC Administrative Officer III; Lipa Extension Office
	3.3. Prepares and generates the Certificate.		1 working day/s	• SEC Confidential Assistant III; Lipa Extension Office
	3.4. Reviews the documents, signs, and approves the Certificate.		1 working day/s	• SEC Director I; Lipa Extension Office
	3.5. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.		6 hour/s	• SEC Confidential Assistant III; Lipa Extension Office
	3.6. Tags the application for appointment through eAmend Portal indicating the date of release of the certificate.		1 working day/s	• SEC Confidential Assistant III; Lipa Extension Office
4. Present the Official Receipt and Appointment Letter. Then, fill out the logbook for released	4. Calls the name of the corporation, assists the client in filling out the logbook, and releases the	None	4 hour/s	• SEC Confidential Assistant III; Lipa

applications and claim the Certificates of Approval. **Location:** SEC Lipa Extension Office	Certificates of Approval.			Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		

10. Increase of Capital Stock by way of Cash through the eAMEND Portal for Domestic Stock Corporations Classified as Philippine National (Other than OPC)

This service details the adopted online procedure and documentary requirements for application for Increase of Capital Stock by way of Cash pursuant to Section 37 of the Revised Corporation Code of the Philippines.

This service is exclusively for Domestic Stock Corporations classified as Philippine National.

For the pre-processing of new applications, applicants who choose to file through the eAmend Portal must submit scanned copies of the notarized documents via the eAmend Portal. Applicants are advised to adhere to the prescribed steps outlined in the eAmend Portal for the proper uploading and submission of the required documents.

Office or Division:	Lipa Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	This service is exclusively for Domestic Stock Corporations classified as Philippine National.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law (which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Unified Certification for Certificate of Increase of Capital Stock on: a. Certificate of Increase of Capital Stock; b. Director's Certificate; c. List of stockholders of record as of date of meeting approving the increase, indicating their nationalities and their respective subscribed and paid-up capital on the present authorized capital stock; d. Non-existence of intra-corporate dispute; e. Waiver of pre-emptive rights of non-subscribing shareholders (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Lipa Extension Office

Remarks:

*Download the Unified Certification for **Increase of Capital Stock** below:*

https://www.sec.gov.ph/wp-content/uploads/2026/04/2026FAADForms_Unified-Certification-for-Increase-in-Authorized.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

2. Treasurer's Affidavit (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Download Treasurer's Affidavit through this link:

https://www.sec.gov.ph/wp-content/uploads/2025/06/2025Forms_Treasurers-Affidavit.doc

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

3. Amended Articles of Incorporation (2) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

For Situational Requirement

A. For Corporations with Primary Licenses:

A.1. Monitoring Clearance (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Lipa Extension Office

Remarks:

CEBEO through the link:

- ***eWATCH:*** https://ewatch.sec.gov.ph/login

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

B. For Financing and Lending Companies:

B.1. Monitoring Clearance (2) Photo Copy And (1) Original Copy	Securities and Exchange Commission (SEC) - Lipa Extension Office

Remarks:

CEBEO through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The two (2) photo copies will be submitted upon payment of the corresponding fees.

C. For Listed and Public Companies:	
C.1. Corporate Governance and Finance Department (CGFD) Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Corporate Governance and Finance Department (CGFD)

Remarks:

Corporate Governance and Finance Department (CGFD) through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

D. Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
D.1. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)

Remarks:

Market and Securities Regulation Department (MSRD) through the link:

- ***eWATCH:*** *https://ewatch.sec.gov.ph/login*

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

E. For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
E.1. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas (BSP) - Financial Supervision Sector

Remarks:

To request, please refer to BSP Citizen's Charter through this link: https://www.bsp.gov.ph/SitePages/CitizensCharter/CitizensCharter.aspx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

F. For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:

F.1. Insurance Commission (IC) Endorsement/Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Insurance Commission (IC) - Financial Examination Group

Remarks:

To request, please refer to IC Citizen's Charter through this link:

https://www.insurance.gov.ph/wp-content/uploads/2023/03/IC_Citizens-Charter_Rev-2023.pdf

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

G. Additional requirement if cash payment for subscription is not yet reflected in the Audited Financial Statements:

Sub Situational Requirement/s

G.a. Notarized Subscription Contract

G.a.1. A subscription contract, executed under oath among subscriber/s, treasurer and president for the corporation, stating the number of additional shares subscribed to and paid for. (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2026 – Subscription Contracts through this link: https://www.sec.gov.ph/mc-2026/sec-mc-no-06-series-of-2026/#gsc.tab=0

Or May download to the sample below:

https://www.sec.gov.ph/wp-content/uploads/2025/08/2025Forms_Subscription-Contract-for-Cash-Payment.docx

Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.

G.b. If applicant corporation is/are: a) Listed companies; b) Public companies defined in the Securities Regulation Code; c) Companies that offer or sell securities to the

public; d) Companies with secondary license; e) Others, pursuant to item no. 2 of SEC MC No. 6 of 2026	
G.b.1. Special Audit Report (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0* *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H. Additional requirement for Rural Banks:	
H.1. Notarized Certification on payment for subscriptions to be signed by majority of the rural bank's Board of Directors in accordance with the form required by BSP (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	
H.2. List of stockholders of record showing their respective subscribed and paid-up amount before and after the increase and the list of subscribers to the increase with their respective subscription and payment as presented and approved by BSP annexed to the notarized certification (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Note: The original copy and photo copy will be submitted upon payment of the corresponding fees.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the electronic copy of notarized requirements for new	1.1. Verifies completeness of the required documents. Assigns the application to the	None	1 working day/s	• SEC Securities Specialist II; Lipa

application to eAmend Portal. **Location:** **https://eamend.sec.gov.ph/** **Notes/Instruction:** • Electronic copies shall be initially evaluated. The original hard copy, together with a photocopy, shall be submitted upon payment (please refer to Step 02). However, if the application consists of voluminous documents, the applicant may be advised to submit the corresponding hard copies. • If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the Specialist shall revert the application informing the client of the deficiencies. For submission of compliance documents, the client must upload the	specialist, if complete, then records the application.			Extension Office
	1.2. Examines online-submitted documents for completeness in form and substance and, if compliant, prepares the Final Report and forwards it to the assigned reviewer.		5 working day/s	• SEC Securities Specialist II; Lipa Extension Office

documents through the eAmend Portal. The assigned Specialist will proceed to Agency Step 1.2. • The foregoing service may be deemed approved pursuant to SEC Memorandum Circular No. 7, Series of 2025, subject to due verification that the Commission has failed to act upon the application within the prescribed period, provided that all submissions are compliant with existing SEC laws, rules, and regulations. • If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in					
	1.3. Reviews the Final Report and, if found in order, directs the Specialist to issue the Payment Assessment Form (PAF).			7 working day/s	• SEC Securities Specialist II; Lipa Extension Office

the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed disapproved without prejudice to refiling. • The period to act upon the agency actions mentioned above may be extended whenever the said action requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days				
	1.4. Issues the Payment Assessment Form (PAF) to the applicant.		1 working day/s	• SEC Securities Specialist II; Lipa Extension Office

unless exceptional circumstances warrant a longer period. (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)				
2. Pay the corresponding filing fees and submit the complete application requirements, the same as those submitted online, together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip) **Location:** LIPA EXTENSION OFFICE **Notes/Instruction:** *Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements).*	2.1. Calls the name of the corporation, accepts the complete application requirements together with the proof of payment, and transmits these to the Receiving officer.	None	2 hour/s	• SEC Securities Specialist II; Lipa Extension Office
	2.2. Verifies hard copies against the documents reviewed by the Specialist and attaches the source documents; if found complete and in order, forwards the application for Certificate preparation and advises the applicant to await the email notification of the scheduled release appointment.		4 hour/s	• SEC Confidential Assistant III; Lipa Extension Office • SEC Administrative Assistant II; Lipa Extension Office • SEC Administrative Officer III; Lipa Extension Office
	2.3. Prepares and generates the Certificate.		1 working day/s	• SEC Confidential Assistant

				III; Lipa Extension Office
	2.4. Reviews the documents, signs, and approves the Certificate.		2 working day/s	• SEC Director I; Lipa Extension Office
	2.5. Sorts and organizes the documents of approved applications prior to the release of the Certificates of Approval.		6 hour/s	• SEC Confidential Assistant III; Lipa Extension Office
	2.6. Tags the application for appointment through eAmend Portal indicating the date of release of the certificate.		1 working day/s	• SEC Confidential Assistant III; Lipa Extension Office
3. Present the Official Receipt and Appointment Letter. Then, fill out the logbook for released applications and claim the Certificates of Approval. **Location:** LIPA EXTENSION OFFICE	3. Calls the name of the corporation, assists the client in filling out the logbook, and releases the Certificates of Approval.	None	4 hour/s	• SEC Confidential Assistant III; Lipa Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		

11. Issuance of Plain/ Authenticated Copies of Documents

This service details the procedure on request for plain and/or authenticated copies of documents on file with the commission. The purpose of this is to obtain plain and or/ authenticated documents to have readily available records for various reasons.

For pre-processing of new applications, scanned copies of the required documents shall be submitted through:

iMessage: ***imessage.sec.gov.ph***

Office or Division:	Lipa Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	All Government Agencies
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Filled up Freedom of Information (FOI) Request Form (1) Electronic Copy	Securities and Exchange Commission - Lipa Extension Office
Remarks: *Can be requested via imessage.sec.gov.ph*	
2. Request Letter (1) Electronic Copy	Applicant / Client
Remarks: *Request Letter must be addressed to SEC Lipa Extension Office Director - Atty. Ereztlrel B. Valle*	
3. Government Issued Identification Card 1. Philippines Identification (PhilSys,National ID/ePhilID) - Philippine Statistics Authority (PSA) 2. Philippine Passport - Department of Foreign Affairs (DFA) 3. Driver's License - Land Transportation Office (LTO) 4. Professional Regulation Commission (PRC)ID - Professional Regulation Commission 5. GSIS ID - Government Service Insurance System (GSIS) 6. SSS ID - Social Security System (SSS) 7. PhilHealth ID - Philippine Health Insurance Corporation (PhilHealth) 8. Postal ID - Philippine Postal Corporation (PHLPost)	

9. TIN ID (Tax Identification Number) - Bureau of Internal Revenue (BIR)
10. Seaferer's Identification and Record Book (Seaman'n Book/SIRB) - Maritime Industry Authority (MARINA)
11. OWWA ID/ OFW E-Card - Overseas Workers Welfare Administration (OWWA)
12. Alien Certificate of Registration (ACR I-Card) - Bureau of Immigration
13. NBI Clearance - National Bureau of Investigation (NBI)
14. Police Clearance - Philippine National Police (PNP)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the Letter Request with attached Freedom of Information (FOI) request form and signed photocopy of Government Issued ID to the Office of the Director through imessage.sec.gov.ph **Location:** imessage.sec.gov.ph	1.1. Receives the Letter of Request, Freedom of Information Request Form, and the signed photocopy of Government-issued ID and assigns and forwards request to the Processing Officer	None	5 minute/s	• SEC Administrative Assistant II; Lipa Extension Office • SEC Administrative Officer III; Lipa Extension Office
	1.2. Checks availability of requested documents in database and corporate records available		30 minute/s	• SEC Administrative Assistant II; Lipa Extension Office • SEC Administrative Officer III; Lipa Extension Office
	1.3. Issues the Payment Assessment Form (PAF) and send to the client via iMessage/email		30 minute/s	• SEC Administrative Assistant II; Lipa Extension Office • SEC Administrative Officer III; Lipa

				Extension Office
2. Pay the corresponding filing fees **Location:** eSPAYSEC (https://espaysec.sec.gov.ph/paymentportal/home) or at any Land Bank of the Philippines branch nationwide	2. Issues payment confirmation containing the electronic Official Receipt via e-mail	**Formula Fees** Breakdown: Plain CopyCertified True Copy/Authenticated Copy	1 working day/s	• Financial Management Department (FMD); Any of requesting office / division
3. Send the scanned copy of the proof of payment of the filing fees through imessage.sec.gov.ph and await for the reply for the release of request. **Location:** imessage.sec.gov.ph	3.1. Receives and acknowledges the receipt of proof of payment via iMessage	None	10 minute/s	• SEC Administrative Assistant II; Lipa Extension Office
	3.2. Prepares the requested documents - Plain Copy (proceed to step 3.5 after this) or Prepares the requested documents - Authenticated Copy/Certified True Copy		4 hour/s	• SEC Administrative Assistant II; Lipa Extension Office • SEC Administrative Officer III; Lipa Extension Office
	3.3. For Authenticated Copies/Certified True Copies, the SEC LIPEO personnel will now stamp and sign each pages of the requested documents as verification.		2 hour/s	• SEC Administrative Assistant II; Lipa Extension Office • SEC Administrative Officer III; Lipa Extension Office

	3.4. For Authenticated Copies/Certified True Copies, Certify the verified documents by signing the back of the verified documents last page.		2 hour/s	• SEC Administrative Assistant II; Lipa Extension Office • SEC Administrative Officer III; Lipa Extension Office • SEC Director I; Lipa Extension Office
	3.5. Schedule and sends reply to the for the releasing of request plain/authenticated documents		10 minute/s	• SEC Administrative Assistant II; Lipa Extension Office
4. Submit proof of payment (e-Official Receipt or LBP Oncoll Payment Slip) to claim the requested documents upon receipt of reply from the email/phone call confirming the availability of the requested documents with the releasing section. **Location:** **SEC Lipa Extension Office**	4.1. Receives proof of payment	None	10 minute/s	• SEC Administrative Assistant II; Lipa Extension Office
	4.2. Calls the name of the corporation, assists the client in filling out the logbook, and releases the request plain/authenticated documents.		10 minute/s	• SEC Administrative Assistant II; Lipa Extension Office
Total Processing Time:		Working Days: 2 working day/s, 1 hour/s, 45 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		
Formula / Schedule of Fees				

- **Plain CopyCertified True Copy/Authenticated Copy**

  Plain Copy

  Articles of Incorporation/Amended Articles of Incorporation -

  PHP 750.00

  By-Laws/Amended By-Laws-

  PHP 750.00

  General Information Sheet -PHP 750.00

  Certificate of Increase in Capital Stock -

  PHP 750.00

  Secretary's Certificate -

  PHP 750.00

  Financial Statements – PHP 25.00 per page

  Certified True Copy/Authenticated Copy

  Articles of Incorporation PHP 1,000.00+ PHP 30.00 Documentary Stamp Tax

  Amended Articles of Incorporation

  PHP 1,000.00+30.00 Documentary Stamp Tax

  By-Laws/Amended By-Laws
  PHP 1,000.00+ PHP 30.00 Documentary Stamp Tax

  General Information Sheet PHP 1,000.00+
  PHP 30.00 Documentary Stamp Tax

  Authentication of document not mentioned above: refer to SEC Memorandum No. 06 series of 2025 + Documentary Stamp Tax

  PHP 30.00

12. Petition for Revival of Corporate Existence

This service details the procedure and documentary requirements for the revival of corporate existence. The process is done through filing a verified petition for revival of corporate existence under the 2016 SEC Rules of Procedure and all the documentary requirements mentioned in the SEC Memorandum Circular No. 23, series of 2019.

Office or Division:	Lipa Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All domestic corporations that no longer have corporate existence.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	2016 SEC Rules of Procedure that requires performance of Adjudicative Function

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Verified Petition for Revival of Corporate Existence (2) Original Copy	Applicant / Client
Remarks: *Draft may be requested at seclipa@sec.gov.ph*	
2. Certificate of Incorporation and Articles of Incorporation (2) Photo Copy	Applicant / Client
3. Certificate (s) of Filing of Amended Articles of Incorporation (2) Photo Copy	Applicant / Client
Remarks: *With the respective Amended Articles of Incorporation, if Petitioner's Articles of Incorporation were amended*	
4. Revived Articles of Incorporation (2) Original Copy	Applicant / Client
Remarks: *Consisting of Petitioner's latest Amended Articles of Incorporation and the proposed changes in the corporate term to be effected by the revival, which shall be underlined.*	
5. General Information Sheet ("GIS") as of the date of expiration of its corporate term	Applicant / Client

(2) Original Copy	
Remarks: *If the same is not available, any equivalent document, such as, but not limited to, the Secretary's Certificate indicating the list of stockholders and officers with the corresponding stockholdings.*	
6. Notarized list of stockholders or members as of the date of approval of the revival (2) Original Copy	Applicant / Client
Remarks: *Stating their names, their nationalities, and number of shares subscribed, amount subscribed and paid, or the respective members' contributions for nonstock corporations, certified by the Corporate Secretary.*	
7. Supporting evidence (2) Photo Copy	Applicant / Client
Remarks: *Evidences may be Deed of Sale, with the Certificate Authorizing Registration, Deed of Assignment, Death Certificate of a stockholder/member, and **must** be referred to in the Reconciliation of the changes in the composition of the stockholders or members.*	
8. Official Receipt(s) for the Payment of the Petition Fee and Filing Fee (2) Original Copy	Applicant / Client
9. Favorable Endorsement/.Recommendation, if applicable (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *To be obtained from appropriate government agency for regulated corporations, e.g. banks, banking and quasi-banking institutions, preneed, insurance, and trust companies, NSSLAs, pawnshops, corporations engaged in money service business, and other financial intermediaries.*	
10. Proof of Publication (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *Upon filing of Petition for Revival of Corporate Existence from the Commission:* *1. Within fifteen (15) days from filing, Petitioner or its duly representative, shall publish in a newspaper of general circulation its Petition for Revival, stamped "Received" by the Commission, with the corresponding docket number;*	

2. Within fifteen (15) days from filing, Petitioner or its duly representative, shall file with the Commission the following pieces of evidence of the publication of the Verified Petition for Revival in a newspaper of general circulation:

a. Affidavit of the Newspaper Editor-in-Chief/Managing Editor/ Content Editor attesting to the fact of publication of the Petition for Revival; and

b. Actual Newspaper cutout of publication showing the date and name of the newspaper, and all the pages of the Petition with its attachments

For Situational Requirement	
A. Situational Requirements	
Sub Situational Requirement/s	
A.a. Change in the composition of the stockholders or members since the expiration of Petitioner's corporate term	
A.a.1. General Information Sheet (GIS) of the Petitioner as of the date of stockholders' or members' approval of the resolution to file the Petition for Revival of its corporate existence, or the date of the board of directors' or trustees' approval of the filing of the said Petition, whichever is later (2) Original Copy	Applicant / Client
A.b. Corporate name has already been validly reused, and is currently being used, by another corporation	
A.b.1. Proof of Reservation of Petitioner's Proposed New Corporate Name (1) Original Copy And (1) Photo Copy	Applicant / Client
A.c. Corporation which already availed of re-registration, in accordance with SEC Memorandum Circular No. 13, series of 2019, or other memorandum circulars issued by the Commission pertaining to re-registration	
A.c.1. Certification, under oath issued by the Corporate Secretary of the re-registered corporation (1) Original Copy And (1) Photo Copy	Applicant / Client

Remarks:

Certificate must state that:

a. the re-registered corporation has given its consent to the Petitioner to use its corporate name, and has undertaken to undergo voluntary dissolution immediately after the issuance of the Petitioner's Certificate of Revival; "or"

b. the re-registered corporation has given consent to the Petitioner's to use its corporate name, and has undertaken to change its corporate name immediately after the issuance of the Petitioner's Certificate of Revival.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit and file a verified petition and its supporting documents, except Proof of Publication Requirement, and fill out the transmittal slip via imessage.sec.gov.ph **Location:** SEC Lipa Extension Office imessage.sec.gov.ph **Notes/Instruction:** *The following petitions shall not be docketed and shall be automatically rejected:* • *Petitions with incomplete requirements;* • *Unverified Petitions; and/or* • *Petitions verified by a person with no valid authority.*	1.1. Duly received the filing	None	1 hour/s	• SEC Administrative Assistant II; Lipa Extension Office • SEC Administrative Officer III; Lipa Extension Office
	1.2. Verify whether the petition submitted is complete and attached with necessary requirements, the petition is verified, and the person signing the verification is duly authorized. Reject incomplete/non-compliant, and issue an order/letter detailing the reason for the rejection.		1 working day/s	• SEC Securities Specialist II; Lipa Extension Office • SEC Administrative Officer III; Lipa Extension Office • SEC Administrative Assistant II; Lipa Extension Office
	1.3. Evaluate the contents and substance of the petition including its attachments. For any non-compliance to the requirements, a notice/letter of compliance shall be emailed to the client for compliance.		5 working day/s	• SEC Securities Specialist II; Lipa Extension Office • SEC Administrative Officer III; Lipa Extension Office • SEC Administrat

				ive Assistant II; Lipa Extension Office
	1.4. Evaluate for legal review the contents and substance of the petition including its attachments. For any non-compliance to the requirements, a notice/letter of compliance shall be emailed to the client for compliance.		3 working day/s	• SEC Securities Specialist II; Lipa Extension Office • SEC Administrative Officer III; Lipa Extension Office • SEC Director I; Lipa Extension Office
	1.5. Initiate a final review on the contents of and substance of the petition including its attachments. For any non-compliance to the requirements, a notice/letter of compliance shall be emailed to the client for compliance.		3 working day/s	• SEC Director I; Lipa Extension Office
	1.6. Issue a Payment Assessment Form (PAF) for complete and compliant petition.		1 hour/s	• Administrative Assistant II; Lipa Extension Office • Administrative Officer III; Lipa Extension Office

2. Pay the petition and filing fees as indicated in the Payment Assessment Form (PAF), and present proof of payment to Lipa Extension Office via imessage.sec.gov.ph **Location:** Landbank, GCash or any payment center authorized by the Commission. **Notes/Instruction:** *Please immediately present proof of payment to Bacolod Extension Office upon payment of filing fees.*	2.1. Record and Docket of the Verified Petition	**Standard Fees** Breakdown: Petition Fee: PHP 3080 Handling Fee: PHP 20 Documentary Stamp Tax: PHP 30 Total: PHP 3130 **Formula Fees** Breakdown: Filing Fee for revival of corporate existenceLegal Research Fee (LRF)	2 hour/s	• SEC Confidential Assistant III; Lipa Extension Office
	2.2. Provide the client one (1) copy of the Petition and its supporting documents for publication in the newspaper of general circulation.		1 hour/s	• Administrative Assistant II; Lipa Extension Office • Administrative Officer III; Lipa Extension Office
3. Submit Proof of Publication **Location:** SEC Lipa Extension Office imessage.sec.gov.ph	3.1. Draft Order and Transmittal Letter to Securities and Exchange Commission - Headquarters.	None	4 hour/s	• SEC Administrative Assistant II; Lipa Extension Office • SEC Administrative Officer III; Lipa Extension Office • SEC Securities Specialist II; Lipa Extension Office
	3.2. Review and finalize Order, and sign the Transmittal Letter.		1 working day/s	• SEC Director I; Lipa Extension Office
	3.3. Scan and email the Petition together with its supporting		4 hour/s	• Confidential Assistant II; Lipa

	documents, Order and Transmittal Letter to the Securities and Exchange Commission - Headquarters.			Extension Office
	3.4. Securities and Exchange Commission - Headquarters reviews the petition and render a decision.		5 working day/s	• Supervising Commissioner; Office of the Commissioner
	3.5. Receive signed Order and/or Certificate of Revival for granted petition, or signed Order for denial of petition. Inform the client that an Order has been issued to their petition, and instruct the client to claim the Order and/or Certificate of Revival.		2 hour/s	• SEC Confidential Assistant III; Lipa Extension Office • SEC Administrative Assistant II; Lipa Extension Office
4. Receive the Order, and/or Certificate of Revival, if any. **Location:** SEC Lipa Extension Office	4. Release Order, and/or Certificate of Revival, if any, to the client.	None	1 hour/s	• SEC Administrative Assistant II; Lipa Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 3130 See other fees below		

Formula / Schedule of Fees

- **Filing Fee for revival of corporate existence**

  Articles of Incorporation, Stock Corp., with par value: 1/5 of 1% of the authorized capital stock or the subscription price of the subscribed capital stock, whichever is higher, but not less than PHP 2,000.00

- **Legal Research Fee (LRF)**

  1% Legal Research Fee (LRF) but not less than PHP 20.00

13. Petition to Lift Order of Revocation/Suspension

This process details the procedure for petitions to set aside orders of revocation or suspension of stock and nonstock corporations and licensed foreign corporations. Note that this remedy is applicable only to companies revoked or suspended due to noncompliance with reportorial requirements.

Office or Division:	Lipa Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	SEC-registered companies whose status is either revoked or suspended.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Verified Petition for Correction of Entries (2) Original Copy	Applicant / Client
2. Directors'/Trustees' Certificate (2) Original Copy	Applicant / Client
3. Latest Due Audited Financial Statements (1) Photo Copy	SEC - EFAST
4. Latest Due General Information Sheet (1) Photo Copy	SEC - EFAST
5. Proof of registration of the stock and transfer book or membership book (2) Photo Copy	Applicant / Client
6. Secretary's Certificate of No Intra-Corporate Controversy (2) Original Copy	Applicant / Client
Remarks: *Please see sample format at:* *https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf*	
7. Sworn Certification by External Auditor (2) Original Copy	Applicant / Client
8. Proof of operation for each year, starting from the date of revocation or date of incorporation (for a suspension order) up to the time of the filing of the petition, any of the following	Applicant / Client

but not limited to: Audited Financial Statements; Income Tax Returns; Mayor's or Business Permits; Contracts; Receipts showing payment of Real Estate Tax; Certifications/Recognitions/Annual Conventions; or Any similar/related documents (2) Photo Copy	
9. Latest Mayor's/Business Permit (2) Photo Copy	LGU - Business Permit and Licensing Office where the principal office address of the client is located
10. Certification Issued by the Corporate Secretary that the latest due Financial Statement and Income Tax Return was received by the SEC and BIR respectively (2) Original Copy	Applicant / Client
11. Certificate of Incorporation, latest Certificate of Filing of Amended Articles or By-Laws (if any) together with the latest Articles of Incorporation and By-Laws (2) Photo Copy	SEC - secexpress.ph
12. BIR Certificate of Registration (2) Photo Copy	BIR - RDO where the principal office address of the client is located
13. Monitoring Clearance (2) Photo Copy	SEC - Extension Office that has jurisdiction over the principal office address of the company

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits requirements in imessage **Location:** https://imessage.sec.gov.ph/	1.1. Records the application for pre-processing, examines if documents are complete in form, and forwards the application for assignment	None	30 minute/s	• SEC Securities Counsel I / SEC Securities Counsel II ; Lipa Extension Office
	1.2. Assigns the application to a processor		30 minute/s	• SEC Confidential Assistant III; Lipa Extension Office
	1.3. Examines whether the		11 working day/s	• SEC Securities

	documents submitted are complete in form and in substance, prepares a draft Order and Notice and submits to the EO Director/OIC for review			Counsel I / SEC Securities Counsel II; Lipa Extension Office
	1.4. Reviews the draft Order and Notice and the documents submitted		4 working day/s	• SEC Securities Counsel I / SEC Securities Counsel II ; Lipa Extension Office
	1.5. Approves draft Order and Notice		1 working day/s	• SEC Director I; Lipa Extension Office
	1.6. Prepares and emails the Payment Assessment Form to client		1 hour/s	• SEC Securities Counsel I / SEC Securities Counsel II ; Lipa Extension Office
2. Pays the filing fees through ESPAYSEC/Landbank and emails proof of payment **Location:** Email of processor	2.1. Receives and acknowledges payment, and prepares Memo to be sent to Head Office	**Standard Fees** Breakdown: Filing Fee: PHP 3000 Legal Research Fee: PHP 30 Documentary Stamp Tax per notarized document: PHP 30 Total: PHP 3060	1 hour/s, 30 minute/s	• SEC Securities Counsel I / SEC Securities Counsel II ; Lipa Extension Office
	2.2. Reviews and signs the Memo		1 hour/s, 30 minute/s	• SEC Director I ; Lipa Extension Office
	2.3. Emails the Memo and the documents for the Petition to Lift Order of Suspension		2 hour/s	• SEC Confidential Assistant III; Lipa

	or Revocation to Office of the Commissioner, including the draft Order			Extension Office
	2.4. Signs draft Order and emails signed Order to Lipa Extension Office		3 working day/s	• Office of the Commissioner - Supervising Commissioner of Extension Offices; Any of requesting office / division
	2.5. Emails the signed Order to client		1 hour/s	• SEC Securities Counsel I / SEC Securities Counsel II ; Lipa Extension Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 3060		

14. Post-Audit of eAMEND Applications approved under Regular Processing

This aims to ensure the completeness and correctness of the submitted hard copies in accordance with existing laws, rules and regulations.

Office or Division:	Lipa Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All applications submitted and approved under Simple Processing in the eAMEND Portal
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy	Securities and Exchange Commission - Lipa Extension Office (LIPEO)
Remarks: *With downloadable system-generated forms in the eAmend Portal*	
2. Amendment Form (2) Original Copy	Securities and Exchange Commission - Lipa Extension Office (LIPEO)
Remarks: • *With downloadable system-generated forms in the eAmend Portal.* • *Original copies should be signed (wet signature) and notarized* • *notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed names*	
3. Monitoring Clearance (2) Original Copy	Securities and Exchange Commission - Lipa Extension Office (LIPEO)
Remarks: • ***(not applicable for corporation sole)***	

- *If there is no valid and available Monitoring Clearance, submit an Affidavit of Undertaking for Monitoring from the eAMEND System.*

- *If you have previously used an Affidavit of Undertaking for your amendment application, kindly submit a valid Monitoring Clearance issued by the SEC Lipa Extension Office for your current application.*
- *Original copies should be signed (wet signature) and notarized*

SEC Lipa Extension Office or through seclipa@sec.gov.ph

4. Amended Articles of Incorporation/By-Laws (2) Original Copy	Applicant / Client

Remarks:

- ***two (2) copies shall be submitted together with all the documentary requirements uploaded in the eAMEND portal***

(Please submit the Amended Articles of Incorporation/By-laws incorporating the proposed provisions. The amendments must be clearly underlined and annotated with the phrase "(As amended on [date of meeting])" immediately following the amended provision. Kindly ensure that no established facts are removed or modified in the process.)

5. And other additional documentary requirements uploaded in the eAmend portal (2) Original Copy	Applicant / Client

For Situational Requirement

A. For Clearance from other SEC departments

Sub Situational Requirement/s

A.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation

A.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)

A.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House

A.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)

A.c. For Financial Technology (FinTech) related business activities

A.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech

	Innovation Office (PIO)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
A.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
B. Endorsement from other government agencies	

Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For applications with Amendment of By-laws	
Sub Situational Requirement/s	
C.a. Air Transport	
C.a.1. Civil Aeronautics Board Endorsement (2) Original Copy And (1) Electronic Copy	Civil Aeronautics Board - Civil Aeronautics Board
C.b. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions	
C.b.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.c. Educational Institution: (stock & non-stock)	
C.c.1. Department of Education Endorsement for Elementary (2) Original Copy And (1) Electronic Copy	Department of Education - Department of Education
C.c.2. Commission on Higher Education Endorsement for College, Tertiary Course (2) Original Copy And (1) Electronic Copy	College, Tertiary Course - College, Tertiary Course
C.c.3. Technical Education Skills and Development Authority Endorsement for Technical Vocational Course (2) Original Copy And (1) Electronic Copy	Technical Education Skills and Development Authority - Technical Education Skills and Development Authority
C.d. Electric Power Plant/Trading of Petroleum Products	
C.d.1. Department of Energy Endorsement (2) Original Copy And (1) Electronic Copy	Department of Energy - Department of Energy
C.e. Hospital, Dental, Medical Clinics	
C.e.1. Department of Health Endorsement (2) Original Copy And (1) Electronic Copy	Department of Health - Department of Health
C.f. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.f.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission

C.g. Money Changer and Remittance Services	
C.g.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.h. Non-Chartered Government Owned and Controlled Corporation	
C.h.1. Government Commission for Government-owned and Controlled Corporation Endorsement (2) Original Copy And (1) Electronic Copy	Government Commission for Government-owned and Controlled Corporation - Government Commission for Government-owned and Controlled Corporation
C.i. Professional Association	
C.i.1. Professional Regulation Commission Endorsement (2) Original Copy And (1) Electronic Copy	Professional Regulation Commission - Professional Regulation Commission
C.j. Radio, TV, Telephone, Internet Service Providers, Value-Added Service Provider	
C.j.1. National Telecommunications Commission Endorsement (2) Original Copy And (1) Electronic Copy	National Telecommunications Commission - National Telecommunications Commission
C.k. Recruitment for Overseas Employment	
C.k.1. Philippine Overseas Employment Administration Endorsement (2) Original Copy And (1) Electronic Copy	Philippine Overseas Employment Administration - Philippine Overseas Employment Administration
C.l. Security Agency/ Anti-Crime Task Force	
C.l.1. Philippine National Police Endorsement (2) Original Copy And (1) Electronic Copy	Philippine National Police - Philippine National Police
C.m. Tobacco Related Business	
C.m.1. National Tobacco Administration Endorsement (2) Original Copy And (1) Electronic Copy	National Tobacco Administration - National Tobacco Administration
C.n. Volunteer Fire Brigade	
C.n.1. Bureau of Fire Protection Endorsement (2) Original Copy And (1) Electronic Copy	Bureau of Fire Protection - Bureau of Fire Protection
C.o. Vessel/Ship Operation, Ship Management. Shipbuilding, Ship Repair, Shipping Agency, Ship Husbanding, Ship Chandling and other Maritime related activities	
C.o.1. Maritime Industry Authority Endorsement (2) Original Copy And (1) Electronic Copy	Maritime Industry Authority - Maritime Industry Authority
C.p. Water Service Providers and Waterworks	

C.p.1. Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems Endorsement (2) Original Copy And (1) Electronic Copy	Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems - Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems
D. For Amendment of Corporate Name	
D.1. Name Verification Slip for Amendment of Corporate Name with Proof of Payment of Reservation Fee (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Lipa Extension Office (LIPEO)
Remarks: *imessage.sec.gov.ph or request from seclipa@sec.gov.ph*	
E. Affidavit of a director, trustees or officer undertaking to change corporate name, if not stated in the Articles of Incorporation	
E.1. Affidavit of a director, trustees or officer undertaking to change corporate name, if not stated in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the documentary requirements with proof of payment to the SEC Lipa Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Lipa Extension Office	1.1. Stamp receives the submitted documentary requirements	None	20 minute/s	• SEC Confidential Assistant III; Lipa Extension Office • SEC Administrative Officer III; Lipa Extension Office • SEC Administrative Assistant II; Lipa Extension Office

	1.2. Prints Certificate of Amendment (Certificate)		30 minute/s	• SEC Confidential Assistant III; Lipa Extension Office
	1.3. Assigns to post-audit processor		20 minute/s	• SEC Confidential Assistant III; Lipa Extension Office
	1.4. Post-evaluates the assigned application Note: If the amendment documents are compliant, endorse for signature of Certificate. If not, return to applicant for compliance.		6 working day/s	• SEC Securities Specialist II; Lipa Extension Office • SEC Director I; Lipa Extension Office
	1.5. Review the submitted amendment documents and sign the Certificate Note: After signing the Certificate, endorse for releasing to applicant.		6 hour/s	• SEC Director I; Lipa Extension Office
	1.6. Tags the application as complete in the eAmend portal and tag the date of release of Certification.		30 minute/s	• SEC Confidential Assistant III; Lipa Extension Office
2. Receive the signed Certificate of Amended Articles of Incorporation and/or By-laws to the SEC Lipa Extension Office through the company's representatives or through a courier of	2. Releases signed Certificate of Amended Articles of Incorporation and/or By-laws	**Formula Fees** Breakdown: Courier Fee	20 minute/s	• SEC Confidential Assistant III; Lipa Extension Office • SEC Administrative Assistant

their choice which available near SEC Lipa Extension Office (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Lipa Extension Office				II; Lipa Extension Office
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		
Formula / Schedule of Fees • **Courier Fee** The courier fee will depends to the courier services the client choice.				

15. Post-Audit of eAMEND Applications approved under Simple Processing

This aims to ensure the completeness and correctness of the submitted hard copies in accordance with existing laws, rules and regulations.

Office or Division:	Lipa Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All applications submitted and approved under Simple Processing in the eAMEND Portal
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Amendment (2) Original Copy	Securities and Exchange Commission - Lipa Extension Office (LIPEO)
Remarks: *With downloadable system-generated forms in the eAmend Portal*	
2. Amendment Form (2) Original Copy	Securities and Exchange Commission - Lipa Extension Office (LIPEO)
Remarks: • *With downloadable system-generated forms in the eAmend Portal.* • *Original copies should be signed (wet signature) and notarized* • *notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed names*	
3. Monitoring Clearance (2) Original Copy	Securities and Exchange Commission - Lipa Extension Office (LIPEO)
Remarks: • ***(not applicable for corporation sole)***	

- *If there is no valid and available Monitoring Clearance, submit an Affidavit of Undertaking for Monitoring from the eAMEND System.*
- *Affidavit of Undertaking - Original copies should be signed (wet signature) and notarized*

4. And other additional documentary requirements uploaded in the eAmend portal (2) Original Copy	Applicant / Client
5. Amended Articles of Incorporation/By-Laws (2) Original Copy	Applicant / Client

Remarks:

- ***two (2) copies shall be submitted together with all the documentary requirements uploaded in the eAMEND portal***

(Please submit the Amended Articles of Incorporation/By-laws incorporating the proposed provisions. The amendments must be clearly underlined and annotated with the phrase "(As amended on [date of meeting])" immediately following the amended provision. Kindly ensure that no established facts are removed or modified in the process.)

For Situational Requirement

A. For Clearance from other SEC departments

Sub Situational Requirement/s

A.a. For Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies	
A.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
A.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	
A.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
A.c. For Financial Technology (FinTech) related business activities	
A.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)

Remarks:

- *Operators of payment systems;*

- *Payment Service Providers;*
- *Electronic Money Issuers (EMI);*
- *Non-bank EMIs;*
- *Alternative Credit Scoring Companies;*
- *Online Lending Companies;*
- *Peer-to-peer Lending Companies;*
- *AI/Big Data Companies;*
- *InsurTech Companies (InsurTech Service Providers);*
- *KYC/Security Companies (KYC Service Providers);*
- *Digital Banks;*
- *Digital Asset Exchanges;*
- *Virtual Asset Service Providers;*
- *Play-to-Earn Platforms;*
- *E-Commerce Companies;*
- *Crowdfunding Platforms;*
- *RegTech Companies (RegTech Service Providers);*
- *SupTech Companies (SupTech Service Providers); and*
- *Digital Advisers/Robo-Advisers.*

A.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)

Remarks:

- *Operators of payment systems;*
- *Payment Service Providers;*
- *Electronic Money Issuers (EMI);*
- *Non-bank EMIs;*
- *Alternative Credit Scoring Companies;*
- *Online Lending Companies;*
- *Peer-to-peer Lending Companies;*
- *AI/Big Data Companies;*
- *InsurTech Companies (InsurTech Service Providers);*
- *KYC/Security Companies (KYC Service Providers);*
- *Digital Banks;*
- *Digital Asset Exchanges;*
- *Virtual Asset Service Providers;*
- *Play-to-Earn Platforms;*
- *E-Commerce Companies;*
- *Crowdfunding Platforms;*
- *RegTech Companies (RegTech Service Providers);*
- *SupTech Companies (SupTech Service Providers); and*
- *Digital Advisers/Robo-Advisers.*

B. Endorsement from other government agencies

Sub Situational Requirement/s

B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services

B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For applications with Amendment of By-laws	
Sub Situational Requirement/s	
C.a. Air Transport	
C.a.1. Civil Aeronautics Board Endorsement (2) Original Copy And (1) Electronic Copy	Civil Aeronautics Board - Civil Aeronautics Board
C.b. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions	
C.b.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
C.c. Educational Institution: (stock & non-stock)	
C.c.1. Department of Education Endorsement for Elementary (2) Original Copy And (1) Electronic Copy	Department of Education - Department of Education
C.c.2. Commission on Higher Education Endorsement for College, Tertiary Course (2) Original Copy And (1) Electronic Copy	College, Tertiary Course - College, Tertiary Course
C.c.3. Technical Education Skills and Development Authority Endorsement for Technical Vocational Course (2) Original Copy And (1) Electronic Copy	Technical Education Skills and Development Authority - Technical Education Skills and Development Authority
C.d. Electric Power Plant/Trading of Petroleum Products	
C.d.1. Department of Energy Endorsement (2) Original Copy And (1) Electronic Copy	Department of Energy - Department of Energy
C.e. Hospital, Dental, Medical Clinics	
C.e.1. Department of Health Endorsement (2) Original Copy And (1) Electronic Copy	Department of Health - Department of Health
C.f. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
C.f.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C.g. Money Changer and Remittance Services	
C.g.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas

C.h. Non-Chartered Government Owned and Controlled Corporation	
C.h.1. Government Commission for Government-owned and Controlled Corporation Endorsement (2) Original Copy And (1) Electronic Copy	Government Commission for Government-owned and Controlled Corporation - Government Commission for Government-owned and Controlled Corporation
C.i. Professional Association	
C.i.1. Professional Regulation Commission Endorsement (2) Original Copy And (1) Electronic Copy	Professional Regulation Commission - Professional Regulation Commission
C.j. Radio, TV, Telephone, Internet Service Providers, Value-Added Service Provider	
C.j.1. National Telecommunications Commission Endorsement (2) Original Copy And (1) Electronic Copy	National Telecommunications Commission - National Telecommunications Commission
C.k. Recruitment for Overseas Employment	
C.k.1. Philippine Overseas Employment Administration Endorsement (2) Original Copy And (1) Electronic Copy	Philippine Overseas Employment Administration - Philippine Overseas Employment Administration
C.l. Security Agency/ Anti-Crime Task Force	
C.l.1. Philippine National Police Endorsement (2) Original Copy And (1) Electronic Copy	Philippine National Police - Philippine National Police
C.m. Tobacco Related Business	
C.m.1. National Tobacco Administration Endorsement (2) Original Copy And (1) Electronic Copy	National Tobacco Administration - National Tobacco Administration
C.n. Volunteer Fire Brigade	
C.n.1. Bureau of Fire Protection Endorsement (2) Original Copy And (1) Electronic Copy	Bureau of Fire Protection - Bureau of Fire Protection
C.o. Vessel/Ship Operation, Ship Management. Shipbuilding, Ship Repair, Shipping Agency, Ship Husbanding, Ship Chandling and other Maritime related activities	
C.o.1. Maritime Industry Authority Endorsement (2) Original Copy And (1) Electronic Copy	Maritime Industry Authority - Maritime Industry Authority
C.p. Water Service Providers and Waterworks	
C.p.1. Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems Endorsement (2) Original Copy And (1) Electronic Copy	Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems - Local Waterworks Utilities Administration /Manila

	Waterworks and Sewerage Systems
D. For Amendment of Corporate Name	
D.1. Name Verification Slip for Amendment of Corporate Name with Proof of Payment of Reservation Fee (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Lipa Extension Office (LIPEO)
Remarks: *Please request through iMessage:* ***imessage.sec.gov.ph*** *or through* ***seclipeo@sec.gov.ph***	
E. Affidavit of a director, trustees or officer undertaking to change corporate name, if not stated in the Articles of Incorporation	
E.1. Affidavit of a director, trustees or officer undertaking to change corporate name, if not stated in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the documentary requirements with proof of payment to the SEC Lipa Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Lipa Extension Office	1.1. Stamp receives the submitted documentary requirements	None	5 minute/s	• SEC Confidential Assistant III; Lipa Extension Office • SEC Administrative Officer III; Lipa Extension Office • SEC Administrative Assistant II; Lipa Extension Office
	1.2. Assigns to post-audit processor		10 minute/s	• SEC Confidential Assistant III; Lipa Extension Office

	1.3. Post-evaluates the assigned application		6 working day/s, 7 hour/s	• SEC Securities Specialist II; Lipa Extension Office • SEC Director I; Lipa Extension Office
	1.4. Prints Certificate of Amendment (Certificate)		10 minute/s	• SEC Confidential Assistant III; Lipa Extension Office
	1.5. Tags the application as complete in the eAmend portal		15 minute/s	• SEC Confidential Assistant III; Lipa Extension Office
2. Proceeds to SEC Lipa Extension Office for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Amended Articles of Incorporation and/or By-laws **Location:** SEC Lipa Extension Office	2. Releases signed Certificate of Amended Articles of Incorporation and/or By-laws	None	15 minute/s	• SEC Confidential Assistant III; Lipa Extension Office • SEC Administrative Assistant II; Lipa Extension Office • SEC Administrative Officer III; Lipa Extension Office
Total Processing Time:		Working Days: 6 working day/s, 7 hour/s, 55 minute/s		
Total Processing Fee:		Total Standard Fee: None		

16. Post-Evaluation of Regular eSPARC Applications

This aims to ensure the completeness and correctness of the submitted hard copies in accordance with existing laws, rules and regulations.

Office or Division:	Lipa Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All Natural and Juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (2) Original Copy	Securities and Exchange Commission - Lipa Extension Office (LIPEO)
Remarks: *System-generated*	
2. Articles of Incorporation (2) Original Copy	Securities and Exchange Commission - Lipa Extension Office (LIPEO)
Remarks: *System-generated* *Original copy should be signed (wet signature) and notarized/authenticated*	
3. By-Laws (2) Original Copy	Securities and Exchange Commission - Lipa Extension Office (LIPEO)
Remarks: • *Original copy should be signed (wet signature)* • *For One Person Corporations, no by-laws required.*	
4. And other additional documentary requirements based on the mode of payment of the subscription of shares. (2) Original Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the documentary requirements with proof of payment to the LIPEO Receiving Counter at SEC Lipa Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Lipa Extension Office	1.1. Stamp receives the submitted documentary requirements.	None	5 minute/s	• SEC Administrative Assistant II; Lipa Extension Office • SEC Administrative Officer III; Lipa Extension Office • SEC Confidential Assistant III; Lipa Extension Office
	1.2. Prints Certificate of Incorporation (Certificate)		15 minute/s	• SEC Administrative Assistant II; Lipa Extension Office • SEC Administrative Officer III; Lipa Extension Office • SEC Confidential Assistant III; Lipa Extension Office
	1.3. Assigns to post-audit processor		5 minute/s	• SEC Administrative Assistant II; Lipa Extension Office

				• SEC Administrative Officer III; Lipa Extension Office • SEC Confidential Assistant III; Lipa Extension Office
		1.4. Post-evaluates the assigned application	6 working day/s, 7 hour/s	• SEC Administrative Assistant II; Lipa Extension Office • SEC Administrative Officer III; Lipa Extension Office • SEC Confidential Assistant III; Lipa Extension Office
		1.5. Tags the application as complete in the Company Registration Encoding System	10 minute/s	• SEC Administrative Assistant II; Lipa Extension Office • SEC Administrative Officer III; Lipa Extension Office • SEC Confidential Assistant III; Lipa Extension Office

	1.6. Emails the applicant a Notice of Schedule of Appointment on the release of the Original Certificate.		15 minute/s	• SEC Administrative Assistant II; Lipa Extension Office • SEC Administrative Officer III; Lipa Extension Office • SEC Confidential Assistant III; Lipa Extension Office
2. Proceeds SEC Lipa Extension Office for presentment of the proof of payment issued by the eSPAYSEC or arranges the delivery of the Certificate through preferred courier **Location:** SEC Lipa Extension Office	2. Releases original copy of the Certificate	None	10 minute/s	• SEC Administrative Assistant II; Lipa Extension Office • SEC Administrative Officer III; Lipa Extension Office • SEC Confidential Assistant III; Lipa Extension Office
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		

17. Primary Registration and Secondary License for Lending and Financing Company through the ESPARC (Electronic Simplified Processing of Application for Registration of Company)

The Electronic Simplified Processing of Application for Registration of Company (SEC – ESPARC) is a facility to cater application for registration of Lending and Financing Corporations of Domestic corporations with 2 or more incorporators who may either be natural person, partnership, association or corporations, singly or jointly with others but not more than fifteen (15) in number. The system allows the registrant or his duly appointed representative to submit the proposed company name and input the details of the Articles of Incorporation.

The following are the various company type to choose from:

- *Lending Corporation*
- *Financing Corporation*

Office or Division:	Lipa Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Registered domestic corporations through their Authorized Representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Coversheet (3) Original Copy	Securities and Exchange Commission - Licensing Unit
Remarks: *System generated*	
2. Articles of Incorporation (1) Original Copy And (2) Photo Copy	Securities and Exchange Commission - Licensing Unit
Remarks: *Articles of Incorporation reflecting the:* • *Corporate name;* • *Business activity;* • *Principal office address;* • *Name, nationality, residences and Tax Identification Number (TIN) of Filipino or foreign incorporators, directors, stockholders including corporate subscribers, the foreign*	

incorporators, directors and stockholders may also state their passport numbers

- *Capital structure;*
- *Name of Treasurer and TIN;*
- *Undertaking to change company name;*
- *Printed names and Signature of incorporators;*
- *Notarization/Authentication*

*** System generated*

3. By-laws (1) Original Copy And (2) Photo Copy	Securities and Exchange Commission - Licensing Unit
Remarks: *System generated*	
4. Notarized Bank Certificate of Deposit (1) Original Copy And (2) Photo Copy	Applicant / Client
5. Joint Affidavit of Undertaking to Change Name, in case not incorporated in the Articles of Incorporation) (1) Original Copy And (2) Photo Copy	Applicant / Client
6. Affidavit of Relinquishment, in case the treasurer is a foreigner and the business activity of the registrant is a partly-nationalized activity (1) Original Copy And (2) Photo Copy	Applicant / Client
7. Authenticated/Apostilled Articles of Incorporation and By-Laws and supporting documents, if the same were executed in a foreign jurisdiction (1) Original Copy And (2) Photo Copy	Applicant / Client
8. For Clearance from other SEC departments, if applicable (1) Original Copy And (2) Photo Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO); Enforcement and Investor Protection Department (EIPD)
Remarks: *For Financial Technology (FinTech) related business activities* • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;*	

- *Digital Asset Exchanges;*
- *Virtual Asset Service Providers;*
- *Play-to-Earn Platforms;*
- *E-Commerce Companies;*
- *Crowdfunding Platforms;*
- *RegTech Companies (RegTech Service Providers);*
- *SupTech Companies (SupTech Service Providers); and*
- *Digital Advisers/Robo-Advisers.*

9. Application Form (1) Original Copy And (2) Photo Copy	Securities and Exchange Commission - Licensing Unit

Remarks:

System generated

10. Information Sheet (1) Original Copy And (2) Photo Copy	Securities and Exchange Commission - Licensing Unit

Remarks:

System generated

11. Valid NBI Clearance of ALL Incorporators and Stockholders (1) Original Copy And (2) Photo Copy	Applicant / Client

Remarks:

- *With right thumb print and signature*
- *Reflecting the residential*

12. Additional Requirements for FOREIGN Directors and Officers (1) Original Copy And (2) Photo Copy	Applicant / Client

Remarks:

*a. Photocopy of Alien Certificate of Registration Card/Immigrant Certificate of Residence Card**

*b.Photocopy of Passport Showing Valid Visa or Stay in the Philippines**

c. Clearance from the Bureau of Immigration

13. Sworn Certification required under SEC Memorandum Circular No. 29, Series of 2020 (1) Original Copy And (2) Photo Copy	Applicant / Client

Remarks:

- *Shall include an undertaking that the applicant shall submit hard and soft copies of its MTPP to the AMLD-EIPD within ten (10) days from receipt of its Certificate of*

Registration and/or secondary license from the Commission
- *Stamped received by the Anti-Money Laundering Division of the Enforcement and Investor Protection Department (AMLD-EIPD)*

**https://www.sec.gov.ph/mc-2020/mc-no-29-s-2020/*

For Situational Requirement	
A. For Financing Corporations	
A.1. Personal Information Sheet of Directors & Officers (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Licensing Unit
Remarks: *System generated*	
A.2. Additional Requirements for FOREIGN Directors and Officers (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: • *Photocopy of Alien Certificate of Registration Card/Immigrant Certificate of Residence Card** • *Photocopy of Passport Showing Valid Visa or Stay in the Philippines** • *Clearance from the Bureau of Immigration*	
A.3. Clearance from Bangko Sentral ng Pilipinas (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *If applicant is a subsidiary or affiliate of a bank and/or non-bank financial institution with quasi-banking license*	
A.4. Manual on Corporate Governance (1) Original Copy And (2) Photo Copy	Applicant / Client
Remarks: *-If foreign participation in voting stock is more than 40%; or* *-If total assets is PhP50M or more; or* *-If commercial paper issue, either exempt or registered*	
A.5. Format of Disclosure Statement on Loan/Credit Transactions (1) Original Copy And (2) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph **Location:** Through https://esparc.sec.gov.ph	1.1. System receives submitted application.	None	15 minute/s	• SEC Securities Specialist II; Lipa Extension Office • SEC Director I; Lipa Extension Office
	1.2. Approves or disapproves proposed company name and/or trade name/s in accordance with SEC Memorandum Circular No. 13, Series of 2019 and assigns the application to the LU Processors.		2 working day/s	• SEC Securities Specialist II; Lipa Extension Office • SEC Director I; Lipa Extension Office
	1.3. Processes and evaluates application for Registration		4 working day/s	• SEC Securities Specialist II; Lipa Extension Office • SEC Director I; Lipa Extension Office
	1.4. Issues Payment Assessment Form(PAF) to the applicant through eSPARC		10 minute/s	• eSPARC system; Lipa Extension Office
2. Pays the assessed license fee attached in the email notification. **Location:**	2. Issues payment confirmation containing Electronic Official Receipt via email.	**Possible Fees** Breakdown: By-Laws: PHP 1000 Documentar	10 minute/s	• Securities Specialist II; Lipa Extension Office

SEC Lipa Extension Office		y Stamp Tax: PHP 30 Name Verification: PHP 100 Registration of Stock and Transfer Book: PHP 150 **Formula Fees** Breakdown: Registration of CorporationLicense fees for Lending and Financing Cos		
3. Submits the documentary requirements with proof of payment to the SEC Lipa Extension Office through the company's representatives or through courier of their choice (e.g. JRS, LBC, J&T etc.) **Location:** SEC Lipa Extension Office	3. Officially receives and stamps the hard copies of the registration application	None	15 minute/s	• SEC Securities Specialist II; Lipa Extension Office • SEC Administrative Officer III; Lipa Extension Office • SEC Administrative Assistant II; Lipa Extension Office • SEC Confidential Assistant III; Lipa Extension Office
4. Proceed to SEC Lipa Extension Office for presentment of the original proof of	4. Release signed Certificate of Branch Office of	None	15 minute/s	• Securities Specialist II; Lipa

payment and receive the signed Certificate of Lending/Financing Companies. **Location:** SEC Lipa Extension Office	Lending/Financing Companies.			Extension Office • SEC Administrative Officer III; Lipa Extension Office • SEC Confidential Assistant III; Lipa Extension Office • SEC Administrative Assistant II; Lipa Extension Office
Total Processing Time:	Working Days: 6 working day/s, 1 hour/s, 5 minute/s			
Total Processing Fee:	Total Standard Fee: None See other fees below			

Possible Fees

- **By-Laws** : 1000
- **Documentary Stamp Tax** : 30
- **Name Verification** : 100
- **Registration of Stock and Transfer Book** : 150

Formula / Schedule of Fees

- **Registration of Corporation**

  1/5 of 1% of the Authorized Capital Stock

- **License fees for Lending and Financing Cos**

  1/10 of1% of the Paid-Up Capital

18. Recording of the Articles of Partnerships through the ESPARC (Electronic Simplified Processing of Application for Registration of Company) Regular Only

The Electronic Simplified Processing of Application for Registration of Company (SEC – ESPARC) is a facility to cater applications for recording of the articles of partnerships.

The following are the various company type to choose form:

- *General Partnership*
- *Professional Partnership*
- *Limited Partnership*

Type of partnership based on foreign equity participation:

- *all Filipinos*
- *.01% to 100% foreign equity participation*

Office or Division:	Lipa Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Lipa Extension Office
Remarks: *System-generated*	
2. Articles of Partnership (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Lipa Extension Office

Remarks:

System-generated

Original copy should be signed (wet signature) and notarized

For Situational Requirement	
A. Endorsement/Clearance from other government agencies	
Sub Situational Requirement/s	
A.a. Money Changer and Remittance Services	
A.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
A.a.2. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
B. For Clearance from other SEC departments	
Sub Situational Requirement/s	
B.a. For Financial Technology (FinTech) related business activities	
B.a.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)

Remarks:

- *Alternative Credit Scoring Companies;*
- *AI/Big Data Companies;*
- *InsurTech Companies (InsurTech Service Providers);*
- *KYC/Security Companies (KYC Service Providers);*
- *Digital Asset Exchanges;*
- *Virtual Asset Service Providers;*
- *Play-to-Earn Platforms;*
- *E-Commerce Companies;*
- *RegTech Companies (RegTech Service Providers);*
- *SupTech Companies (SupTech Service Providers); and*
- *Digital Advisers/Robo-Advisers.*

B.a.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)

Remarks:

- *Alternative Credit Scoring Companies;*
- *AI/Big Data Companies;*
- *InsurTech Companies (InsurTech Service Providers);*
- *KYC/Security Companies (KYC Service Providers);*

- *Digital Asset Exchanges;*
- *Virtual Asset Service Providers;*
- *Play-to-Earn Platforms;*
- *E-Commerce Companies;*
- *RegTech Companies (RegTech Service Providers);*
- *SupTech Companies (SupTech Service Providers); and*
- *Digital Advisers/Robo-Advisers.*

C. Additional requirement, if applicable;

Sub Situational Requirement/s

C.a. If the Partner is a Juridical Entity

C.a.1. Authenticated/Apostilled Board Resolution approving the Corporation to be a partner and appointing their authorized representative (2) Original Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Board Resolution of the Juridical Entity allowing it to invest in the said Corporation

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ **Location:** https://esparc.sec.gov.ph/	1.1. Approves proposed company name and/or trade name/s in accordance with SEC Memorandum Circular No. 13, Series of 2019	None	2 hour/s	• Securities Specialist II; Lipa Extension Office • SEC Director I; Lipa Extension Office
	1.2. Pre-processes all corporate information submitted		2 working day/s, 7 hour/s, 45 minute/s	• SEC Securities Specialist II; Lipa Extension Office • SEC Director I; Lipa Extension Office
	1.3. Processor prepares and issues		5 minute/s	• eSPARC system;

	the Payment Assessment Form (PAF)			Lipa Extension Office
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC **Location:** espaysec.sec.gov.ph/payment-portal/home	2. Issues payment confirmation containing the Electronic Official Receipt via email	**Formula Fees** Breakdown: Articles of PartnershipName ReservationLegal Research FeeDocumentary Stamp Tax	5 minute/s	• Accounting Division; Financial Management Department (FMD)
3. Submits the documentary requirements with proof of payment to the SEC Lipa Extension Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.) **Location:** SEC Lipa Extension Office **Notes/Instruction:** - SEC Lipa Extension Office (**SEC LIPEO**) - **Post-Audit Review:** Checking of Completeness and Correctness of submitted documents.	3.1. Review the submitted documents. if complete, receives hard copies of the registration application for Post-audit Review.	None	5 minute/s	• SEC Administrative Assistant II; Lipa Extension Office • SEC Administrative Officer III; Lipa Extension Office • SEC Confidential Assistant III; Lipa Extension Office
	3.2. SEC LIPEO Personnel will Post-Audit Review the received documents. If all correct, documents will be officially stamped		5 hour/s, 30 minute/s	• SEC Administrative Assistant II; Lipa Extension Office • SEC Administrative Officer III; Lipa Extension Office • SEC Confidential Assistant III; Lipa

				Extension Office
	3.3. Generates the Certificate and forwards the same with the submitted proof of payment and documentary requirements to the authorized signatory		10 minute/s	• SEC Administrative Assistant II; Lipa Extension Office • SEC Administrative Officer III; Lipa Extension Office • SEC Confidential Assistant III; Lipa Extension Office
	3.4. Reviews the application and signs the Certificate;		3 working day/s	• SEC Director I; Lipa Extension Office
	3.5. Sends appointment through email indicating the date of release of the Certificate		10 minute/s	• SEC Administrative Assistant II; Lipa Extension Office • SEC Administrative Officer III; Lipa Extension Office • SEC Confidential Assistant III; Lipa Extension Office
4. Proceeds to SEC Lipa Extension Office and receives the signed Certificate **Location:**	4. Enters company name in the Masterlist/Logbook and get client signature upon releasing the	None	10 minute/s	• SEC Administrative Assistant II; Lipa

SEC Lipa Extension Office	Certificate together with registration application then stamps release the official receipt			Extension Office • SEC Administrative Officer III; Lipa Extension Office • SEC Confidential Assistant III; Lipa Extension Office
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Articles of Partnership**

  ⅕ of 1% of the Partnership's Capital but not less than PHP 2,000

- **Name Reservation**

  PHP 100 per Corporate Name

  *Additional Php 100 per trade name/s

- **Legal Research Fee**

  1% of the computed Filing Fees

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

19. Registration of Corporations through One-day Submission and E-registration of Companies (OneSEC) with ZERO Processing for DOMESTIC STOCK CORPORATIONS

This sub-system (a "pass through") of the eSPARC aims to promote speedy and efficient approval of the registration application without human interference. However, the registrant has to conform with the following conditions and has to pay the assessed registration fee within a period of one day only:

a. *The company classification is All Filipino, .01 to 40%, and more than 40% to 100% foreign equity participation;*
b. *The proposed corporate name may comply to the following: (a) has a name descriptor according to its industry classification; (b) does not contain any Trade Name/s ; and (c) not subject to any Letter of Appeal for reconsideration; and (d) in explicit form (any set or group of letters does not contain any acronym or meaning);*
c. *The primary purpose or main activity is predetermined and is not subject to any modification/correction;*
d. *The corporate term of existence may be determined by the applicant.*
e. *The incorporator/s, members of the Board of Directors and subscribers are Natural Person/s, of legal age;*
f. *The applicant corporation is not located in any of the economic zones, if located within an economic zone, then proceed to eSPARC ZERO Regular processing;*
g. *The share type classification contains the following : (a) Common Shares; (b) with Par Value and (c) Amount of par value is not less than P1.00 and in non-decimal currency;*
h. *The Mode of Payment for the subscription of shares is CASH;*
i. *Once the application is completed, the registration fees are paid immediately through the SEC eSPAYSEC;*
j. *The applicant corporation is not required to secure clearance/endorsement from any Department of SEC and/or other government agency/ies, if clearance/endorsement is needed please proceed to eSPARC ZERO Regular processing;*
k. *None of the incorporators, stockholders/members, directors/trustees, beneficial owners, and officers of the applicant corporation have been convicted of or have pending criminal or administrative case of felony or misdemeanor involving investment or investment-related business, fraud, false statements or omissions, wrongful taking of property, bribery, forgery, counterfeiting or extortion, or other felonies;*
l. *None of the incorporators, stockholders/members, directors/trustees, beneficial owners, and officers of the applicant corporation are included in pertinent sanctions list circularized by the Bangko Sentral ng Pilipinas (BSP), the Anti-Money Laundering Council (AMLC), the Anti-Terrorism Council (ATC), and other domestic and/or international entities or organizations, such as the Office of Foreign Assets Control (OFAC) of the U.S. Department of Treasury and the United Nations Sanctions List;*

Furthermore, the predetermined primary purpose or main business activity in the registration application shall be exclusive and shall be subject to the following list of industry classification only, to wit:

Activities of Employment Agency Activities

1. *Activities of Employment Agency Activities*

2. *Activities of a Holding Company*
3. *Advertising*
4. *Agriculture*
5. *Air transportation*
6. *Arrastre and Stevedoring services*
7. *Business process outsourcing*
8. *Cargo consolidator*
9. *Cargo Sales Agent or Breakbulk Sales Agent*
10. *Cockpit*
11. *Combined Facilities Support Activities (Cleaning Activities)*
12. *Computer Programming*
13. *Construction*
14. *Courier services*
15. *Creative Arts and Entertainment of Activities*
16. *Customs Brokerage*
17. *Deep Sea Commercial Fishing*
18. *Domestic Airfreight Forwarder*
19. *Domestic Agricultural Aerial Spraying Services*
20. *Domestic Agricultural Aerial Spraying Services using Remotely Piloted Aircraft (RPA)*
21. *Domestic Non-Scheduled Air Transportation Services*
22. *Domestic Scheduled Air Transportation Services*
23. *Drugstore*
24. *Electric generation*
25. *Film production*
26. *Fishery*
27. *Funeral and Related Services*
28. *Gambling and Betting Activities*
29. *Gas station*
30. *General Sales Agent for Cargo*
31. *General Sales Agent for Passenger*
32. *Hotel*
33. *Hospital*
34. *International Airfreight Forwarder*
35. *International Non-Scheduled Air Transportation Services*
36. *International Non-Scheduled All-Cargo Air Transportation Services*
37. *International Scheduled Air Transportation Services*
38. *IT – TNVs*
39. *IT/Software applications*
40. *Landscape care and maintenance service activities*
41. *Land transportation*
42. *Laundry Services*
43. *Logistic*
44. *Management Consultancy*
45. *Mining*
46. *Non-Vessel Operating Common Carrier*
47. *Organization of Convention and Trade Shows*
48. *Other Residential Care Activities*
49. *Personal Services for Wellness except Sports Activities*
50. *Photographic Activities*
51. *Printing and Publishing*
52. *Property Management*
53. *Radio Broadcasting*
54. *Real Estate*

55. *Recruitment*
56. *Renting and Leasing Machinery*
57. *Renting and Leasing Motor Vehicles*
58. *Renting and Leasing of Personal and Household Goods*
59. *Repairs of Computers and Communications Equipment*
60. *Repair of Household Appliances and Home and Garden*
61. *Residential care activities for mental retardation, mental health and substance abuse*
62. *Residential care activities for the elderly and disabled*
63. *Residential Nursing Care Facilities*
64. *Restaurant*
65. *Retail trading of goods*
66. *Retail via mail/telephone order houses via the internet*
67. *Schools*
68. *Sea transportation*
69. *Security agency*
70. *Security Facility Sales and Installation Activities*
71. *Shipping Agency*
72. *Sound Recording*
73. *Sports Activities*
74. *Technical testing/analysis*
75. *Telecommunications*
76. *Television Programming and Broadcasting Activities*
77. *Travel agency*
78. *Veterinary Activities*
79. *Waste Collection/Disposal/Management*
80. *Wholesale and retail trading of goods*
81. *Wholesale trading of goods*
82. *Parking Spaces*
83. *Materials Recycling Facility (MRF) / Junkshop*
84. *Automotive Repair*
85. *Glass, Aluminum, and Other Metal Installations*
86. *Woodworking and Carpentry Business*
87. *Tailoring and Dressmaking Business*
88. *Hauling and Trucking Business*
89. *Storage and Warehousing Facilities Rental*
90. *Motor Vehicle Rental Business*
91. *Manufacturing and Assembly of Electronics and Semiconductor Business*
92. *Manufacturing/Assembly of Automotive Parts Business*
93. *Garment and Textile Business*
94. *Manufacturing of Medical Devices and Parts*
95. *Operation of Fishpond*
96. *Memorial Parks*
97. *Games and Amusement Activities*
98. *Bakeshop*
99. *Beauty Salon*
100. *Cold Storage*

Office or Division:	Lipa Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business)

Who may avail:	All Natural and Juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Cover Sheet for Registration (1) Electronic Copy And (2) Photo Copy	Securities and Exchange Commission - Lipa Extension Office (LIPEO)
Remarks: *System-generated*	
2. Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Lipa Extension Office (LIPEO)
Remarks: *System-generated*	
3. By-Laws (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Lipa Extension Office (LIPEO)
Remarks: • *System-generated* • ***Not applicable for One Persion Corporation (OPC)***	

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)

1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ and encodes the data required. **Location:** https://esparc.sec.gov.ph/	1. ESPARC System issues the payment assessment form	None	2 working day/s, 6 hour/s	• eSPARC system; Corporate and Partnership Registration Division (CPRD)
2. Pays the assessed registration fee through eSPAYSEC and receives the Digital copy of the Certificate of Incorporation in the email provided in the system **Location:** https://espaysec.sec.gov.ph/	2. The system issues the electronic receipt of the payment of filing fees.	**Standard Fees** Breakdown: Articles of Incorporation : PHP 2000 By-Laws: PHP 1000 Documentary Stamp Tax: PHP 60 Legal Research Fee: PHP 20 --- Total: PHP 3080 **Possible Fees** Breakdown: Stock and Transfer Book: PHP 150 Membership Book: PHP 75 **Formula Fees** Breakdown: Filing FeeName Verification Fee	1 hour/s	• eSPARC System; Corporate and Partnership Registration Division (CPRD)

3. Generates the Digital Certificate **Location:** esoparc	3. The system issues the Digital Certificate of Incorporation	None	1 hour/s	• eSPARC System; Corporate and Partnership Registration Division (CPRD)
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 3080 See other fees below		

Possible Fees

- **Stock and Transfer Book** : 150
- **Membership Book** : 75

Formula / Schedule of Fees

- **Filing Fee**

  Stock corporation with par value - ⅕ of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher

  Stock corporation without par value - ⅕ of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher

  Non- Stock corporation – PHP 1,000

- **Name Verification Fee**

  Php100.00 per Corporate Name

  *additional fee of Php100.00 for each trade name/s.

20. Registration of Corporations through the Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular with ZERO Processing

This procedure shows the Electronic Simplified Processing of Application for Registration of Company (SEC – ESPARC) as a facility that caters to application for registration of One Person Corporation (OPC), Domestic corporations (stock and non-stock) with 2 or more incorporators who may either be natural person, partnership, association or corporations, singly or jointly with others but not more than fifteen (15) in number, partnerships and foreign corporations. The system allows the applicant or his duly appointed representative to submit the proposed company name and input details of the articles of incorporation for OPC and articles of incorporation and by-laws for domestic/foreign owned stock and non-stock corporations for review of the Commission.

The following are the various company type to choose form:

1. *Stock Corporation*

As to composition:

1. *One Person Corporation*
2. *Corporation with 2 to 15 incorporators*

As to ownership:

1. *All Filipino*
2. *With Foreign equity participation*

As to Company type:

1. *Domestic Corporations*

1. *Non-stock Corporation*

As to Company sub-types:

1. *Corporation Sole*
2. *Non-stock/Non-profit*
3. *Foundation*
4. *Federation*
5. *Microfinance*
6. *Religious Aggregate*
7. *Condominium Corporation*

As to ownership:

1. *All Filipino*
2. *With foreign equity participation*

Office or Division:	Lipa Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet for Registration (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Lipa Extension Office (LIPEO)
Remarks: *System-generated*	
2. Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Lipa Extension Office (LIPEO)
Remarks: *System-generated* • *Original copy should be signed (wet signature) and notarized* • *corporate name;* • *business activity;* • *principal office address;* • *names, nationality, residences and Tax Identification Numbers (TIN) of natural Filipino incorporators/officer (for corporations composed of 2-15 incorporators) or single incorporator, nominee and alternate nominee (for One Person Corporation).* • *capital structure;* • *name of treasurer and TIN;* • *Undertaking to change company name;* • *Printed names and with original signatures of the single stockholder, nominee and alternate nominee of all incorporators for corporations with 2-15 incorporators or single stockholder, nominee and alternate nominee for One Person Corporation;* • *Notarization or Authentication*	
3. By-Laws (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Lipa Extension Office (LIPEO)
Remarks: • *System-generated*	

- *Original copy should be signed (wet signature)*
- *Needs to be submitted for corporations with 2 -15 incorporators only. For One Person Corporations, no by-laws required.*

For Situational Requirement	
A. For Initial Processing of Ordinary Corporations	
A.1. Joint Affidavit of Undertaking to Change Name, in case not incorporated in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Lipa Extension Office (LIPEO)
Remarks: *SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)* • *Original copy should be signed (wet signature) and notarized*	
Sub Situational Requirement/s	
A.a. If Articles of Incorporation and By-Laws are executed in a foreign jurisdiction	
A.a.1. Authenticated/Apostilled Articles of Incorporation and By-Laws and supporting documents (1) Original Copy And (1) Electronic Copy	Applicant / Client
A.b. If Incorporator/s is/are a Juridical Entity	
A.b.1. Board Resolution/Directors'/Trustees' Certificate or Secretary's Certificate (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Authenticated/Apostilled (if executed in a foreign jurisdiction)*	
B. Endorsement/Clearance from other government agencies	
Sub Situational Requirement/s	
B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For Clearance from other SEC departments	
Sub Situational Requirement/s	

C.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
C.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
C.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
C.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD
C.c. For Financial Technology (FinTech) related business activities	
C.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;* • *Alternative Credit Scoring Companies;* • *Online Lending Companies;* • *Peer-to-peer Lending Companies;* • *AI/Big Data Companies;* • *InsurTech Companies (InsurTech Service Providers);* • *KYC/Security Companies (KYC Service Providers);* • *Digital Banks;* • *Digital Asset Exchanges;* • *Virtual Asset Service Providers;* • *Play-to-Earn Platforms;* • *E-Commerce Companies;* • *Crowdfunding Platforms;* • *RegTech Companies (RegTech Service Providers);* • *SupTech Companies (SupTech Service Providers); and* • *Digital Advisers/Robo-Advisers.*	
C.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)
Remarks: • *Operators of payment systems;* • *Payment Service Providers;* • *Electronic Money Issuers (EMI);* • *Non-bank EMIs;*	

- *Alternative Credit Scoring Companies;*
- *Online Lending Companies;*
- *Peer-to-peer Lending Companies;*
- *AI/Big Data Companies;*
- *InsurTech Companies (InsurTech Service Providers);*
- *KYC/Security Companies (KYC Service Providers);*
- *Digital Banks;*
- *Digital Asset Exchanges;*
- *Virtual Asset Service Providers;*
- *Play-to-Earn Platforms;*
- *E-Commerce Companies;*
- *Crowdfunding Platforms;*
- *RegTech Companies (RegTech Service Providers);*
- *SupTech Companies (SupTech Service Providers); and*
- *Digital Advisers/Robo-Advisers.*

D. For Foundation	
D.1. Notarized certificate of bank deposit of the contribution (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *which shall not be less than P1,000,000.00*	
D.2. Statement of Willingness to allow the Commission to conduct an audit (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate and Partnership Registration Division
Remarks: *System-generated*	
E. For Federation	
E.1. of Member-Associations certified by the Corporate Secretary and attested by the President (2) Original Copy And (1) Electronic Copy	Applicant / Client
F. For Confederation	
F.1. List of Member-Federations certified by the Corporate Secretary and attested by the President (2) Original Copy And (1) Electronic Copy	Applicant / Client
G. For Condominium Corporation/Association	
G.1. Notarized Copy of the Master Deed with primary entry of the Register of Deeds (2) Original Copy And (1) Electronic Copy	Applicant / Client
G.2. Certification that there is no existing similar condominium association within the condominium project	Securities and Exchange Commission - Lipa Extension

(2) Original Copy And (1) Electronic Copy	Office (LIPEO)
Remarks: *System-generated* *Applicant Condominium Corporation/Association to be executed by the Corporate Secretary*	
H. For Non-Stock Religious Aggregate	
H.1. Affidavit of Affirmation/Verification by the chief priest, rabbi, minister, or presiding elder, (not required if already part of the Articles of Incorporation) (2) Original Copy And (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ **Location:** https://esparc.sec.gov.ph/ **Notes/Instruction:** es	1.1. Approves proposed company name and/or trade name/s in accordance with SEC Memorandum Circular No. 13, Series of 2019	None	2 working day/s	• SEC Securities Specialist II; Lipa Extension Office • SEC Director I; Lipa Extension Office
	1.2. Pre-processes all corporate information submitted		4 working day/s, 7 hour/s, 45 minute/s	• SEC Securities Specialist II; Lipa Extension Office • SEC Director I; Lipa Extension Office
	1.3. Processor prepares and issues the Payment Assessment Form (PAF)		5 minute/s	• eSPARC System; Lipa Extension Office
2. Pays the filing fee through SEC-accredited landbank	2. Issues payment confirmation containing the	**Standard Fees** Breakdown:	5 minute/s	• Accounting Division; Financial Manageme

branches or through eSPAYSEC **Location:** espaysec.sec.gov.ph/payment-portal/home	Electronic Official Receipt via email	By-Laws: PHP 1000 Total: PHP 1000 **Formula Fees** Breakdown: Filing FeeRegistration of Stock and Transfer Book/Membership BookName ReservationLegal Research FeeDocumentary Stamp Tax		nt Department (FMD)
3. Generates and prints the Digital Certificate **Location:** eSPARC	3. The eSPARC system issues the Digital Certificate	None	5 minute/s	• eSPARC System; Corporate Filing and Records Division (CFRD)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1000 See other fees below		

Formula / Schedule of Fees

- **Filing Fee**

  Stock corporation with par value - ⅕ of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher

  Stock corporation without par value - ⅕ of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher

  Non- Stock corporation – PHP 1,000

- **Registration of Stock and Transfer Book/Membership Book**

  Stock and Transfer Book – PHP 150

Membership Book – PHP 75

- **Name Reservation**

  PHP 100 per Corporate Name

  *Additional Php100 per trade name/s

- **Legal Research Fee**

  1% of the computed Filing Fees for Amended Articles of Incorporation and/or By-Laws

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

21. Registration of Non-Stock Corporations through the Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular Only

This service details the procedure for registration of the following non-stock corporation through Electronic Simplified Processing of Application for Registration of Company (eSPARC) Regular Only;

As to Company sub-types:

a. Corporation Sole
b. Non-stock/Non-profit
c. Foundation
d. Federation
e. Microfinance
f. Religious Aggregate
g. Condominium Corporation

As to ownership:

a. All Filipino
b. With foreign equity participation

Office or Division:	Lipa Extension Office
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All natural and juridical persons and their representatives
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Cover Sheet for Registration (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Lipa Extension Officer (LIPEO)
Remarks: *System-generated*	
2. Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Lipa Extension Officer (LIPEO)
Remarks:	

System-generated

- *Original copy should be signed (wet signature) and notarized*

- *corporate name;*
- *business activity;*
- *principal office address;*
- *names, nationality, residences and Tax Identification Numbers (TIN) of natural Filipino incorporators/officer (for corporations composed of 2-15 incorporators) or single incorporator, nominee and alternate nominee (for One Person Corporation).*
- *capital structure;*
- *name of treasurer and TIN;*
- *Undertaking to change company name;*
- *Printed names and with original signatures of the single stockholder, nominee and alternate nominee of all incorporators for corporations with 2-15 incorporators or single stockholder, nominee and alternate nominee for One Person Corporation;*
- *Notarization or Authentication*

3. By-Laws (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Lipa Extension Officer (LIPEO)

Remarks:

- *System-generated*
- *Original copy should be signed (wet signature)*
- *Needs to be submitted for corporations with 2 -15 incorporators only. For One Person Corporations, no by-laws required.*

For Situational Requirement

A. Additional Requirement, if applicable;

A.1. Joint Affidavit of Undertaking to Change Name, in case not incorporated in the Articles of Incorporation (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Lipa Extension Office (LIPEO)

Remarks:

SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_corporate-ap.docx)

- *Original copy should be signed (wet signature) and notarized*

Sub Situational Requirement/s

A.a. If Articles of Incorporation and By-Laws are executed in a foreign jurisdiction

A.a.1. Authenticated/Apostilled Articles of Incorporation and By-Laws and supporting documents (1) Original Copy And (1) Electronic Copy	Applicant / Client

A.b. If Incorporator/s is/are a Juridical Entity

A.b.1. Board Resolution/Directors'/Trustees' Certificate or Secretary's Certificate (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Authenticated/Apostilled (if executed in a foreign jurisdiction)*	
A.c. For non-stock religious aggregate	
A.c.1. Affidavit of Affirmation/Verification by the chief priest, rabbi, minister, or presiding elder, (not required if already part of the Articles of Incorporation) (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.d. For foundation	
A.d.1. Notarized certificate of bank deposit of the contribution, which shall not be less than P1,000,000.00 Statement of Willingness to allow the Commission to conduct an audit (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.e. For federation	
A.e.1. List of Member-Associations certified by the Corporate Secretary and attested by the President (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.f. For confederation	
A.f.1. List of Member-Federations certified by the Corporate Secretary and attested by the President (2) Original Copy And (1) Electronic Copy	Applicant / Client
A.g. For condominium corporation/association	
A.g.1. Notarized Copy of the Master Deed with primary entry of the Register of Deeds (2) Original Copy And (1) Electronic Copy	Condominium Developer and Register of Deeds - Condominium Developer and Register of Deeds
A.g.2. Certification that there is no existing similar condominium association within the condominium project (2) Original Copy And (1) Electronic Copy	Applicant Condominium Corporation/Association to be executed by the Corporate Secretary - Applicant Condominium Corporation/Association to be executed by the Corporate Secretary
B. Endorsement/Clearance from other government agencies	
Sub Situational Requirement/s	

B.a. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	
B.a.1. Bangko Sentral ng Pilipinas Endorsement (2) Original Copy And (1) Electronic Copy	Bangko Sentral ng Pilipinas - Bangko Sentral ng Pilipinas
B.b. Insurance/Mutual Benefit Association/ Health Maintenance Organization	
B.b.1. Insurance Commission Endorsement (2) Original Copy And (1) Electronic Copy	Insurance Commission - Insurance Commission
C. For Clearance from other SEC departments	
Sub Situational Requirement/s	
C.a. For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	
C.a.1. Corporate Governance and Finance Department (CGFD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
C.b. For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House	
C.b.1. Markets and Securities Regulation Department (MSRD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
C.c. For Financial Technology (FinTech) related business activities	
C.c.1. PhiliFintech Innovation Office (PIO) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - PhiliFintech Innovation Office (PIO)

Remarks:

- *Operators of payment systems;*
- *Payment Service Providers;*
- *Electronic Money Issuers (EMI);*
- *Non-bank EMIs;*
- *Alternative Credit Scoring Companies;*
- *Online Lending Companies;*
- *Peer-to-peer Lending Companies;*
- *AI/Big Data Companies;*
- *InsurTech Companies (InsurTech Service Providers);*
- *KYC/Security Companies (KYC Service Providers);*
- *Digital Banks;*
- *Digital Asset Exchanges;*
- *Virtual Asset Service Providers;*
- *Play-to-Earn Platforms;*
- *E-Commerce Companies;*
- *Crowdfunding Platforms;*
- *RegTech Companies (RegTech Service Providers);*

- *SupTech Companies (SupTech Service Providers); and*
- *Digital Advisers/Robo-Advisers.*

C.c.2. Enforcement and Investor Protection Department (EIPD) Clearance (2) Original Copy And (1) Electronic Copy	Securities and Exchange Commission - Enforcement and Investor Protection Department (EIPD)

Remarks:

- *Operators of payment systems;*
- *Payment Service Providers;*
- *Electronic Money Issuers (EMI);*
- *Non-bank EMIs;*
- *Alternative Credit Scoring Companies;*
- *Online Lending Companies;*
- *Peer-to-peer Lending Companies;*
- *AI/Big Data Companies;*
- *InsurTech Companies (InsurTech Service Providers);*
- *KYC/Security Companies (KYC Service Providers);*
- *Digital Banks;*
- *Digital Asset Exchanges;*
- *Virtual Asset Service Providers;*
- *Play-to-Earn Platforms;*
- *E-Commerce Companies;*
- *Crowdfunding Platforms;*
- *RegTech Companies (RegTech Service Providers);*
- *SupTech Companies (SupTech Service Providers); and*
- *Digital Advisers/Robo-Advisers.*

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ **Location:** https://esparc.sec.gov.ph/	1.1. Approves proposed company name and/or trade name/s in accordance with SEC Memorandum Circular No. 13, Series of 2019	None	2 working day/s	• SEC Securities Specialist II; Lipa Extension Office • Securities Director I; Lipa Extension Office
	1.2. Evaluate all corporate information submitted for pre-approval		3 working day/s	• SEC Securities Specialist II; Lipa

				Extension Office • SEC Director I; Lipa Extension Office
2. Upload and submit the duly signed and Notarized Articles of Incorporation, Certificate of Authentication, and By-laws on current eSPARC (esparc.sec.gov.ph) application **Location:** esparc.sec.gov.ph	2.1. Review the submitted documents and approve application for payment of Registration Fees	None	1 working day/s, 7 hour/s, 40 minute/s	• SEC Securities Specialist II; Lipa Extension Office • SEC Director I; Lipa Extension Office
	2.2. Processor prepares and issues the Payment Assessment Form (PAF)		5 minute/s	• eSPARC system; Lipa Extension Office
3. Pays the Registration fees through any Landbank branches or through eSPAYSEC. For Landbank payment: Upload and submit Oncoll Payment Slips through eSPARC application. **Location:** espaysec.sec.gov.ph/payment-portal/home esparc.sec.gov.ph	3. Issues payment confirmation containing the Electronic Official Receipt via email.	**Standard Fees** Breakdown: By-Laws: PHP 1000 --- Total: PHP 1000 **Formula Fees** Breakdown: Registration of Corporation Registration of Stock and Transfer Book/Membership BookName ReservationLegal Research FeeDocumentary Stamp Tax	5 minute/s	• Accounting Division; Financial Management Department (FMD)

4. Generates and prints the Digital Certificate **Location:** eSPARC **Notes/Instruction:** To secure the original copy of the Certificate, clients shall submit four (4) sets of originally signed documentary requirements with original proof of payment within sixty (60) calendar days from the date of issuance of the Digital Certificate	4. The eSPARC system issues the Digital Certificate	None	5 minute/s	• eSPARC System; Lipa Extension Office
Total Processing Time:		Working Days: 6 working day/s, 7 hour/s, 55 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 1000 See other fees below		

Formula / Schedule of Fees

- **Registration of Corporation**

  Stock corporation with par value - ⅕ of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher

  Stock corporation without par value - ⅕ of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher

  Non- Stock corporation – PHP 1,000

- **Registration of Stock and Transfer Book/Membership Book**

  Membership Book – PHP 75

- **Name Reservation**

  PHP 100 per Corporate Name

  *Additional Php100 per trade name

- **Legal Research Fee**

  1% of the computed Filing Fees for Amended Articles of Incorporation and/or By-Laws

- **Documentary Stamp Tax**

  PHP 30 for each filing fee type

22. Request for Certificate of No Derogatory Information

This service details the procedure for processing a request for a Certificate of No Derogatory Information (CNDI). The CNDI may be issued to registered partnerships or corporations which have secured the latest Monitoring Clearance for having complied with the filing of latest reportorial requirements and for paying any assessed fines and penalties. The issuance of the CNDI signifies the good standing of the partnership or corporation before the Commission only.

Office or Division:	Lipa Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Any Registered Partnership, Registered Domestic Corporation, or Foreign Corporation with License to Transact
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Electronic SEC Universal Registration Environment (eSECURE) (Sample: N/A N/A)	Securities and Exchange Commission - www.sec.gov.ph
Remarks: *Note: In the website, click Online Services, then click eSECURE (https://esecure.sec.gov.ph/)*	
2. Current/Latest Monitoring Clearance (Monitoring Sheet) (1) Electronic Copy	Securities and Exchange Commission - Lipa Extension Office
Remarks: *Note: Copy may be requested from the Davao Extension Office through the iMessage online ticketing portal imessage@sec.gov.ph* *Note: Submit proof of payment if penalty was assessed*	
3. Electronic Official Receipt as proof of payment (1) Electronic Copy	Securities and Exchange Commission - Information and Communications Technology Department
Remarks:	

Note: Copy of electronic official receipt will be sent through email or may be downloaded from https://espaysec.sec.gov.ph/

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Requesting party creates a ticket in the iMessage online ticketing portal, providing the necessary details pertaining to the request (imessage@sec.gov.ph) **Location:** imessage@sec.gov.ph **Notes/Instruction:** *The requesting party should choose Davao Extension Office as the processing office and the service, Request for Certificate of No Derogatory Information* *If Monitoring Clearance presented is not current, requesting party will be advised to submit latest reportorial requirements and to request for monitoring for the issuance of the latest monitoring clearance. The ticket will be closed.*	1.1. Assigns the request to the proper personnel.	None	4 hour/s	• SEC Administrative Assistant II; Lipa Extension Office • SEC Confidential Assistant III; Lipa Extension Office
	1.2. Evaluates request by confirming existence of submitted monitoring clearance with on file records and manually issues and uploads Payment Assessment Form (PAF) in the same iMessage thread with the instruction to upload proof of payment for the processing of the request.		4 hour/s	• SEC Administrative Assistant II; Lipa Extension Office • SEC Administrative Officer III; Lipa Extension Office
2. Pays the assessed fee at any of the	2.1. Encodes the request and the	**Standard Fees**	2 hour/s	• SEC Administrat

payment gateways (LandBank or SEC payment portal through https://espaysec.sec.gov.ph/ and uploads proof of payment in the same iMessage thread **Location:** LandBank or SEC payment portal through https://espaysec.sec.gov.ph/) **Notes/Instruction:** The fees are assessed at a per copy basis.	payment details in the Certification Issuance System-Unified Reference Database (CIS-URDB) and endorses request form and corporate records to proper handling personnel for evaluation	Breakdown: Certification Fee: PHP 500 Documentary Stamp Tax : PHP 30 Total: PHP 530		ive Assistant II; Lipa Extension Office • SEC Administrative Office III; Lipa Extension Office
	2.2. Evaluates status of the corporation in the CIS-URDB and prints the Certificate of No Derogatory Information.		6 hour/s	• SEC Administrative Assistant II; Lipa Extension Office • SEC Administrative Officer III; Lipa Extension Office
	2.3. Reviews the records and signs the Certificate of No Derogatory Information		6 hour/s	• SEC Director I; Lipa Extension Office
	2.4. 2.6 Informs party in the iMessage ticket thread of the availability of Certificate for pick-up and/or Uploads the signed Certificate		2 hour/s	• Administrative Assistant II; Lipa Extension Office • Administrative Officer III; Lipa Extension Office
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 530		

23. Request for Negative Certification

This service details the procedure for processing requests for Negative Certification. The certificate to be issued declares the absence of any record of an entity with the Securities and Exchange Commission.

Office or Division:	Lipa Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Any individual or entity with the desire to have an official document declaring the non-existence of an entity in the records of the Commission.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Electronic SEC Universal Registration Environment (eSECURE) account (Sample: N/A N/A)	Securities and Exchange Commission - www.sec.gov.ph
Remarks: *Note: In the website, click Online Services, then click eSECURE (https://esecure.sec.gov.ph/)*	
For Situational Requirement	
A. Situational Requirement	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Requesting party creates a ticket in the iMessage ticketing portal, providing the necessary details pertaining to the request (imessage@sec.gov.ph) **Location:** imessage@sec.gov.ph	1.1. Assigns the request to the proper personnel.	None	4 hour/s	• SEC Confidential Assistant III; Lipa Extension Office • SEC Administrative Assistant II; Lipa

Notes/Instruction: *The requesting party should choose Lipa Extension Office as the processing office and the service, Negative Certification.*				Extension Office
	1.2. Evaluates request and if compliant, manually issues and uploads Payment Assessment Form (PAF) in the same iMessage thread with the instruction to upload proof of payment for the processing of the request. Otherwise, the party will be informed of any deficiency in the same iMessage thread.		6 hour/s	• SEC Administrative Assistant II; Lipa Extension Office • SEC Administrative Officer III; Lipa Extension Office
2. Pays the at any of the payment gateways (LandBank or SEC payment portal through https://espaysec.sec.gov.ph/ and uploads proof of payment in the same iMessage thread **Location:** LandBank or SEC payment portal through https://espaysec.sec.gov.ph **Notes/Instruction:** Note: The fees are assessed at a per copy basis.	2.1. Prepares Certificate.	**Standard Fees** Breakdown: Certification Fee: PHP 500 Documentary Stamp Tax : PHP 30 Total: PHP 530	6 hour/s	• SEC Administrative Assistant II; Lipa Extension Office • SEC Administrative Officer III; Lipa Extension Office
	2.2. Reviews the records and signs the Certificate.		6 hour/s	• SEC Director I or Officer-in-Charge; Lipa Extension Office
	2.3. Informs party in the iMessage ticket thread of the availability of Certificate for pick-up and/or uploads the signed Certificate		2 hour/s	• SEC Administrative Assistant II; Lipa Extension Office • SEC Administrative Officer III; Lipa

				Extension Office
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 530		

24. Request for Payment Assessment Form for Payment of Annual Fees

This service details the procedure on how a citizen can request a Payment Assessment Form for payment of Annual Fees

Office or Division:	Lipa Extension Office
Classification:	Simple
Type of Transaction:	G2B (Government to Business)
Who may avail:	Financing Companies and Lending Companies
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Registration with SEC-eSECURE (1) Electronic Copy	Applicant / Client
Remarks: *https://esecure.sec.gov.ph*	
2. Any one (1) of the valid Government-Issued Identification Card. • PhilSys ID (National ID): Philippine Statistics Authority (PSA) • Passport: Department of Foreign Affairs (DFA) • Driver's License: Land Transportation Office (LTO) • SSS Card: Social Security System (SSS) • UMID Card: Social Security System (SSS) • PRC ID: Professional Regulation Commission (PRC) • Postal ID: Philippine Postal Corporation (PhilPost) • Voter's ID: Commission on Elections (COMELEC) Other Government IDs • Senior Citizen ID: Local Government Unit (LGU) where the senior citizen resides • PWD ID: National Council on Disability Affairs (NCDA) • OWWA E-Card: Overseas Workers Welfare Administration (OWWA) • PhilHealth ID: Philippine Health Insurance Corporation (PhilHealth)	
3. Electronic Copy of the following Documentary Requirements: (1) Electronic Copy	Applicant / Client

Remarks:

1. Certificate of Authority (Main and Branches)
2. List of Branches with Addresses (if applicable)
3. Proof of payment latest annual fees paid (if applicable)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. The client must create an account by registering on the SEC eSECURE website (https://esecure.sec.gov.ph/) and then file the Request for Payment of Annual Fees through the SEC iMessage portal (https://imessage.sec.gov.ph/). A ticket number will be issued, which will serve as a reference for follow-ups and status updates. **Location:** SEC eSECURE website: https://esecure.sec.gov.ph/ SEC iMessage portal: https://imessage.sec.gov.ph/	1.1. The SEC officer will assign request to the concerned personnel	None	30 minute/s	• SEC Confidential Assistant III; Lipa Extension Office • SEC Administrative Assistant II; Lipa Extension Office
	1.2. The Assigned SEC LIPEO Officer will now assess/evaluate the total Annual Fees to be paid by the requesting Financing/Lending Corporation		1 working day/s, 10 minute/s	• Securities Specialist II; Lipa Extension Office
	1.3. Review and approve assessed/evaluated total computed Annual Fees		4 hour/s, 10 minute/s	• SEC Director I; Lipa Extension Office
	1.4. Generate and issue Payment Assessment Form (PAF).		1 hour/s	• SEC Securities Specialist II; Lipa Extension Office • SEC Administrative Assistant II; Lipa

				Extension Office
	1.5. Directs Client to pay at any Landbank branches or Online thru eSPAYSEC.sec.gov.ph and advise the client to submit the Payment Assessment Form (PAF) with machine validation, along with a copy of the electronic Official Receipt (eOR), via the SEC iMessage portal under the original ticket created.		2 hour/s	• Securities Specialist II; Lipa Extension Office
2. Received the Payment Assessment Form (PAF) and pays the filing fees to Landbank or via eSPAYSEC. **Location:** SEC website > Online Services > eSPAYSEC. *https://espaysec.sec.gov.ph/* **Notes/Instruction:** *Subject to the prescribed processing of Landbank and eSPAYSEC If paid via SEC Payment Portal, an (eOR is generated which will serve as the official copy of the Client).	2. Receives payment and issues Electronic Official Receipt (eOR).	None	1 working day/s	• Landbank or eSPAYSEC through the SEC Financial Management Department (FMD); Any of requesting office / division

3. Submits the Electronic Official Receipt (eOR) to https://imessage.sec.gov.ph.If payment is made through Landbank. **Location:** https://imessage.sec.gov.ph	3. Received proof payment	None	10 minute/s	• Securities Specialist II; Lipa Extension Office
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: None		

Zamboanga Extension Office

Internal Services

1. Dissolution by Shortening of Corporate Term under Section 136 of the Revised Corporation Code where the proposed expiration of the term is one year or more than one year from the date of filing through Electronic Application for Modification of Entity Data (eAMEND)

This service details the procedure on the application for dissolution by shortening the corporate term where the proposed expiration of the term is one year or more than one year from the date of filing for domestic stock and non-stock corporations.

Office or Division:	Zamboanga Extension Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Corporations duly registered at Securities and Exchange Commission
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Revised Corporation Code

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Cover Sheet (2) Original Copy	Applicant / Client
2. Notarized Directors'/Trustees' Certificate signed by majority of the directors or trustees and the corporate secretary (2) Original Copy	Applicant / Client
Remarks: *The notarized Directors' Certificate must be signed by majority of the directors or trustees and the corporate secretary, attesting that: the dissolution by shortening of corporate term was approved by majority of the board of directors/trustees and ratified by at least two-thirds (2/3) vote of the stockholders representing the outstanding capital stock including the holders of non-voting shares/members of the corporation; date and place of stockholders' or members' meeting; and the tax identification number of the signatories which shall be placed below their names.*	
3. Amended Articles of Incorporation reflecting the proposed date of Dissolution (1) Original Copy And (1) Photo Copy	Applicant / Client
4. Notarized Secretary's Certificate on no pending case of intra-corporate dispute (2) Original Copy	Applicant / Client
5. Monitoring Clearance (1) Original Copy And (1) Photo Copy	Securities and Exchange Commission - Zamboanga

	Extension Office
For Situational Requirement	
A. If the corporation is regulated by a regulatory agency	
A.1. Clearance/Favorable recommendation from other Departments of the Commission or from the appropriate regulatory agency (1) Original Copy And (1) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit requirements through Electronic Application for Modification of Entity Data (eAMEND) portal https://eamend.sec.gov.ph/ **Location:** (eAMEND) portal: https://eamend.sec.gov.ph/ **Notes/Instruction:** To enhance the security of eAMEND transactions, all individuals who wish to use eAMEND portal shall register and create an account on SEC Universal Registration Environment (eSECURE). A user guide for both portals are available for the step by step procedures.	1. Review the application	None	10 working day/s	• Administrative Officer III, Specialist I & II, Securities Counsel I & II; Zamboanga Extension Office
2. Pay the filing fee through the Electronic System for Payment to SECURITIES AND EXCHANGE	2. Payment assessment form and electronic receipt is system generated	**Standard Fees** Breakdown: Legal Research	1 hour/s	• Electronic System for Payment to SEC (eSPAYSE

COMMISSION (eSPAYSEC) **Location:** https://espaysec.sec.gov.ph/payment-portal/home		Fee: PHP 10 Miscellaneous Fee: PHP 20 Documentary Stamp Tax: PHP 30 Total: PHP 60 **Possible Fees** Breakdown: For Stock Corporation: PHP 1000 For Non-Stock Corporation: PHP 500		C); Zamboanga Extension Office
3. Upload electronic copies of documentary requirements to eAMEND portal **Location:** Securities and Exchange Commission Zamboanga Extension Office	3. Verifies submission if complete; then informs applicant to submit the hard copies to the Securities and Exchange Commission Zamboanga Extension Office	None	2 working day/s	• Administrative Officer III Specialist I & II Securities Counsel I & II; Zamboanga Extension Office
4. Submit hard copies of documentary requirements **Location:** Securities and Exchange Commission Zamboanga Extension Office	4.1. Receive the documents and check for completeness in form and substance	None	1 working day/s	• Data Analyst, Administrative Assistant II; Zamboanga Extension Office
	4.2. Post Audits the application		3 working day/s	• Specialist I, Securities Counsel I & II; Zamboang

				a Extension Office
	4.3. Print Certificate of Dissolution		1 working day/s	• Administrative Assistant II; Zamboanga Extension Office
	4.4. Review and approve application		1 working day/s	• Director;
5. Claim Certificate of Dissolution **Location:** Securities and Exchange Commission - Zamboanga Extension Office	5. Release Certificate of Dissolution	None	1 working day/s	• Administrative Assistant II; Zamboanga Extension Office
Total Processing Time:		Working Days: 19 working day/s, 1 hour/s		
Total Processing Fee:		Total Standard Fee: PHP 60 See other fees below		

Possible Fees

- **For Stock Corporation** : 1000
- **For Non-Stock Corporation** : 500

FEEDBACK AND COMPLAINTS MECHANISMS	
How to send a feedback	**Feedback and Complaints Mechanism** We value your feedback. Please let us know how we have served you through our Client Satisfaction Measure (CSM). <u>For printed CSM Form:</u> 1. Security personnel distributes CSM form. 2. Client fills up the CSM form. 3. Client returns the accomplished form to the security personnel. 4. Security personnel submits the CSM form to the concerned office. <u>For online CSM Form:</u> 1 . Process owner forwards the CSM form link to the client. 2 . Client fills up the online CSM form 3 . Process owner reviews the completeness of the online CSM Form. 4 . Process owners creates monitoring report of the status of services.
How feedback is processed	**Monitoring, Consolidation and Analysis of CSM** 1. CSM Focal Persons collect accomplished CSM forms daily. 2. CSM forms with complaints are forwarded to HRAD CSM Focal Person for issuance of Corrective Action Request (CAR). 3. CSM Focal Persons consolidate the results to determine the overall satisfaction rating.
How to file a complaint	**Issuance of Corrective Action Request (CAR)** 1. CSM form rated "1" (Very dissatisfied) or "2" (Dissatisfied) and with recurring negative remarks or comments, the CSM informs and sends a scanned copy of the form to the HRAD CSM Focal Person

	2. HRAD prepares and issues CAR 3 days after receiving the complaints from the CSM Focal Persons. The HRAD monitors the CARs. 3. For the SEC Extension Offices, the CSM Focal Persons shall be responsible for the issuance of CAR.
How complaints are processed	edit How complaints are processed
Contact Information of CCB, PCC, ARTA	ARTA: complaints@arta.gov.ph, 1-ARTA (2782)

List of Offices

Office
Office of the SEC Chairperson
Office of the Commissioner
Office of the General Accountant (OGA)
SEC Oversight Assurance Review Division
Accreditation Division
Accounting and Audit Policy Division (AAPD)
Office of the General Counsel (OGC)
Adjudication Division
Contracts and Internal Affairs Division
Legislative Liaison Division
Opinions and External Affairs Division
Office of the Commission Secretary (OCS)
Commission Secretariat Division (CSD)
PHILIFinTech Innovation Office (PhilFINNO)
Department
Markets and Securities Regulation Department (MSRD)
Office for the Advancement of Strategic Investments in Small and Medium Enterprises (OASIS)
Securities Registration Division (SRD)
Investment Products and Services Division (IPSD)
Capital Market Supervision Division 1
Capital Market Supervision Division 2
Enforcement and Investor Protection Department (EIPD)
Market Surveillance Division (MSD)
Investigation and Prosecution Division (IPD)
Special Operations Division (SpecOps)
Anti-Money Laundering Division (AMLD)
Cyber and Forensics Division
Corporate Governance and Finance Department (CGFD)
Licensing Division (LD)

Corporate Governance Division (CGD)
Monitoring Compliance and Audit Division (MCAD)
Financing and Lending Companies Department (FinLenD)
Legal and Enforcement Division (LED)
Compliance and Monitoring Division (CMD)
Company Registration and Monitoring Department (CRMD)
Corporate and Partnership Registration Division (CPRD)
Corporate Filing and Records Division (CFRD)
Compliance Monitoring Division (CMD)
Foreign Investment Registration Station Division (FIRST-D)
Corporate Adjudication Division (CAD)
Licensing Unit (LU)
Information and Communications Technology Department (ICTD)
Systems Operations Division (SOD)
Electronic Records Management Division (ERMD)
Micrographics Unit
Receiving Unit
Public Reference Unit
Information Systems Development and Management Division (ISDMD)
Cybersecurity and Shared Services Division (CSSD)
Economic Research and Training Department (ERTD)
Strategic Management and Planning Division (SMPD)
Company Analytics and Statistics Division (CASD)
Market Professionals Development Division (MPDD)
Economic Research and Analysis Division (ERAD)
Human Resources Department (HRD)
Human Resources Management Division (HRMD)
Recruitment Selection and Placement Unit
Human Resource and Information Services Unit
Engagement, Benefits and Advocacy Unit
Organizational Development Division (ODD)

Internal Communications Unit
Performance Management Unit
Knowledge Management Unit
Health and Wellness Division (HWD)
Learning and Development Division (LDD)
Financial Management Department (FMD)
Budget and Fiscal Division (BFD)
Accounting Division (AD)
Treasury Division (TD)
Management Service Department (MSD)
Supply Chain Division (SCD)
Procurement Unit
Procurement Planning and Contracts Unit
Supplies Management Unit
General Services Division (GSD)
Facilities Management Unit
Safety, Security, and Environment Unit
Fleet and Print Operating Unit
Asset Management Division (AMD)
External Affairs Department (EAD)
International Affairs and Protocol Division (IAPD)
Strategic Partnership and Advocacy Division (SPAD)
Stakeholders Management Division (SMD)
Corporate Communication Division (CCD)
Financial Analysis and Audit Department (FAAD)
Financial Amendments and Compliance Division (FACD)
Mergers, Consolidations, and Corporate Reorganization Division (MCCRD)
Baguio Extension Office
Tarlac Extension Office
Legazpi Extension Office
Iloilo Extension Office

Bacolod Extension Office
Cebu Extension Office
Tacloban Extension Office
Zamboanga Extension Office
Cagayan De Oro Extension Office
Davao Extension Office
Butuan Extension Office
Koronadal Extension Office
Ilagan Extension Office
Laoag Extension Office
Lipa Extension Office
Ilagan Extension Office